DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CARSON
1626 ELLIS ST, SUITE 200, BLDG 1118,
FORT CARSON, CO 80913-4145

REPLY TO
ATTENTION OF

GC Policy #3

OCT 2 2 2013

IMCR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Equal Employment Opportunity (EEO), GC Policy #3

1. References.

a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 1988.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 2004

c. Department of Army Memorandum on Procedures for Providing Reasonable Accommodation for Individuals with Disabilities dated 19 March 2009

2. Purpose. To establish the Commander's policy on Equal Employment Opportunity.

3. Applicability. Applies to all applicants for employment, employed civilians, formerly employed civilians, and certain contractor personnel serviced by the Fort Carson Equal Employment Opportunity Office.

4. Policy. This Command is committed to the principles of equal employment opportunity by ensuring that all employees and applicants for employment receive fair and equitable treatment without regard to race, color, religion, age, sex, national origin, disability or genetic information as well protection from reprisal for participating in EEO activities. I will not tolerate any form of discrimination in any terms and conditions of employment. Leaders at all levels have the responsibility and are accountable for fostering and maintaining a discrimination-free work environment by making certain that their human capital decisions, practices, and polices are fair, appropriate, and equitable.

5. Procedures.

a. Individuals who perceive they are victims of discrimination, including sexual harassment, should report these incidents to their chain of command or the EEO Office. Complaints of discrimination will receive immediate attention and response from those involved, ensuring the rights of both the victim and the accused are protected. All employees are free to raise EEO issues and concerns, participate in the EEO complaint process, or seek EEO guidance without fear of intimidation, reprisal, or retaliation.

b. Supervisors and managers (military and civilian) must demonstrate the same dedication and involvement in achieving the command's EEO goals as they display in accomplishing other missions and objectives. Adherence to the principles of EEO exemplifies prudent leadership and is the right thing to do. I expect performance evaluations of military and civilian leaders to reflect their level of success in compliance with this policy.

c. As a model employer, our goal is to have a workforce that reflects our Nation's diversity. To accomplish our goal, the affirmative employment program is designed to identify and remove any remaining barriers to achieving and maintaining a highly qualified, diverse, and representative workforce. Leaders, managers, and supervisors are responsible for the successful implementation of attainment of this goal. We must work together to identify and eliminate barriers from the work environment so that qualified applicants and employees are free to compete for job opportunities and take part in career development to the fullest extent possible.

d. Another part of our commitment to a diverse workforce is to provide reasonable accommodation for individuals with disabilities to perform the essential functions of their position. Supervisors will work jointly with employees on effective strategies in compliance with the Department of Army's Procedures on Reasonable Accommodation. Complete instructions for accommodating individuals with disabilities can be found on the Fort Carson website (www.carson.army.mil) under the Equal Employment Opportunity Office "Policy Letters" section.

e. I strongly encourage leaders to consult with the Command's EEO Officer for advice and guidance when making critical employment decisions as these decisions may have EEO implications. When sensitive EEO issues or systemic problems arise, I expect prompt resolution at the lowest possible level.

6. The proponent for this policy is the Fort Carson EEO Office, 526-9673/4413.

DAVID L. GROSSO
COL, SF
Garrison Commander

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REPLY TO
ATTENTION OF

GC Policy #4

IMCR-ZA

OCT 2 2 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on the Right to File a Discrimination Complaint and Commitment to Alternative Dispute Resolution, GC Policy #4

1. References. AR 690-600, Equal Employment Opportunity (EEO) and Discrimination Complaints, dated 9 February 2004.

2. Purpose. To establish the Commander's policy on the Right to File a Discrimination Complaint and endorse the use of Alternative Dispute Resolution (ADR).

3. Applicability. Applies to all applicants for employment, employed civilians, and certain contractor personnel serviced by the Fort Carson Equal Employment Opportunity Office.

4. Policy. All Army civilian employees, former employees, or applicants for employment covered by AR 690-600 (Equal Employment Opportunity Discrimination Complaints) are entitled to initiate a complaint of alleged discrimination. Anyone who believes that he or she has been discriminated against because of race, color, religion, sex, national origin, age (40+), physical or mental disability, genetic information, or subjected to reprisal in an employment matter may file an individual complaint of discrimination.

