



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

SFAE-ASC

4 September 2024

MEMORANDUM FOR RECORD

SUBJECT: Headquarters, U.S. Army Acquisition Support Center Equal Employment Opportunity Complaints Process

1. Reference: Army Regulation 690–600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004.

2. Purpose. To establish policy and procedures for filing a discrimination complaint when employees believe that they have been discriminated against in an employment matter because of race, color, religion, sex, national origin, age (40 and over), physical/mental disability, genetic information and/or reprisal for participation in protected Equal Employment Opportunity (EEO) activity.

3. Applicability. This policy memorandum applies to all current or former Department of the Army Civilians, applicants, or certain contract employees covered by Army Regulation 690–600.

4. Policy. U.S. Army Acquisition Support Center (USAASC) personnel may initiate a complaint if they believe they have been discriminated against because of race, color, religion, sex, national origin, age (40 and over), physical/mental disability, genetic information, and/or reprisal/retaliation in an employment matter, including Equal Pay Act complaints of discrimination. Alternatively, if designated in writing, an attorney or representative may file on the employee's behalf.

5. Procedures.

a. Before a formal complaint can be filed, the employee must present the matter(s) to an EEO official for the purpose of seeking information on the process. If appropriate, a determination will be made as to the proper venue to use to address concerns, and an EEO counselor will be assigned. To comply with the timelines in the complaint process, the aggrieved employee or applicant must initiate contact with an EEO official within 45 calendar days of the action or practice alleged to be discriminatory. If the matter involves a personnel action, the aggrieved must present it within 45 calendar days from the effective date of that action and/or within 45 calendar days from the date the aggrieved became aware of the alleged discriminatory practice.

b. Mediation, an Alternative Dispute Resolution (ADR) process, is a method by which an objective and impartial person (a trained mediator) facilitates communication between the aggrieved (or the complainant) and management to assist in resolving

SFAE-ASC

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problems or disputes. USAASC has developed its own ADR program. If mediation is successful, the aggrieved or the complainant and the other participants will sign a negotiated settlement agreement. If mediation is not successful, or if some issues remain unresolved after mediation, the aggrieved will be given a Notice of Right to File a Formal Complaint of Discrimination and the complainant will continue in the formal complaint process.

c. The EEO counselor's inquiry is designed to facilitate a resolution of the aggrieved's allegations. If resolution is not reached, the aggrieved must file a formal complaint within 15 calendar days from the date of receipt of the Notice of Right to File a Formal Complaint of Discrimination. The complaint must contain a statement signed by the complainant or the complainant's attorney, describing detailed actions, practices, or issues giving rise to the complaint.

d. All Army personnel will fully cooperate with and support EEO counselors in the performance of their duties. The EEO counselor will be free from restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of counselor duties.

e. USAASC is dedicated to the principle that people are the organization's most valuable asset and are entitled to work in an environment free of discrimination. The position of USAASC is to protect the integrity of the EEO process and preserve the rights of the individual.

6. Proponent. The proponent for this policy is the EEO and Inclusion, Diversity, Equity and Accessibility (IDEA) Office. For more information on the EEO Complaint process, contact the EEO and IDEA office at usarmy.belvoir.usaasc.mbx.usaasc-eeo-complaints@army.mil.

RONALD R RICHARDSON, JR.
Director