DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-EEO

17 August 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #4, Equal Employment Opportunity (EEO), Complaint Process

1. References:

a. 29 Code of Federal Regulation, Part 1614, Federal Sector EEO, November 9, 1999.

b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

c. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

2. Purpose. Establish the Commander's policy on EEO Complaint Process.

3. Applicability. Applies to all Army civilian employees, former employees, applicants for employment, and certain contract employees serviced by the Fort Belvoir Equal Employment Opportunity Office.

4. Policy. All Army civilian employees, former employees, or applicants for employment covered by AR 690-600 are entitled to initiate a complaint of alleged discrimination. Anyone who believes that he/she has been discriminated against because of race, color, religion, sex, national origin, age (40+), physical/mental disability, Genetic Information Nondiscrimination Act (GINA) and/or reprisal in an employment manner, including Equal Pay Act (EPA) complaints subject to the control of the Army, may file an individual complaint of discrimination.

a. Before a formal complaint can be filed, the individual must first present the matter(s) to an Equal Employment Opportunity (EEO) official for the purpose of seeking information on how to proceed. This process is called an "intake procedure." The intake procedure involves a determination as to the proper venue for an individual to use to address his/her concern(s) and to advise the individual of the availability of Alternative Dispute Resolution (ADR). In those cases in which ADR is offered, the individual may choose between ADR and the traditional, pre-complaint counseling process.

b. The matter(s) must be presented within 45 calendar days from one of the following dates: the date of the matter giving rise to the complaint; the effective date of the personnel action; or the date that the aggrieved became aware, or reasonably should have become aware of the discriminatory event or personnel action.

c. The EEO counselor's inquiry and ADR are designed to reach a resolution of the aggrieved person's allegations. If resolution is not reached, a formal complaint may be filed within 15 calendar days from the date of receipt of the Notice of Right to File a Discrimination Complaint. The complaint must contain a statement signed by the complainant, or his/her attorney, describing in detail the actions, practices, or issues giving rise to the complaint.

d. All personnel will fully cooperate with and support the EEO counselor in the performance of his/her duties. The EEO counselor will be free of restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of his/her counselor duties.

e. This organization is dedicated to the principle that people are our most valuable asset and are entitled to work in an environment free of discrimination. With this tenet in mind, our position with regard to the complaint process is to protect the integrity of the process and preserve the rights of the individual.

5. PROPONENT. The proponent of this policy is the EEO Office at (703) 805-2006.

GREGORY D. GADSON
Colonel, FA
Commanding