



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVG-EE

01 October 2025

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #6, Equal Employment Opportunity (EEO), Complaint Process

1. REFERENCES.

a. 29 Code of Federal Regulations, Part 1614, Federal Sector EEO, 14 February 2024.

b. Army Regulation 690-12 (Equal Employment Opportunity Programs), 6 February 2025.

c. Army Regulation 690-600 (Equal Employment Opportunity Discrimination Complaints), 6 February 2025.

2. PURPOSE. Establish the Commander's policy on the EEO Complaint Process.

3. APPLICABILITY. Applies to all Army civilian employees, former employees, applicants for employment, and certain contract employees serviced by the Fort Belvoir Equal Employment Opportunity Office.

4. POLICY.

a. All Army civilian employees, former employees, or applicants for employment covered by AR 690-600 are entitled to initiate a complaint of alleged discrimination. Anyone may file an individual complaint of discrimination, who believes that he or she has been discriminated against because of:

b. Race, color, religion, sex, national origin, age (40+), or physical or mental disability; A violation of the Genetic Information Nondiscrimination Act (GINA); A violation of the Equal Pay Act (EPA); Reprisal in an employment matter due to prior EEO activity, including participation in an EEO process or opposition to practices made illegal by EEO statutes.

c. Before a formal complaint can be filed, the individual must first present the matter(s) to an Equal Employment Opportunity (EEO) official for the purpose of seeking information on how to proceed. This process is called a pre-complaint intake procedure. The intake procedure involves a determination as to the proper venue for an individual to use to address his/her concern(s) and to advise the

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individual of the availability of Alternative Dispute Resolution (ADR). In those cases, in which ADR is appropriate, the individual may choose between ADR and the traditional, pre-complaint counseling process. Choosing ADR does not waive the right to continue with the EEO process if ADR does not result in a resolution of the Complaint.

d. The matter(s) of concern must be presented to an EEO official or counselor within 45 calendar days from one of the following dates: the date of the matter giving rise to the complaint; the effective date of the personnel action; or the date that the alleged aggrieved became aware, or reasonably should have become aware, of the discriminatory event or personnel action.

e. The EEO counselor's inquiry and ADR are designed to reach a resolution of the alleged aggrieved person's allegations. If resolution is not reached, a formal complaint may be filed 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 his/her attorney, describing in detail the actions, practices, or issues giving rise to the complaint.

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

g. This organization is dedicated to the principle that people are our most valuable asset and are entitled to work in an environment free of discrimination, including harassment and retaliation. With this tenet in mind, our position regarding the complaint process is to protect the integrity of the process and preserve the rights of the individual.

5. PROPONENT. The proponent of this policy is the EEO Office, (703) 805-2006.

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DAVID J. STEWART
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Commanding