



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMWB-ZA

JUN 16 2016

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)  
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #4, Equal Employment  
Opportunity (EEO) and Complaint Procedures

1. References:

a. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination  
Complaints, 9 February 2014.

b. Management Directive (MD) 110, Federal Sector Complaint Processing, 5  
August 2015.

c. Code of Federal Regulations (CFR), Title 29, part 1614, Federal Sector Equal  
Employment Opportunity, 1 November 2012.

2. Purpose: To define and establish the USAG Wiesbaden commander's Equal  
Employment Opportunity (EEO) policy.

3. Applicability: This policy applies to all applicants for employment, United States  
(US) employed civilians, military and local national supervisors of US Civilians in the  
Wiesbaden community.

4. Policy: I affirm the principles of EEO and commit to implementing a model EEO  
program by creating an environment free of discrimination and harassment. EEO is a  
right mandated by law and an essential element of good leadership.

a. Army readiness begins with people. How we treat our employees directly  
affects their performance. Successful mission accomplishment can only be achieved in  
an environment of mutual respect and fair treatment. Federal laws and regulations  
prohibit discrimination based on race, color, religion, sex/gender, national origin, age,  
physical or mental disability, genetic information and/or reprisal from participation in  
protected EEO activity.

b. I expect commanders, managers, and supervisors to apply EEO principles to all  
personnel management policies, procedures, and actions that affect employment, to  
include recruiting, hiring, promotions, training, awards, assignments, discipline,  
terminations, performance appraisals, and overseas tour extensions.

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c. Leaders at all levels will adhere to the principles of EEO in order to accomplish our missions. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in EEO activities (serving as an EEO Counsleor, Mediator or Special Emphasis Program committee member). All supervisors must lead by example, show respect to others, creat a positive work environment, assure EEO principles are discussed during counseling and included in supervisory performance evaluations.

d. Civilian employees, former employees, and applicants for employment who believe they have been discriminated against must initiate a precomplaint within 45 calendar days of the matter alleged to be discriminatory or the personnel action alleged to be a discriminatory action. Untimely filing may result in the complaint being dismissed.

e. This policy will be posted on all official bulletin boards and the US Army Garrison Wiesbaden webpage.

5. The point of contact for this policy is the EEO Office, located on Clay Kaserne, Building 1025, DSN: 548-2201/2202 or commercial 0611-143-548-2201/2202, email: [usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil](mailto:usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil).



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COL, LG  
Commanding