DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON GEORGIA 30905-5729

REPLY TO
ATTENTION OF

ATZH-TB

4 September 2012

MEMORANDUM FOR ALL ASSIGNED AND ATTACHED MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Policy Letter #4: Equal Employment Opportunity (EEO)

1. Reference: AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. All 15th Regimental Signal Brigade personnel are guaranteed equal employment and equal opportunity in accordance with their ability and merit standing. No condition, with regard to race, color, religion, sex (gender), age, national origin, or, in the case of the Civilian workforce, physical or mental handicap shall be imposed. I am fully committed to this objective and the furtherance of equality of opportunity in recruiting, hiring, training, promoting, recognizing, discharging, or terminating personnel who serve in the brigade. Leaders should seek guidance from the Civilian Personnel Advisor Center (CPAC) and the Fort Gordon EEO office regarding hiring, discipline and substandard performance actions anticipated. EEO is located in Darling Hall, room 210 at (706) 791-4551/7656. CPAC is located in Darling Hall at (706) 791-8997.

3. All brigade leaders will actively support and take positive steps to establish and achieve meaningful affirmative action goals. The success of the Civilian EEO Program and progress toward established goals requires the conscious personal attention of all commanders, managers, and supervisors. I consider successful accomplishment of this program to be an integral part of my job, as well as a major responsibility of all other leaders within the brigade, and I will not tolerate discrimination in any form.

4. Battalion Commanders are required to brief me on their criteria for Civilian hiring selections, in order to make sure the process is fair and impartial.

5. All personnel are expected to comply with this policy. Violation of this policy memorandum by any 15th Regimental Signal Brigade Soldier provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.

STEPHEN A. ELLE
COL, SC
Commanding