MEMORANDUM FOR

Commanders, MEDCOM Major Subordinate Commands
Deputy Chiefs of Staff, OTSG/MEDCOM OneStaff
Directors, OTSG/MEDCOM OneStaff

SUBJECT: Commanding General’s Policy on the Civilian Equal Employment Opportunity Program

1. References:

2. Purpose: To describe the Commanding General’s policy on the Civilian Equal Employment Opportunity Program.

3. Proponent: The proponent for this policy is the Office of Equal Employment Opportunity (EEO) Programs.

4. Policy:
   a. The principles of equal employment opportunity are fundamental to the success of our mission. We must, therefore, integrate EEO into every segment of our Strategic Plan and the daily work we perform in caring for our Military Members, Families, Retirees and Civilians. I am fully committed to ensuring that all our personnel are treated with the utmost respect and dignity.
   b. To continue our path of success, we must ensure that all members of our team are afforded a professional work environment in which they are treated fairly and equitably. As I emphasized during my First Day Briefing, people are behind every mission we perform - they are the heart and soul of our organization and our most important asset. We must care for them.

*This policy supersedes OTSG/MEDCOM Policy Memo 16-018, 29 Mar 16, subject as above.
MCCG
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5. Responsibilities:

   a. We must remain fully committed to equality of opportunity for all civilian employees and applicants for employment. To remain one of our Nation's premier healthcare organizations, we must attract, develop and retain the very best personnel regardless of their race, religion, color, sex, national origin, age, disability or genetic information. Every performance management practice must be evaluated to ensure adherence to the principle of EEO to establish a level playing field for all.

   b. The diversity of our workforce is one of our greatest strengths; however, diversity goes beyond race or gender. It encompasses acceptance and respect. Bringing different thoughts and ideas, life experiences and backgrounds to a discussion or plan of action can help to ensure successful accomplishment of a mission. All groups, including individuals with disabilities/targeted disabilities and disabled veterans, must be represented in our workforce. Our recruitment and hiring initiatives must be effective in reaching all segments of our society. We must, however, balance those initiatives with opportunities for advancement, training, career development and recognition of our current civilian employees.

6. Procedures: Numerous laws, statutes and regulations have contributed to the development of the EEO program. The complaint process embedded in that program provides a forum for individuals to exercise their right to address perceived incidents of discrimination on the basis of race, religion, color, sex (to include pregnancy, sexual orientation and transgender), national origin, age, disability (physical or mental), genetic information and/or reprisal for participation in EEO-protected activity. Your participation in and support of Alternative Dispute Resolution (mediation) at every opportunity is encouraged to help resolve complaints at both the pre-complaint and formal stages of the process. Any civilian who believes that he or she has experienced employment discrimination should contact their servicing EEO Office.

7. Let me be clear – I believe in maintaining an environment of dignity and respect. I am committed to equal employment opportunity. Discrimination will not be tolerated and anyone found guilty of discrimination will be dealt with in an appropriate manner. I expect your support and adherence to this program and policy.

8. This policy will be posted on all official bulletin boards and websites.

[Signature]

NADJA Y. WEBB
Lieutenant General, U.S. Army
The Surgeon General and
Commanding General, USAMEDCOM