



**DIRECTOR
INTER-AMERICAN DEFENSE COLLEGE
FORT LESLEY J. McNAIR
WASHINGTON, DC 20319-5066**

CID/028-17
April 4, 2017

MEMORANDUM FOR ALL IADC PERSONNEL

FROM: DIRECTOR

SUBJECT: Diversity Management and Equal Opportunity Policy

- 1. References:** (a) Inter-American Defense Board Order #6, "*Civilian Personnel Rules*"
(b) Inter-American Defense Board/Inter-American Defense College Memorandum of Understanding
(c) Washington Headquarters Service Administrative Instruction #8, "*Disciplinary and Adverse Actions,*"
(d) IADC Personal Conduct Policy

2. Purpose:

To establish an overarching framework for diversity, equal opportunity, and civilian Equal Employment Opportunity (EEO) to prevent unlawful discrimination.

3. Applicability:

This policy applies to all assigned IADC personnel.

4. Definition:

a. Discrimination. When an individual suffers an adverse employment, academic, or other decision based on an individual's legal rights afforded under the law.

5. Policy:

a. The IADC derives its unique strength, capability, and success from maximizing our diverse human resources. The IADC will provide opportunities for all personnel to rise to as high a level of responsibility as their abilities allow. In doing so, the IADC will maximize the productive capacity represented in the diversity of those recruited, hired, developed, and promoted.

b. Discrimination against individuals or groups based on race, color, religion, national origin, gender or sexual orientation is unlawful and will not be condoned. Unlawful employment discrimination based on race, sex, color, national origin, age, religion, disability or reprisal for previous EEO activity is prohibited.

c. Retaliation is prohibited against a person who reports discrimination, assists someone with a report of discrimination, or participates in any manner in an investigation or resolution of a discrimination report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

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d. The IADC will respond promptly and effectively to reports of discrimination, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy in accordance with applicable references. Incidents involving IADB contracted employees will be processed in accordance with references (a) and (b). U.S. Government civilian employees will be processed in accordance with reference (c). U.S. military staff will be referred to their respective U.S. Military Departments for action in accordance with the Uniform Code of Military Justice and other applicable laws and regulations. Students and international military and civilian staff members will be processed in accordance with reference (d) and applicable respective nation's policies.

e. If you are a victim of discrimination, you may report any incident to the IADC Equal Opportunity NCO, SSG Julio Tellechea at 202-646-1319 or julio.tellechea@iadc.edu. Incidents of discrimination may also be reported to the IADB at 202-939-7496 or the Joint Base Fort Myer-Henderson Hall Equal Opportunity Employment Office at 703-696-2964/8729 (0830-1600L).

6. **Responsibility:** The point of contact for this policy is the Chief, Administration Department.

7. **Effective date:** This policy supersedes CID/163-14 and remains in effect until superseded in writing.



MARTHA E. G. HERB, EdD
RADM, USN
Director

