



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY DENTAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCDS

5 March 2004

MEMORANDUM FOR All Regional Dental Command (RDC), Dental Activity (DENTAC), and Dental Clinic Command (DCC) Commanders

SUBJECT: Equal Employment Opportunity (EEO) Program Servicing Responsibilities

1. This memorandum is forwarded to assist Commanders in the successful implementation of their EEO Program. It is imperative that our military, civilian and contract personnel are aware of the appropriate avenues available to them in addressing Equal Opportunity (EO) (military) and EEO (civilian) issues, and that EO and EEO personnel are afforded access to commanders, officers and non-commissioned officers in charge of clinics (OICs/NCOICs), and employees.

2. The EEO servicing responsibilities are provided in accordance with governing EEO regulations and guidelines issued by the Installation Management Agency (IMA) or major Army commands. The responsibility for providing such services rests with the EEO Office at the installation/garrison/base support battalion where the individual dental organization or treatment facility is physically located. This does not align with the command structure in all instances. Servicing EEO Officers will, at a minimum, be responsible for the following:

- Development and implementation of an Affirmative Employment Program Plan;
- Administrative processing of EEO complaints of discrimination;
- Management of Special Emphasis Programs; and
- Conduct of training in the Prevention of Sexual Harassment (POSH).

3. Commanders will ensure that the appropriate U.S. Army Medical Command (MEDCOM) and U.S. Army Dental Command (DENCOM) EEO policies are posted on official bulletin boards and accessible to personnel. The servicing EEO Office will provide other EEO documents that must be posted outlining the EEO complaint process. The DENCOM policy is at Enclosure 1 and on the DENCOM homepage at <https://www.dencom.army.mil>. The MEDCOM EEO Policy is at Enclosure 2.

EEO policies signed by LTG James B. Peake, MEDCOM Commander, are available and can be printed for posting from the MEDCOM EEO website at <http://eeo.amedd.army.mil>.

4. Our point of contact is Mrs. Carmen L. Lopez, Director, MEDCOM Office of EEO Programs. Mrs. Lopez can be contacted at (210) 221-8170 (or DSN 471), FAX (210) 221-8614, or by e-mail at Carmen.Lopez@us.army.mil.

Signature Authenticated by Approval 
Approved by: sidney A. Brooks,
on: Monday, 15 March, 2004 at 9:10:42

SIDNEY A. BROOKS
COL, DC
Commander

Encls
as stated