



US ARMY TRAINING CENTER AND FORT JACKSON EQUAL EMPLOYMENT OPPORTUNITY OFFICE



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Summary of Procedures for Processing Individual Complaints of Discrimination based on Race, Color, Religion, Sex, National Origin, Age, Disability, Genetic Information or EEO Reprisal

- (1) Employee, applicant or former employee contacts an EEO Official within **45 calendar days** of the alleged discriminatory act and alleges discrimination because of race, color, national origin, religion, disability (mental or physical), age (40 or over) or gender (to include sexual harassment). The EEO Officer will offer traditional counseling or mediation and assign a collateral duty staff member to conduct the inquiry/mediation.
- (2) The aggrieved may file a formal complaint within 15 calendar days of the final interview or attempted mediation if informal resolution is not reached. A formal complaint may also be filed after the 30th calendar day of the first "attempt" to contact EEO about the matter, if no informal resolution is reached and the final interview has not been conducted. Officials with whom a formal complaint may be filed are: EEO Officer Equal Employment Opportunity Office ATTN: IMFJ-EE 5450 Strom Thurmond Boulevard Suite 117 Fort Jackson SC 29207-5204; Commander US Army Training Center and Fort Jackson ATTN: ATZJ-CG 4325 Jackson Boulevard Fort Jackson SC 29207-5015; Secretary of Army 5825 21st Street Building 214 Room 129 Fort Belvoir VA 22060-5921; or Department of the Army Director Equal Employment Opportunity Compliance and Complaints Review ATTN: SAMR-EEO-CCR 5825 21st Street Building 214 Room 129 Fort Belvoir VA 22060-5921, for prompt processing.
- (3) The EEO Officer, upon receipt and acceptance of a formal complaint, requests the assignment of an investigator from the Office of Investigations and Resolution Directorate (IRD), Sacramento, CA.
- (4) The investigation is conducted and the complainant is given a copy of the investigative file.
- (5) If resolution is not reached, the complainant may request a hearing or Army decision without a hearing.
- (6) If the complainant fails to act within 30 calendar days of receipt of the investigative file, the EEO Officer will notify Department of Army to issue a final agency decision on the complaint.
- (7) If the complainant asks for a hearing, the EEO Officer requests EEO Commission (EEOC) assign an EEO administrative judge to conduct a hearing. The administrative judge reviews the file and if complete, schedules and conducts a hearing or makes a finding based on the record.
- (8) Director of EEO makes a final Army decision based on the administrative judge's decision and or the file and provides the complainant a copy of the decision and a verbatim transcript of the hearing.
- (9) The complainant has the right to appeal to EEOC's Office of Federal Operations within 30 calendar days of receipt of the DA decision. The complainant also has the right to file a civil action in Federal District Court if not satisfied with the decision on an appeal.
- (10) The complainant may file a civil action in Federal Court if final action on the complaint is not taken by the agency within 180 calendar days of filing or if final action is not taken on an appeal to the Office of Federal Operations within 180 calendar days of the hearing.

This poster, dated 01 July 2016, supersedes all others.