



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
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IMNE-MIG-EEO

FEB 13 2009

MEMORANDUM FOR U. S. Army Garrison-Detroit Arsenal (USAG-DTA) Associates

SUBJECT: Policy Memorandum #09, Procedures for Filing an Equal Employment Opportunity (EEO) Complaint of Discrimination

1. REFERENCE.

- a. Title VII of the Civil Rights Act of 1964, as amended
- b. 29 C.F.R. Part 1614
- c. AR 690-12, EEO and Affirmative Action, 4 Mar 88
- d. AR 600-20, Army Command Policy, 13 May 02
- e. AR 690-600, EEO Discrimination Complaints, 9 Feb 04

2. PURPOSE. Provide EEO guidance to all Garrison personnel assigned to Detroit Arsenal.

3. APPLICABILITY. This policy is applicable to all civilian personnel assigned to and/or under the operational control of the USAG-DTA.

4. POLICY.

a. I want to ensure that all personnel in the USAG-DTA know the procedures for processing EEO complaints. Directors will to ensure all personnel understand the complaint procedure process.

b. The USAG-DTA complies with federal discrimination laws which prohibit discrimination on the basis of race, color, religion, national origin, sex, age, mental or physical disability, and reprisal. Any person who believes he/she has been discriminated against should contact a Garrison EEO Counselor within 45 calendar days of the alleged discriminatory act. It is the policy of this command to provide EEO to all associates and applicants for employment.

c. A copy of this policy statement will be posted in Directorate's areas of responsibility, on all official bulletin boards, websites and made available upon request.

5. PROCEDURES. The following outlines the procedures for filing an EEO complaint of discrimination in accordance with Army Regulation 690-600.

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a. Informal Complaints of Discrimination.

(1) Employees and applicants must contact the Garrison EEO Office within 45 calendar days of the alleged discriminatory act.

(2) The Garrison EEO Office will assign an EEO counselor for processing the informal complaint. They are not advocates for management or the complainant, but serve as an impartial third party.

(3) The EEO counselor seeks resolution through Alternative Dispute Resolution (ADR) or through informal inquiries into the discrimination allegations. Inquiries include talking with individual(s) alleged to have discriminated and witnesses with possible knowledge of the complaint issue(s). Attempts to resolve the complaint will be made by an EEO Counselor or a Mediator. The EEO Counseling process usually takes 30 to 90 calendar days.

(4) When ADR is offered, if the complainant accept mediation the complaint could exceed 30 calendar days. If declined, at the end of 30 calendar days (traditional counseling) the EEO counselor will conduct a final interview with the complainant and provide a Notice of Right to File along with the proper procedures to file a formal complaint. The Garrison EEO Office does not make discrimination findings nor decides whether or not complaints have merit.

b. Formal Complaints of Discrimination.

(1) Formal complaints of discrimination must be filed within 15 calendar days of the final interview.

(2) The formal EEO complaint process is a process for the consideration of accepting/dismissing claims of discrimination. If a complaint meets requirements established by regulation, an investigation is conducted. The complainant will receive a Report of Investigation (ROI) and may elect to have a hearing before an Equal Employment Opportunity Commission Administrative Judge (AJ) or request a Final Army Decision (FAD). In most cases, the formal complaint process ends when a FAD is issued.

6. PROPONENT. The Equal Employment Opportunity (EEO) Office is the proponent for this USAG-DTA policy. POC is the EEO Office, IMNE-MIG-EEO, at commercial (586) 574-8354, or DSN 786-8354.


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Garrison Manager