DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

REPLY TO
ATTENTION OF

DEC 09 2010

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #10-02, Equal Employment Opportunity (EEO)

1. I am personally committed to EEO principles and to maintaining a work environment free of harassment and discrimination. Both of these actions violate federal law and will not be tolerated, whether the discriminatory action is based on race, color, sex, national origin, age (40 or older), disability (mental or physical), or reprisal for engaging in previous EEO activity. Offensive conduct constitutes harassment when it alters the conditions of an individual's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to create a hostile environment.

2. Discrimination of any kind is detrimental to accomplishing the mission and negatively affects the morale of the workforce. Managers and supervisors at all levels will promote EEO by complying with EEO and ensuring that all EEO policies are posted on official bulletin boards. I expect every supervisor to address any allegation of discrimination and/or harassment promptly, effectively, and fairly and ensure employees are not subjected to retaliation for participating in the EEO process.

3. EEO is a critical readiness issue, and I will enforce AR 690-12 to maintain and enhance a diverse workforce at this installation. All personnel should give their chain of command and the EEO officials the opportunity to resolve discrimination allegations informally at the lowest level possible. I will ensure civilian discrimination complaints receive fair and impartial processing IAW AR 690-600.

4. Employees who feel they are being discriminated against or harassed in an employment matter have the right to contact the EEO office at 772-6565. Employees who witness inappropriate behavior in the workplace should immediately report it through their chain of command.

NOEL T. NICOLLE
Colonel, FA
Garrison Commander

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