



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ACQUISITION SUPPORT CENTER  
9900 BELVOIR ROAD, BUILDING 201, SUITE 101  
FORT BELVOIR, VIRGINIA 22060-5567**

SFAE

21 March 2025

MEMORANDUM FOR All Headquarters, U.S. Army Acquisition Support Center  
(USAASC) Personnel

SUBJECT: U.S. Army Acquisition Support Center (USAASC), Equal  
Employment Opportunity (EEO) Policy

1. References.

- a. Title 29, Code of Federal Regulations, Part 1614 (Federal Sector Equal Employment Opportunity)
- b. Title VII of the Civil Rights Act of 1964; Public Law 88-352, as amended
- c. Army Regulation 690–12 (Equal Employment Opportunity Programs),  
6 February 2025
- d. Army Regulation 690–600 (Equal Employment Opportunity Discrimination Complaints), 6 February 2025

2. Purpose. This guidance reinforces Army policy to ensure Equal Employment Opportunity (EEO) and expresses my commitment to ensuring the success of the EEO program in the organization.

3. Applicability. This policy applies to all current or former employees, applicants, or certain contract employees covered by reference 1d.

4. Policy. The Federal Government is charged with enforcing our civil-rights laws. The Army thrives on its workforce to ensure equality of opportunity for all. Civilian employees will not be subjected to unlawful discrimination, unfair treatment, or harassment of any nature. I am committed to the EEO program, concepts, policies, objectives, and goals, which ensure equal treatment without regard to race, color, religion, age (40 and over), sex (male, female, pregnancy, childbirth or related medical conditions), national origin, physical or mental disability, genetic information (individual or family medical history), or prior participation in protected EEO activity. I fully support DoD's commitment to provide an atmosphere of dignity and respect. USAASC officials will take corrective action in the case of any violation of this policy.

5. Procedures.

- a. To achieve the EEO program goal of a workforce representative of this Nation, management officials must ensure that selection and employment practices are

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appropriate, fair, and based on merit. I expect each member of USAASC to be committed to these concepts, policies, objectives, and goals. It is our responsibility to provide equality of opportunity for all.

b. USAASC fully supports the laws that prohibit retaliation against an individual who has engaged in EEO-protected activities. Protected activities include opposing a practice made unlawful by one of the employment discrimination statutes or filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statutes.

c. Supervisors and managers must perform their duties without differentiating between employees who have engaged in protected activities and other subordinates. Individuals who oppose employment practices they reasonably believe to be unlawful help us to enforce the antidiscrimination statutes. Although these individuals remain subject to appropriate supervision (including performance or disciplinary actions when necessary), supervisors must ensure that personnel actions are not motivated by or misperceived as a reaction to protected activities.

d. We are committed to creating a work environment free of any form of harassment. Managers and supervisors must be cognizant of their responsibilities to prevent this unacceptable conduct and take immediate and appropriate action when such conduct occurs.

e. EEO concepts are the cornerstones of personnel management programs within USAASC. These EEO concepts are inherent to good personnel management practices and must be an integral part of daily management and employee relations. This responsibility extends to every leader, manager, supervisor, and military and civilian employee throughout this command. Every USAASC employee must strive to prevent and eliminate factors that inhibit productivity, achievement potential, and cohesiveness.

f. An atmosphere of trust and equality of opportunity are key ingredients to the teamwork necessary to successfully accomplish the EEO mission. Therefore, we encourage everyone to participate in the available training and to demonstrate a personal commitment to EEO principles.

g. The commitment of every Soldier and Civilian to the EEO mission will ensure that we maintain the highest level of professional behavior and courtesy that marks USAASC's commitment to excellence.

h. Any aggrieved USAASC Civilian must initiate contact with an EEO official within 45 calendar days of the action or practice alleged to be discriminatory or harassing.

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6. Proponent. The proponent for this USAASC policy is the USAASC EEO Office. For more information on the discrimination complaint process, or to discuss an employment issue, contact the EEO Office at [usarmy.belvoir.usaasc.mbx.usaasc-eeo-office@army.mil](mailto:usarmy.belvoir.usaasc.mbx.usaasc-eeo-office@army.mil).

7. The point of contact for action is Mr. Frank R. Gonzalez, Director USAASC Equal Employment Opportunity Office, [frank.r.gonzalez3.civ@army.mil](mailto:frank.r.gonzalez3.civ@army.mil) or Mrs. Tiphonie Brackins, Branch Chief, Complaints and Compliance, [Tiphonie.n.brackins.civ@army.mil](mailto:Tiphonie.n.brackins.civ@army.mil).

RONALD R. RICHARDSON JR.  
Director