

**US ARMY GARRISON  
ANSBACH**

**EEO CONTACTS**

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**Questions or comments?  
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**IMCOM  
EUROPE**

**Equal Employment  
Opportunity**



*EEO complaint procedures  
are for initiating individual  
or class complaints of  
discrimination based upon  
race, color, religion, sex,  
national origin, age,  
physical or mental disability  
and/or reprisal and  
genetics.*

*Employee must contact EEO  
Office within 45 calendar  
days of alleged*



## Why New Employee Orientation?

As a new IMCOM, MWRC or AEC employee you should be aware of your rights and responsibilities as an employee.

In-processing can be an exhausting experience. You may be experiencing information overload. This brochure will serve as a reference for your information regarding Equal Employment Opportunity and Office. The information contained in this pamphlet provides a guide to your rights and responsibilities, and to policies of IMCOM/MWRC/AEC.

As a Department of the Army employee or as an applicant for employment, you have the right to work in an environment free from discrimination and to be provided opportunity and full consideration in employment related matters.

## Employee Checklist

- ✓ Have you been provided your Commander's EEO policy statements?
- ✓ Do you know the name and location of the EEO Officer, the Inspector General (IG), the CPAC representative and the labor employment attorney?
- ✓ You are required to take mandatory training in the Prevention of Sexual Harassment and the No Fear Act. Your immediate supervisor can provide you the scheduled training opportunities.
- ✓ If you are a new supervisor, you are required to have the mandatory training within 90 days of your EOD.
- ✓ Visit or call your servicing EEO Office to obtain information on Special Emphasis Programs, training schedules or employment related activities.
- ✓ Ask your supervisor or EEO Office for information regarding discrimination and the EEO complaint process.
- ✓ Employees should familiarize themselves with the activity workforce development program through Human Resources.
- ✓ Mission accomplishment is your primary focus at work. Anything that impedes, hinders or prevents you from performing your required tasks must be addressed.
- ✓ Has your immediate supervisor described his/her job expectations of you?
- ✓ The EEO Office is not just for filing complaints. The office can provide information, advice and direction regarding employment opportunities within the organization.
- ✓ Do you know what performance or pay system you are in?
- ✓ Have you seen the IMCOM 101 Briefing? If not ask where to get the briefing charts or see the briefing.
- ✓ If you feel you are being prevented from performing your job to the best of your ability or hindered from accomplishing the mission, contact your immediate supervisor, EEO Office, CPAC, Legal, IG, Employee Assistance or Chaplain's office for advice and assistance to determine the appropriate course of action.
- ✓ Who is your EEO Officer?

Ms. Loretta Smith