



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
WALLA WALLA DISTRICT, CORPS OF ENGINEERS
201 NORTH THIRD AVENUE
WALLA WALLA WA 99362-1876

CENWW-EE (690-700f)

28 July 2004

COMMANDER'S POLICY LETTER NO. 2

SUBJECT: Equal Employment Opportunity and Affirmative Employment Policy

1. As District Commander, I am personally committed to and strongly endorse the policy of the U.S. Army Corps of Engineers to provide equal employment opportunity (EEO) for all employees and applicants. All human resource management decisions (e.g., recruitment, hiring, work assignments, promotions, awards, and training) are to be based on qualifications and merit without regard to race, color, sex, religion, age, national origin, or disability. It is the intent of this policy to prohibit discrimination of any kind and promote full realization of fair employment opportunities by removing any real or perceived barriers that may limit opportunities or prevent fair and equal treatment. This includes providing reasonable accommodation for qualified individuals with disabilities.

2. Adherence to the laws that prohibit discrimination is important in maintaining a positive work environment. Illegal discrimination will not be tolerated. Employees must be willing to speak up when they feel they have been discriminated against without fear of reprisal so issues can be resolved at the lowest possible level. Supervisors and managers will deal with allegations of discrimination promptly, fairly, and effectively. Any complaint through the EEO complaints process should be filed within 45 days of the alleged discriminatory action.

3. I also totally support the U.S. Army Corps of Engineers' goal of striving to achieve and maintain a workforce representative of our diverse civilian labor force through affirmative employment programs. We must ensure the Walla Walla District promotes teamwork, values diversity, and encourages the utilization of all employees. The EEO program is a critical performance element, and each manager and supervisor will be held accountable for his/her performance in this area.

4. Organizations that create a positive work environment for their employees and customers are successful organizations. We must all do our part in promoting a positive work environment conducive to the accomplishment of our mission.

CENWW-EE

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5. This policy statement will be published and placed on all official bulletin boards as well as incorporated into new employee orientation packets.

/s/ 28 July 2004
RANDY L. GLAESER
LTC, EN
Commanding

DISTRIBUTION:

Intranet and 2 copies each
to EE and Library