



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, DC 20314-1000

REPLY TO  
ATTENTION OF

CEEO

01 FEB 2014

COMMANDER'S POLICY MEMORANDUM: CPM - CEEO - 001

SUBJECT: Equal Employment Opportunity (EEO) Complaint Procedures

1. References:

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

b. U.S. Code of Federal Regulations (CFR) 29 1614.102, 10 April 1992.

2. Applicability: This policy applies to all Soldiers, DA Civilians and Contractors working for or employed by the United States Army Corps of Engineers (USACE).

3. Purpose. The purpose of this memorandum is to clearly establish command policy for the fair and equitable treatment of all employees and applicants for employment, regardless of race, color, religion, sex, national origin, age, or any physical or mental disability.

4. Intent. I expect the full support of all USACE commanders and employees in supporting this policy, providing equal employment opportunities for all employees and applicants. Leaders create an environment that is free of harassment and maximizes the capabilities of everyone.

5. Policy. USACE is committed to and supports the Department of the Army's (DA's) policy on EEO Complaint Procedures.

a. Civilian employees, as well as applicants for employment, who believe they have been unlawfully discriminated against on the basis of race, color, religion, sex, national origin, age or any physical or mental disability should consult the EEO office regarding their rights under AR 690-600. Likewise any civilian employee or applicant who believes they are being harassed can file a complaint with the chain of command or the EEO office. If you feel uncomfortable with filing a complaint through the chain of command it may be filed with any of the following sources: the USACE Headquarters EEO Office, Department of the Army Office of Diversity and Leadership Equal Employment Opportunity Office of Complaints Compliance, and or with the Secretary of the Army Office of EEO.

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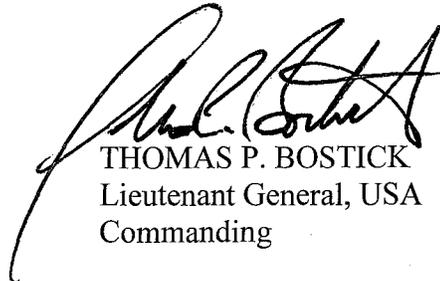
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b. I expect all commanders to regularly evaluate policies, practices, and procedures concerning employment discrimination in the workplace and ensure complaints are handled IAW Army regulations. I also expect that supervisors and managers cooperate to the fullest extent in all employment discrimination complaint proceedings.

c. IAW CFR 29 1614.102 (b) (6), all major subordinate commands, districts, centers and offices will “[p]ublicize to all employees and post at all times the names, business telephone numbers and business addresses of the EEO Counselors...[with] a notice of the time limits and necessity of contacting a Counselor before filing a complaint and the telephone numbers and addresses of the EEO Director, EEO Officer(s) and Special Emphasis Program Managers.”

6. I am strongly committed to promoting and maintaining a work environment where all applicants and employees are treated with dignity and respect free of harassment. Our mission success is vital to the security and economic strength of our nation. We are one team working together toward common goals. We need each member of this team achieving their full potential in order to be successful. Everyone at every level of this organization plays a part in implementing and enforcing this policy.

7. The proponent for this policy is the USACE Equal Employment Opportunity office.



THOMAS P. BOSTICK  
Lieutenant General, USA  
Commanding