



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

REPLY TO
ATTENTION OF

IMRL-EE

14 January 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Filing an Equal Employment Opportunity (EEO) Discrimination Complaint - For Civilians

1. References:

- a. Title 29, Code of Federal Regulations (CFR), Part 1614, amended 9 Nov 99.
- b. Equal Employment Opportunity Commission (EEOC) Management Directive 110, dated 28 Oct 99.
- c. AR 690-600, dated 9 Feb 04.

2. The purpose of this memorandum is to disseminate to the civilian workforce guidance regarding the procedures to file an EEO discrimination complaint.

3. Individuals who believe they have been subjected to discrimination because of race, color, religion, sex (gender or sexual harassment), age, national origin, physical/mental disability, genetic information or reprisal in an employment matter subject to the control of the Army, may use the EEO discrimination complaint procedures without fear of coercion, restraint, interference, harassment, intimidation, or reprisal. Complaints of discrimination based on age will be accepted only from employees or job applicants who are at least 40 years old at the time the discriminatory action or effective date of the personnel action is alleged to have occurred.

4. In order to file a timely complaint, an aggrieved person must initiate contact with an EEO Official within **45 calendar days of the date of the alleged discrimination or effective date of a personnel action, or within 45 calendar days of when the aggrieved person knew, or reasonably should have known, of the alleged discriminatory action. If the matter is not a specific action, but an on-going policy or practice, the latest incident must have been in effect within 45 calendar days prior to contact with an EEO Official.** Title 29 CFR, Section 1614.105, paragraph (a) (1). Failure to make contact with an EEO Official or an EEO Counselor within 45 days may result in dismissal of a formal complaint on the basis of untimeliness.

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5. Provided as Enclosures 1, 2, and 3 are documents that identify the Civilian EEO Office contact information and outline the EEO discrimination complaint procedures:

- a. Encl 1 – EEO Organization chart.
- b. Encl 2 - Steps in Individual Complaints of Discrimination.
- c. Encl 3 – Overview of the EEO Complaint Process.

6. If you need further information, please contact the Civilian EEO Office at commercial (785) 239-2595 or DSN 856-2595. The fax number is DSN 856-3119 or commercial (785) 239-2595.



KAREN MATAGI

Director, Equal Employment Opportunity Office

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