



DEPARTMENT OF THE ARMY
US ARMY COMBINED ARMS SUPPORT COMMAND AND FORT LEE
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801

CASCOM POLICY 21-13

JUL - 9 2021

ATCL-CG (100)

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: United States Army Combined Arms Support Command and Fort Lee
Policy on the Equal Employment Opportunity Program**

1. References:

- a. Army Regulation (AR) 690-600, Equal Employment Opportunity (EEO) Discrimination Complaints.
- b. Army Regulation 690-12, EEO and Diversity.
- c. Management Directive 715, Federal Agency Annual EEO Program Status Report.

2. This policy applies to all current Department of the Army (DA) Civilian employees, former DA Civilian employees and applicants for positions within the Combined Arms Support Command (CASCOM) and Fort Lee. Diversity in today's Army is reflective of the changing Nation we serve. The Equal Employment Opportunity (EEO) program formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness.

3. I support and I am committed to the concepts, policies and objectives of the Army's EEO Program based on fairness, justice, and equity. I expect all CASCOM leaders to ensure a workplace for our DA Civilians, that is free from discrimination and harassment based on race, color, age, sex (to include pregnancy and sexual orientation), national origin, genetic information, religion, disability (physical/mental) and reprisal.

4. Sexual harassment is a form of sex discrimination. Sexual harassment is defined by law and regulation as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that could affect one's term or condition of employment, career or employment decisions, interferes with the performance of an employee, or creates an intimidating, hostile or offensive working environment.

5. Harassment in the workplace will not be tolerated. Offensive conduct constitutes harassment if it alters the condition of employment either by culminating in a tangible

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employment action or by being sufficiently severe or pervasive to create a hostile work environment. Commanders, Directors, Leaders, and Supervisors will ensure the following elements are met within their respective organizations:

a. Assurance that employees who make complaints of harassment or provide information related to such complaints will be protected against retaliation.

b. A clearly described complaint process that provides accessible avenues for complaint.

c. Assurance that the confidentiality of harassment complaints will be protected.

d. Assurance that immediate and appropriate corrective action will be taken, including discipline, whenever a determination is made that harassment has occurred.

6. It is our policy to offer mediation to address discriminatory workplace disputes that may arise. Mediation has proven to be an effective method of resolving workplace conflict and is best described as assisted negotiations between two parties with an impartial mediator facilitating the process, however, not representing either side of the dispute. Mediation is a private process with each party empowered to determine whether an agreement is possible.

7. CASCOM and Fort Lee has a firm commitment to equal employment opportunities for Individuals with Disabilities (IWD) and Disabled Veterans (DAV). An emphasis will be in place on accommodating and ensuring equal opportunity in the hiring, advancement, training, and treatment of these employees and applicants, to include persons with targeted disabilities.

8. Reasonable accommodations will be provided to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship. A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability.

9. Title II of the Genetic Information Nondiscrimination Action of 2008 (GINA), prohibits discrimination on the basis of genetic information in any term or condition of employment. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family member(s), as well as information about the manifestation of a disease or disorder in an individual's family member(s).

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10. This policy is in effect until superseded or rescinded and will be posted on all official bulletin boards.

11. For more information, please contact the Fort Lee EEO Staff by calling 804-734-6835/6668/6666 and the Fort Jackson EEO Staff by calling 803-751-4935/5443.

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MARK T. SIMERLY
Major General, U.S. Army
Commanding

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