5. Procedures.

a. Before a formal complaint can be filed, the individual must first present the matter(s) to an equal employment opportunity (EEO) official for the purpose of making an initial determination as to the proper venue and to advise the individual on various matters, including the availability of Alternative Dispute Resolution (ADR). In those cases in which ADR is offered, the individual may choose between ADR and the traditional pre-complaint counseling process. The matter(s) must be presented within 45 calendar days from one of the following dates: the date of the matter giving rise to the complaint; the effective date of the personnel action; or the date that the aggrieved became aware, or reasonably should have become aware of the discriminatory event or personnel action.

b. The EEO counselor's inquiry and ADR are designed to reach a resolution of the aggrieved person's allegations. If resolution is not reached, a formal complaint may be filed within 15 calendar days from the date of receipt of the Notice of Right to File a Discrimination

Complaint. The complaint must contain a statement signed by the complainant or his/her representative, describing in detail the actions, practices, or issues giving rise to the complaint.

c. Fort Carson is firmly committed to the use of alternative methods for resolving disputes in all of its activities, where appropriate and feasible. Alternative Dispute Resolution can provide faster and less contentious results as well as strengthening workplace relationships by diminishing conflict. Managers and supervisors will normally participate in ADR if requested by an employee using the EEO complaint process.

d. Leaders will ensure that everyone cooperates fully with any individuals who are processing EEO complaints of discrimination to include ADR facilitators/mediators, EEO counselors, Army representatives, EEO staff, investigators, or administrative judges. These individuals will be free from restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of these duties.

e. This organization is dedicated to the principle that people are our most valuable asset and are entitled to work in an environment free of unlawful discrimination. With this tenet in mind, it is essential that there be free access to the complaint procedures to protect the integrity of the process and preserve the rights of the individual.

6. The proponent for this policy is the Fort Carson EEO Office, 526-9673/4413.

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REPLY TO
ATTENTION OF

GC Policy #5

OCT 2 2 2013

IMCR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Prevention and Elimination of Unlawful Harassment in the Workplace, GC Policy #5

1. References. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 Mar 88.

2. Purpose. To establish the Commander's Policy on elimination of unlawful workplace harassment.

3. Applicability. This policy applies to all applicants for employment, employed civilians, former employed civilians, and certain contractor personnel serviced by the Fort Carson Equal Employment Opportunity Office.

4. Policy. This command will provide a workplace free from unlawful harassment for all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, disability or genetic information. The Department of Army has a longstanding zero tolerance policy on harassment and has established results-oriented actions to prevent unlawful harassment from occurring and to address such conduct that does occur before it becomes severe or pervasive. This policy applies to all applicants and employees and prohibits harassment discrimination and retaliation whether engaged in by fellow employees, supervisors, managers, or someone not directly employed by Fort Carson (e.g, an outside vendor, contractor, or customer).

5. Definition. Unlawful harassment is defined as unwelcome, offensive, or intimidating conduct such as ridicule, abuse, insults, derogatory comments, etc., that is directly or indirectly based on a person's race, color, religion, age, sex (to include sexual harassment), national origin, or disability when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual; or

c. Such conduct interferes with an individual's work performance creating an intimidating, hostile or offensive environment.

Harassment violates acceptable standards of conduct required of all personnel, reduces mission effectiveness, and wastes valuable resources. Any supervisor or manager who exhibits or condones harassing behavior to control, influence or affect the career, pay, or job of another employee is engaging in unlawful harassment. Additionally, individuals who make deliberate or repeated unwelcome verbal or physical contact of a sexual nature are engaging in sexual harassment and are subject to the full range of disciplinary actions.

6. Procedures. Employees should immediately report any harassment that they experience or observe to an appropriate management official in or outside their chain of command to include the EEO Office. Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Employees must take reasonable steps to avoid harm from unlawful harassment. It is their responsibility to use the EEO Complaint process or their chain of command to report harassing behavior. Individuals who report harassment are protected from retaliation or reprisal. Leaders at all levels are responsible for ensuring compliance with this mandate.

7. The proponent for this policy is the Fort Carson EEO Office, 526-9673/4413.

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COL, SF
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