



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U. S. ARMY GARRISON COMMAND  
1741 MARSHALL ROAD  
FORT BLISS, TEXAS 79916-6812

REPLY TO  
ATTENTION OF

ATZC-CSE

8 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: EEO Objectives for Supervisors

1. References:

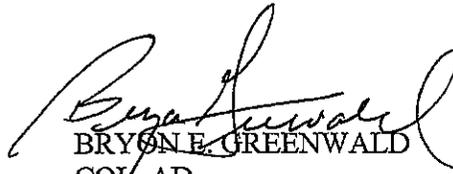
- a. Memorandum, ATZC-CSE, 8 Sep 98, subject: Civilian Performance Management.
- b. CG Policy Letter, Number B-1, 10 Dec 03, subject: Equal Opportunity (EO) and Civilian Equal Employment Opportunity.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- d. EEOC MD 110, Effective date 9 Nov 99.

2. Equal Employment Opportunity/Affirmative Action remains a critical requirement for all supervisors and non-supervisory management officials whose program areas or assigned duties may influence the achievement of program goals and objectives. All actions affecting Fort Bliss employees or potential employees are an integral part of management's EEO responsibilities. I hold managers and supervisors accountable in support of the implementation of EEO/AA policies. Enclosed is a list of objectives or the types of activities supervisors/managers can pursue to respond to the challenges of EEO/AA.

3. I delegate authority to the EEO office to review and evaluate managerial and supervisory performance in a manner that ensures continuing affirmative application and vigorous enforcement of the policy of equal opportunity. The EEO office will continue to monitor the review of the EEO/AA element reflected on the Senior System Civilian Report (DA Form 7222) and Base System Civilian Evaluation Report (DA Form 7223) for ALL SUPERVISORY positions. Supervisors will list their accomplishments in achieving EEO/AA objectives on the yearly evaluation reports. The reports will be forwarded to the EEO office for review prior to submission to Command Staff and CPAC.

4. Point of contact for this action is Liz Childers who can be reached at 568-5143.

Encl  
as

  
BRYSON E. GREENWALD  
COL, AD  
Commanding

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## EEO OBJECTIVES FOR SUPERVISORS

1. Expand areas of consideration for recruitment sources that allow more qualified minority, women and people with disabilities to apply. Use local communities, colleges, minority organizations, and other Federal agencies as recruitment sources.
2. Examine qualification requirements and procedures for hiring to determine whether barriers to EEO exist. Encourage employees to register in respective career programs. Review higher grade positions to determine if restructuring at a lower grade is feasible.
3. Provide opportunities and services to the community such as cooperative education programs and shared use of training facilities. Mentor and advise high potential individuals, including women and minorities, who have historically been excluded from traditional networks.
4. Support commemorative functions. Attend and send subordinates to programs sponsored by the EO Office, Special Emphasis Program Committees and local communities. Allow employees to serve on EEO committees and councils that foster increased understanding of cultural differences and equal opportunity. Provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in EEO.
5. Provide equal opportunity in awards, overtime and desirable work shifts, travel, training, etc. Ensure all employees receive equal opportunity for career advancement and training to include EEO/POSH training.
6. Take quick action to fix problems. Correct situations that create an unhealthy environment or adversely impact morale. Take action seriously if you hear of, or otherwise suspect any discriminatory treatment, to include sexual harassment. Take appropriate disciplinary action against employees who engage in discriminatory practices.
7. Make reasonable accommodation to the religious needs of employees and the known physical or mental limitations of qualified employees or applicants unless the accommodation would impose an undue hardship on the operation of your mission.