



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

U.S. ARMY SPACE COMMAND  
350 Vandenberg Street  
Peterson AFB, Colorado 80914-4919

SMDC-AR-ZA

17 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum I-4, Command Equal Opportunity (EO)

1. Reference AR 600-20, Army Command Policy.

2. Purpose. This policy establishes the Army Space Forces (ASF) EO Program. This policy is applicable to all ASF organizational elements.

3. Policy/Procedures.

a. I want to personally state my support and commitment to the Army's EO program. ASF will provide Equal Opportunity and fair treatment for all military personnel, family members and DA civilian employees, without regard to race, color, religion, gender or national origin, and provide an environment free of unlawful discrimination and offensive behavior. This policy applies on or off post, during duty and non-duty hours. It also applies to working, living, and recreational environments including both on and off-post housing. All ASF personnel are obligated to promote fair treatment based on merit, fitness, capability, and potential. Discrimination in any form will not be practiced, condoned, or tolerated.

b. I hold all leaders responsible for ensuring fair and equitable treatment for all military personnel, their families, and DA civilians assigned, attached or with duty at ASF. I expect all members of the command to eliminate any conduct or attitude that allows discrimination to be perpetuated in the course of our normal every day activities including our relationship as military professionals. Achieving equal opportunity is a goal that each of us must be committed to in order to ensure its success. Discrimination is a violation of the acceptable standards of integrity and impartiality required of all Department of Defense and Department of the Army personnel, and interferes with mission accomplishment and unit cohesion.

c. I encourage you to use your chain of command if you feel you or a member of your family have been discriminated against. Civilian employees are to use the services offered by the Equal Employment Opportunity (EEO) program. The complaint process may be found in ASF Policy I-10 for EO and SMDC Policy 690-2 for EEO. Complaints will be presented without fear of intimidation, reprisal, or harassment. For further information on any EO matter, the Command EO program point of contact is the ASF Equal Opportunity Representative.

SMDC-AR-ZC-E

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d. I want to ensure our command climate eliminates all forms of discrimination. All commanders/directors will publish and post their own EO policy letters.

4. File this policy in your policy notebook as required reading for all personnel.

A handwritten signature in black ink, appearing to read 'D. W. Shaffer', with a stylized flourish at the end.

DAVID W. SHAFFER  
COL, AV  
Commander, Army Space Forces

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