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

ATSG-CG

0 9 APR 2012

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

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

1. 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.

2. The SSI 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.

3. 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 prohibited from initiating any type of disciplinary or adverse action against any Soldier or civilian employee because the individual registered a complaint. Commanders will establish robust EO training programs based on the Consideration of Others philosophy. Policy memorandum 3-3 addresses Consideration of Others. This and all other EO Program components will be monitored through established Equal Opportunity Action Plans, unit Quarterly EO training, Quarterly Narrative and Statistical Reviews (QNSRs) and Quarterly Training Briefs (QTBs).

4. 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 Soldier, 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 separate policy (Policy Memorandum 3-2, Equal Opportunity Complaint Procedures). They may also contact their unit/organization Equal Opportunity Representative, SSI EO Advisor, or other alternate agencies such as the Chaplain, Inspector General, Provost Marshall, Medical Agency Personnel, Staff Judge Advocate, and/or Housing Referral Office.

5. Commanders, commandants and directors will prominently 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

c. Sexual Harassment and Assault Response and Prevention Program

6. The SSI EO Hotline is 751-4591.

7. This policy will remain in effect until rescinded or superseded. The proponent for periodic review of this policy is the SSI Equal Opportunity Advisor.

DAVID K. MacEWEN
Brigadier General, U.S. Army
Commanding