



DEPARTMENT OF THE ARMY
WATERVLIET ARSENAL
1 BUFFINGTON STREET
WATERVLIET, NY 12189-4000

TAWV-XO

21 August 2022

MEMORANDUM FOR ALL WATERVLIET ARSENAL (WVA) EMPLOYEES

SUBJECT: Equal Employment Opportunity (EEO) and Diversity – Policy Memo No. 03

1. References:

a. AR 690-12, Equal Employment Opportunity and Diversity, dated 12 December 2019.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

c. DoDD 1020.02E, Diversity Management and Equal Opportunity in DoD, dated June 8, 2015, incorporating Change 2, effective 1 June 2018.

d. 29 C.F.R. Part 1614, Federal Sector Equal Employment Opportunity.

2. WVA must be totally committed to the principles of Equal Employment Opportunity (EEO). WVA will be an organization that practices respect for all in our community, a workplace environment free of discrimination and a workforce reflective of our national diversity.

3. EEO is essential to the well-being, morale and esprit-de-corps of our organization. WVA will remain committed to recruiting, hiring, training and promoting qualified individuals with disabilities and individuals in under-represented groups as we develop a workforce that reflects our nation's diversity.

4. I expect all WVA personnel to be diligent in preventing and correcting unlawful discrimination in its employment policies, procedures, practices and operations. This includes discrimination based on race, color, religion, national origin, sex (including sexual harassment and sexual identify), age (40 years and over), disability (mental and physical), genetic information/family medical history or reprisal for involvement in EEO activity.

5. When an employee believes the principles of EEO law have been violated, that employee is encouraged to consult with their servicing EEO office. Employees who believe they have been subjected to prohibited employment discrimination may file an EEO complaint with their servicing EEO office within 45 calendar days from when they knew or should have known of the discriminatory event. Managers and supervisors will

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be open and willing to work towards a fair and effective resolution of issues and concerns. Complaints of discrimination will be resolved fairly, expeditiously and dispassionately at the lowest level possible.

6. The TACOM EEO Office is currently providing EEO services for WVA. They can be reached at DSN 786-6400 or commercial (586) 282-6400.

7. EEO cannot be achieved without the deliberate support of all employees. I expect all employees to abide by the letter, intent and spirit of EEO laws and policies applicable to Federal employment in their daily actions, conduct and decisions. Supervisors are expected to take an active role in monitoring the workplace to ensure an environment free of unlawful discrimination, hostility, intimidation, reprisal, or harassment and they must take immediate and timely remedial action to correct inappropriate behavior. I expect engaged leadership from all supervisors to combat impermissible conduct that are in direct violation of EEO principles.

8. Supervisors and leaders will ensure all personnel are aware of this policy. All new employees will read and acknowledge an understanding of this policy during their first two weeks of their onboarding period. A copy of this memorandum will be posted on the WVA EEO SharePoint page.

9. Expiration: This policy will remain in effect until rescinded or superseded. This policy supersedes WVA Command Policy Memo No. 05, dated 12 March 2021.



ALAIN G. FISHER
COL, LG
Commanding