



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
MOBILE DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 2288  
MOBILE, AL 36628-0001

CESAM-EE

01 AUG 2016

COMMANDER'S POLICY MEMORANDUM: CPM-EE-001

SUBJECT: Equal Employment Opportunity (EEO)

1. References:

a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

b. U.S. Code of Federal Regulation (CFR) 29 1614.102, 10 April 1992.

2. The policy of the Mobile District is to:

a. Provide equal employment opportunity (EEO) for all applicants and employees;

b. Prohibit discrimination in employment based on race, color, national origin, religion, sex (including sexual harassment), age (40 and older), disability, genetic information, and reprisal for opposition to unlawful discriminatory practices or participation in the EEO complaint process; and

c. Take appropriate corrective and/or disciplinary action in any case where discrimination is found.

3. All supervisors and managers at the Mobile District will adhere to the letter and spirit of equal employment. When managers and supervisors exercise sound equitable personnel management practices, there should be few instances of employee dissatisfaction. However, should an allegation of discrimination arise, I encourage employees to voice their concerns to management or the EEO Office freely and without fear of reprisal.

4. Each employee deserves to be treated with dignity and respect. Any perception of unfair treatment, unequal consideration or sexual harassment detracts from individual effectiveness. Individuals who wish to initiate a complaint of discrimination based on any of the protected categories listed above should the EEO Office within 45 calendar days of the personnel action or event believed to be discriminatory.

5. The Mobile District has set the pace for the Corps in many areas. We are a workforce with diverse backgrounds, experiences, attributes, and talents. Understanding and

01 AUG 2016

CESAM-EE

SUBJECT: Policy Statement on Equal Employment Opportunity (EEO)

respecting our differences will result in a more efficient organization as well as create a work environment where everyone feels he or she is an important member of the team. I encourage all District team members to support my policy on equal employment opportunity.

6. The proponent for this policy is the Mobile District EEO Office.



JAMES A. DELAPP  
COL, EN  
Commanding

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This policy letter supersedes any Policy Letter dated before 23 June 2016



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COMMANDER'S POLICY MEMORANDUM: CPM-EE-002

SUBJECT: Policy Statement on Alternative Dispute Resolution (ADR)

1. References:

- a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- b. U.S. Code of Federal Regulations (CFR) 29 1614.102, 10 April 1992.

2. IAW the Code of Federal Regulation (CFR) 1614, Department of the Army, and U. S. Army Corps of Engineers regulations, the Mobile District will afford individuals with the Alternative Dispute Resolution (ADR) process in the resolution of equal employment opportunity complaints and work place disputes. Utilization of the ADR process is effective in maintaining a good working relationship between managers, supervisors, and employees.

3. Mediation is the U. S. Army Corps of Engineers preferred method of ADR. The ADR program is designed to permit impartial intervention through mediation at any stage of the complaints process. It provides a non-adversarial process whereby involved parties have the opportunity to resolve informal and formal complaints themselves with the assistance of a neutral, third party mediator. Mediation provides a work environment which facilitates open communication and reduces costs affiliated with the lengthy complaints process. Because mediation may not be appropriate in every case, the ADR Team will determine on a case-by-case basis whether to offer ADR to an aggrieved individual.

4. Managers and supervisors at all grade levels have a vital role in the ADR program and are accountable for successful implementation of its principles within the work place. I expect the employees of the Mobile District to actively support this ADR policy.

5. The proponent for this policy is the Mobile District EEO office.



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COMMANDER'S POLICY MEMORANDUM: CPM-EE-003

SUBJECT: Sexual Harassment/ Assault Response and Prevention Program (SHARP)

1. References:

a. AR 600-20, Army Command Policy, 18 March 2008; Rapid Action Revision Issued 20 September 2012.

b. Secretary of the Army Top Priorities dated 15 October 2013.

c. Army Directive 2013-20: Assessing Officers and Noncommissioned Officers on Fostering Climates of Dignity and Respect and on Adhering to the Sexual Harassment/ Assault Response and Prevention Program, dated 27 September 2013.

d. MILPER Message 13-306: Changes to the Evaluation Reporting System in Response to Army Directive 2013-20, issued 22 October 2013.

2. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. It occurs when:

a. Submission to or rejection of is made a term or condition of a person's job, pay, career; or

b. Submission to or rejection of is used as a basis for career or employment decisions.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and/or creating an intimidating, hostile or offensive working environment. Sexual harassment is not only inappropriate behavior in the work place; it is a violation of the law.

3. Sexual assault involves intentional sexual contact characterized by the use of force, physical threat, or abuse of authority when the victim does not or cannot consent. Sexual assault is not only incompatible with Army Values; it is a criminal offense punishable by law.

CESAM-EE

SUBJECT: Sexual Harassment/ Assault Response and Prevention Program (SHARP)

4. Individuals who perceive they are recipients of sexually inappropriate conduct should promptly and clearly communicate that the behavior is offensive and unwelcome, and immediately report the incident to an appropriate supervisor, manager, or the Equal Employment Opportunity Office. Individuals who wish to initiate a complaint of discrimination based on sexual harassment should contact the EEO Office within 45 calendar days of the alleged incident. However, individuals who have been sexually assaulted should immediately contact the local Security Office and/or notify local law enforcement authorities.

5. Sexual harassment and sexual assault threaten the Army's mission and will not be condoned or tolerated in the Mobile District. I expect all District team members, military and civilian, to do their part in promoting a climate where everyone is free to perform to his or her fullest potential. The best way we can do this is to always treat each other with dignity and respect.

6. The proponent for this policy is the Mobile District EEO office.



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COMMANDER'S POLICY MEMORANDUM: CPM-EE-004

SUBJECT: Anti-Harassment Policy

1. References:

- a. Equal Employment Opportunity Management Directive (MD) 715, 1 October 2003.
- b. AR 600-20, Army Command Policy, 27 April 2010.

2. All employees in the Mobile District have the right to a workplace free of harassment regardless of race, color, national origin, religion, sex, age (40 and older), disability, genetic information, and reprisal for opposition to unlawful discriminatory practices or participation in the EEO complaint process.

3. Harassment is considered misconduct that undermines the integrity of employees, debilitates morale, and interferes with work productivity. It includes, but is not limited to, any offensive conduct such as slurs, jokes or other verbal, nonverbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance and/or creating an intimidating or hostile work environment. Even if a single utterance, joke, or act does not rise to the level of actionable harassment under the law, such conduct is contrary to Army Values.

4. I am committed to an environment of mutual respect, dignity, and fair treatment. Harassment in any form will not be condoned or tolerated in the Mobile District. Leaders at all levels must guard against harassment and should proactively ensure that the work environment is free from all forms of harassment. Individuals who wish to initiate a complaint of discrimination based on harassment, including sexual harassment, should contact the EEO Office within 45 calendar days of the alleged incident.

5. The Mobile District is a great place to work due in large part to the respect and concern employees demonstrate for one another. Mission accomplishment is best achieved when we all work towards an environment that is harmonious, supportive, and conducive to maximizing the effectiveness of one team. I am counting on each of you to help the Mobile District remain one of the best organizations in the Army.

CESAM-EE  
SUBJECT: Anti-Harassment Policy

01 AUG 2018

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