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

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ATSG-CG

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum 3-1, Equal Employment Opportunity (EEO)

1. I am personally committed to strict adherence to the Department of the Army policy to provide equal opportunity in employment on the basis of merit, fitness, and capability without discrimination due to race, color, gender, religion, national origin age, physical or mental handicap or reprisal. This applies to all employment-related actions (e.g., appointments, promotions, reassignments, discipline, training, etc.).

2. The SSI will assure equality of opportunity in employment. As a means to reach the goal of a more diverse work force, awareness and support for affirmative employment programs is encouraged. The Department of the Army has several special emphasis programs including the Federal Women's Program, Hispanic Employment Program, Black Employment, and the Handicapped Individual's Program. These programs serve as a means of ensuring EEO in hiring, advancement, training and treatment of minorities, women, and handicapped individuals.

3. All leaders and supervisors will demonstrate their support for strict adherence to EEO as part of their overall performance objective. Non-supervisory personnel must accept personal responsibility for assuring that their personal conduct in the workplace is free of prohibited discrimination.

4. Civilian employees who believe they are a victim of discrimination related to EEO should speak with their supervisory chain, and can speak with the SSI EO Advisor or Post EEO Office for further guidance.

5. As we build a truly diverse work force, we must appreciate and fully use the strength of that diversity. I expect full cooperation in support of affirmative employment programs and everyone's personal commitment to incorporate the spirit and intent of EEO into every aspect of personnel management initiatives.

6. This policy will remain in effect until rescinded or superseded.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