



DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON &  
JOINT TASK FORCE – NATIONAL CAPITAL REGION  
102 THIRD AVENUE, BLDG 39, SUITE 2  
FORT LESLEY J. MCNAIR D.C. 20319-5031

ANCG

26 January 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Equal Employment Opportunity (EEO) – Memorandum #30

1. REFERENCE.

- a. Army Regulation 690-12, Civilian Personnel Equal Employment Opportunity (EEO) Programs, 6 February 2025
- b. Army Regulation 690-600, Civilian Personnel Equal Employment Opportunity (EEO) Discrimination Complaints, 6 February 2025
- c. Department of the Air Force Instruction 36-2710, Equal Opportunity Program, 23 May 2024
- d. U.S. Equal Employment Opportunity (EEO) Commission Instructions to Federal Agencies for EEO Management Directive 715 (MD-715), 1 October 2003

2. PURPOSE. To provide guidance to the U.S. Army Military District of Washington & Joint Task Force – National Capital Region (USAMDW/JTF-NCR) personnel on Equal Employment Opportunity (EEO).

3. APPLICABILITY. This policy applies to all service members and civilian employees assigned to and/or under the operational control of USAMDW/JTF-NCR.

4. POLICY. USAMDW/JTF-NCR is committed to EEO and the Army EEO program. It is the policy of USAMDW/JTF-NCR to maintain a model workplace free from harassment and other forms of discrimination on the bases of race, color, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, gender, identity, and sexual orientation), national origin, age, disability, genetic information, and from reprisal for engaging or participating in EEO activity or any other legally protected activities.

Responsibility and accountability for EEO are integral to effective leadership and in attaining and retaining a talented and diverse workforce in USAMDW/JTF-NCR. Therefore, all commanders, staff directors, managers, and supervisors are expected to ensure EEO is a fundamental part of all personnel management policies, procedures, decisions, and actions that affect employment, including recruitment, hiring, transfers, awards, training, career development, separation, and recognition.

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EEO success in USAMDW/JTF-NCR is critical to sustaining an equitable, fair, and positive work environment. Accordingly, active support of EEO through the personal involvement of individuals is required at all levels. Employees perceiving issues of EEO discrimination may make reports to any management official in their chain of command or consult our command EEO office. All informal and formal complaints of discrimination are filed with our USAMDW/JTF-NCR EEO Director. Civilian employees have 45 days from when the discriminatory event occurred to file a complaint with their respective EEO office or EEO Director. EEO Director and Servicing EEO offices below:

a. **Dr. Millicent J. Carvalho-Grevious, Ph.D., LSW, EEO Director** at (202) 902-0450 or millicent.j.carvalho-grevious.civ@army.mil.

b. **To file an EEO Complaint contact:** JBM-HH EEO Office at (703) 696-6258 or usarmy.jbmhh.asa.mbx.eeo@army.mil.

5. This policy is effective immediately and until it is superseded or rescinded.

ANTOINETTE R. GANT, PMP  
Brigadier General, USA  
Commanding

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