



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

TAWV-CO

5 October 2022

MEMORANDUM FOR ALL WATERVLIET ARSENAL (WVA) EMPLOYEES

SUBJECT: Military Equal Opportunity (MEO) and Harassment Prevention and Response – Policy Memo No. 4

1. References:

- a. AR 600-20, Army Command Policy, dated 24 July 2020
- b. DoDI 1350.02, DoD Military Equal Opportunity Program, 4 September 2020
- c. DoDI 1020.03, Harassment Prevention and Response in the Armed Forces, 8 February, 2018, incorporating Change 1, 29 December 2020.

2. The MEO program formulates, directs, and sustains a comprehensive effort to maximize human potential and ensure fair treatment for all Soldiers, based solely on merit, performance, and potential in support of readiness. The philosophy of MEO is based on fairness, justice, and equity.

3. I am committed to ensuring we provide equal opportunity and fair treatment for all Soldiers and family members without regard to race, color, national origin, religion, sex (gender identity), or sexual orientation, and provide an environment free of unlawful discrimination and harassment. I am equally committed to the Army's MEO program, and expect the same from all WVA Leaders, Managers, and Supervisors.

- a. Any form of reprisal or retaliation against Soldiers and family members who oppose or speak out against discriminatory or harassment practices is unacceptable.

- b. The Army values every Soldier for their individual dignity and respect, ensuring each Soldier is afforded the full opportunity for professional achievement

- c. I will not tolerate any form of discrimination or harassment in this command. Every Soldier, leader, manager and supervisor in the Army is responsible for treating people with dignity and respect at all times to avoid actions that discriminate or harass or are perceived to discriminate or harass against others.

- d. Leaders, managers and supervisors will foster and maintain a positive command climate; that is, an environment free from personal, social, or institutional barriers that

TAWV-CO

SUBJECT: Military Equal Opportunity (MEO) – Policy Memo No. 4

prevent Soldiers from rising to the highest level of responsibility possible. To ensure a positive command climate, I expect leaders, managers, and supervisors to:

- (1) Build and maintain a cohesive WVA team focused and determined to accomplish its mission.
- (2) Actively promote policies and implement procedures that ensure the success of the Army MEO program established in chapter 6 of reference a.
- (3) Ensure Soldiers and their family members are aware of the MEO reporting channels, processes to follow and that they are protected from reprisal and retaliation.
- (4) Identify unlawful discriminatory and harassment practices affecting Soldiers and their Family members, initiate corrective actions, and provide follow-up and feedback throughout the MEO complaint process.
- (5) Take appropriate action to prevent incidents of intimidation, harassment, reprisal, or retaliation against Soldiers or family members who file an MEO complaint.

4. I encourage Soldiers to use command and supervisory channels for redress of grievances, and should attempt to first resolve issues of discriminatory actions at the lowest level of the command or supervisory chain. If a Soldier or family member is not comfortable submitting a complaint, or unable to resolve the matter at the lowest level, they should submit the complaint directly to MEO resources that support WVA. Leaders, managers and supervisors will not preclude or hinder personnel from using these channels. Fort Drum's Equal Opportunity Manager, LTC Andrea Dover, is the servicing MEO professional who can handle any MEO complaints to be made by WVA Soldiers and/or their family members. LTC Dover can be reached by calling (315) 772-9174.

5. When discrimination is alleged, supervisors and leaders will take immediate and appropriate action to investigate the allegations and correct any unlawful discriminatory practices. In substantiated cases, supervisors will consider appropriate disciplinary action.

6. This policy applies only to Soldiers and family members. Civilian employees will report employment discrimination through the Equal Employment Opportunity (EEO) Office. See WVA Commander's Policy Memo No. 3.

7. This policy will remain in effect until rescinded or superseded.



ALAIN G. FISHER  
COL, LG  
Commanding