



DEPARTMENT OF THE ARMY
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND/
ARMY FORCES STRATEGIC COMMAND
POST OFFICE BOX 15280
ARLINGTON, VIRGINIA 22215-0280

REPLY TO
ATTENTION OF

SMDC-EE Policy No. 690-1*

FEB 8 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) Counseling Policy

1. Scope/Applicability. This policy is applicable to all U.S. Army Space and Missile Defense Command (USASMDC)/Army Forces Strategic Command (ARSTRAT) organizational elements.
2. Authority. Title 29 of the Code of Federal Regulations (CFR), Part 1614, Army Regulation 690-600 and EEOC Management Directive 110.
3. It is the right of any employee, former employee, applicant for employment, or agent for a group of employees or applicants who believes they have been discriminated against because of race, color, religion, national origin, sex, physical or mental handicap, age, and/or reprisal in employment matters, including Equal Pay Act complaints to present to the proper officials, orally or in writing, their individual complaints of discrimination. Therefore, I want every employee or applicant including supervisors to feel free to contact a USASMDC/ARSTRAT EEO official anytime he/she has a concern regarding an EEO matter.
4. It is the policy of this command to attempt to resolve EEO complaints at the lowest possible level(s). Traditional EEO counseling or use of the Alternate Dispute Resolution process is the first step in the complaint process.
5. The complainant must first consult with an EEO official or EEO counselor within 45 calendar days from the date of the alleged discriminatory act, or if a personnel action, within 45 calendar days of its effective date, or within 45 calendar days of the date he/she becomes aware, or reasonably should have become aware, of the discriminatory act or personnel action.

*This policy supersedes SMDC-EE Policy No. 690-1, 19 Dec 03.

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Any difficulty in locating or obtaining a counselor or EEO official should be reported to the USASMDC/ARSTRAT EEO Office, ATTN: SMDC-EE, P.O. Box 1500, Huntsville, AL 35807-3801, or phone at DSN 645-4270 or commercial 256-955-4270.

6. When a complainant contacts an EEO counselor or an EEO official, he/she is offered the opportunity to participate in the Command's traditional EEO counseling process or the Alternative Dispute Resolution (ADR) Program to resolve his/her complaint. If traditional counseling is elected, the counseling must be completed (unless the complainant agrees in writing to extend the counseling period), within 30 calendar days from the date of contact by the complainant. The counseling period may be extended no more than an additional 60 calendar days.

7. USASMDC/ARSTRAT employees at the locations listed below desiring EEO counseling should contact the servicing EEO Office listed opposite their location:

- | | |
|--------------------------------|---|
| a. HQ USASMDC
Arlington, VA | Fort Myer Military Community
Equal Employment Opportunity
Office, ATTN: IMCOM-MYR-EEO
Bldg 203, Room 215
102 Custer Rd.
Arlington, VA 22211-1231
DSN 426-3545/COMM 703-696-3545 |
| b. USASMDC
Huntsville, AL | U.S. Army Space and Missile
Defense Command/ARSTRAT
ATTN: SMDC-EE
P.O. Box 1500
Huntsville, AL 35807-3801
DSN 645-4270/COMM 256-955-4270 |

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- c. USASMDC-High Energy Laser Systems Test Facility (HELSTF) White Sands Missile Range, New Mexico U.S. Army White Sands Missile Range, ATTN: STEWS-EEO Bldg 124 White Sands Missile Range, New Mexico, 88002 DSN 258-1291/COMM 505-679-1291
- d. USASMDC Colorado Springs, CO U.S. Army Space and Missile Defense Command/ARSTRAT ATTN: SMDC-ZD-EE 350 Vandenberg St., Suite 2283 Peterson AFB, CO 80916-4901 DSN 692-2135/COMM 719-554-2135
- e. U.S. Army Kwajalein Atoll/Ronald Reagan Ballistic Missile Defense Test Site U.S. Army Space and Missile Defense Command/ARSTRAT ATTN: SMDC-EE P.O. Box 1500 Huntsville, AL 35807-3801 DSN 645-4270/COMM 256-955-4270

8. An EEO counselor serves as a bridge between employees and management and is responsible for attempting to resolve EEO problems brought to his/her attention by employees or applicants for employment. A counselor must make whatever inquiry he or she believes is necessary to define the problem and form a basis for resolution. I require every JSASMDC/ARSTRAT counselor to conduct a fair and objective inquiry regarding the issues brought to their attention. I direct all managers and supervisors to ensure counselors will be free from restraint, interference, coercion, discrimination, or reprisal in connection with the performance of their counseling duties.

9. Counseling demands time and effort for interviewing the complainant, responding to management officials and witnesses, and for making personal observation at the workplace. It requires conferring with the EEO Officer, Civilian Personnel Advisory Center, and other staff officials; sifting through available data to obtain pertinent facts concerning the complaint, proposing workable solutions, and informing the complainant of the right to submit a formal complaint if the informal process fails to produce a resolution. I charge

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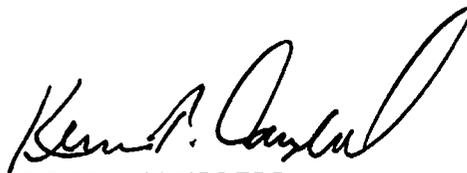
managers and supervisors to afford EEO counselors full cooperation while they are conducting EEO inquiries.

10. When circumstances demand, counselors will be permitted to work a reasonable length of time exclusively on an EEO issue. Counselors work under the supervision of the servicing EEO Officer when performing EEO duties. Periodically, counselors may be required to attend meetings scheduled by the EEO Office. If needed, upon request and permission from the EEO Officer, counselors are authorized to counsel employees in other Department of the Army elements.

11. Procedures for filing a formal complaint of discrimination are permanently posted on official bulletin boards and in SMDC-EE Policy No. 690-2 and 690-3 for individual and class complaints, respectively.

12. Post a copy of this memorandum on each organization's official bulletin board for permanent retention until superseded. File a copy in each office as required reading for all assigned personnel.

"SECURE THE HIGH GROUND"



KEVIN CAMPBELL
Lieutenant General, USA
Commanding

DISTRIBUTION:

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