



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY AVIATION AND MISSILE COMMAND**  
**5300 MARTIN ROAD**  
**REDSTONE ARSENAL, AL 35898-5000**

CPM 690-600

AMAM-EE (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum – Equal Employment Opportunity Policy

1. References.

- a. Management Directive 110, (Equal Employment Opportunity Commission)
- b. Army Regulation (AR) 690-600 (Equal Employment Opportunity Discrimination Complaints)
- c. 29 Code of Federal Regulations, Section 1614 – Federal Sector Equal Employment Opportunity
- d. Pregnant Workers Fairness Act, 29 December 2022
- e. AR 690-12 (Equal Employment Opportunity Programs)
- f. Army Directive 2024-11 (Army Civilian Harassment Prevention and Response Program), 12 December 2024
- g. The Rehabilitation Act of 1973, as amended
- h. Management Directive 715, (Equal Employment Opportunity Commission)

2. Purpose. The U.S. Army Aviation and Missile Command (AMCOM) is fully committed to Equal Employment Opportunity (EEO) and a workplace free of discrimination. This policy statement is a reminder that all Army employees are protected from unlawful discrimination. Army employees and applicants for employment are covered by Federal laws and Presidential Executive Orders designed to safeguard them from discrimination based on race, color, religion, sex, national origin, age (40 or older), disability (mental and physical), genetic information (individual or family medical history), pregnancy, childbirth or related medical conditions, or other non-merit-based factors and from actions taken in retaliation or reprisal for protected EEO activity or that create a “chilling effect” on EEO activity (“*per se* reprisal”).

3. Applicability. This policy is applicable to all AMCOM personnel to include Depots and separate reporting activities.

4. EEO is a fundamental tenet of our command culture. Adherence to its principles allows us to recruit, develop and retain a qualified workforce focused on our mission as the Army's materiel integrator. Managers and supervisors are accountable for ensuring equality of opportunity (for example, training, career development, merit promotions, awards and recognition) for all employees.

5. AMCOM has a responsibility to provide reasonable accommodations (RA) for qualified Army Civilian Professionals or applicants with disabilities, absent undue hardship on the Agency. Leaders are expected to comply with the RA process in references d and e. Process RA and Pregnant Workers Fairness Act requests in a prompt and efficient manner (within 30 business days, excluding a pause awaiting medical information). Supervisors must consult with the AMCOM Disability Program Manager within 2 days of receiving an RA Request and with the serving legal office before denying an RA request.

6. Section 501 of the Rehabilitation Act requires agencies to provide personal assistance services (PAS) during work to individuals with targeted disabilities, absent an undue hardship on the agency. Eligibility for PAS requires the individual to be an employee of the Department of the Army, with a targeted disability, in need of a reasonable accommodation due to their targeted disability and able to perform the essential functions of the job without posing a direct threat to safety once a PAS and any RA have been provided (providing the PAS will not pose undue hardship on the agency). Employees should initiate a request with their immediate supervisor or DPM located in the AMCOM EEO Office. Reasonable accommodation procedures apply to PAS requests.

7. Managers, supervisors, leaders and employees must treat each other with dignity and respect and communicate effectively. Unacceptable behavior detracts from our ability to execute the Army's mission. Individuals who perceive they are being subjected to unlawful discrimination should report the matter to their servicing EEO Office within 45 calendar days of the incident.

8. When complaints arise, supervisors, leaders and employees should work to resolve them fairly and promptly, starting at the lowest possible level. Employees are encouraged to participate in mediation, the Army's preferred method of Alternative Dispute Resolution (ADR). A mediator is an objective and impartial person who facilitates communication between the aggrieved person and responsible management official, thereby avoiding excessive costs, delays and uncertain outcomes. Commanders are strongly encouraged to use ADR as an option in all complaints of discrimination in both the pre-complaint and formal complaint stages to the maximum extent practicable. Leaders will ensure management officials with settlement authority cooperate fully with EEO and the ADR process. For more information on the ADR process, refer to reference b, chapter 2.

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9. Each staff section and supporting organizations will post a copy of this policy on all official bulletin boards within their designated office areas and make the policy available to all AMCOM personnel. The AMCOM EEO Office will post a copy of this policy on the Command Information Portal/SharePoint.

10. This policy supersedes CPM 690-600, signed 28 August 2024 and is in effect upon receipt until superseded or rescinded. The Command will take corrective action on any violation of this policy.

11. The proponent for this policy is the AMCOM Equal Employment Office at (256) 955-7040, MS Teams (520) 684-0226.

LORI L. ROBINSON  
Major General, USA  
Commanding

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