



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

IMRL-EE

13 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #2 - Equal Employment Opportunity (EEO) and Affirmative Employment

1. Reference: AR 690-12, Equal Opportunity and Affirmative Action, 4 March 1988
2. I am absolutely committed to EEO and the established programs by the Department of the Army that is embodied in the Fort Riley EEO Program. These programs are an integral part of the Department of the Army and impact our entire mission and overall readiness.
3. Equal Employment Opportunity and affirmative employment initiatives affect all employment practices surrounding our civilian workforce, to include but is not limited to, recruitment, hiring, promotions, training, awards, reductions in force, disciplinary actions, and terminations. This program requires fair and equitable consideration of all employees and job applicants regardless of race, color, religion, sex, physical/mental disability, national origin, genetic information, age (over 40), and reprisal for protected activities. Civilian employees who believe that an employment decision/action was taken solely based on any of the above criteria are entitled to use the established EEO complaint procedures as well as their supervisory channel without fear of reprisal, coercion, or intimidation.
4. Managers and supervisors share my responsibility to ensure that a solid EEO program is in place and are held accountable to fairly exercise the installation's affirmative employment program. Accordingly, support of the EEO programs is considered a major job element for all managers and supervisors and this requirement will not be taken lightly. Results should include parity of women, minorities, and individuals with disabilities, to include disabled veterans, at all levels and in developmental programs equivalent to percentages within the civilian labor force.
5. The EEO Office is located on 500 Huebner Road, Room 120, Fort Riley, Kansas 66442 and can be reached at (785) 239-2595, DSN 856-2595.

A handwritten signature in cursive script, reading "William J. Clark", is positioned above the typed name.

WILLIAM J. CLARK
COL, AR
Garrison Commander

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #3 - Equal Employment Opportunity (EEO)
Policy on Harassment

1. Reference: AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988
2. Harassment is a prohibited personnel practice in the workplace and violates federal law when the treatment is based on race, color, sex, religion, national origin, age (40 and over), physical/ mental disability, genetic information, or reprisal for protected activities under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the condition of employment by culminating in a tangible employment action or by being severe or pervasive enough to create a hostile work environment. Such conduct is inconsistent with our commitment to respect all individuals.
3. Discrimination and harassment are unacceptable in the workplace. Every leader must ensure that each reported incident is investigated immediately and thoroughly, and leaders need to execute timely and appropriate corrective action. All employees have a responsibility to report harassing behaviors by reporting the allegation to management officials or using the EEO complaints process. Individuals bringing claims of harassment are assured confidentiality to the fullest extent possible.
4. Harassment of any kind, which includes sexual harassment, is a detriment to accomplishing the mission. Reprisal against any civilian who reports workplace harassment will not be tolerated. I expect all leaders to support the Army's continuing commitment to a positive workplace environment that protects and preserves human dignity.
5. The EEO Office is located on 500 Huebner Road, Room 120, Fort Riley, Kansas 66442 and can be reached at (785) 239-2595, DSN 856-2595.

WILLIAM J. CLARK
COL, AR
Garrison Commander

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #4 - Equal Employment Opportunity (EEO)
Policy on Prevention of Sexual Harassment (POSH): DA Civilians

1. Reference: AR 690-12, Equal Employment Opportunity and Affirmative Action.
2. I am responsible for providing a work environment in which all personnel are free from sexual harassment. I expect your personal support and responsibility for appropriate behavior. It is important to me that allegations of, or acts of sexual harassment do not interfere with the ability to accomplish our mission. I expect leaders to set and expect high standards of exemplary professionalism by personal example, and ensure recognition of those who exhibit role model behavior.
3. Sexual harassment violates the law, is detrimental to productivity, diminishes self-esteem, adversely affects morale, our mission, and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, lewd remarks, or other conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as a basis for employment decisions, or such conduct interferes with an individual's ability to work to his/her maximum potential or creates an intimidating, hostile or offensive work environment.
4. Preventing sexual harassment is everyone's responsibility. Employees who believe he or she has been subjected to sexual harassment should report the allegations to the appropriate management official, SHARP point of contact or the EEO office. It is my responsibility to address allegations of sexual harassment swiftly. DA policy mandates training requirements for new employees, supervisors, newly appointed supervisors and the occurrence for refresher training. Contact your SHARP point of contact for calendar of scheduled training.
5. The EEO Office is located on 500 Huebner Road, Room 120, Fort Riley, Kansas 66442 and can be reached at (785) 239-2595, DSN 856-2595.

William J. Clark

WILLIAM J. CLARK
COL, AR
Garrison Commander

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