

Personnel  
EQUAL EMPLOYMENT OPPORTUNITY (EEO)

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SUPPLEMENTATION: Local supplementation of this regulation is prohibited except upon approval of AFZF-EEO.

SUGGESTED IMPROVEMENTS: The proponent of this regulation is the Equal Employment Opportunity Office. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-EEO, Fort Hood, Texas 76544-5056.

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OVERVIEW

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1

Purpose The purpose of this regulation is to

- give guidance and
- establish requirements for
  - planning and carrying out the EEO program at Fort Hood.

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Applicability These policies and procedures apply to civilian employees and applicants for employment with

- appropriated fund (AF) and
- nonappropriated fund (NAF) activities in both the
  - garrison and
  - tenant commands.

NOTE: The use of the masculine gender includes the feminine gender wherever used in this regulation unless otherwise stated.

1b

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Policy Administration of the EEO program will be as outlined in applicable

- laws,
- regulations,
- directives, and
- guidance material.

Policies and procedures set by

- Public Law
- Executive Order
- Department of the Army (DA)
- other higher headquarters, and
- this installation will
  - be followed unless authority to deviate has been obtained.

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\*This regulation supersedes Fort Hood Regulation 690-2, 2 April 1979.

Policy  
(Continued)

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Employment practices at Fort Hood will show full support to the letter and spirit of DA policy guaranteeing equal employment opportunities to each person, without regard to the EEO non-merit factors of

- race
- color
- religion
- sex
- national origin
- age, or
- physical/mental handicap.

Members of minority groups and women will

- receive full and impartial consideration for initial employment,
- possess equal standing and security as Army employees, and
- enjoy equal opportunity for training and development skills for career advancement.

Fort Hood's goal is to afford each employee and applicant equal opportunity at every level and area of employment.

DA sponsored activities, facilities, services, and training programs will be available to employees without regard to the non-merit factors.

The EEO basic principle underlies every aspect of the Army civilian personnel program, regardless of specific coverage in pertinent regulations.

Employees and applicants who believe that they have been discriminated against because of the EEO non-merit factors must be able to use the complaint procedures in this regulation without fear of coercion or reprisal.

Complaints will be impartially

- inquired into
- investigated
- adjudicated, and
- adjusted by appropriate officials, as warranted.

Each stage of the complaint will be processed in accordance with (IAW) AR 690-600.

The use of any means, including photographs or codes, to indicate race, color, religion, or national origin on employment forms is forbidden.

Racial identification may be kept in automated personnel information systems, but will be strictly controlled and used only as outlined in controlling directives.

Questions, inquiries, and self designation procedures which disclose an individual's identification in a protected group may be used in processing a complaint of discrimination.

DEFINITIONS

2

Affirmative Actions

Affirmative actions are actions designed and implemented in a positive manner to carry out one of the objectives of the EEO program, which is used to correct under representation of minorities and women in the work force.

2a

Affirmative Action Plan (AAP)

The EEO AAP

- is a public document required by Section 717 (b) (a) of Public Law 92-261.
- is an official assessment of conditions, and a statement of affirmative actions designed to focus attention and resources on designated areas of need in order to achieve the program objectives.
- principle parts are

Part A: Introduction - discusses the

- installation policy
- organization, and
- personnel involved in the program.

Part B: Accomplishment and Status Report. This is a report on the degree of accomplishment of the AAP for the previous year, and summary of the complaint program and program goals.

Part C: Report of Assessment. This is an in-depth evaluation of employment conditions at the installation level from the EEO perspective. It provides a basis for formulating future EEO actions.

Part D: Report of Objectives and Action Items. This details the actions which are to be accomplished with reference to specific problems during the year.

2b

Applicant

An applicant is any person who has submitted an application for civilian employment through the Fort Hood AF or NAF personnel office.

2c

Discrimination

Discrimination is the treatment of an individual or a group of individuals, in a manner that is different from the manner in which others are treated so that the person is deprived or injured in some way, and where the treatment is imposed solely because of one or more of the seven identified non-merit factors.

2d

EEO

EEO is an assurance that IAW Title VII of the Civil Rights Act of 1964, as amended; Title 29 of the Code of Federal Regulations (CFR), 1613; and AR 690-600 (Equal Employment Opportunity Discrimination Complaints), applicants and employees will be treated without discrimination attributable to the non-merit factors of EEO.

EEO guarantees employees and applicants for employment the right to be considered on the basis of their knowledge, skills, and ability.

