



## DEPARTMENT OF THE ARMY EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

COL Christopher M. Benson  
Commander  
USAG Ansbach  
APO AE 09177

Dr. Kevin L. Griess  
Deputy Garrison Commander  
USAG Ansbach  
APO AE 09177

Ms. Loretta Smith  
Equal Employment Opportunity Officer  
Bldg 5254, Room 311  
DSN 468-7937/7733  
Civilian: 0981-1837333 / 7937  
Email: [Loretta.smith6.civ@mail.mil](mailto:Loretta.smith6.civ@mail.mil)

Mr. Jeffrey Greer  
Equal Employment Opportunity Specialist  
Bldg 5254, Room 311  
DSN: 468-7733/7937  
Civilian: 0981-1837333 / 7937  
Email: [jeffrey.l.greer8.civ@mail.mil](mailto:jeffrey.l.greer8.civ@mail.mil)

### EEO Counselors

Ms. Laura Waid  
DFMWR, DSN: 467-7336

Mr. Thomas B. Hamilton, III  
PAO, DSN: 468-1600

Ms. Danielle O'Donnell  
ACS, 467-2883

**WHO MAY FILE AN EEO COMPLAINT:** Any US employee, former employee, or applicant for federal employment, who believes that s/he has been discriminated against because of **RACE, SEX, NATIONAL ORIGIN, AGE (40 and OVER), COLOR, PHYSICAL OR MENTAL DISABILITY, RELIGION, GENETICS, OR REPRISAL** in an employment matter subject to control of the agency. Contact with the EEO office must occur within **45 calendar days** of the date of the alleged discriminatory act or event; or within **45 calendar days** from the effective date of a personnel action; or **45 calendar days** from the time you became aware of the alleged discriminatory action or event. The elimination of sexual harassment is a leadership responsibility, and will not be tolerated. When allegations of sexual harassment arise against a member of the Armed Forces or a civilian employee of the Department of Defense, complaints may be addressed under 10 U.S. Code Section 1561. Employees claiming discrimination based on sexual orientation may seek redress from the Merit Systems Protection Board, the Office of Special Counsel or the Administrative Grievance Procedure.

**THIS INFORMATION SHOULD BE POSTED ON ALL OFFICIAL BULLETIN BOARDS**

As of: September 2014



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
UNITED STATES ARMY GARRISON ANSBACH  
UNIT 28614  
APO AE 09177-8614

25 August 2014

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 02-1 Alternative Dispute Resolution (ADR) Program

1. REFERENCE.

- a. 29 CFR 1614.102(b)(2): Federal Sector Equal Opportunity, 9 November 1999.
- b. EEOC Management Directive 110, 9 November 1999.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- d. Equal Employment Opportunity Commission (EEOC) Management Directive 715, Affirmative Employment and Affirmative Action programs, 1 October 2003.

2. PURPOSE. The U.S. Army Garrison Ansbach is firmly committed to using alternative methods for resolving disputes in all of its operations, where appropriate and feasible. Used properly in appropriate circumstances, Alternative Dispute Resolution (ADR) can provide faster, less expensive and more productive results in eliminating workplace discrimination as well as general workplace disputes.

3. APPLICABILITY. This policy applies to all U.S. Ansbach Garrison military and civilian personnel.

4. POLICY.

a. BACKGROUND. The preferred method of ADR throughout Army is facilitated mediation with a qualified ADR neutral. Mediation is a voluntary and confidential process where a neutral third party (mediator) helps employees and supervisors come together to talk and decide how to end their dispute. Mediators must be certified and skilled in conflict resolution and have no official, financial or personal interest in the issue at controversy or in the outcome of the dispute. To preserve the integrity of the ADR program, employees will not serve as mediators within their organization. The mediation pool will consist of certified mediators from DoD Investigations and Resolutions Division, Office of Complaint Investigations, and the IMCOM-E shared neutrals pool. In the event there is a cost to obtain a mediator, funding will be the responsibility of the organization where the complaint/dispute originated.

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SUBJECT: Policy Letter # 02-1 Alternative Dispute Resolution (ADR) Program

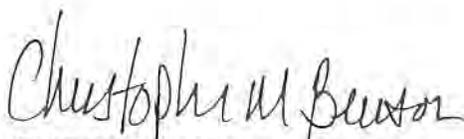
b. RESPONSIBILITIES.

(1) Responsibility and authority for the Garrison's ADR program rests primarily with the EEO Officer. Since all EEO complaints may not be appropriate for ADR, representatives from EEO, CPAC, legal, supervisor/managers, where applicable, will review the allegations of discrimination and make a determination as to whether the claim is one that could be resolved through the ADR process. Once ADR is offered and the aggrieved elects in writing to participate, it is considered that both parties have knowingly and voluntarily entered into the ADR process. The processing of ADR in discrimination complaints will be conducted within EEOC and Army regulations, including ensuring the participation of a management official with settlement authority. ADR information will be incorporated into new employee orientation, prevention of sexual harassment, and EEO training.

