

Frequently Asked Questions

Can I remain anonymous?

Yes, you have a right to remain anonymous during the pre-complaint, or informal stage.

Can I have a representative?

Yes, you have the right to have a representative through the entire complaint process. As a general rule, you may select any person to represent you, including an attorney.

Do I need to tell EEO if I move or change jobs during the complaint process?

Yes, you are responsible for updating the activity's EEO officer for any changes to your current mailing address, or your job.

Can I file using more than one basis?

Yes, you can file under as many bas(es) as you desire.

Can I have more than one adverse action or issue?

Yes, but you must have at least one to file a complaint.

Do I have to contact an EEO official within the 45 calendar days?

Yes, for a complaint to be considered timely, you must make contact with the EEO office within the prescribed timeframe.

All complaints will be processed promptly and impartially and with due respect for the rights of persons against whom allegations have been made.



The US Army strives to promote Dignity and Respect for all.

For additional information regarding the ADR process, Please Contact Fort Detrick EEO:

EEO Complaint Manager-301 619 2636
EEO Disability Program Manager- 301 619 2224



Filing a Complaint of Discrimination



USAG Fort Detrick
Equal Employment Opportunity

Who can file an EEO Complaint?

Any employee, former employee, applicant for employment, or certain contract employee, who believes that he/she has been discriminated against because of his/her race, color, religion, sex (to include pregnancy, transgender, and gender stereotyping), national origin, age (40+), disability (physical/mental), genetics, and/or reprisal for involvement in prior EEO activity, may initiate the EEO complaint process.

The EEO Complaint Process

The EEO complaint process has two **parts**—pre-complaint, or **informal** stage, followed by the **formal** complaint stage. Both the informal and formal complaint stages are governed by the same laws and regulations, using the same theories of discrimination to address claims raised by employees. It is important to note, **anyone who wishes to initiate a pre-complaint may do so.**

For a complaint to be considered timely, an individual must contact an EEO official or counselor **within 45 calendar days of the date of the incident** that gave rise to the complaint OR the effective date of the personnel action giving rise to the complaint OR within 45 calendar days of becoming aware of an alleged discriminatory act. Failure to meet the 45 calendar day time limit may result in the dismissal of a formal complaint.

Any individual initiating the pre-complaint **must be able to identify a basis** (race, color, religion, sex (to include pregnancy, and stereotyping), national origin, age (40+), disability (mental/physical), genetics, and/or reprisal for prior EEO activity). In addition, the individual must identify the adverse action and/or disparate treatment they have suffered

leading to the complaint. Discrimination may arise from a specific action, failure to accommodate (disability/religion), and/or disparate treatment.

What can I file a complaint about?

Examples of matters dealing with employment that can be filed as part of an EEO complaint:

- ◆ Failure to be promoted
- ◆ Non-selection
- ◆ Non-referrals
- ◆ Denial of request for training
- ◆ Disciplinary Action
- ◆ Termination
- ◆ Performance Appraisal
- ◆ Reduction in grade or pay
- ◆ Work assignments/conditions

