



DEPARTMENT OF THE ARMY
HEADQUARTERS, 233D BASE SUPPORT BATTALION (Darmstadt)
Unit 29500
APO AE 09175-0001

REPLY TO
ATTENTION OF:

AUESG-DA-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 233D Base Support Battalion (BSB) Commander's Policy (CP) 8-1 (Equal Employment Opportunity (EEO) and Affirmative Employment Program (AEP))

1. All civilian employees and applicants for employment will be treated equitably, regardless of race, color, religion, age, sex, national origin, physical and/or mental disability, or reprisal. An affirmative employment program (AEP) will be maintained which is designed to eliminate barriers and achieve a diverse workforce at all levels in the BSB.
2. All supervisors and managers, both military and civilian, will have the responsibility of successfully implementing the AEP. As such, every director is designated an active member of the EEO Committee. The EEO Committee will develop, implement, and support the initiatives and action items of the AEP, and continuously assess the EEO climate. The EEO Committee will meet quarterly.
3. Any form of behavior or practice that may be interpreted as discriminatory or biased against any group of people or individual will not be tolerated. In order to prevent the perception of discrimination, supervisors will include a prudent EEO philosophy in making employment-related decisions and implementing personnel actions.
4. Supervisors and managers will ensure that employees feel free to seek EEO assistance to voice their concerns without fear, intimidation, or reprisal. The 233D EEO Office is located at Cambrai Fritsch Kaserne, Building 4027, Room 108, or may be contacted at DSN 348-7105, or civilian 06151-69-7105.
5. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the BSB adjutant within two weeks of the anniversary date. Policies requiring revision will be submitted within thirty days of the anniversary date for the Commander's approval and signature.

L. J. STRIFE
LTC, MI
Commanding

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