MEMORANDUM FOR SEE DISTRIBUTION


1. References.
   c. Management Directive (MD) 110, 5 August 2015.

2. Policy. I support the Department of the Army’s policy of providing equal employment opportunity for all Army employees and applicants in every aspect of their employment and working conditions. I am committed to promoting an inclusive work environment that fosters a culture that values diversity and empowers individuals to achieve their potential. Discrimination will not be tolerated, practiced, or condoned at Fort Sill. Commanders and Directors will create and maintain an environment conducive to maximum productivity and respect for human dignity.

3. Procedures.
   a. Individuals are responsible for advising their command of unlawful discrimination and providing the command an opportunity to take appropriate action to resolve issues.
   b. Anyone who believes they have been discriminated against on the basis of: race, color, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), disability (mental/physical), age (40+), genetic information, and retaliation for opposing employment discrimination, filing a complaint of discrimination, or participating in the EEO complaint process (even if the complaint is not yours) has the right to initiate a complaint of discrimination without fear of intimidation, reprisal, or harassment.
c. Although resolving issues at the lowest level is strongly encouraged, it will not serve as the only channel available to initiate a complaint of discrimination. Should the individual feel uncomfortable bringing the issues to their chain of command, they may contact the installation Equal Employment Opportunity Office for assistance. The Equal Employment Opportunity Office is located at 1670 Craig Road, or may be reached at (580) 442-4024. Enclosed is the EEO Complaint Procedures Poster to be posted on bulletin boards, and the Pre-Complaint Process Tri-Fold for distribution to all employees.

d. The EEO Complaint Procedures Poster must be posted on official bulletin boards for easy access to current employees, applicants and certain contract employees.

4. Point of contact is the Equal Employment Opportunity Office, 580-442-4024, Building 1670. Office hours are 0730-1600.

2 Encls
1. EEO Complaint Procedure
2. EEO Tri-fold (Pre-Complaint)

DISTRIBUTION:
Fort Sill Internet
30th ADA Bde
31st ADA Bde
75th FA Bde
428th FA Bde
434th FA Bde
MEDDAC
DENTAC
U.S. Army Garrison
Headquarters Detachment
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:

<table>
<thead>
<tr>
<th>TIME FRAME</th>
<th>ACTION BY</th>
<th>ACTION TO BE TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 45 calendar days of alleged incident</td>
<td>Complainant</td>
<td>Contact counselor or contact the EEO Office.</td>
</tr>
<tr>
<td>With 30 calendar days after counselor contact</td>
<td>Counselor</td>
<td>Conduct informal inquiry. Attempt informal resolution. Final interview with EEO counselor.</td>
</tr>
<tr>
<td>Within 15 calendar days of final interview</td>
<td>Complainant</td>
<td>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, USAFCOES, Fort Sill, OK 73503-5001, or the Secretary of the Army, Fort Belvoir, VA 22060.</td>
</tr>
</tbody>
</table>

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
What if Traditional Counseling or ADR Doesn't Resolve the Matter

- The counselor must conduct a final interview with the aggrieved if the problem was not resolved by the end of the counseling period.
- The counselor or the EEO office will give the aggrieved a Notice of Right to File a Formal Complaint after counseling.
- If ADR was elected but unsuccessful, the EEO office will conduct the final interview and issue the aggrieved the Notice of Right to File.
- The Notice of Right to File provides information on how to file a formal complaint along with the names and addresses of persons authorized to receive complaints.
- An aggrieved has **15 calendar days** after receiving the Notice of Right to File in which to file formal EEO complaint with the appropriate official.

---

**EEO Office**

**Points of Contact**

**Matline Butler-Liverman, MHR**

EEO Officer

(580) 442-2017

**Efrain Robles Molina**

EEO Specialist

(580) 442-2718

**Stephanie Caddy**

EEO Specialist

(580) 442-2570

---

For Additional Information

Visit the EEO website


---

**Fires Center of Excellence And Fort Sill**

Equal Employment Opportunity Office

---

1670 Craig Road

Fort Sill, Oklahoma

73503

Office: (580) 442-4024

Fax: (580) 442-7205

The EEO Precomplaint Process
Informal EEO Complaint (Precomplaint)

Discrimination

- If you are an employee or job applicant, you are protected by law from discrimination based on race, color, national origin, sex (including sexual harassment), religion, genetics, age (40+), disability (mental or physical), or reprisal for prior participation in the EEO process.

- Federal statutes and regulations—Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act, the Fair Labor Standards Act (Equal Pay Act), and 29 C.F.R. Part 1614—are in place to offer relief if you feel you have been subjected to discrimination.

- An allegation of discrimination may result from any employment issue or action—hiring, promotion, time and attendance, work environment, training, appraisal, discipline, firing, layoffs, or other terms, privileges, conditions, and benefits of employment.

What to Do

- To act upon the feeling of having been discriminated against, you must contact an EEO official within 45 calendar days of an alleged discrimination action, or when you became aware of the alleged discriminatory action to initiate a precomplaint.

- Discuss the situation that caused you to initiate a precomplaint with the EEO official.

- Choose between two types of precomplaint processes: Traditional Counseling, or if offered, Alternative Dispute Resolution (ADR).

- When an individual initiates a precomplaint, s/he becomes "the aggrieved".

What Counselors Do

- Interview persons and review documents that can provide firsthand information about the matters.

- Inquire into the specific incidents and actions identified by the aggrieved during the intake interview.

- Submit a counselor’s report to the EEO office after counseling is completed.

Counselors DO NOT

- Act as advocates either for you or for management.

- Determine if discrimination has occurred.

Alternative Dispute Resolution (ADR)

- ADR offers the parties the opportunity for an early, informal resolution of disputes in a mutually satisfactory fashion. Mediation is an informal process in which a trained mediator assists the parties to reach a negotiated resolution of a charge of discrimination. The mediator does not decide who is right or wrong and has no authority to impose a settlement on the parties. Instead, the mediator helps the parties to jointly explore and reconcile their differences.

- The Department of the Army’s preferred ADR method is mediation.

- Mediation is one of several approaches to settling disputes without going to court and is a strategy for producing winners on both sides of a conflict.

Why Choose ADR

- It promotes the early resolution of EEO disputes.

- It promotes lasting solutions and reduces the potential for future conflict by facilitating the active participation of the parties to the conflict in the problem solving process.

- It fosters an environment of teamwork and cooperation among employees, supervisors, and managers.

- If ADR fails, your rights to traditional administrative redress and due process systems are preserved.