



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT MULTINATIONAL READINESS CENTER  
UNIT 28216  
APO AE 09173

REPLY TO  
ATTENTION OF:

AETT-OG-CO

9 September 2011

MEMORANDUM FOR All JMRC and Hohenfels Civilian Employees

SUBJECT: Commander's Policy Letter #3c - Equal Employment Opportunity (EEO)

1. Reference: AR 690-600 (Department of the Army guidance concerning discrimination and sexual harassment)
2. I am committed to Equal Employment Opportunity for all employees and applicants for employment regardless of their race, religion, skin color, gender, national origin, age, or disability. I will not tolerate discrimination on these bases.
3. Equal Employment Opportunity covers all personnel and employment programs, management practices and decisions including (but not limited to) recruitment and hiring, merit promotions, transfers, reassignment, training and career development, benefits, and separation.
4. All leaders within this command are charged with creating and maintaining a climate conducive to treating people with dignity and respect and with both the prevention and appropriate corrective action for discriminatory practices.
5. All appropriated and non-appropriated fund civilian employees or applicants for employment who believe that they have been discriminated against because of race, skin color, religion, national origin, gender, age, physical or mental disability, and/or reprisal may file an individual complaint of discrimination. This complaint must be presented to an EEO counselor within 45 calendar days from the date of offense, or if a personnel action, within 45 calendar days of its effective date or the date the aggrieved person became aware of the discriminatory event or action.
6. Alternate Dispute Resolution (ADR) will be made available to complainants in lieu of traditional pre-complaint counseling process.
7. All complaints must be filed through the USAG Hohenfels EEO Office for processing. EEO Officials may be reached at 466-4426/2052.

Train to Win!

JEFFREY R. MARTINDALE  
COL, IN  
Commanding

- This policy memorandum supersedes all previous policy letters and memoranda pertaining to the stated subject.