



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 4
– Equal Opportunity (EO) Program

1. REFERENCES. AR 600-20, The Army Command Policy

2. APPLICABILITY. This policy applies to all personnel assigned, attached or personnel on temporary duty (TDY) to include Family members, civilian employees and contract personnel within the Warrior Transition Brigade- National Capital Region (WTB-NCR). This policy extends to the Bethesda, Fort Meade and Fort Belvoir WTUs.

3. GENERAL: The EO program allows every member of this command the opportunity to achieve their full potential based solely on their abilities, merits, and qualifications. We will not tolerate discrimination based upon race, color, gender, religion or national origin.

4. POLICY:

a. We are fully committed to the Department of Defense and the United States Army Equal Opportunity Program. Every member of this command will have an opportunity to achieve their full potential based solely on their abilities, merits and qualifications. Our mission requires the essential elements of mutual trust and unit cohesion. These essential elements can only be achieved when individuals are confident that fair treatment and respect for their capabilities exists.

b. We will not tolerate discrimination based upon race, color, gender, religion or national origin. Everyone in this command has the responsibility to promote a positive Equal Opportunity climate that supports readiness and unit cohesion. Leaders and supervisors at all levels are responsible for acknowledging and eliminating improper behavior and violations to this policy.

c. Commanders will be the EO Officers for their units and will create and sustain a comprehensive effort to maximize human potential. I want commanders to clearly announce to their units the high standards of conduct they expect and take appropriate action when incidents of discrimination or harassment occur. Every member of the chain of command will safeguard the right of every Soldier and their Family members to receive fair treatment. I expect the chain of command to be well informed of EO policies and procedures, to teach and maintain the values of respect, and to always set the example.

MCAT-WTB-EO

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 4
-- Equal Opportunity (EO) Program

d. I expect commanders and all leaders to be proactive in helping Soldiers resolve EO issues in a timely manner. Teaching and maintaining the Army values, especially respect, will go a long way toward preventing environments where we fail to offer our personnel equal opportunities. Assistance is also available from the Equal Opportunity Office, Inspector General or Staff Judge Advocate.

e. Complaint Procedures (See enclosure: The Army Equal Opportunity Complaint Process-How to Complain):

(1) We want all Soldiers and their Family members to know that their Equal Opportunity complaints will be addressed in a prompt, professional manner regardless of race, color, gender, religion or national origin. We also want to emphasize that we will not tolerate any acts of reprisal or attempts to discourage the filing of an EO complaint. Any commander or agency receiving an EO complaint will immediately contact their unit EO Advisor for guidance and assistance.

(2) If you believe you have an EO complaint, the best way to resolve your complaint is to inform the alleged offender that the unwanted behavior must stop. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers to resolve complaints. Commanders will not preclude Soldiers from using these channels in accordance with the procedures inherent or established by these agencies such as the ones listed above. If you have a complaint against a member of your chain of command, use the next higher echelon in the chain of command or your EO advisor.

5. The point of contact for this policy is the Brigade Equal Opportunity Advisor (301) 400-2286.

Caring for Our Soldiers...Heal, Educate, Transition!

Encl


DANA S TANKINS
COL, SC
Commanding