

TO BE POSTED IN ALL PUBLIC ACCESS BUILDINGS

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

SECTION 504 COMPLAINTS

Discrimination is prohibited in the Army. Persons who feel they have been discriminated against based on Section 504 of the Rehabilitation Act and AR 600-7 may report or file a complaint under the procedures stated below:

HOW TO FILE A COMPLAINT: Individuals must initiate the matter with the US Army Garrison (USAG) Fort Riley EEO Officer within **180 calendar days** after the date of the alleged discrimination, unless the time for filing is extended by the DASA-EI or designee.

Complaint must contain the following information:

- (1) The complainant's contact information, including name, address, telephone number, or email address.
- (2) The basis of the complaint, including:
 - (a) In the case of a complaint involving Section 504 of the Rehabilitation Act, a detailed description of the alleged unlawful discrimination on the basis of disability. The description must contain sufficient information to establish the facts that led the complainant to believe that discrimination occurred and when the discrimination took place. The description should include the when, where, how, and why of the alleged discrimination.
 - (b) The nature of the individual's disability as it relates to the complaint.
 - (c) Identification of the individual, agency, or organization alleged to have discriminated unlawfully on the basis of disability. At a minimum, include the name and address.
- (3) The complainant's electronic or physical signature.
- (4) The names of and basic contact information for any individuals, if known, that the DA component could contact for additional information to support or clarify the complainant's allegations.

The complaint must be filed with the DA Component, which is listed below:

**FORT RILEY EEO OFFICE
BLDG 7068 Normandy Dr.
Kapaun Chapel Rooms 1-3
FORT RILEY, KS 66442**

EEO OFFICER at 785-239-6698 or Complaints Manager at 785-239-2741 or via email at usarmy.riley.id-readiness.mbx.fort-riley-eeo@army.mil