



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

REPLY TO
ATTENTION OF

IMWE-WSM-ZA

14 JUL 2009

MEMORANDUM FOR Garrison Directors and Office Chiefs

SUBJECT: Garrison 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 with the Garrison 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 Garrison 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, 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 Opportunity office within 45 calendar days of the occurrence. Discrimination practices interfere with duty performance by creating a hostile, intimidating or offensive working environment. I will not condone adverse treatment of employees because they report harassment or provide information related to complaints which result in disciplinary action.
4. I charge all leaders with the responsibility to prevent discrimination. In order to reduce allegations of discrimination, leaders should counsel subordinates immediately upon learning of any discriminatory actions, ensure employees are provided opportunities for advancement and ensure employees know and understand the laws regarding equal employment opportunity. 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 of official bulletin boards.


C.J. WICKER
COL, LG
Commanding