



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U. S. ARMY SECURITY ASSISTANCE COMMAND  
4402 MARTIN ROAD  
REDSTONE ARSENAL, AL 35898-5000

AMSAC-EE

23 December 2011

MEMORANDUM FOR All U.S. Army Security Assistance Command Employees

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy  
Memorandum 103.10 – The Equal Employment Opportunity (EEO) Complaint Process

1. Purpose and Applicability. This policy memorandum applies to all current or former employees, applicants or certain contract employees covered by Army Regulation (AR) 690-600.

2. References.

a. AR 690-600, EEO Discrimination Complaints, 9 February 2004,  
[http://www.army.mil/usapa/epubs/pdf/r690\\_600.pdf](http://www.army.mil/usapa/epubs/pdf/r690_600.pdf).

b. AMC Command Policy Letter, The Right to File a Discrimination Complaint Policy Statement, 29 September 2009.

3. Policy. You may initiate a complaint if you believe you have been discriminated against because of race, color, religion, sex, national origin, age (40 and over), physical/mental disability and/or reprisal in an employment matter, including Equal Pay Act complaints of discrimination. Alternatively, if designated in writing, your attorney or representative may file on your behalf.

a. Before a formal complaint can be filed, you must present your 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 for you to use to address concerns and assignment of an EEO Counselor. To comply with the timelines in the complaint process, you 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, you must present it within 45 calendar days from the effective date of that action and/or within 45 calendar days from when you 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 you and management. The mediator will assist you and management in resolving problems or disputes. USASAC has developed its own ADR program. If mediation is successful, the participants will sign a negotiated settlement agreement.

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If mediation is not successful or if some issues remain unresolved after mediation, you will be given a Notice of Right to File a Formal Complaint of Discrimination. You may file a formal complaint only on those issues addressed during mediation.

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

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

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

f. If you require more information regarding the discrimination complaint process or want to discuss an employment issue, you may contact the Office of Equal Employment Opportunity at 256-450-5628, DSN 320-5628; or 717-770-6866, DSN 771-6866. The Office of Equal Opportunity is located at 4402 Martin Road, Redstone Arsenal, AL 35898-5000.

4. This supersedes Policy Memorandum 103.10 dated 23 December 2009.



F. D. TURNER III  
Major General, USA  
Commanding