



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
7806 NORMANDY DRIVE
FORT RILEY KANSAS 66442-7000

AMIM-RL-EE (690-600a)

2 August 2024

MEMORANDUM FOR ALL FORT RILEY DEPARTMENT OF THE ARMY CIVILIAN
EMPLOYEES

SUBJECT: Procedures for Filing an Equal Employment Opportunity (EEO)
Discrimination Complaint – for Civilian Employees

1. References.

- a. Title 29, Code of Federal Regulations (CFR), Part 1614, amended 22 Nov 23.
- b. Equal Employment Opportunity Commission (EEOC) Management Directive 110 Revised, dated 5 Aug 15.
- c. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 1 August 2024.

2. The purpose of this memorandum is to disseminate guidance regarding the procedures to file an EEO discrimination complaint.

3. Individuals who believe they have been subject to discrimination because of race, color, religion, sex (pregnancy or gender identity), age (over 40), national origin, genetic information, disability (physical/mental) or reprisal for prior EEO activity in an employment matter subject to the control of the Army, may use the EEO discrimination complaint procedures without fear of coercion, restraint, interference, harassment, intimidation, or reprisal. Complaints of discrimination based on age will be accepted only from employees or job applicants who are at least 40 years old at the time of the discriminatory action or effective date of the personnel action is alleged to have occurred.

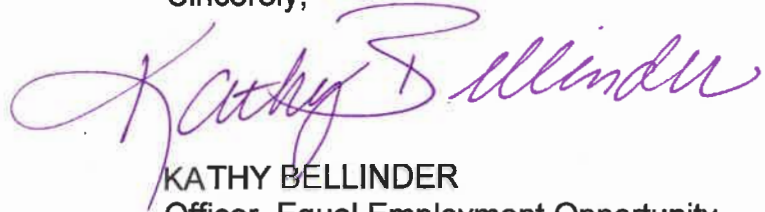
4. To file a timely complaint, an aggrieved person must initiate contact with an EEO official within **45 calendar days from the date of the alleged discrimination, or within 45 calendar days of when the aggrieved person knew or reasonably should have known, of the alleged discriminatory action. If the complaint involves a personnel action, contact with an EEO official must be initiated within 45 calendar days of its effective date. If the matter is not a specific action, but an on-going policy or practice, it must have been in effect within 45 calendar days prior to contact with an EEO official.** Title 29 CFR, Section 1614.105, paragraph (a) (1) –

Failure to contact an EEO official within 45 calendar days may result in dismissal of a formal complaint on the basis of untimeliness.

5. Provided as Enclosures are documents that identify the contact information of the local civilian EEO Office and an outline of the EEO discrimination complaint procedures.

6. If you need additional assistance, please contact the EEO Office at 785-239-6698 or 785-239-2741. Our generic email address is usarmy.riley.id-readiness.mbx.fort-riley-eeo@army.mil. The EEO Office is located at 7086 Normandy Dr., Kapaun Chapel, Fort Riley, KS 66442.

Sincerely,



KATHY BELLINDER
Officer, Equal Employment Opportunity

3 Encls

1. Org chart, 29 Nov 2023
2. Steps in Complaints of Discrimination
3. Complaint flow chart