



**PERMANENT NOTICE
- DO NOT REMOVE -**



**FORT DETRICK, MARYLAND
EEO COMPLAINT PROCEDURES AND OFFICIALS**

Mr. Anselm A. Beach

**Deputy Assistant Secretary of the Army
(Equity and Inclusion) ATTN: SAMR-EO-CCR**

5825 21st Street, Building 214, Room 129

Fort Belvoir, VA 22060-5921

(703) 545-5781

Fort Detrick EEO Office Location

1520 Freedman Drive, Suite 222

Fort Detrick, MD 21702

usarmy.detrick.usag.mbx.eeo@mail.mil

EEO Officer

**Robert Henderson
(301) 619-4147**

EEO Specialist

**Complaints Manager
Johnnie Buchanan
(301) 619-2636**

EEO Specialist

**Disability Program Manager
Linda Orr
(301) 619-2479**

Email: usarmy.detrick.usag.mbx.eeo@mail.mil

WHO MAY FILE A COMPLAINT? Any employee, former employee or applicant for employment at Fort Detrick/Forest Glen, including all Non-appropriated Fund employees, who believe he or she has been discriminated against because of **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, GENETICS, PHYSICAL OR MENTAL DISABILITY, and/or REPRISAL** in an employment matter subject to the control of the Army, may file a complaint of discrimination.

HOW DO I FILE A COMPLAINT? As the aggrieved, you must first **contact a representative** from the EEO Staff. You have the right to be accompanied, represented and advised by a person of your choosing, and both you and your representative will be free from restraint, interference, coercion, discrimination or reprisal during any part of the presentation of the complaint.

WHAT ARE MY TIME LIMITS? Individual complaints must be brought to the attention of the EEO Staff within **45 calendar days of the action** which caused you to perceive you have been discriminated against.



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**Installation Management Command
United States Army Garrison - Fort Detrick
Equal Employment Opportunity Office
1520 Freedman Drive, Suite 222
Fort Detrick, MD 21702**

**WHAT YOU SHOULD KNOW ABOUT FILING DISCRIMINATION
COMPLAINTS**

THE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT MATTERS

Any Department of the Army employee, former employee, applicant for employment, or certain contract employees who believes he/she has been discriminated against based on race, color, sex, age (40 or older), religion, national origin, genetic information, physical or mental disability, or reprisal should immediately consult with a member of the EEO staff to resolve the matter or initiate a pre-complaint.

If you feel you were subject to sexual harassment or other forms of employment discrimination, you should contact an EEO Official immediately, but no later than 45 calendar days of the incident occurring or practice alleged to be discriminatory.

Individuals may report incidents of sexual harassment or other forms of alleged discrimination without revealing their identity or fear of retaliation in the pre-complaint stage.

Individuals who feel they have been **SEXUALLY HARASSED** have an additional venue for filing their complaint. In addition to having their complaint processed under the Equal Employment Opportunity Commission, 29 Code of Federal Regulations (CFR) Part 1614, they may pursue their complaint under Section 1561 of Title 10, United States Code or both. Under Section 1561 procedures, the commander or designated management official will initiate an internal investigation into the matter(s).

***FOR ADDITIONAL INFORMATION ON FILING A COMPLAINT OR
REPORTING SEXUAL HARASSMENT OR OTHER FORMS OF
PROHIBITED DISCRIMINATION, CONTACT US AT:***

Commercial: (301) 619-2479, 2636, 2224, 4147

TTY: (301)619-2466

Fax: (301) 619-2147

Email: usarmy.detrick.usag.mbx.eeo@mail.mil