2e

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Employee An employee is any civilian employed by an AF or NAF activity on Fort Hood. 2f

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Minority Groups The following ethnic groupings are used to identify minority groups:

- Negroes (blacks or African-Americans)
- Hispanics
- American Indians
- Asian-Pacific Islanders
- Orientals
- Eskimos and
- Aleutians.

NOTE: Persons with other identifiers than these are listed as 'all others'. 2g

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NAF Activities This term includes all III Corps and Fort Hood activities whose civilian employees are paid from NAF funds. 2h

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Non-Merit Factors The EEO program recognizes seven non-merit factors:

- race,
- color,
- religion,
- sex (sexual harassment),
- national origin,
- age, or
- physical/mental handicap.

NOTE: For age to be a non-merit factor, the alleged discrimination must have occurred after the complainant reached his 40th birthday. There is no maximum age limitation. 2i

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Physical/Mental Handicap A handicapped person is defined as one who has a physical/mental impairment which substantially limits one or more major life activities. The impairment has to be

- documentable
- recorded
- regarded by the employee as an impairment, and
- recognized by the employer as a handicap. 2j

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RESPONSIBILITIES 3

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General Responsibility for the EEO program includes managing the

- Black Employment Program (BEP)
- Federal Women's Program (FWP)
- Hispanic Employment Program (HEP).

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General  
(Continued)

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EEO responsibility extends from the

- Secretary of the Army, through
- FORSCOM, to
- installation level commanders, and
- managers.

The attaining and maintaining of an effective EEO program requires adherence to the policy guidance and involvement of the installation commander, and the cooperation and support of each employee.

Fort Hood EEO Program administration includes the cooperation of the

- EEO Officer (EEOO),
- Director of Civilian Personnel (DCP),
- activity operating officials and supervisors.

Program responsibilities of the EEOO and the DCP are prescribed in this regulation and the installation EEO AAP. In addition to their duties, the EEO Program officials are responsible for the duties defined below.

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3a

Installation  
Commander

The installation commander

- gives emphasis to the EEO Program and communicates his expectations in a policy statement upon assumption of command with updates as needed.
- encourages program directors and operating officials to personally see to EEO Program implementation within their respective activities.
- participates in special emphasis and EEO programmed actions involving large numbers of civilian employees.

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3b

## EEOO

The EEOO

- receives and processes complaints of discrimination, IAW AR 690-600,
- arranges for US Army Civilian Appellate Review Agency (USACARA) investigations, and EEO Commissions hearings.
- furnishes logistical support as required to include appeals to the EEO Compliance and Complaints Review Agency (EEOCCRA).
- processes class action discrimination complaints.
- appoints, establishes duties, trains and provides supervision and technical guidance to EEO collateral duty counselors and other EEO program personnel.

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EEOO  
(Continued)

- 
- routinely monitors demographic status of the work force. Evaluates the status of the EEO Program following the close of each fiscal year quarter
    - briefs the EEO Advisory Council,
    - coordinates actions with the DCP, and
    - keeps the installation commander informed on the EEO Program.
  - provides leadership in
    - developing,
    - staffing, and
    - publishing the EEO AAP.
  - conducts developmental workshops in executing the regulation and the AAP.
  - conducts liaison visits with
    - civic organizations,
    - minority groups, and
    - education and civic leaders in surrounding communities.
  - maintains familiarity with conditions affecting employment opportunities and assists groups working to overcome barriers to EEO.
  - provides information, orientation, and EEO training to each civilian AF/NAF employee and their civilian or military supervisors.
  - provides EEO related training to the military community as required.
  - orients newly assigned executive level managers of civilian employees on the EEO Program within 30 days following assumption of duties.
  - orients new or replacement first line and middle management military and civilian supervisors about the EEO program through
    - personal visitation or
    - in conjunction with DCP Training and Development (T&D).
  - provides formal training to newly assigned supervisors of civilian employees (both military and civilian) concerning
    - EEO program concepts and
    - responsibilities
      - within 6 months of their appointment.

NOTE: This may be in conjunction with the DCP Civilian Personnel Management for Supervisors (CPMS) Training or through personal briefings.

