



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
USA MEDICAL DEPARTMENT ACTIVITY  
600 CAISSON HILL ROAD  
FORT RILEY, KANSAS 66442-5037

Number 3

MCXX-HRD-C

FEB 19 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) Policy on Commitment to Alternative Dispute Resolution (ADR)

1. Reference. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
2. Applicability. This policy applies to all personnel assigned to or under the operational control of, applicants for employment with, and former employees of the USA Medical Department Activity, Fort Riley, Kansas, Irwin Army Community Hospital (IACH).
3. Policy.
  - a. As Commander, IACH, Fort Riley, I am firmly committed to using alternative methods for resolving disputes, when appropriate and feasible. The Alternative Dispute Resolution (ADR) program enables disputants an opportunity to resolve disputes in a quick, amicable and cost effective manner.
  - b. The Department of the Army's preferred ADR method is mediation. Benefits of ADR can help restore working relationships and may serve as a preventative measure against future disputes. Managers, supervisors and leaders have an affirmative duty to cooperate when ADR is offered.
  - c. Mediation provides a trained, neutral, and impartial third party (mediator) to guide the participants through a structured resolution process. It can be applied for all types of workplace disputes and empowers the involved parties to arrive at a mutual agreement.
4. The proponent for this policy is the EEO office, located at 510 Huebner Road, 2<sup>nd</sup> Floor, Fort Riley, Kansas 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

RISA D. WARE  
COL, AN  
Commanding

DISTRIBUTION:

This publication is available in electronic media on the IACH Web intranet.



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NUMBER 24

MCXX-HRD-C

FEB 19 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanders Policy - Equal Employment Opportunity (EEO) and Affirmative Employment

1. References. Army Regulation 690-12, Equal Opportunity and Affirmative Action, 4 March 1988.
2. Applicability. This policy applies to all personnel assigned to or under the operational control of, applicants for employment with, and former employees of the USA Medical Department Activity, Fort Riley, Kansas, Irwin Army Community Hospital (IACH).
3. Policy.
  - a. As Commander, IACH, Fort Riley, I affirm the principles of EEO and commit to implementing a model EEO program by creating an environment free of discrimination. EEO is a right mandated by law and an essential element of good leadership.
  - b. I am committed to maintaining a professional workplace in which all individuals are treated with dignity and respect. I assure that equal employment opportunities are afforded to all employees and applicants for employment regardless of their race, color, religion, sex, national origin, age, disability, reprisal, genetic information, or other impermissible basis.
  - c. Managers, supervisors, and leaders are expected to responsibly maintain a workplace free of discrimination. In addition, I expect shared commitment to sound management practices and EEO principles. Together we must eliminate barriers for employees and applicants of employment and ensure that our recruitment and selection processes support the full consideration of qualified individuals. All personnel actions must be based upon merit factors.
  - d. Supporting the EEO program is a core value of IACH, and integral to our mission and strategic planning.
4. The proponent for this policy is the EEO office, located at 510 Huebner Road, 2<sup>nd</sup> Floor, Fort Riley, Kansas, 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

*Risa D Ware*

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Number 27

FEB 19 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy - Equal Employment Opportunity (EEO) Policy on Anti-Harassment

1. Reference. Secretary of the Army Memorandum, Equal Employment Opportunity Policy and Anti-Harassment Policy for the Workplace, dated 27 April 2011.
2. Applicability. This policy applies to all personnel assigned to or under the operational control of, applicants for employment with, and former employees of the USA Medical Department Activity, Fort Riley, Kansas, Irwin Army Community Hospital (IACH).
3. Policy.
  - a. As Commander, IACH, Fort Riley, I am fully committed to preventing and eliminating workplace harassment, based upon race, religion, color, sex, national origin, age, disability, genetic information, reprisal or other impermissible basis. It is our duty to provide and maintain an environment of trust and respect for human dignity. Any workplace harassment, including sexual harassment, will not be tolerated.
  - b. Harassment includes, but is not limited to, any offensive conduct such as slurs, jokes, or other verbal, nonverbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive, or hostile environment. Even if a single utterance, joke or act does not rise to the level of actionable harassment under the law, such conduct is contrary to Army values.
  - c. All allegations of harassment will be taken seriously and investigated promptly. Employees are responsible for addressing concerns of harassment through their supervisory chain of command without delay and/or contacting the EEO Office.
  - d. I expect everyone to respect the rights of all employees to pursue their complaints without fear of reprisal. Managers, supervisors and leaders will cooperate and consult with EEO officials as issues and complaints arise.
4. The proponent for this policy is the EEO office, located at 510 Huebner Road, 2<sup>nd</sup> Floor, Fort Riley, Kansas, 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

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NUMBER 29

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FEB 19 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanders Policy - Equal Employment Opportunity (EEO) Policy on Reasonable Accommodation

1. References. Department of Army Memorandum on Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, dated 19 March 2009.
2. Applicability. This policy applies to all personnel assigned to or under the operational control of, applicants for employment with, and former employees of the USA Medical Department Activity, Fort Riley, Kansas, Irwin Army Community Hospital (IACH).
3. Policy.
  - a. As Commander, IACH, Fort Riley, I am fully committed to ensuring that processes are in place and followed to promote the employment and retention of individuals with disabilities (IWDs), especially with targeted disabilities and disabled veterans.
  - b. I fully support the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Reasonable accommodations will be afforded to qualified employees or applicants with disabilities, when appropriate, as soon as reasonably possible, unless to do so would cause an undue hardship.
  - c. Managers and supervisors are expected to process requests for reasonable accommodation and, when appropriate, provide the accommodation in a timely manner.
4. Procedures for requesting a reasonable accommodation can be found on the Fort Riley EEO webpage.
5. The proponent for this policy is the EEO office, located at 510 Huebner Road, 2<sup>nd</sup> Floor, Fort Riley, Kansas, 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

*Risa D Ware*

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