



Commander's Policy

414th Base Support Battalion

APO AE 09165



POLICY NO: 3 PROPONENT: AETV-HUB-CO Date:

SUBJECT: Equal Employment Opportunity for Civilian Employees and Applicants for Employment

1. Equal Employment Opportunity (EEO) is an inherent part of good personnel management. Equal Employment Opportunity can be defined as fair treatment for all in every action. The success of any EEO program depends on the support of each commander, manager, supervisor, and employee. I ask for your support in assuring that every employee and applicant for employment enjoys the full benefit of equality of employment and treatment regardless of race, color, sex, religion, national origin, age, physical and mental disability, and reprisal.

2. Within the 414th Base Support Battalion (BSB) the following will be adhered to at all levels of management. I challenge all commanders to join me in adopting these or similar actions, within your organization which will impact positively on the success of our installation EEO objectives.

a. Develop innovative strategies for improving representation of women and minorities through targeted recruitment and the use of special employment programs.

b. Affirm and support the principles of equal opportunity through publishing individual policy statements.

c. Professionally develop your work force so employees are working at their maximum potential. Providing equal opportunity to all employees in the areas of promotion, training, awards, and details will assure employees that they can indeed reach their full potential, limited only by interests and ability.

d. Make a personal commitment to maintain a work environment that lends itself to cooperation as opposed to confrontation. Demand professional behavior and conduct on the job. For employees to be productive, they must be made to feel they are part of the command team. Treating people equally and fairly is a necessity to achieving this goal.

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3. I expect support of the EEO program to be actively demonstrated. I charge all top level managers and supervisors to communicate to their subordinate supervisors that the principles of affirmative action and merit are to be given full consideration in all of their personnel decisions. The 414th BSB has a progressive EEO program and we must continue the momentum which has been started.

4 This policy memorandum supercedes policy memorandum NO. 10-2, dated April 2001.

6. A copy of this letter will be posted on all official bulletin boards where civilian employees are assigned.



AMY L. EHMANN
LTC, CM
Commanding

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