- briefs each manager and supervisor of civilian employees, as well as general and special staff officers about the EEO Program

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EEOO  
(Continued)

- 
- conducts EEO training for each civilian employee in conjunction with CPD, T&D.
  - meets with and trains EEO action officers and the EEO advisory council at least semi-annually.
  - briefs summer hire employees during their DCP orientation.
  - makes sure that annual ethnic, minority, and women history observances are properly celebrated at Fort Hood.
  - reviews, at random, the following actions to assure that discrimination is not a factor
    - supervisor selections
    - job abolishments, and
    - personnel actions.
  - provides updated EEO counselor and staff member posters throughout the installation.

3c

## DCP

## The DCP

- 
- provides active leadership in implementing the EEO Program requirements in those areas of jurisdiction under the DCP.
  - executes or assists in the execution and coordination of planned affirmative actions.
  - serves on the EEO Advisory Council and assists in the monitoring and evaluation of EEO Program accomplishments.
  - sees to it that EEO will be a critical element in supervisory positions with responsibilities for carrying out local affirmative action plan requirements. Also, EEO will be a critical element in management official positions where program management actions directly affect EEO.
  - assists in the development, staffing, and publication of the Fort Hood EEO AAP.
  - notifies career counselors in area high schools of
    - special examining procedures for the summer hire program and
    - gives special attention to recruitment of high school students for summer hire during 'Career Day' efforts.
  - provides an orientation to each new employee on civilian employment matters.

NOTE: Makes sure these orientations include participation by EEO personnel.

3d

FWP Manager  
(FWPM)

## The FWPM

- represents female civilian employees and works under the supervision of the EEOO.
- advises the EEOO of concerns of female employees and make recommendations to the EEO Program as they relate to women.
- conducts FWP discussions in activities which have civilian employees.
- assures that the National Women's History Month (March) and Women's Equality Day (26 August) observances are properly emphasized and coordinated through the EEOO.
- establishes cooperative relationships with female community organizations.
- participates in and supports projects designed to improve conditions which impact upon the employability of women.
- manages the FWP committee (FWPC) activities.

3e

HEP Manager  
(HEPM)

## The HEPM

- represents civilian employees on Fort Hood and works under the supervision of the EEOO.
- advises the EEOO on the special needs and concerns of Hispanics and make suggestions and recommendations in connection with the EEO Program as they relate to the needs of Hispanics.
- conducts HEP discussions in activities which have civilian employees.
- assures that the Cinco de Mayo (May 5th) and National Hispanic Heritage Month (September-October) observances are properly emphasized and coordinated through the EEOO.
- meets, consults with and participates in the activities of Hispanic organizations within the community to solicit their assistance in support of Fort Hood.
- manages the HEP committee (HEPC) activities.

3f

BEP Manager  
(BEPM)

## The BEPM

- represents civilian employees on Fort Hood and works under the supervision of the EEOO.
- advises the EEOO of the special needs and concerns of blacks and makes suggestions and recommendations in connection with the EEO Program as they relate to the needs of blacks.

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BEP Manager  
(BEPM)

- conducts BEP discussions in activities which have civilian employees.
- assures that the birthday of Rev. Dr. Martin L. King, Jr., (15 January/3d Monday of January) and Black History Month (February) are properly emphasized and coordinated through the EEOO.
- meets, consults with and participates in the activities of black organizations within the community to solicit their assistance in support of Fort Hood programs.
- manages the BEP Committee (BEPC) activities.

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3g

Managers,  
Operating  
Officials, and  
Supervisors

Program directors and activity chiefs will

- be sure their employees are fully aware of their full commitment to the EEO Program.

Directors and chiefs of civilian employees will

- publish a written statement of
  - EEO policy and
  - personal support of EEO program objectives
    - within 30 days of assumption of command/duties and
    - annually thereafter.
- see to it that EEO policies, complaint procedures, and program actions in this regulation and the Fort Hood EEO AAP are
  - thoroughly understood and
  - implemented among subordinates.
- see to it that requirements and action projects are
  - completed on time, and
  - required reports are forwarded by due dates.
- make sure current discrimination complaint procedures and EEO posters are permanently posted on bulletin boards used by employees and job applicants.
- assist employees who have discrimination complaints and who desire assistance in processing their complaints.
- provide employees full access to the EEO program.
- determine the educational level of employees
  - develop and maintain a record of each employee's government job related training goals and attainments.

NOTE: Where employees have less than basic education (through 8th grade), or high school, supervisors will give continuing counseling and guidance to encourage attaining further education.

