DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
PRESIDIO OF MONTEREY, CA 93944-5006

REPLY TO ATTENTION OF:

ATZP-CDR

8 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Equal Employment Opportunity (EEO)

1 References:

a. 42 USC § 2000e [Title 7 of the Civil Rights Act of 1964].

b. DA instruction & guidance for implementing 29 CFR 1614, November 1999 as amended.

2. Purpose: To set guidelines for the Defense Language Institute Foreign Language Center and Presidio of Monterey's (DLIFLC & POM) Equal Employment Opportunity Program.

3. Applicability: This policy applies to all civilian persons and military supervisors of civilian employees working on or assigned to the DLIFLC & POM, including former civilian employees and job applicants.

4. Proponent: The proponent for this policy is the Equal Employment Opportunity Office, ATZP-EEO, at extension 5105. This policy supersedes the previous policy dated 2 Aug 01.

5. The DLIFLC & POM will provide equal opportunity in employment for all qualified persons without regard to race, color, religion, gender, national origin, age, disability or reprisal for having participated in a protected EEO activity. This will promote the full realization of equal employment opportunity through affirmative and continuing programs.

6. In order to ensure equality in all personnel actions, we must ensure that all employees and applicants receive full and impartial consideration in employment matters. We must ensure that all employees receive equal opportunity for training, development of skills and opportunity for advancement.

7. Employees, former employees or applicants for employment who believe they have been discriminated against and want to pursue a complaint, must contact the DLIFLC & POM EEO office or an EEO counselor within 45 days of the perceived discriminatory action.

8. All members of this command, both civilian persons and military supervisors of civilian employees, are required to support and implement the EEO program. Unlawful discrimination by any civilian or military member of this command renders that individual liable for administrative or punitive disciplinary action.

9. I reaffirm the DLIFLC & POM commitment to the employment and retention of individuals with disabilities. A disability should not prevent a qualified person from holding a job where reasonable accommodations can be made to allow that person to perform a particular job.

10. I urge you to continue to progressively support the EEO program. Together we will ensure the progress that has been made in the past will be maintained.

MICHAEL R. SIMONE
COL, FA
Commanding

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