(2) Supervisors, managers and employees have the responsibility to resolve general workplace disputes to enhance productivity and promote harmonious work relationships. U.S. civilians may request conflict resolution services from the EEO office to resolve non-EEO work related issues between co-workers when these issues adversely affect an organization's mission accomplishment or morale.

(3) Resolution at the lowest level is a goal we must continuously strive to achieve. The key element in achieving this goal is the support of all personnel that are assigned to or work for USAG-Ansbach. Therefore, I encourage and expect commanders, supervisors and managers to be committed and lead by example with regards to accepting ADR when it is offered. I believe using this innovative problem-solving tool; we will be able to return to our mission quickly and effectively.

5. PROPONENT. POC for this policy is the USAG Ansbach, EEO Officer at DSN: 468-7937.



CHRISTOPHER M. BENSON  
COL, EN  
Commanding

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US ARMY INSTALLATION MANAGEMENT COMMAND  
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25 August 2014

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 04 - Prevention of Sexual Harassment

1. REFERENCE. The Notification of Federal Employees Anti-Discrimination and Retaliation Act (No FEAR Act) (Public Law No. 107-174), effective 1 October 2003.
2. PURPOSE. To state the installation's policy regarding the Prevention of Sexual Harassment.
3. APPLICABILITY. This policy applies to all U.S. Ansbach Garrison military and civilian personnel.
4. POLICY.
  - a. The United States Army Garrison Ansbach has zero tolerance for sexual harassment – whether committed by a co-worker, supervisor, or condoned by management's inaction. Additionally, I will not tolerate reprisal against individuals who raise the issue of sexual harassment. Sexual harassment is unacceptable behavior.
  - b. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment may be connected to decisions about employment or it may simply involve behavior which creates an intimidating, hostile or offensive work environment. In either case, such actions violate Section 703 of Title VII of the Civil Rights Act of 1964 and the Uniform Code of Military Justice.
  - c. Any person in a supervisory or command position who condones, implicit or explicit sexual behavior to control, influence, or affect the career, pay or job of an employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate, or repeated unwelcome sexual advances, such as verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.
  - d. Sexual harassment has a devastating effect on the victim and the mission. It strips away the person's self-esteem, confidence, morale, and interferes with his or her ability to perform the job. The elimination of sexual harassment is a leadership responsibility, and all leaders, whether civilian or military, will take prompt, fair and effective corrective action at any hint of sexual harassment or other discriminatory behavior.

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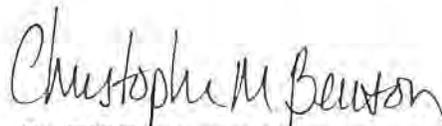
SUBJECT: Policy Letter # 04 - Prevention of Sexual Harassment

e. Employees who perceive they are being sexually harassed by supervisors, co-workers, peers or customers, have an obligation to make it clear that such behavior is unwelcome and offensive. Co-workers who have witnessed such incidents also have an obligation to come forward and report that information. Incidents of sexual harassment are to be reported immediately.

f. Our mission is support, and our vision is to continue to improve the quality of life for Soldiers, civilians, and Family members by creating a work environment free of sexual harassment.

g. I am committed to preventing incidents of sexual harassment through a continuation campaign of education and training. Everyone is responsible for being professional and treating their supervisors, subordinates and peers with respect and dignity.

5. PROPONENT. POC for this policy is the USAG Ansbach EEO Office, DSN: 468-7733.

  
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 06 - Equal Employment Opportunity (EEO)

1. REFERENCE. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
2. PURPOSE. To outline the Equal Employment Opportunity (EEO) Program.
3. APPLICABILITY. This policy applies to all U.S. Ansbach Garrison military and civilian personnel.
4. POLICY.
  - a. Provide Equal Employment Opportunity and an environment free from prejudice and unlawful discrimination are essential to the fulfillment of our mission requirements, and to ensure all civilian employees are afforded an opportunity to achieve their full potential. To sustain this level of commitment, all personnel must be free of any behavior that hinders performance. Mission accomplishment can only be achieved in an environment of mutual respect, dignity, and fair treatment. In order to foster this environment, leaders must ensure that employment decisions are based solely on merit system principles.
  - b. We must provide opportunities based on merit, to each Civilian employee, former employee, or applicant for employment, without regard to race, color, gender, national origin, age (40 and over), reprisal, religion, physical or mental disability, or genetics.
  - c. Unlawful discriminatory factors or practices are not to enter the decision making process for job selection, work assignment, awards, training or discipline.
  - d. I endorse and promote EEO principles. I expect each leader, manager, and supervisor to comply with federal laws and Department of Army regulations prohibiting unlawful discrimination in the work place, and to assist me in ensuring that equal employment opportunity remains the standard throughout the United States Army Garrison Ansbach area of responsibility.