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Managers,  
Operating  
Officials, and  
Supervisors  
(Continued)

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Supervisors will maintain close cooperation with DCP, T&D to

- be sure employees are encouraged and
- assisted in every possible way to participate in training opportunities.
- brief new employees on the EEO Program within 30 days of appointment. The new employee orientation questionnaire must be
  - returned to the EEO office within ten days of the orientation
    - verifying who provided the orientation,
    - when the orientation was given, and
    - that employee rights under the EEO program were discussed.
- brief employees annually on the EEO program.
  - The annual briefing may be achieved through the EEOO 1-hour on-site briefing..

NOTE: During the DCP update briefing the EEOO will, as a minimum, announce the status of the EEO Program at the end of the preceding fiscal year and provide an explanation of the new EEO AAP.

- when EEO is identified as a critical element and is rated, it must be rated (1) Exceeded to assign a summary rating level above Fully Successful or (2) Met to assign a Fully Successful and Minimally acceptable rating.
  - awards for EEO achievements/accomplishments are suggested as a positive motivational support of the EEO programs. Operating officials should strive to grant such recognition through the incentive awards program.
- actively promote development of employees.

Supervisors will monitor selection patterns of minority group employees and give

- special counseling when needed, and
- encouragement to
  - avail themselves of opportunities toward self improvement.

Counseling will extend to encouraging participation in management sponsored activities designed to contribute to employee growth and development.

These activities include attending

- the EEOO sponsored lunch and learn programs and
- command recognized educational organizations.

Directors and principle staff officers with five or more employees will

- appoint an EEO action officer

NOTE: New appointees names will be furnished to the EEO office for training and guidance concerning the EEO Program.

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3h

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 EEO COUNSELING
 

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4

EEO Counselors Trained EEO counselors will provide counseling to employees who initiate discrimination complaints.

## EEO counselors

- are appointed on a collateral duty basis.
- will not assume an advocacy role in behalf of either management or an employee alleging discrimination
- inquire into an EEO complaint in a timely manner.
- establish an open and sensitive channel through which employees may discuss discrimination complaints and resolve problems on an informal basis.
- serve on an 'at-large' basis.
- will be excused from their regular duties and given time to work exclusively on EEO complaints.

NOTE: Employees are free to choose any available counselor.

- Minimum duties include, but are not limited to the following:
  - assist and counsel employees on their complaints of alleged discrimination.
    - The counselor will inquire as necessary to define and resolve the specific problem.
  - attempt, with the assistance and technical guidance of the EEO staff, to resolve the complaints informally and as quickly as possible.
  - advise employees of formal complaint procedures if the complaint is not resolved.
  - provide procedural assistance in filing the formal complaint.
  - keep informed of EEO program
    - policies,
    - directives,
    - complaint procedures, and
    - attend EEO office sponsored counselor training sessions.

As a result of contacts with employees and counseling activities, make suggestions and recommendations to the EEO staff to improve the EEO program.

The EEO counselor also will

- keep a record of his counseling activities, and
- advise the complainant in the final interview of the right to file a formal complaint of discrimination.

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EEO Counselors  
(Continued)

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- submit a written report to the EEO officer
    - with a copy of the complaint summarizing his actions and
    - any advice given to the RMO and complainant.

The final interview with the complainant will normally be held not later than 21 calendar days after the date the matter was brought to the counselor's attention.

If the counselor is unable to complete the inquiry within 21 days, the complainant shall be advised in writing of the right to file a formal complaint.

Complaints are considered informal inquires through this stage of counseling and do not become a formal complaint until

- a DA Form 2590 (Formal Complaint of Discrimination) is filed with the EEOO or
- other official disignees. See appendix B, this regulation.

Make suggestions and recommendations to the EEO staff to improve the EEO Program.

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4a

Commander's  
EEO Advisory  
Council

The Commander's EEO Advisory Council will be established as outlined in FPM 713-2-3 (11).

The Council members are

- Garrison Commander as chairperson and
- EEOO as vice chairperson.
- appointees of each major directorate and tenant activity.

The council

- is advisory rather than executive in nature.
- will meet at least semi-annually to
  - consider the status of the EEO program, and
  - advise the commander on EEO matters
- will review the proposed AAP, and
- will make recommendations to the commander for improvement of the program.

Council members will

- become knowledgeable of the EEO Program requirements as prescribed by DA and Fort Hood directives.
- act as EEO Program liaison for their respective branches or activities to further the intent and purpose of the program.
- brief their supervisors concerning council business and obligations to the program.

