



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON &
JOINT TASK FORCE - NATIONAL CAPITAL REGION
102 3RD AVENUE, BLDG 39, SUITE 2
FORT LESLEY J. MCNAIR, DC 20319-5031

ANCG

MAY 02 2024

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) and Diversity, 12 December 2019.

b. Army Regulation 690-600, Civilian Personnel Equal Employment Opportunity (EEO) Discrimination Complaints, 9 February 2004.

c. 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 is applicable 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 equal employment opportunity (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 basis 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, managers, directors, 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.

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

ANCG

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

discrimination may make reports to any management official in their chain of command or consult our servicing EEO office. All informal and formal complaints of discrimination are filed with our servicing EEO office. Civilian employees have 45 days from when the discriminatory event occurred to file a complaint with their respective EEO office. Servicing EEO offices (with website links) below:


a. **DAF CIV Employees:** Joint Base Andrews (JBA) at (240) 612-6345, 1500 West Perimeter Rd., Suite 2510, JBA, Maryland 20762. <https://www.afdw.af.mil/About-AFDW/Fact-Sheets/Display/Article/768651/equal-opportunity-program/>

b. **DA CIV Employees:** Joint Base Myer-Henderson Hall (JBMHH) at (703) 696-2964, 111 Stewart Rd., Bldg. 321, Fort Myer, Virginia. <https://home.army.mil/jbmhh/my-fort/all-services/equal-employment-opportunity-program>

This policy will ensure that civilian employees are provided opportunities to develop their full potential. In cultural, ethnic, and geographic diversity, USAMDW/JTF-NCR reflects the diversity of our nation. We must, therefore, maintain a leadership role in the full and effective utilization of our most valuable human resources.

Our operational mission success is dependent upon a work environment where diversity and inclusion are honored, policies and procedures are transparent, all teammates are treated with dignity and respect, and where a model EEO program exists.

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 This policy is effective immediately and until it is superseded or rescinded.


TREVOR J. BREDEKAMP
Major General, USA
Commanding

DISTRIBUTION:

A