



DEPARTMENT OF THE ARMY
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7050

9 APR 2014

ATSG-CG

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum 3-0, Equal Opportunity (EO)

1. References.

a. Department of Defense Directive 1350.2, Department of Defense Military Equal Opportunity Program, 21 Nov 03.

b. Army Regulation 600-20, Army Command Policy, 18 Mar 08, Rapid Action Revision issued 20 Sep 12.

c. Training Circular 26-6, Commander's Equal Opportunity Handbook, 23 Jun 08.

d. Defense Equal Opportunity Management Institute (DEOMI) website, www.deomi.org.

2. We will provide equal opportunity and fair treatment for military personnel, Family members and DA civilians without regard to race, color, religion, gender, or national origin, and provide an environment free of discrimination.

3. The SSI's EO program objectives will strive to:

a. Eliminate discrimination, sexual harassment, prejudice, insensitive behavior and verbal abuse.

b. Strengthen the command climate by reinforcing the importance of dignity and respect.

c. Maximize readiness by proactively preventing incidents from occurring in the first place.

4. Discrimination based on race, color, gender, religion, or national origin cannot and will not be tolerated within this command. Accordingly, each commander will serve as the EO Officer for their respective organization. This responsibility will not be delegated. Leaders will set the example and ensure all personnel under their direction receive equality of opportunity and are not subject to discriminatory practices. The chain of command, military or civilian, is the channel for correcting discriminatory practices and for communicating EO matters. Commanders and supervisors are

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prohibited from initiating any type of disciplinary or adverse action because an individual registered a complaint. Commanders will establish robust EO training programs based on the Consideration of Others methodology. Policy Memorandum 3-3 addresses Consideration of Others. This and all other EO Program components will be monitored through established, organization EO training, Quarterly Narrative and Statistical Report (QNSR) and Quarterly Training Briefs (QTBs).

5. I charge all personnel of this command to report and eradicate biases and prejudices. I expect leaders at all levels to use the administrative and disciplinary tools available to take swift and positive action to assure a healthy EO environment. Should a military, civilian employee, or Family member believe they are a victim of discrimination, they should immediately present their concerns to their chain of command for resolution. Detailed complaint procedures are outlined in a Policy Memorandum 3-2, Equal Opportunity Complaint Procedures. They may also contact their unit/organization Equal Opportunity Leader, SSI EO Advisor, or other alternate agencies such as the Inspector General, Chaplain, Provost Marshall, Medical Agency Personnel, Staff Judge Advocate, and/or Chief, Community Housing Referral and Relocation Services Office.

6. Commanders, commandants and directors will display this memorandum throughout their activities. Commanders must also publish and post the following separate written EO policy memorandums:

- a. Equal Opportunity Policy.
- b. Equal Opportunity Complaint Procedures.

7. The SSI Equal Opportunity Assistance line is 803-751-4591.

8. This policy will remain in effect until rescinded or superseded. The proponent for periodic review of this policy is the SSI EO Advisor, SFC Arnaldo Santiago, at arnaldo.santiagoanderson.mil@mail.mil or 803-751-4591.



PAUL A. CHAMBERLAIN
Brigadier General, U.S. Army
Commanding