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4b

COMPLAINTS

5

Complaint Procedures

The rules governing complaint processing are found in the EEO Commission Regulations (Title 29, Code of Federal Regulations, Part 1613) and AR 690-600 which are available in the EEO office.

Employees in the bargaining unit represented by the American Federation of Government Employees, Local 1920, may file EEO matters under the

- negotiated grievance procedure, or
- the statutory complaint processing procedure described in this regulation
  - the choice is the employees.

5a

Who May File

Any applicant for, or employee of, an AF or NAF activity who believes they have been discriminated against because of one or more of the non-merit factors of EEO.

The complainant may

- designate, in writing a representative to submit the complaint and
- also be assisted or represented at all times in the processing of a complaint by the designated representative.

A bargaining unit employee must sign an election indicating whether the employee is processing the complaint as a grievance under the

- Union agreement or
- the statutory complaint process.

5b

Precomplaint Counseling

To initiate a complaint the complainant must consult with an EEO counselor within

- 30 calendar days of the matter, or
  - if a personnel action, within 30 calendar days of its effective date, or
  - the date the person became aware or reasonably should have known of the discriminating event or personnel action.

NOTE: If the complainant also believes that a particular person discriminated against him, he may identify that person as the responding management official (RMO).

5c

Representation

Complainants are entitled to representation during every phase of a complaint.

- If the complainant is an employee of the agency, he will be granted a reasonable amount of official time to prepare and present the complaint.
- If the designated representative is also an employee of the agency, he shall be free from
  - restraint,
  - interference,
  - coercion,
  - discrimination, or
  - reprisal.

NOTE: EEO counselors, the EEOO, and DCP personnel must have the confidence of both management and employees; therefore, these officials shall not serve as complainant's representatives in EEO matters.

5d

Formal Complaint

The complainant must file the formal complaint within 15 calendar days of the date of the

- complainant's final interview with the EEO counselor, or
- notice from the EEO counselor that a formal complaint may be filed.

Formal Complaint (Continued)

A complaint may be submitted to either the

- Fort Hood EEOO,
- Fort Hood commander,
- DA Director of EEO, or
- Secretary of the Army.

NOTE: If the complaint is submitted to other than the Fort Hood EEOO, the complainant should also submit a copy of the complaint to the Fort Hood EEOO. Anyone other than the Fort Hood EEOO who receives a complaint will immediately transmit the complaint to the Fort Hood EEOO for processing.

5f

Complaint Format

The complaint must be submitted on DA Form 2590-R. These forms are available from

- EEO counselors,
- the DCP,
- the NAF Personnel Office, and
- the EEO office.

Formal complaints should contain the following information:

- name and address of activity and unit against which complaint is made, and
- whether the alleged discrimination is based on a non-merit factor or reprisal.

NOTE: Complaints not based on one of the above, must be filed as discussed in FH Pam 690-32 (Guide to Civilian Personnel Management), chapter 12. The EEOO is available to assist the complainant in making this decision.

Formal complaints must specify the following:

- the action or personnel matter about which the complaint is made and how others were treated differently.
- the date of the action, matter or awareness thereof.
- the facts which the complainant has to support the allegation of discrimination.
- the specific corrective action or relief to make the employee whole, and which is within the jurisdiction of the Army.

NOTE: If the complaint concerns a disciplinary or adverse action against the employee, such as a proposed suspension or removal, the discrimination complaint may be raised by the employee in the reply to the proposed action.

5g

Rejection or Cancellation of Complaint

A complaint may be

- rejected because it was not filed in a timely manner, or
- canceled because the complainant failed to prosecute the complaint.

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Rejection or  
Cancellation of  
Complaint  
(Continued)

A complaint may be rejected when

- management in good faith has offered full relief, and
- the Secretary of the Army through the EEOCRA, has certified that the offer constitutes full relief, or
- the allegation of discrimination is not within the purview of the regulations, or it sets forth identical matters as contained in a previous complaint by the same complainant, or
- the allegation of discrimination refers to situations over which the Army has no jurisdiction.

At every stage in the presentation of the complaint, including the counseling stage, the complainant shall be free from

- restraint,
- interference,
- coercion,
- discrimination, or
- reprisal and
  - shall have the right to be
    - accompanied,
    - represented, or
    - advised by
      - a representative of the complainant's choice.

5h

Complaint  
Investigation

The EEOO will notify the complainant in writing, of the acceptance/rejection of the complaint and shall provide for an investigation of the complaint by a USACARA investigator.

