



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Policy Memorandum #44, Equal Employment Opportunity (EEO) Complaints Management Procedure

1. Equal Employment Opportunity (EEO) counseling is an essential part of the federal system for processing and resolving employee, former employee, and applicant concerns. For a formal complaint to be properly filed, aggrieved persons who believe they have been discriminated against on the basis of race, color, religion, sex, national origin, age, physical or mental disability, and/or reprisal in an employment matter must initiate contact with an EEO Counselor within 45 calendar days of the date of the matter alleged to be discriminatory. If the matter is a personnel action, the aggrieved person must initiate contact within 45 calendar days of the effective date of the action. If the matter is not a personnel action, the aggrieved person must initiate contact with an EEO Counselor within 45 calendar days of the time the person knew or reasonably should have known of the discriminatory event.

2. Individuals with EEO concerns should contact the USAG Baden-Wuerttemberg Equal Employment Opportunity Manager at DSN 373-5494 or CIV 06221-17-5494, or stop by Building 110, 1st Floor, Patton Barracks. If you believe you are being discriminated against, you will be referred to an EEO Counselor for pre-complaint counseling.

3. The Equal Employment Opportunity (EEO) Complaints Management Procedure should not be confused with the complaints procedure described in Army Regulation 600-20, Equal Opportunity (EO). Only appropriated or non-appropriated fund civilian employees, applicants for employment or previous employees may file an EEO complaint. Any member of the military community, Soldier or family member, may file a complaint with their chain of command under AR 600-20.

4. A copy of this memorandum will be placed on the website and official bulletin boards.

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Policy Memorandum #44, Equal Employment Opportunity (EEO) Complaints Management
Procedure

5. The point of contact for this policy memorandum is the EEO Manager at DSN 373-5494 or
CIV 06221-17-5494.



BRYAN D. DECOSTER

COL, MI

Commanding

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