



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

EACG (600)

19 APR 2022

## MEMORANDUM FOR All Eighth Army Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #8, Civilian Equal Employment Opportunity (EEO) and Civilian EEO Discrimination Complaint Process

### 1. References:

- a. Army Regulation 690-12, Equal Employment Opportunity and Diversity, Appendix C, 12 December 2019.
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 09 February 2004.
- c. 29 CFR 1614, Federal Sector Equal Employment Opportunity.

2. Purpose. To establish policy and procedures for the discrimination complaint process.

### 3. Background

a. Leaders will take steps to identify and remove barriers for equal participation in the workforce. Barriers include policies, principles, and practices that limit or tend to limit employment opportunities for people of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability (physical/mental), reprisal, marital status, political affiliation, parental status and genetic predisposition.

b. Eighth Army is committed to equal employment opportunity and diverse principles in all aspects of employment. All civilian employees, former employees, and applicants for employment are covered by AR 690-600. Civilian employees are entitled to initiate a complaint of alleged discrimination within **45 days** of the alleged unlawful action, or knowledge thereof, because of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age (40 or older), disability (physical/mental) and genetic predisposition in an employment matter. In addition, harassment and reprisal against those who exercise their rights under applicable EEO laws and regulations or oppose unlawful discriminatory practice is prohibited and is not tolerated.

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c. Equal Employment Opportunity protection includes all Human

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Resources/employment programs, management practices and decisions, to include recruitment and hiring, merit promotion, reassignment, reasonable accommodation, training and career development. Applicants and/or civilian employees utilizing the EEO process must contact their respective servicing Garrison EEO officer, specialist, assistant or counselor (hereinafter referred to as EEO official) to initiate a discrimination complaint.

4. Discussion.

a. Leaders will apply the principles and methods of equal employment opportunity in daily organizational activities. Managers and supervisors are aware that our leadership roles place us in a position where our behavior is particularly critical to the work environment. All employees are responsible for conducting their part in maintaining discrimination free, respectful, and productive work environment. To this end, workforce participation in EEO, Anti-Harassment and NoFEAR training is a mandatory annual requirement.

b. When complaints arise, efforts to resolve them fairly and promptly at the lowest possible level begins immediately. When brought to their attention, managers and supervisors are encouraged to explore all reasonable methods for resolving employee complaints. Managers and supervisors will cooperate and consult with EEO officials as issues arise. Additionally, managers will participate in the Alternative Dispute Resolution (ADR) process, if it is determined as an appropriate avenue to resolve the matter at issue. ADR is utilized for seeking resolution at the lowest level possible.

c. Every individual will respect the right of an employee to pursue his or her complaint without fear of reprisal.

d. I am committed to providing a work environment free from discrimination. Our mission depends upon it. The Department of the Army core values demand it. Federal law and policy require it. Eighth Army employees and applicants for employment deserve nothing less. We must demonstrate dignity and respect for ourselves and others. We must address and promptly respond to any unlawful or otherwise inappropriate behavior in our work environment.

5. I expect leaders at every level to share my commitment in fostering a work environment free of discrimination in any form.

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6. Proponent. The proponent for this policy is Eighth Army Equal Employment Opportunity Office. Contact the proponent at DSN (315) 755-0320 or commercial 050-3355-0320.

Encl  
EEO Complaint Flowchart



WILLARD M. BURLESON III  
Lieutenant General, USA  
Commanding



Enclosure  
EEO Complaint Flowchart

