



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND
AND FORT MONMOUTH
FORT MONMOUTH, NEW JERSEY 07703-6000



REPLY TO
ATTENTION OF

AMSEL-EE

27 January 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CECOM Policy Memo #99-3, Equal Employment Opportunity

1. PURPOSE. To ensure that the Command strives to maintain a work environment free of discrimination.
2. APPLICABILITY. This policy applies to all CECOM activities.
3. POLICY.

a. Equality of opportunity is every American's right. Strong leadership and commitment must be present to ensure that this right is protected for all individuals regardless of their sex, race, age, color, national origin, religion, mental or physical handicap. All employees must know and feel that they will be treated fairly and with dignity in all aspects of their daily work. They should expect their leaders to set examples and to enforce all law, regulations, and policies for providing equal employment opportunity and in preventing discrimination, a hostile work environment, and reprisal.

b. Diversity within the Command advances the mission and objectives of the Army. An equal employment opportunity policy is essential to achieving such diversity; however, simply adopting an EEO and affirmative action policy is insufficient.

c. All of us must promote the development of a Command culture that: Supports employment equity and diversity principles; provides equal employment opportunity and removes barriers to participation and progression in employment; ensures that the appointment and advancement of staff are determined solely on merit; takes active steps to prevent and redress past discrimination; ensures that all command policies and practices reflect and respect the social and cultural diversity of the command and the community it serves; complies with all Army regulations and

Federal laws on discrimination, equal employment opportunity, and affirmative action.

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d. All employees, particularly managers and supervisors, are to support the tenets of equal opportunity and to meet affirmative action goals and obligations in recruitment, selections, promotions, training, awards and other personnel actions. The Equal Employment Opportunity Office is available to advise and assist you in carrying out these EEO responsibilities.

4. Employees and applicants for employment, who believe they have been discriminated against, must contact an equal employment opportunity counselor within 45-calendar days of the matter(s) which has caused them to believe they were discriminated against or, if a personnel action, within 45-calendar days of its effective date. Equal employment opportunity counselor posters, with photos, names, and telephone numbers are posted on all official bulletin boards.

5. POC. If you require any assistance in implementing this policy, you are to contact the EEO Officer, Shirley A. Hill, Office of Equal Opportunity, AMSEL-EE, 28988; e-mail address:

AMSEL-EE2@MAIL1.MONMOUTH.ARMY.MIL.

6. CECOM Bottom Line: THE SOLDIER.



ROBERT L. NABORS
Major General, USA
Commanding

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