



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 11 May 2006

REPLY TO
ATTENTION OF:

ATZK-EE (690-12a)

11 May 2004

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 6-04 - Prevention of Discrimination and Harassment (EEO)

1. References:

a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

b. Equal Employment Opportunity Commission (EEOC) Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, 18 June 1999, Number 915.002.

2. Discrimination or harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, and protected activity, such as opposition to prohibited discrimination or participation in the statutory complaint process, will not be tolerated. This applies to everyone at Fort Knox, whether the source is a supervisor, coworker, contractor, or others present on the installation. Any incidents of discrimination or harassment should be promptly reported through your supervisory chain-of-command or to the Equal Employment Opportunity Office (EEO) if you are a civilian employee, or to the Equal Opportunity Office (EO), if you are military. Contract employees should report incidents of discrimination or harassment to their employer or contact the EEO Office for information.

3. Commanders and leaders will ensure that their workforce is trained and educated to ensure that all personnel are aware that prohibited forms of harassment and discrimination are against the law and will not be tolerated. Through their leadership and participation in training, commanders, directors, and managers will demonstrate that harassment and discrimination will not be tolerated.

4. All complaints will be investigated promptly, thoroughly and impartially. Allegations of discrimination and harassment will be treated confidentially, and shared only with those who need to know about them. Immediate and appropriate corrective action will be taken when it is determined that discrimination or harassment has occurred. All complainants will be protected from any adverse treatment because of reported discrimination or harassment or because of information provided in connection with such a complaint.

ATZK-EE (690-12a)

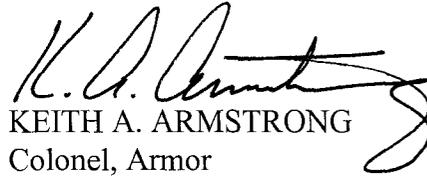
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5. The EEO complaint procedures are described on the EEO poster on employee bulletin boards. Information is also available from the Fort Knox EEO Office, 624-2545. Information on the EO complaint procedures are available through the Installation EO office, 624-3510.

6. A copy of this correspondence will be posted on bulletin boards until superseded.

FOR THE COMMANDER:

Encl


KEITH A. ARMSTRONG
Colonel, Armor
Garrison Commander

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