

PERMANENT NOTICE – DO NOT REMOVE

FORT STEWART/HAAF

EEO COMPLAINT PROCEDURES AND OFFICIALS

WHO MAY FILE A COMPLAINT: Any employee, former employee, an applicant for employment or certain contract employee covered by AR 690-600, including all Non-Appropriated Fund employees, who believes that he or she has been discriminated against because of race, color, religion, sex, national origin, age, physical or mental disability, and/or reprisal in an employment matter, including Equal Pay Act complaints, subject to the control of the Army, may initiate the Equal Employment Opportunity (EEO) complaint process.

HOW TO FILE A COMPLAINT: Prior to submitting a formal complaint for investigation, an aggrieved person must first contact and consult with an **EEO official**, who will make every effort to resolve the matter informally. This is called Pre-complaint Counseling. The pre-complaint process is set in motion when an individual contacts an EEO official and clearly exhibits intent to proceed with the EEO complaint process.

TIME LIMITS: Individual complaints must be brought to the attention of an EEO official within **45 calendar days** from the date the matter alleged to be discriminatory. In the event of a personnel action, the complainant has **45 calendar days** from its effective date or when he/she became aware of, or reasonably should have become aware of the discriminatory act.

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