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EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURES



1. POLICY. The policy of the Commanding General, U.S. Army Support Command and Fort Gregg-Adams, and Commanders of tenant activities is that employment practices will demonstrate full adherence to the letter and spirit of the Federal Government policy and law to provide equal opportunity to employment of all persons: to prohibit discrimination in employment because of race, color, religion, sex, genetic information, national origin, age, disability (mental and/or physical) or reprisal (for prior EEO activity); and to promote the full realization of equal employment through a continuing affirmative action program. Each employee, manager and supervisor is personally responsible, through his/her own actions, for the full implementation of this policy.

2. AUTHORIZATION AND REFERENCE. The Equal Employment Opportunity Act of 1972 (Public Law 92-261) extends the Civil Rights Act of 1964 to include Federal employees and applicants for Federal employment. The Equal Employment Opportunity Commission (EEOC) is responsible to direct and further the implementation of the policy of the Government of the United States to provide equal opportunity in Federal employment for all employees and applicants for employment. Guidelines for processing complaints of discrimination are contained in 29 CFR 1614. Department of the Army has supplemented this guidance in AR 690-600, Equal Employment Opportunity Discrimination Complaints, which prescribes policies and procedures for filing, processing, investigating and settling EEO complaints.

3. WHO IS COVERED? Any person who believes he/she has been discriminated against because of race, color, religion, sex, national origin, age, genetic information, reprisal (for prior EEO activity) or disability may use these EEO complaint procedures. These procedures apply to all current and former Federal employees, and to applicants for Federal employment with any organization or activity serviced by the Fort Gregg-Adams EEO Office.

4. COMPLAINT PROCEDURES SUMMARY.

a. Informal Pre-complaint Counseling. A person who believes that he/she has been discriminated against because of race, color, religion, sex, national origin, age, genetic information, reprisal or disability (mental and/or physical), and who wishes to use these procedures, may consult a counselor within **45 calendar days** of the alleged discriminatory action. The counselor will attempt to resolve the complaint on an informal basis, normally within **30 calendar days**, and counsel the complainant concerning the facts of the matter. Mediation will be offered as a means of resolving the uses during the pre-complaint stage. Any person using these complaint procedures is entitled to have a representative of his/her own choosing during counseling and at every stage of the complaint proceedings. Members of the EEO Office staff, Civilian Personnel Advisory Center (CPAC) and EEO Counselors are prohibited from serving as a representative of either the manager or the employee in complaints of discrimination. The EEO Counselor shall not reveal the identity of the aggrieved person except when authorized by that person to do so. If the EEO Counselor is unable to resolve the complaint, the counselor will advise the complainant of his/her right to file a formal complaint. Formal complaints must be filed within **15 calendar days** after the final counseling session.

b. Formal Complaint. If after the pre-complaint process an individual wishes to file a formal complaint, **IT SHOULD BE FILED IN WRITING on DA FORM 2590 AND FILED WITH:**

**DEPARTMENT OF THE ARMY
EQUAL EMPLOYMENT OPPORTUNITY OFFICE (EEO)
1403 SUSTAINMENT AVENUE
BUILDING 9028– SUITE D
FORT GREGG-ADAMS, VIRGINIA 23801**

Or it may be filed with one of the following officials with a copy provided to the EEO Director at the above address.

The Secretary of the Army, ATTN: SAMR-EO-CCR, 5825 21st Street, Building 214, Room 129, Fort Belvoir, VA 22060-5921

Department of the Army, Director, EEO Compliance and Complaints Review, ATTN: SAMR-EO-CCR, 5825 21st Street, Building 214, Room 129, Fort Belvoir, VA 22060-5921

Garrison Commander, U.S. Army Garrison Fort Gregg-Adams and Combined Arms Support Command, 3321 Adams Avenue, Building 12010, Suite 210, Fort Gregg-Adams, Virginia 23801.

5. EEO OFFICE LOCATION and Phone Number. Building 9028, 1403 Sustainment Avenue – Suite D, Fort Gregg-Adams, Virginia 23801. TELEPHONE – Listed below / FAX # (804) 734-6669.

6. EEO Website - <https://home.army.mil/greggadams/about/Garrison/equal-employment-opportunity-program>

7. EEO Email - usarmy.gregg-adams.imcom.mbx.gregg-adams-eo-webauthor@army.mil

8. EEO Staff.

	Kevin C. Morgan EEO Officer MS Teams: (571) 644-5469 Mobile: (804) 586-6700	
VACANT EEO Specialist	Vittorio (Vic) F. DeSouza EEO Specialist MS Teams: (571) 644-5468 Mobile: (804) 625-1499	VACANT EEO Specialist- Apprentice

9. ADVICE AND ASSISTANCE. The EEO Director and any of the EEO Specialists are available to advise and assist managers, supervisors, and employees in any matter pertaining to the EEO Program. Complete copies of all regulations and directives pertaining to the EEO Program as well as complaint forms are available in the EEO Office.