



# Equal Employment Opportunity

USAG RHEINLAND-PFALZ



**COL Vance J. Klosinski**  
**Commander**  
**USAG Rheinland-Pfalz**

## **Federal Sector EEO Complaint Procedures**

An employee, former employee or applicant for employment and some contractors who feel they have been discriminated against because of race, color, religion, sex (including pregnancy, gender identity, sexual orientation and LGBT status), national origin, age (40 years and over), physical or mental disability, genetics, or reprisal may file a complaint of discrimination.

Before a formal complaint can be filed, the individual must first present the matter to an EEO Counselor or the EEO Office and initiate the pre-complaint process within 45 calendar days from the date of the alleged discriminatory event or when they become aware of the event.

The EEO Counselor will gather facts and attempt to resolve the complaint promptly and impartially. Alternate Dispute Resolution methods may be used to resolve some complaints. Early resolution of complaints achieves better employee relations, cuts administrative costs and is consistent with the Army's commitment to Equal Employment Opportunity.

informal counseling is completed and the complainant apprised of the results of the limited inquiry normally within 30-90 calendar days.

Any person using these complaint procedures is entitled to have a representative of his/her choosing during counseling and at any stage of the complaint process. The complainant may elect to remain anonymous during the pre-complaint counseling stage.

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 within 15 calendar days. For additional information, contact the EEO office.

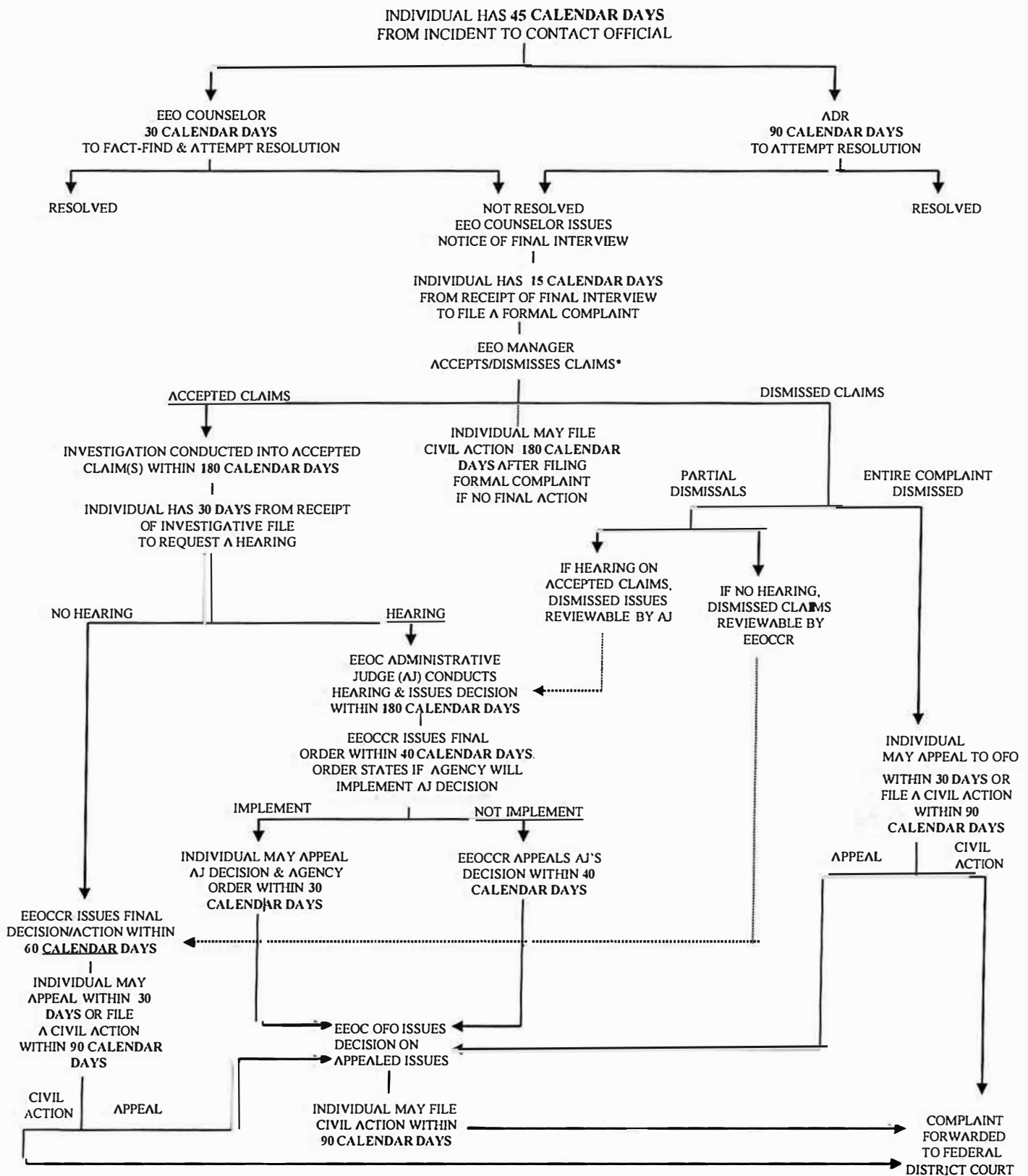
**For Appointment Please Call**  
**DSN: 541.2200 or Civ 06111.43.541.2200**

**Ms. Madonna Lachman, EEO Manager; DSN: 541.2200**

**THIS INFORMATION SHOULD BE POSTED IN ALL WORK AREAS  
WHERE U.S. CIVILIAN PERSONNEL ARE EMPLOYED.**

# INDIVIDUAL DISCRIMINATION COMPLAINT PROCESS

An employee, former employee, or applicant for employment who feels he/she has been discriminated against because of race, color, religion, sex (pregnancy, gender stereotyping, orientation), national origin, age (40 years of age & over), physical or mental disability, or reprisal for prior EEO involvement may file a complaint by contacting an EEO official within **45 calendar days** following the alleged discriminatory act. Once an informal/formal complaint has been initiated, the complaint can be resolved at any stage of the process.



\*INDIVIDUALS MAY ADD LIKE OR RELATED CLAIMS TO THEIR FORMAL COMPLAINT ANY TIME PRIOR TO THE CONCLUSION OF THE INVESTIGATION