



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON NATICK
10 GENERAL GREENE AVENUE
NATICK, MA 01760-5002

AMIM-SSG-ZA

COMMAND POLICY LETTER NO. 4

Right to File a Discrimination Complaint

1. REFERENCES:

- a. Title VII of the Civil Rights Act of 1964, as amended in 1991.
- b. Army Regulation 690-600 (Equal Employment Opportunity (EEO) Discrimination Complaints), 6 February 2025.
- c. 29 Code of Federal Regulations, Part 1614 (Federal Sector Equal Employment Opportunity), 9 September 2016.
- d. Equal Employment Opportunity Commission (Equal Employment Opportunity Management Directive 110), Revised, 5 August 2015.

2. APPLICABILITY: This policy applies to all civilian employees, former employees and applicants for employment.

3. PURPOSE: To provide information on Discrimination Complaint Procedures.

4. POLICY: I am fully committed to ensuring that all civilian employees, former employees and applicants for employment receive fair and equitable treatment. Individuals who believe they have been discriminated against because of race, color religion, sex (including pregnancy), national origin, age (40 and older), disability, genetic information and/or reprisal in employment matters may participate in the EEO complaint process without fear of coercion, restraint, interference, harassment, intimidation, or retaliation.

5. PROCEDURES:

- a. An aggrieved person must contact an EEO official to initiate a pre-complaint within **45 CALENDAR DAYS** of the alleged discriminatory matter, or effective date of personnel action, or after becoming aware of the discriminatory matter, and/or reasonably should have known, of the alleged discriminatory action at:

Carney Hall, Building 1, Room A124
10 General Greene Avenue
Natick, MA 01760

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SUBJECT: COMMAND POLICY LETTER NO. 4, Right to File Discrimination Complaint

b. The EEO office will provide the aggrieved individuals with their Rights and Responsibilities for and during the EEO Complaint Process.

6. This policy supersedes Command Policy Letter No. 4, Right to File Discrimination Complaint, 11 July 2024.

7. PROPONENT: The proponent for this policy is the Equal Employment Opportunity Office (508) 206-4017.

GREGORY J. KOZLOWSKI
LTC, SF
Commanding

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