



COMPLAINTS PROCEDURES FOR CIVILIANS



UNDER THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM



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1. **REFERENCE:** AR 690-600, 9 February 2004, Equal Employment Opportunity (EEO) Discrimination Complaints.
2. **WHO MAY FILE:**
 - a. Any employee, former employee, or applicant for employment paid from appropriated or non-appropriated funds, or in certain instances employees who work for government contractors on the installation (PX and Commissary employees excluded) who believe that they have been discriminated against because of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), physical or mental disability, genetic information, and or reprisal in an employment matter subject to the control of the Army, may file a complaint of discrimination.
 - b. Sexual harassment is a form of sex discrimination and a violation of Title VII, Section 703 of the Civil Rights Act of 1964, as Amended.
3. **WHEN TO FILE:** A complaint must be presented to an EEO Official within 45 calendar days from the date of the incident, or effective date of a personnel action, or the date an individual becomes aware of the discriminatory act or personnel action. Issues presented after the 45 day time limit may be inquired into by an EEO Counselor even though a formal complaint may later be dismissed for un-timeliness.
4. **RIGHT TO ANONYMITY:** An individual has the right to remain anonymous during the informal stage of the processing of a complaint. Unless the complainant gives written permission, the EEO Counselor will not reveal the complainant's identity.
5. **HOW TO FILE:** Individuals must contact an EEO Official (EEO Staff Member) by email, walk-in, or telephonically for an appointment to begin the process.

OFFICE LOCATION: EQUAL EMPLOYMENT OPPORTUNITY OFFICE

6650 MELOY DRIVE, BLDG 6, RM 121

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(706) 545-1872

