DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165

REPLY TO
ATTENTION OF

IMEU-HAN-EO 20 January 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 0-2, Equal Opportunity

1. REFERENCES:

a. Army Regulation 600-20, Army Command Policy, 13 May 2002.

b. USAREUR Command Policy Letter 26, Processing Equal Opportunity Complaints 4 May 2003.

2. PURPOSE. This policy defines the 104th Area Support Group (ASG) Equal Opportunity Policy and the Commander's support of equal opportunities and treatment for all Soldiers and Department of the Army civilians and their families.

3. APPLICABILITY. This policy applies to all civilian or military personnel and their family members, and contract personnel assigned or attached to the 104th Area Support Group Area of Responsibility (AOR).

4. BACKGROUND:

a. The 104th ASG Equal Opportunity Program is a comprehensive education program which targets all military and civilian personnel assigned to the 104th ASG AOR. Consideration of Others (CO2) training is a key component of the EO program which formulates, directs and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness and capability in support of readiness.

b. Discrimination occurs when leaders, managers, or supervisors, based solely on race, color, religion, gender, or national origin, deny or violate an individual's rights to equal consideration and treatment.

c. Sexual harassment is defined in law and regulation as a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

(2) Submission to or rejection of such conduct by a person is made as a basis for career or employment decisions affecting that person.

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

d. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior or discriminatory actions to control, influence, or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment and discrimination practices. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact

5. POLICY:

a. The 104th ASG will provide equal opportunity and treatment for Soldiers, DA civilian employees, and their families without regard to race, religion, color, gender, or national origin and provide an environment free of sexual harassment. This policy applies both on and off post, during duty and non-duty hours; extends to Soldiers, civilian employees and their families; and applies to working, living and recreational environments.

b. The proponent office is my Equal Opportunity Advisor. Members of the community are invited to send comments and suggested improvements to the Equal Opportunity Office, building 1106, room 205 Hutier Kaserne, or DSN 323-2012 / Commercial: (0618) 118-02012. This memorandum will be posted on the unit bulletin board to allow for maximum viewing. Commanders and directors will ensure that their personnel are made aware of my policy, and are educated in the Equal Opportunity complaint procedures.

c. Every leader, manager and supervisor is responsible to set the example concerning equal opportunity, and act expeditiously and appropriately when allegations arise. Additionally, leaders, managers and supervisors are tasked to ensure their subordinate leadership and employees are provided adequate training in accordance with AR 600-20. Consideration of Others (CO2) training provides the methodology through which equal opportunity training will be accomplished.

d. The chain of command, whether military or civilian, will develop and sustain a healthy Equal Opportunity climate. This climate will ensure individuals who present complaints or concerns may do so without fear of intimidation, reprisal or harassment.

e. Soldiers, civilians and their family members who feel they have been sexually harassed or discriminated against are strongly encouraged to use the chain of command first. If satisfactory results are not achieved, contact the appropriate Equal Employment Opportunity Officer or Equal Opportunity Advisor for further guidance.

(1) A formal complaint must be filed within 60 days of the EO related incident.

(2) Informal complaints do not have time restrictions.

(3) An inquiry must be initiated within three days of the complaint, and command/agency response and/or corrective action must be provided to the complainant within 14 days.

f. It is the responsibility of every leader, military or civilian, to examine allegations of sexual harassment or discrimination, and take necessary action to ensure that these matters are addressed swiftly, fairly and effectively.

g. Soldiers and civilians assigned to the 104th ASG are prohibited from taking acts of reprisal against any soldier or civilian for filing a complaint of unlawful discrimination or sexual harassment.

h. Soldiers or civilians who have been threatened concerning filing a complaint or preparing a protected communication must report the circumstances to the 104th ASG Inspector General (323-2238) or the DoD Inspector General Hotline 1-800-424 9098 or DSN 664-8799 or email hotline@dodig.osd.mil.

i. I charge each commander with attaining the highest standards of military readiness by fostering a positive command climate that treats all people with dignity and respect.

j. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the ASG Adjutant within two weeks of the anniversary date. Policies requiring revision will be submitted within 30 days of the anniversary date for the Commander's approval/signature.

6. Point of contact SFC Gayden @ 323-2012 or donna.gayden@104asg.army.mil.

7. This policy memorandum supersedes all previous memoranda, subject as above.

HERMAN WILLIAMS III
COL, MP
Commanding

DISTRIBUTION:
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