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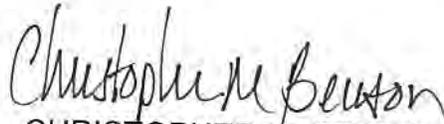
SUBJECT: Policy Letter # 06 - Equal Employment Opportunity (EEO)

e. I expect all commanders, managers and supervisors to share my commitment to sound management practices and EEO principles in accordance with AFR 690-600201. Barriers to equal employment opportunity for employees and applicants for employment must be eliminated and will not be tolerated. I charge all leaders to ensure that employees receive equal opportunity regardless of the situation, be it recruitment, selection, or day-to-day operations. Our decisions must be based upon merit factor, without bias or prejudice. Leaders, managers, and supervisors are responsible for ensuring that all Civilian employees complete required annual mandatory equal employment opportunity training.

f. The bottom line is all employees, regardless of race, color, religion, sex, national origin, age (40 and older), disability, genetic information, or who believes that s/he has been subjected to sexual harassment or reprisal have a right to carry out their jobs and be productive members of our team.

g. Under the provisions of Title VII and 29 Code of Federal Regulations parts 1614, this policy statement will be posted on all official bulletin boards.

5. PROPONENT. POC for this policy is the USAG Ansbach EEO Office, DSN: 468-7733.

  
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 07 - Equal Employment Opportunity Complaint Filing Procedures

1. REFERENCE. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
2. PURPOSE. To establish procedures for filing EEO complaints of discrimination to seek redress.
3. APPLICABILITY. Any employee, former employee, or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, national origin, age (40+), disability (physical or mental), and/or reprisal (previously EEO activity) including EPA complaints, subject to the control of the Army.
4. POLICY.
  - a. Contact with the EEO office must occur within **45 calendar days** of the date of the alleged discriminatory act or event; or within **45 calendar days** from the effective date of a personnel action; or **45 calendar days** from the time you became aware of the alleged discriminatory action or event. The procedures for filing complaints of discrimination are outlined in AR 690-600.

b. Complaints of discrimination may be filed with the following officials:

Equal Employment Opportunity Officer  
Building 5254, Room 311, Barton Barracks  
Unit 28614  
APO AE 09177

Commander, USAG Ansbach  
Building 5253, Barton Barracks  
Unit 28614  
APO AE 09177

Department of the Army,  
Director, Equal Employment Opportunity/Civil Rights  
ATTN: Deputy for EEOCCR (SAMR-EO-CCR)  
1901 S. Bell Street, Suite 109B  
Arlington, VA 22202-4508

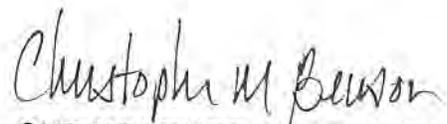
Secretary of the Army  
ATTN: SAMR-EO-CCR  
1901 S. Bell Street, Suite 109B  
Arlington, VA 22202-4508

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SUBJECT: Policy Letter # 07 - Equal Employment Opportunity Complaint Filing Procedures

c. This policy letter will be posted on all official bulletin boards.

5. PROPONENT. POC for this policy is the USAG Ansbach EEO Office, DSN: 468-7937.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 18 - USAG Ansbach Reasonable Accommodation Advisory Team

1. REFERENCE.

- a. 29 U.S.C. 791 Section 501 of the Rehabilitation Act of 1973.
- b. Titles 1 and V of the Americans with Disabilities Act of 1990.
- c. The ADA Amendments Act of 2008, Public Law 110-325, S-3406.
- d. Executive Order (EO) 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, dated 26 July 2000.

2. PURPOSE. USAG Ansbach is responsible for implementing and maintaining a reasonable accommodation advisory team in order to:

- a. Establish procedures that will support the prompt, fair, and efficient processing of requests for accommodations of disabilities.
- b. Increase awareness of the responsibility to provide for the expansion of opportunities for individuals with disabilities.
- c. Ensure that civilian and military managers and supervisors comply with the provisions of the Rehabilitation Act of 1973, as amended.

3. APPLICABILITY. This policy applies to all U.S. Ansbach Garrison civilian personnel.

4. POLICY.

a. The Equal Employment Opportunity (EEO) Manager is designated as the Disability Program Manager and will:

- (1) Coordinate all reasonable accommodation requests,

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SUBJECT: Policy Letter # 18 - USAG Ansbach Reasonable Accommodation Advisory Team

(2) Track and monitor all reasonable accommodation requests and subsequent actions for both applicants and employees and report reasonable accommodation requests as required for the annual Equal Employment Opportunity Commission (EEOC) Management Directive (MD) - 715 Report,

(3) Maintain disability accommodation records in accordance with federal law,

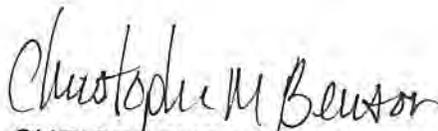
(4) Provide training on disability reasonable accommodations to all managers and supervisors.

b. USAG Ansbach Reasonable Accommodation Advisory Team is comprised of the EEO Disability Program Manager, Labor and Management-Employee Relations (MER) Specialist, Labor Counselor, Safety, Occupational Health, and the Director of Public Works (DPW). The reasonable accommodation advisory team will:

(1) Provide information, advice, and training to management officials with respect to requests for reasonable accommodation of disabilities in the workplace,

(2) Review requests for accommodation that are complex or management proposes to deny.

5. PROPONENT. POC for this policy is the USAG Ansbach EEO Office at, DSN 468-7937.

  
CHRISTOPHER M. BENSON  
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