



DEPARTMENT OF THE ARMY
284TH BASE SUPPORT BATTALION
UNIT 20911, BOX 0001
APO AE 09169-0001

AETV-GSN-EEO

12 Nov 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 15, Diversity Training

1. As employees of the 284th Base Support Battalion, we have an obligation to foster a positive command climate and develop a culture in which all Department of the Army civilians (US/LN), treat one another with dignity and respect. Diversity training, which falls under the Consideration of Others Program, is a tool that introduces managers, supervisors, and employees to a method of cultivating such a change.
2. Diversity training does not replace existing command emphasis program nor is it a vehicle for sensing session or for initiating Equal Employment Opportunity complaints. It is designed as a tool to help managers, supervisors, and employees build cohesion, instill Army values, and successfully accomplish the mission of the 284th Base Support Battalion. This is a program that covers a broad perspective of civility and is based on common courtesy, decency, and sensitivity to the feelings and needs of others.
3. I expect everyone to fully support this program. My guidance is; all civilian employees (US/LN) will attend 2 hours of annual training. Directors, it is your responsibility to ensure that your employees are scheduled for this training.
4. A successful organizational environment is one that maximizes our civilian awareness of how their individual actions affect others. It emphasizes respect for and between all races, color, gender, religion, or national origin and enables them to clearly understand the linkage between their actions towards others and their organization's ability to accomplish the mission.
5. The 284th BSB proponent for this policy is the Equal Employment Opportunity Office DSN 343-8520/8422 or civilian 0641-402-8520/8422.

A handwritten signature in black ink that reads "Bart U. Shreve".

BART U. SHREVE
LTC, SF
Commanding

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