



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140,
APO AP 96368

SUBJECT: Policy Memorandum #3 - Equal Opportunity and Equal Employment Opportunity

1. References.

- a. AR 600-20, Army Command Policy, 13 May 2002.
- b. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

2. Applicability. This policy applies to Soldiers, Family members, and DA civilians of the 1st Battalion, 1st Air Defense Artillery Regiment.

3. Policy.

a. All Soldiers, Department of the Army civilians and Family members deserve to live and work in an environment free of discrimination and sexual harassment, and in one that fosters treating each other with dignity and respect. As the Commander of this Battalion, I affirm my commitment to the Army's Equal Opportunity Program (EO) and Equal Employment Opportunity (EEO) Programs. I will foster a program which treats everyone fairly on the basis of their merit and ability without regard to race, color, gender, religion or national origin. I expect the chain of command, and all leaders, Soldiers and civilian personnel to be personally committed to these programs.

b. EO and EEO is a readiness issue and is included in USARPAC's training guidance. Specific training requirements include, but are not limited to the following: objectives of the Army EO program, identifying, dealing with preventing and eliminating racial and ethnic discrimination and sexual harassment. The following references may assist commanders in developing required training: DA-Pam 350-20, Unit Equal Opportunity Training Guide, and TC 26-6, Commanders Equal Opportunity Handbook. Soldiers will receive a minimum of two hours of equal opportunity training twice a year and two hours of prevention of sexual harassment training (POSH) twice a year.

c. Within 90 days of assuming Battery / Company Command, a new commander must administer an EO Unit Climate Assessment Survey to all Soldiers within the command.

d. The chain of command remains the primary channel for the resolution of issues. In some instances use of the chain of command may be impractical. In those rare cases, there are numerous other agencies that can provide assistance on equal opportunity concerns. These

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d. The chain of command remains the primary channel for the resolution of issues. In some instances use of the chain of command may be impractical. In those rare cases, there are numerous other agencies that can provide assistance on equal opportunity concerns. These include: the Equal Opportunity Office for Soldiers; the Equal Employment Opportunity Office for civilian employees; and the Inspector General, Staff Judge Advocate, Chaplain, and the Housing Referral Office, Criminal Investigation Division.

e. I challenge all of you to make this program work. If you are subjected to discrimination or sexual harassment, **report it**. If anyone feels his or her concern is not receiving command attention, my door is always open. Each member of the chain of command will ensure that those who make such reports are protected from threats or acts of reprisal. I also expect that each leader will act expeditiously and appropriately when presented with reports of discrimination or sexual harassment.

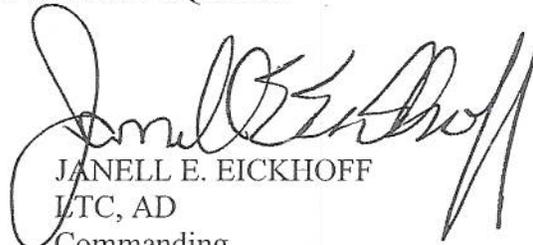
4. Expiration Date. This policy remains in effect until canceled or superseded in writing.

5. Proponent. The Battalion S1 is the staff proponent agency for this policy memorandum. Questions concerning this policy should be directed to the Battalion Equal Opportunity Representative.

"FIRST AMONG EQUALS!"



FINIS A. DODSON
CSM, USA
Battalion Command Sergeant Major



JANELL E. EICKHOFF
LTC, AD
Commanding