



DEPARTMENT OF THE ARMY
Headquarters, 5th Brigade, 4th Region (ROTC)
2421 Dickman Road, Suite 80
Fort Sam Houston, Texas 78234-5080

ATOD-E

13 September 2002

MEMORANDUM FOR All Apache Brigade Personnel

SUBJECT: Brigade Policy Memorandum 1 – Equal Opportunity, Equal Employment Opportunity, Prevention of Sexual Harassment, and Consideration of Others

1. References:

- a. AR 600-20, Army Command Policy, 13 May 2002.
- b. Memorandum, HQ Cadet Command, Subject: Policy Memorandum 1 – Cadet Command Human Relations, 2 January 2002.

2. Bottom line up front: **I expect all members of the brigade to treat everyone else with dignity and respect and in a way that they themselves would want to be treated.** This is a 24-hour a day policy with universal applicability. Fair and impartial treatment without regard to race, color, religion, gender, or national origin in an environment free from any type of harassment is the only the way to ensure that we can truly operate as a team while maximizing each individual's potential and is truly the right thing to do.

3. Every leader, manager, and supervisor is responsible to set the example concerning equal opportunity and to act expeditiously and appropriately when allegations arise. Additionally, leaders, managers and supervisors are required to ensure their subordinates are provided adequate training in accordance with AR 600-20 and Cadet Command Policy Memorandum 1. There are specific requirements that pertain to Equal Opportunity, Equal Employment Opportunity, Prevention of Sexual Harassment and Consideration of Others. Know and abide by these requirements.

4. All soldiers, civilians, cadets, and family members have the right to file grievances and report equal opportunity violations to the chain of command or other appropriate individuals. The chain of command will ensure that all members of their command know the complaint procedures.

5. Organizations will place a copy of this policy memorandum on their official bulletin board.

A handwritten signature in black ink that reads "David A. Ahrens".

DAVID A. AHRENS
COL, FA
Commanding

CF:
5th Bde Battalion Commanders
Each JROTC DAI and SAI
Fourth Region HQ, ATOD-ZB