



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AREA PACIFIC 96343-5005

IMJN-EE

28 August 2018

COMMAND POLICY MEMORANDUM 18-05

FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. I am engaged in and strongly committed to the principles of EEO and the implementation of policies and objectives to enhance the quality of work life and the productivity in the work place. My goal is to create a positive work place where all employees feel that their contributions count. We must commit our energies and efforts to educate all employees on the importance of preventing and stopping all forms of discrimination in our workplace and at Army-sponsored events. We must work together to become a model workforce and a workplace of choice.

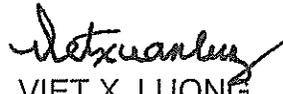
2. Diversity in today's Army must be reflective of the changing Nation we serve. We are strengthened by cultivating a diverse Civilian workforce that delivers different perspectives and solutions to work-related challenges. My goal is to create a climate of innovation, opportunity, and success that capitalizes on cultural, professional, ethnic, and personal diversity. It is also my goal to produce a work environment that is free of discrimination, where employees may work without fear of reprisal or harassment, where qualified employees and applicants with disabilities receive reasonable accommodation, and where employees can advance on the basis of merit and ability, free from social, personal or institutional barriers of prohibited discrimination.

3. It is imperative that all leaders create an environment that allows our Civilians to file an EEO complaint without fear of harassment or reprisal. Commanders, managers, and supervisors must lead by example and are responsible for implementing EEO policies in their daily actions, conduct, and decisions. Decisions, personnel actions, and treatment effecting Civilian employees must be made without regard to race, color, religion, sex (including pregnancy, sexual orientation and gender identity), age, national origin, disability, genetic information, or reprisal. Employment decisions made based upon sexual orientation, marital status, whistle blowing or political affiliations are also prohibited, and individuals may seek reparation for these forms of discrimination from the Office of Special Counsel, the Merit Systems Protection Board, or through the Administrative Grievance Procedure. I expect no less than complete support and commitment to the principles of EEO by all United States Army Japan leaders in all their personnel management practices and decisions.

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4. This policy statement must be posted on all official bulletin boards.
5. This memorandum supersedes Command Policy Memorandum 15-08, dated 24 July 2015.
6. Individuals who perceive that they are victims of discrimination, including sexual harassment, must contact an EEO official within 45 calendar days of the incident. Complaints will receive immediate attention and processed in accordance with Army Regulation 690-600.
7. Your primary point of contact for this policy is the U.S. Army Garrison Japan, Equal Employment Opportunity Office. They can be reached at 263-7183/3792.



VIET X. LUONG
MG, USA
Commanding

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