



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014-9351

AEPE-EEO

7 February 2018

MEMORANDUM FOR All Army in Europe Military and Civilian Personnel

SUBJECT: Equal Employment Opportunity (EEO) and the EEO Discrimination Complaint Process (AE Cmd Memo 2018-008)

1. References:

a. DOD Directive 1440.1, DOD Civilian Equal Employment Opportunity (EEO) Program.

b. AR 690-600, Equal Employment Opportunity Discrimination Complaints.

2. Our employees are critical to Army mission readiness, and the way we treat them directly affects their performance. For employees to achieve excellence and reach their potential, their workplace must be an environment of mutual respect, dignity, and fair treatment.

a. To create and foster this kind of environment, leaders at all levels must ensure employment decisions are based solely on merit. In addition, leaders must integrate equal employment opportunity (EEO) objectives into their strategic objectives and daily management practices. I will not tolerate decisions based on unlawful discrimination nor allow discriminatory practices in the decision-making process.

b. To develop a diverse workforce that is representative of our Nation's diverse civilian population and allow for equal participation at all levels, leaders must identify, assess, and remove all artificial barriers. This will help ensure qualified applicants and employees are free to compete fairly for job opportunities and professional development opportunities to the fullest extent possible.

3. Workplace harassment will not be tolerated. Army in Europe leaders will immediately investigate allegations of harassment and will take appropriate action on substantiated allegations.

4. The EEO informal complaint process, which is outlined in the [enclosure](#), was established by law to provide a forum for processing EEO complaints by using the chain of command or addressing them through the servicing EEO office.

a. All individuals must be allowed to report discrimination or harassment without fear of reprisal.

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b. I strongly encourage using alternative dispute resolution early in the process to resolve EEO complaints. Managers will participate in alternative dispute resolution if it is initiated.

5. All Army in Europe personnel will participate in mandatory EEO, anti-harassment, and Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) training to comply with Army regulations, DOD directives, and Federal law. Commanders and supervisors will ensure records of this training are maintained for individuals taking part.

6. Adherence to these EEO principles and practices protects and preserves human dignity and respect in the workplace and ensures a stronger Army in Europe team.



CHRISTOPHER G. CAVOLI  
Lieutenant General, USA  
Commanding

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## **Equal Employment Opportunity (EEO) Informal Complaint Process**

### **Who May File?**

U.S. employees, applicants for employment, and former employees who believe that they have been discriminated against because of age, color, gender, genetics, national origin, physical or mental disability, race, religion, or reprisal (for previous EEO activity) may file an EEO complaint.

### **What is the Procedure for Filing?**

The first step in the complaint system is the filing of an informal complaint of discrimination. The individual must contact the EEO office within 45 calendar days after the adverse action (or alleged discriminatory event) that prompted the complaint. Complainants should contact their servicing garrison EEO office for an appointment and instructions on filing the informal complaint.

### **What Options are Available for Complaint Processing?**

Individuals filing EEO informal complaints may choose to have a traditional EEO counselor handle their complaint or be referred for alternative dispute resolution. The EEO counselor will conduct a limited inquiry and attempt to resolve the complaint. If the complaint is not resolved, the EEO counselor will hold a final interview within 30 days after the date the matter was brought to his or her attention. If it appears, however, that resolution is possible given more time, the aggrieved individual may agree in writing to extend counseling for an additional period not to exceed 60 days. At the end of the counseling period, the EEO counselor will provide the aggrieved individual a notice of the right to file a formal complaint.

### **What is Alternate Dispute Resolution?**

Alternative dispute resolution offers—

- a. Mediation as the recommended option for resolving complaints.
- b. A cooperative and nonthreatening forum to facilitate communication.
- c. A “win/win” approach to solving problems.
- d. Ownership (by the participants) of resolution efforts and results.

### **USAREUR EEO Office**

Individuals who need more information about the EEO informal and formal complaint processes may contact the USAREUR EEO Office at 537-1031.

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