



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

TAWV-XO

25 March 2025

MEMORANDUM FOR ALL WATERVLIET ARSENAL (WVA) EMPLOYEES

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

1. References:

- a. AR 690-12, Equal Employment Opportunity Programs, dated 6 February 2025.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 6 February 2025.
- c. 29 C.F.R. Part 1614, Federal Sector Equal Employment Opportunity.

2. WVA is totally committed to the principles of Equal Employment Opportunity (EEO). WVA is an organization that practices respect for all in our community, a workplace environment free of discrimination.

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 and retaining the best and brightest of America's diverse talent pool. Affirmative measures will be taken to recruit and retain Individuals with Disabilities (IWD), especially persons with targeted disabilities and disabled veterans.

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 orientation), 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 think 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. The WVA EEO Manager is Mrs. Alisa Kupinski, located in Building 10, Room 140. Mrs. Kupinski can also be reached at (518) 266-4608 or via email at Alisa.Kupinski.civ@army.mil.

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6. I expect managers and supervisors to be open and willing to work toward a fair and effective resolution of issues and concerns. When appropriate, complaints of discrimination should be resolved fairly, expeditiously, and dispassionately at the lowest level possible.

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 SharePoint page under the Frequently Used Links tab, and then under the links for WVA Publications, and then Command Policy.

9. Expiration: This policy will remain in effect until rescinded or superseded. This policy supersedes WVA Command Policy Memo No. 03, dated 21 August 2022.

JASON W. SCHULTZ
COL, LG
Commanding