

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the United States Government and this installation to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex, age (40 and over), mental or physical disabilities, genetics, national origin and/or reprisal, and to promote the full realization of equal employment opportunity through a positive, continuing program and practices. Complaints alleging departure from this policy will be promptly and fully investigated and corrective action taken as appropriate. Complaints should be filed in accordance with procedures outlined below.

WHO -- “Any Department of the Army employee, former employee, or applicant for employment, appropriated or nonappropriated fund who believes he or she has been discriminated against because of race, color, religion, sex, age (40 and over), mental or physical disabilities, genetics, national origin and/or reprisal may file a discrimination complaint.”

WHERE -- Contact the EEO Office, **1670 Craig Road**. Name and telephone numbers are shown below.

WHEN -- The following table designates actions and time limits for complaints:

PROCEDURES FOR FILING COMPLAINTS OF DISCRIMINATION

TIME FRAME	ACTION BY	ACTION TO BE TAKEN
Within 45 calendar days of alleged incident	Complainant	Contact counselor or contact the EEO Office.
Within 30 calendar days after counselor contact	Counselor	Conduct informal inquiry. Attempt informal resolution. Final interview with EEO counselor.
Within 15 calendar days of final interview	Complainant	File formal written complaint, if desired. Formal complaint may be filed with EEO Officer at Fort Sill, or Director, EEO Compliance and Complaints Review, ATTN: SAMR-EO-CCR, 5825 21st Street, Bldg 214, Room 129, Fort Belvoir, VA 22060 or Commanding General, USAFCEFS, Fort Sill, OK 73503-5001, or the Secretary of the Army, Fort Belvoir, VA 22060.

OTHER AVENUES OF REDRESS TO FILE ALLEGATIONS OF DISCRIMINATION: When applicable, allegations of discrimination may be addressed through the Negotiated Grievance Procedure (Union) or the Merit System Protection Board (MSPB) Appellate Procedures.

PROCEDURES FOR FILING CLASS COMPLAINTS

An employee or applicant who wishes to be an agent for a class and who believes the class has been discriminated against because of race, color, religion, sex, national origin, age, genetics and physical or mental disabilities in an employment matter controlled by the Army, may file a class complaint of discrimination. An agent must be a member of the class and must allege that he or she has been personally harmed by a personnel policy or practice. Class complaints may be filed with the **EEO Office at 1670 Craig Road**. Contact must be made within **45 calendar days** from the alleged incident when you personally believed you were discriminated against.

Equal Employment Opportunity Officer
442-4024/2017

Equal Employment Opportunity Specialist
442-4024/2718

Equal Employment Opportunity Specialist
442-4024/2570

POST ON OFFICIAL BULLETIN BOARD