



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-5746

AMIM-DAG-EE (690-600a)

JUL 29 2025

MEMORANDUM FOR All United States Army Garrison Civilian Daegu Personnel

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #25-14, the Right of Individuals to File Complaints of Discrimination and the Use of Alternative Dispute Resolution

1. This policy is effective immediately. It remains in effect until rescinded or superseded.
2. References:
 - a. AR 690-12, Equal Employment Opportunity Programs, 6 February 2025.
 - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 6 February 2025.
 - c. 29 Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity.
 - d. Department of Defense Directive 1440.1, 21 May 1987, the DoD Civilian Equal Employment Opportunity (EEO) Program.
3. This policy applies to Army civilian employees, applicants for employment, former employees and certain contractor personnel serviced by the USAG Daegu Equal Employment Opportunity Office.
4. Anyone who believes he or she has been discriminated against because of race, color, religion, sex, national origin, age (40+), physical or mental disability, genetic information, and/or reprisal in an employment matter, including violation of the Equal Pay Act (EPA) subject to the control of the Army, may file a complaint of discrimination.
5. When complaints arise, we must work to resolve them fairly and promptly. I am personally committed to and support the enforcement of Equal Employment Opportunity principles.
6. The preferred method of ADR within the Department of the Army is facilitated mediation with a qualified ADR neutral. The use of ADR is not appropriate in every case. The commander or designee, preferably the EEO officer, will decide on a case-by-case basis whether it is appropriate to offer ADR to an aggrieved individual.

AMIM-DAG-EE (690-600a)

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #25-14, the Right of Individuals to File Complaints of Discrimination and the Use of Alternative Dispute Resolution

7. Managers and supervisors will generally participate in ADR, if requested by an aggrieved employee and subsequently determined appropriate for mediation by the commander or his designee.

8. USAG Daegu is firmly committed to the use of alternative methods for resolving disputes were appropriate and feasible. The purpose of ADR is to offer disputing parties an opportunity to openly express their positions and interests in resolving disputes in a mutually satisfactory fashion. The ADR process, especially when used at the earliest stage, can help restore working relationships and may serve as a preventative measure against future disputes. If mediation is not offered the aggrieved will have the option of processing his/her EEO allegations through traditional EEO counseling.

9. Leaders will ensure everyone cooperates fully with individuals who are processing EEO complaints of discrimination to include ADR facilitators/mediators, EEO counselors, Army representatives, EEO staff, investigators, or administrative judges. These individuals will be free from restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of these duties.

10. Procedures.

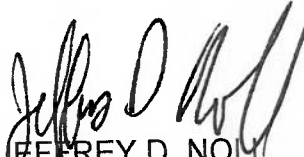
a. Before a formal complaint can be filed, the individual must first present the matter(s) to an Equal Employment Opportunity (EEO) official for the purpose of making an initial determination as to the proper venue and to advise the individual on various matters, including the availability of Alternative Dispute Resolution (ADR). In those cases in which ADR is offered, the individual may choose between ADR and the traditional pre-complaint counseling process. The matter(s) must be presented within **45 calendar days** from the date of the matter giving rise to the complaint: the effective date of the personnel action; or the date the aggrieved became aware or reasonably should have become aware of the discriminatory event or personnel action.

b. Mediation (ADR) and Traditional EEO counseling are designed to foster early resolution of an 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 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.

AMIM-DAG-EE (690-600a)

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #25-14, the Right of Individuals to File Complaints of Discrimination and the Use of Alternative Dispute Resolution

11. Point of contact for this is the EEO Manager, USAG Daegu and Area IV, DSN (315) 763-4517/4518.



JEFFREY D. NOLL
COL, IN
Commanding