DEPARTMENT OF THE ARMY
ST. PAUL DISTRICT, CORPS OF ENGINEERS
ARMY CORPS OF ENGINEERS CENTRE
190 FIFTH STREET EAST
ST. PAUL, MN 55101-1638

REPLY TO
ATTENTION OF

CEMVP-EE

30 JUL 2004

MEMORANDUM FOR All Employees, St. Paul District

SUBJECT: Policy Letter No. 04-06, Equal Employment Opportunity and Affirmative Action

1. As Commander of the St. Paul District I am committed to a work environment that supports equal employment opportunity for everyone without regard to race, color, religion, sex, age, national origin, physical or mental disability, and/or reprisal. The principles and practices of equal employment opportunity and affirmative employment goals and objectives are an integral part of out mission. It is every employee's responsibility to support this commitment.

2. In adhering to the principles and practices of Equal Employment Opportunity, management practices must be strictly applied without regard to race, color, sex, religion, national origin, age, physical/mental disability, and/or reprisal. I expect these principles and practices to be applied in every organization, every field site, and every duty station. Any hiring, advancement, training, recognition, etc., which is based on any factor other merit, is unacceptable. Any artificial barriers to hiring or advancement must be identified and corrected.

3. Performance ratings in the EEO element for supervisor must include objectives that include appropriate Affirmative Action activities to correct deficiencies and achieve true equal employment opportunity. Where imbalances or lack of progress are evident, appropriate measures will be taken to remedy the problem.

4. Providing fair and equitable treatment to all is the responsibility of everyone in the St. Paul District. Any actions that fail to uphold these tenets are unacceptable and should be immediately brought to the attention of appropriate officials.

5. This policy letter will be posted permanently on all official bulletin boards.

Michael F. Pfenning
MICHAEL F. PFENNING
COL, EN
Commander

This Policy Letter supersedes Policy Letter No. 02-1 dated August 2001

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