



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

06 AUG 2012

MEMORANDUM FOR Civilian Employees of USAG Stuttgart

SUBJECT: USAG-Stuttgart Command Policy Letter #6, EEO Collateral Duty Assignment Program

1. REFERENCES:

- a. 29 CFR 1614; Federal Sector Equal Opportunity, 9 November 1999.
- b. EEOC Management Directive 110, 9 November 1999.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. The United States Army Garrison Stuttgart is committed to resolving disputes in all its operations, where appropriate and feasible. The success of an EEO Program depends on the willingness and commitment of our workforce in supporting the EEO Program and its initiatives.

3. USAG Stuttgart is looking to establish an EEO Collateral Duty Assignment Program. The program is open to current federal civilian employees assigned to U.S. Army Garrison Stuttgart, U.S. Army Europe (EUCOM), U.S. Army Africa (AFRICOM) and other tenant units employing appropriated and non-appropriated U.S. civilian personnel.

4. The EEO collateral duty is a voluntary assignment in addition to regularly assigned duties. The Counselor's primary role is to resolve matters on an informal basis, expeditiously, fairly, and at the lowest possible level within the organization. The counselor plays a vital role in ensuring prompt and efficient processing of the complaint. When assigned as a collateral duty EEO counselor, working on EEO complaint's are their primary responsibility until either the matter is informally resolved or counseling is completed in accordance with AR 690-600.

5. Some of the key attributes of an effective EEO counselor is being objective, impartial, patient, optimistic, empathetic, a good listener and communicator, realistic, organized, open-minded, and self-confident.

6. The commander is ultimately responsible for ensuring that adequate EEO counselors are made available to the work force and that these counselors are provided the necessary assistance and training to perform their duties. In performing these duties, EEO counselors are acting on behalf of the commander carrying out the mission of the EEO program. Those approved for the program will receive specialized training in EEO to assist the work force in resolving EEO

This memorandum is available at
<http://www.stuttgart.army.mil/sites/commander/policyletters.asp>

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matters. New counselors must receive a minimum of thirty-two (32) hours of EEO counselor training prior to assuming counselors duties. Additionally, all EEO counselors must receive a minimum of 8 hours of training each year.

7. Personnel interested in becoming an EEO counselor should first gain approval from their supervisor. Once approval is granted, interested personnel should contact the United States Army Garrison Stuttgart EEO Office for further details.

8. Your EEO Officer is responsible for managing the EEO Program and can use your assistance. The POC for the EEO Collateral Duty Assignment Program is Ms. Eshe Faulcon at DSN 314-430-5312.


JOHN P. STACK
COL, SF
Commanding