



DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

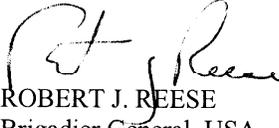
REPLY TO
ATTENTION OF
CSTE-DTC-WS-CG

13 JAN 2004

MEMORANDUM FOR Commanders, Directors, Office Chiefs of Team WSMR

SUBJECT: Policy Letter #2: Civilian Equal Employment Opportunity (EEO) Policy

1. I am personally committed to ensuring Equal Employment Opportunity (EEO) for all employees and applicants for employment at White Sands Missile Range. It is the right of all people to be protected from discrimination in employment regardless of race, color, religion, sex, national origin, age, or mental or physical ability.
2. Equal employment opportunity is the responsibility of each member of the White Sands team and, in particular, the leadership. All directors, managers, and supervisors will support the principles of equal employment opportunity and affirmative action when making personnel decisions.
3. Discrimination and sexual harassment, whether real or perceived, affects employee morale and well-being, interferes with mission accomplishment, and has a negative impact on readiness. Employees who want to file a formal complaint of harassment and preserve their legal rights must contact the Equal Employment Office within 45 calendar days of the occurrence. Discriminatory practices interfere with duty performance by creating a hostile, intimidating, or offensive work environment. Adverse treatment of employees because they report harassment or provide information related to complaints will not be condoned and may result in disciplinary action.
4. I charge all leaders with the responsibility to prevent discrimination and sexual harassment. Ensure your employees know and understand the laws regarding equal employment opportunity and sexual harassment. All of us must be cognizant of activities going on within our organizations and take swift and appropriate action, when necessary, to correct injustices.
5. It is crucial we continue our support of equal employment opportunity during these times of change and uncertainty.
6. Please disseminate this policy to all personnel and post a copy on official bulletin boards.
7. This memo supersedes memo, CSTE-DTC-WS-CG, 16 Oct 03, SAB.


ROBERT J. REESE
Brigadier General, USA
Commanding

DISTRIBUTION:
D;F