



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ITALY  
UNIT 31401, BOX 42  
APO AE 09630

IMIT-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter #10, Equal Employment Opportunity (EEO) and the Right to File a Discrimination Complaint and Commitment to Alternative Dispute Resolution (ADR)

1. REFERENCE.

- a. 29 CFR Part 1614.
  - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004
  - c. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1998
2. I endorse and promote EEO principles. I expect each leader, manager, supervisor, and employee to comply with federal laws and Department of Army regulations prohibiting unlawful discrimination in the work place, and to assist me in ensuring that equal employment opportunity remains the standard throughout the United States Army Garrison Italy area of responsibility.
3. We must provide opportunities based on merit to each civilian employee, former employee, or applicant for employment, without regard to race, color, gender, national origin, age (40 and over), reprisal, religion, physical or mental disability, and genetics. In addition, leaders must integrate EEO objectives into their daily management practices.
4. Unlawful discriminatory factors or practices are not to enter the decision making process for job selection, work assignment, awards, training or discipline.
5. All Army civilian employees, former employees, or applicants for employment covered by AR 690-600 (Equal Employment Opportunity Discrimination Complaints) are entitled to initiate a complaint of alleged discrimination.
- a. Before a complaint can be filed the individual must first present the matter(s) to an EEO official. The matter(s) must be presented within 45 calendar days from one of the following dates: the date of the matter giving rise to the complaint; the effective date of the personnel action; or the date that the aggrieved became aware, or reasonably should have become aware of the discriminatory event or personnel action.

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b. The complaint process is designed to reach a resolution concerning the allegations. If resolution is not reached, a formal complaint may be filed within 15 calendar days from the date of receipt of the Notice of Right to File a Discrimination Complaint.

c. I strongly encourage using alternative dispute resolution (ADR) early in the process to resolve EEO complaints. The preferred method of ADR throughout Army is mediation. Mediation is a voluntary and confidential process where a neutral third party (mediator) helps employees and supervisors reach a resolution

6. Leaders, managers, and supervisors are responsible for ensuring that all civilian employees complete required annual mandatory equal employment opportunity training.

7. Under the provisions of Title VII and 29 Code of Federal Regulations parts 1614, this policy statement will be posted on all official bulletin boards.

STEVEN M. MARKS  
COL, SF  
Commanding

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