



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Policy Memorandum #61, Equal Employment Opportunity Award Policy

1. Reference: AR 690-12, Equal Employment Opportunity (EEO) and Affirmative Action, 4 Mar 88
2. The EEO Awards Program recognizes unit and individual accomplishments in furthering the goals of the EEO program through effective leadership, skill, imagination, innovation, and perseverance. Nominations should be for actions that increase the diversity of the US civilian workforce, or for actions to ensure a workplace free of prohibited discrimination. For example, an organization or individual that demonstrates a high degree of achievement or support for the EEO program will be honored with performance recognition and other awards. Recognition may be appropriate for an organization or individual that developed, initiated, or administered programs that resulted in significant improvements in the employment status of minorities, women, or individuals with disabilities. This awards program does not include military Equal Opportunity accomplishments, such as community observance programs.
3. Units or individuals may be nominated by anyone with knowledge of the accomplishments or contributions. The nomination form (enclosed) must be completed and endorsed by the first field grade officer in the chain of command, director or division chief to the USAG Baden-Wuerttemberg EEO Office, Building 110, 1st. Floor, Patton Barracks. The EEO Manager will recommend approval/disapproval of nominations and submit them to the EEO/Special Emphasis Program Committee for final action. Disapproved nominations will be returned through the endorsing official to the nominating official. Approved nominations will be forwarded to the EEO Office for use in preparing the appropriate award. Recognition will consist of certificates of achievement or appreciation, signed by the USAG Baden-Wuerttemberg Garrison Commander. The EEO Office will ensure that awards are presented in an appropriate forum.
4. The EEO Office will prepare certificates for units/separate organizations that demonstrate a high degree of achievement or support for the EEO program and forward them to the USAG Baden-Wuerttemberg Garrison Commander for signature. The awards require approval of the EEO Committee.
5. A copy of this memorandum will be placed on the website and all official bulletin boards.

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6. The proponent for this policy is the USAG Baden-Wuerttemberg EEO Manager at DSN 373-5494 or CIV 06221-17-5494.

Encl  
as



BRYAN D. DECOSTER  
COL, MI  
Commanding

DISTRIBUTION:  
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**EQUAL EMPLOYMENT OPPORTUNITY  
AWARD NOMINATION FORM**

**Name of unit/individual nominee:** \_\_\_\_\_

**Grade/position of nominee (if an individual award):** \_\_\_\_\_

**Date(s) and description of accomplishment(s)/contribution(s):** \_\_\_\_\_

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**Name, unit and phone number of nominating official:** \_\_\_\_\_

\_\_\_\_\_  
**Name, grade, title, and signature of endorsing official:** \_\_\_\_\_

**EEO recommendation: Approval** \_\_\_\_\_ **Disapproval:** \_\_\_\_\_

**Reason for disapproval recommendation:** \_\_\_\_\_

\_\_\_\_\_  
**EEO/SEP Committee Action: Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

**Signature of Committee Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_