



98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"

COMMANDER'S POLICY



POLICY NUMBER: 12

DATE: 30 January 2003

SUBJECT: Formal Equal Opportunity Complaint Reporting

1. REFERENCE

- a. AR 600-20, Army Command Policy, Chapter 6, Appendix E, 13 May 02.

2. **PURPOSE:** This policy establishes procedures for reporting formal EO complaints.

3. **SCOPE:** This policy applies to BSB Commanders within 98th ASG.

4. POLICY:

- a. BSB Commanders will report all formal Equal Opportunity complaints to the ASG Commander via email no later than 48 hours after receipt. A courtesy copy of this notification including a copy of the reprisal plan will be forwarded to the 98th ASG Equal Opportunity Advisor.

- b. The initial correspondence will contain the following information at a minimum; name, grade, and unit of the complainant and the accused, and a brief description of the alleged behavior.

- c. The BSB Commander will provide a progress report to the ASG Commander 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

- d. This policy memo supersedes 98th ASG Policy memo 12, dtd 7 June 2001.

"Team of Teams"



DENNIS W. DINGLE
Colonel, AD
Commanding



98TH AREA SUPPORT GROUP

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COMMANDER'S POLICY



POLICY NUMBER: 15

DATE: 30 JANUARY 2003

SUBJECT: Equal Opportunity Program

1. REFERENCE:

- a. AR 600-20, Army Command Policy, Chapter 6, Equal Opportunity, 13 May 2002.
- b. DA PAM 600-26, Department of the Army Affirmative Action Plan, 23 May 1990.

2. PURPOSE: This policy announces the Commander's policy on Equal Opportunity.

3. SCOPE: This policy applies to all 98th ASG personnel

4. POLICY:

a. The 98th Area Support Group (ASG) will provide equal opportunity and fair treatment for all soldiers, civilians and family members of the 98th ASG without regard to race, color, gender, religion, or national origin. This policy applies both on and off post, during duty and non-duty hours. This policy applies to working, living, and recreational environments (including both on and off-post housing). Each member of the 98th ASG family will be treated with dignity and respect while performing their mission. Each individual has a right to seek advancement or promotion unhindered by discriminatory practices. Leaders at all levels are obligated to maintain a work area free of harassment and discrimination.

b. As leaders, we must continue to support the principles of equality to ensure fair treatment for all employees, soldiers, and family members regardless of their race, color, national origin, religion, gender, age, disability (Mental/physical) or any other nonmerit factor.

c. Equal Opportunity and Affirmative Action must be part of the fabric of all personnel decisions within the 98th Area Support Group. Federal agencies are required by law to implement a program to eliminate underutilization where it exists in the workplace. Affirmative action does not mean that special treatment will be given to any group or that established qualification standards will be relaxed in an effort to overcome past employment practices that have operated to restrict employment opportunities.

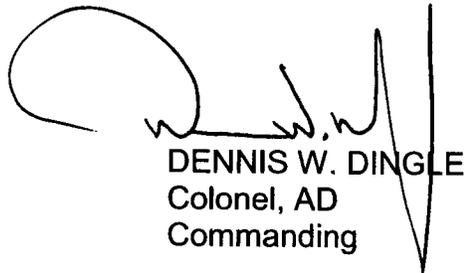
AETV-WG-WL

SUBJECT: Equal Opportunity Program

d. I ask you to join me in my ongoing commitment to the Army standard of Equal Opportunity and Affirmative Action for all soldiers, employees, and family members. We will continue to show the Army that the 98th ASG is a leader in providing a work setting where employees of varying backgrounds can reach their potential and highest goals without discrimination.

5. **PROPONENCY:** The 98th ASG Equal Opportunity Office, DSN: 351-4631/4632 is the point of contact for information and assistance regarding the equal opportunity program.

"Team of Teams!"



DENNIS W. DINGLE
Colonel, AD
Commanding



98TH AREA SUPPORT GROUP

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COMMANDER'S POLICY



POLICY NUMBER: 4

DATE: 30 January 2003

SUBJECT: Sexual Harassment

1. **PURPOSE:** This policy establishes uniform procedures with respect to the prevention of sexual harassment and is applicable to all military and civilian members regardless of their status.

2. **SCOPE:** This policy applies to all 98th ASG personnel.

3. **POLICY:**

a. According to the Secretary of the Army, "the policy of the United States Army is that sexual harassment is unacceptable conduct and will not be tolerated." I fully endorse and support this statement.

b. Sexual harassment is defined as:

(1) A form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one or more of the following occur:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.

(b) Submission to or rejection of such conduct by a person is made as a basis for career or employment decisions affecting that person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

(2) The definition further implies that any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment.

AETV-WG-L
SUBJECT: Sexual Harassment

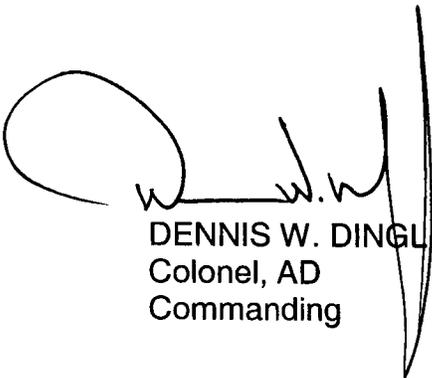
c. Individuals who feel that they have been subjected to sexual harassment may submit a complaint through their chain of command, Equal Opportunity Office, (military personnel), Equal Employment Opportunity Office (US Civilian Employees), The Work's Council (LN Employees), Civilian Personnel Activity Center, the Inspector General or Chaplain.

d. Sexual harassment is a violation of the high organizational standards necessary for carrying out the Army's mission. Every military and civilian employee of the 98th ASG has a responsibility for maintaining these high standards.

4. All 98th ASG leaders, military and civilians, will examine these matters fairly and effectively. Sexual harassment misconduct will be subject to appropriate disciplinary action.

5. This policy memo supersedes 98th ASG Policy Memo 4, dtd 7 June 2001.

6. "Team of Teams!"



DENNIS W. DINGLE
Colonel, AD
Commanding