



**DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102**

ATCL-HHC

21 September 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Commander's Policy Letter 18-2 – Equal Opportunity Program

1. REFERENCES:

a. DODD 1020.02E Diversity Management and Equal Opportunity in the DoD, 8 June 2015

b. Army Directive 2015-39 Inclusion of Sexual Orientation in the Military Equal Opportunity Program, 14 October 2015

c. AR 600-20 Army Command Policy Chapter 6 Para. 6-9 and Appendix D, 6 November 2014

2. I pledge my full support to Equal Opportunity (EO) and the Army Equal Opportunity Program and I expect everyone in CASCOM to do the same. We cannot practice, condone, or tolerate discrimination and harassment. This command is committed to providing EO and fair treatment for military and family members without regards to race, color, gender, religion, national origin, or sexual orientation and provide an environment free of discrimination and harassment.

3. This policy applies to both on and off-post, during duty and non-duty hours. This policy also applies to working, living, and recreational environments to include both on and off-post housing.

4. Workplace harassment goes against our core values, undermines our mission readiness, and impacts CASCOM's most valuable resource – our people. I expect every member of CASCOM to be treated with dignity and respect at all times.

5. Leaders at all levels must ensure the principles of EO are adhered to AR 600-20. They are responsible for establishing an atmosphere that fosters the Army Values for all Soldiers and taking corrective actions when the good order and discipline are jeopardized through unlawful discrimination and harassment.

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6. Complaints by Civilian personnel alleging discrimination on the basis of race, color, religion, sex, national origin, age, disability, reprisal, sexual orientation, gender identity status as a parent, or other impermissible basis should be handled in accordance with the procedures contained in AR 690-600 Equal Employment Opportunity Discrimination Complaints and AR 690-12 Equal Employment Opportunity and Diversity or as provided for in any applicable collective bargaining agreement.

7. The EO complaints processing system for Soldiers and Family members addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, national origin, and sexual orientation. Although the processing of EO complaints through the Equal Opportunity Advisor and the unit's chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable filing a complaint with his or her chain of command, or should the complaint be against a member of the chain of command, the alternative channels available to the complainant are listed below:

- a. Higher echelon of the complainant's chain of command
- b. Inspector General
- c. Chaplain
- d. Provost Marshall
- e. Medical Agencies
- f. Staff Judge Advocate
- g. Housing Referral Office

8. This command will process all complaints in accordance with AR 600-20, AR 690-600, and AR 690-12. All leaders will ensure that our Soldiers, Families, and DA Civilians are fully aware of the procedures for having their complaints heard.

9. This policy is in effect until superseded or rescinded.

10. The point of contact for this policy is the undersigned at erika.l.beverly.mil@mail.mil.



ERIKA L. BEVERLY
CPT, LG
Commanding