



DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, OMAHA DISTRICT
106 SOUTH 15TH STREET
OMAHA, NEBRASKA 68102-1618

REPLY TO
ATTENTION OF:

CENWO-EE

2 November 2001

COMMANDER'S POLICY MEMORANDUM #3

SUBJECT: Omaha District Policy on Equal Employment Opportunity

1. As Commander, I am committed to the principles of equal employment opportunity (EEO) for all employees and applicants. Equal Employment Opportunity laws, executive orders, and regulations are designed to assure that opportunity in employment-related areas is based on merit – without regard to race, color, national origin, religion, age, sex or disability.
2. The affirmative employment program is designed to acquire, develop and retain a work force at all grade levels reflective of our Nation's diversity. All managers and supervisors have a continuing responsibility to contribute to the program by ensuring equality in recruitment, hiring, awards, training, promotions, evaluations, discipline and other personnel actions. I challenge managers and supervisors to use developmental assignments and other creative initiatives to provide advancement opportunities. All employees also have an obligation to develop and prepare themselves to achieve their highest potential.
3. Prohibited discriminatory practices, including sexual harassment and reprisal, are absolutely unacceptable and will not be tolerated. Employees and applicants should feel free to raise concerns without fear of retaliation. I expect all supervisors to expeditiously resolve EEO concerns at the lowest possible level. Discrimination, if it does occur, will be dealt with promptly and disciplined harshly.
4. Managers and supervisors, I expect all of you to uphold your EEO responsibilities and to manage yourselves and your actions in such a way as to demonstrate clearly our joint commitment to EEO. Accordingly, your performance standards will contain a critical element relative to your performance in the area of EEO. All employees have continuing responsibility as well, to support EEO through their participation in the special emphasis program, to treat others with dignity and respect, act appropriately, and promote a work environment free of discrimination and harassment.

A handwritten signature in black ink that reads "Kurt F. Ubbelohde".

KURT F. UBBELOHDE
Colonel, EN
Commanding

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