



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

09 JAN 2004

SFIM-SW-ZE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum #1 – Equal Employment Opportunity

1. REFERENCES.

- a. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 18 September 1989.
- c. Army Regulation 600-20, Army Command Policy, dated 13 May 2002.
- d. IMA Policy Memorandum #2, Equal Employment Opportunity/Equal Opportunity, dated, 16 June 2003.

2. PURPOSE. To provide guidance on the Equal Employment Opportunity Program.

3. APPLICABILITY. This guidance applies to all civilian and military personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES.

- a. The United States Government and Department of the Army guidance is to provide equal employment opportunity based on qualifications, merit, and fitness without regard to race, color, religion, gender, national origin, age, physical or mental disability. I fully endorse that policy and am personally committed to the principles of equal employment opportunity.
- b. Equal employment opportunity success occurs when actively supported through the personal involvement of individuals at all levels. Equal employment opportunity has a direct, positive effect on mission performance, professional growth, morale, and recruitment of qualified applicants for employment.

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c. Responsibility and accountability for equal employment opportunity are integral to effective leadership. I place paramount emphasis on the importance of attracting, recruiting, developing, and retaining qualified personnel that represent America's talent and our nation. Equality, fairness, and diversity are key ingredients that enable the SWRO IMA to develop and motivate a capable workforce to accomplish our mission. Each member of SWRO IMA is responsible to ensure that all persons are treated with dignity and respect, regardless of race, color, national origin, sex, age, religion, or disability.

d. I expect the SWRO IMA to maintain an environment free from discrimination for all personnel, while providing optimal opportunities to perform and advance within the organization. I expect supervisors and managers at all levels to ensure all employees and applicants are treated fairly, work towards eliminating inequities in the work force, and take immediate and appropriate action to resolve conflicts regarding discrimination issues.

e. A strong leadership role is required to make equal employment opportunity for everyone a reality. Allegations of discrimination will be investigated in accordance with Army Regulations 690-600 and 600-20.

5. PROPONENT. The Equal Employment Opportunity Office is the proponent for this Guidance Memorandum. POC is the Director, Equal Employment Opportunity Office, at (210) 221-9648, DSN 471-9648, or email amando.canales@samhouston.army.mil.

6. This Guidance Memorandum supersedes SWRO IMA Policy #1, Equal Employment Opportunity for Civilian Employees and Applicants for Employment, dated 11 Oct 02.


HUGH M. EXTON, JR
Director

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