



**DEPARTMENT OF THE ARMY**  
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND  
POST OFFICE BOX 1500  
HUNTSVILLE, ALABAMA 35807-3801

SMDC-CG Policy # 690-11\*

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Equal Employment Opportunity (EEO) Policy**

**1. Authority:**

- a. Title 29 Code of Federal Regulations (CFR) 1614, Chapter XIV (as amended).
- b. Equal Employment Opportunity Commission (EEOC) Enforcement Guidance on Harassment in the Workplace, 29 September 2023.
- c. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 110, 5 Aug 15.
- d. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715.
- e. Army Regulation 690-12, Equal Employment Opportunity Programs, 6 Feb 25.
- f. Elijah E. Cummings Federal Employee Antidiscrimination Act of 2019.

**2. Purpose.** Establishes USASMDC Command Equal Employment Opportunity policy.

**3. Applicability.** This policy is applicable to all assigned, matrixed and attached to USASMDC.

**4.** This Equal Employment Opportunity (EEO) policy statement is a reminder that all Army employees are protected from unlawful discrimination. Army employees, applicants and certain contractors are covered by Federal laws and Presidential Executive Orders designed to safeguard from discrimination based on race, color, religion, sex, national origin, age (40 or older), equal pay, disability (mental and physical), genetic information (individual or family medical history), and from actions taken in retaliation or reprisal for protected EEO activity, or that create a "chilling effect" on EEO activity ("per se reprisal").

**5.** These protections extend to all management practices and employment decisions, including recruitment and hiring, performance appraisals, promotions, training, and career development programs. Consistent with these obligations, USASMDC provides reasonable accommodations to employees and applicants for functional limitations caused by

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\*This policy statement supersedes SMDC-EE Policy No. 690-11, 31 January 2020

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disabilities; for known limitations related to pregnancy, childbirth, or related medical conditions; and for sincerely held religious beliefs, observances, and practices.

6. Army employees, certain contractors and applicants are also protected against retaliation. Consistent with Federal laws, acts of retaliation against an employee or applicant who engages in protected EEO activity, such as reporting discrimination or harassment (sexual and non-sexual) or participating in the EEO process, will not be tolerated. USASMDC leaders will take prompt action to investigate employee or applicant allegations of workplace harassment (including sexual harassment).

7. We must be diligent in maintaining a workplace free from discrimination. This includes working to ensure that harassment (sexual and non-sexual), and retaliation, or reprisal for protected EEO activity, does not occur. USASMDC leaders play a critical role and have a responsibility to help prevent and eliminate harassment in the workplace, and all employees have a duty not to engage in harassing conduct and to report any such conduct when it occurs. USASMDC employees, certain contractors or applicants who believe that they have been subjected to discrimination, harassment, or retaliation should contact the local servicing USAG installation EEO office or HQ USASMDC EEO office within 45 calendar days of the alleged violation.

8. I am confident that with your full support, that USASMDC can accomplish the goal of being a model employer and serve as an example for all workplaces, within and outside the Federal government. Likewise, each of us must take responsibility for implementing the Army's EEO policy and cooperating fully in its enforcement. In so doing, we reaffirm our collective commitment to a work environment free from unlawful discrimination, harassment, and retaliation.

9. This policy is posted on the Command SharePoint website as required reading for all assigned personnel. A copy of this notice will be posted on each official organization bulletin board for permanent retention until suspended.

"SECURE THE HIGH GROUND"

A handwritten signature in black ink, appearing to read 'SEAN A. GAANEY', with a long horizontal line extending to the right.

SEAN A. GAINEY  
Lieutenant General, U.S. Army  
Commanding

DISTRIBUTION:

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