The USACARA investigator will

- investigate the complaint.
- forward the investigative report to the installation commander with recommendations for action to be taken in connection with the complaint.

The installation commander may

- accept, reject or modify the recommendation.

A copy of the investigative file will be furnished to the complainant.

Based on the recommendations of the investigator and the subsequent actions of the commander, the EEOO will

- discuss the complaint with the complainant and
- attempt a resolution.

5i

Complaint Adjustment

Any adjustment reached will be made a part of the commander's letter of proposed disposition to the complainant. Acceptance by the complainant closes the complaint.

If an adjustment is not made the complainant shall be notified in writing of the proposed disposition of the complaint and of the right to elect, within 15 days, a hearing before an EEO Commission administrative judge and a subsequent final decision by the Director of EEO, or to such a decision, without a hearing on the record as it stands.

Complaint Adjustment (Continued)

Failure of the complainant to make a timely response will result in the adoption of the proposed disposition as the Army's final decision.

The complainant shall be notified of the right to file a civil action depending on the election made.

Expedient actions will be made to make certain that the complaint is processed within 180 days after it was filed.

5j

Class Complaints Discrimination

Class complaints of discrimination are different than individual complaints of discrimination, therefore, the procedures in blocks 5a through 5i above do not apply.

A class complaint is

- a written complaint of discrimination filed on behalf of a class by the elected agent of the class.

An employee, or applicant who wishes to be an agent and who believes that he, as a part of the class, has been discriminated against because of the non-merit factors of EEO

- must also consult an EEO counselor within 60 days.

Full details of class complaint procedures are available in the EEO office or from EEO counselors.

5k

FOR THE COMMANDER:



PAUL T. WEYRAUCH  
Brigadier General, GS  
Chief of Staff

OSCAR N. WHITE, JR  
LTC, SC  
DOIM

- 2 Appendices
- A. Equal Employment Opportunity Officials
- B. DA Form 2590-R
- Glossary

DISTRIBUTION;  
IAW FH Form 1853, D  
Plus: EEO Office (300)  
IM-AO (2)  
IM-ARL (1)  
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## APPENDIX A

## EQUAL EMPLOYMENT OPPORTUNITY OFFICIALS

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Purpose This appendix identifies the Equal Employment Opportunity Officials for the Department of the Army and Fort Hood.

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A-1a

EEO Officials Department of the Army officials are

- Director of Equal Employment Opportunity  
 Honorable Luther L. Santiful  
 Director of Equal Employment Opportunity  
 Office of the Assistant Secretary of the Army (M&RA)  
 The Pentagon  
 Washington, D.C. 20310
- Director, Black Employment Program  
 Mr. Isiah Gattling  
 The Pentagon  
 Room 1E608  
 Washington, DC 20810
- Director, Federal Women's Program  
 Ms June Hajjar  
 The Pentagon  
 Room 1E615  
 Washington, D. C. 20310
- Director, Hispanic Employment Program  
 Mr. Felix Rosario  
 The Pentagon  
 Room 1E608  
 Washington, D.C. 20310

Forces Command (FORSCOM) officials are

- Command EEO Officer  
 Mr. Perry Barrington  
 ATTN: AFJ1-EE  
 Fort McPherson, GA 30330
- Command Black Employment Manager  
 Mr. Perry Barrington  
 ATTN: AFJ1-EE  
 Fort McPherson, GA 30330
- Command Federal Women's Program Manager  
 Ms. Wanda Dorsey  
 ATTN: AFJ1-EE  
 Fort McPherson, GA 30330

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EEO Officials  
(Continued)

- Command Hispanic Employment Manager

Mr. Amando Canales  
ATTN: AFJ1-EE  
Fort McPherson, GA 30330

Fort Hood officials are

- Equal Employment Opportunity Officer

Ms. Myrtle L. Captain

- Black Employment Program Manager

Ms. Wanda G. Raiford

- Federal Women's Program Manager

Ms. Myrtle L. Captain

- Hispanic Employment Program Manager

Mr. Raul Vera, Jr.

The EEO Counselors for Fort Hood as of April 1990 are

- Joan Bohannon, 287-8468
- Julia Cahee, 288-9401
- Luis Cavazos, Jr., 287-3866
- John Cox, 287-9042
- LaDonna Curry, 288-2922
- Margaret DePue, 288-8346
- Theresa Davis, 287-2756
- Yvette Murphy, 287-6074
- JoAnn Green, 287-0512
- Brent Hemenway, 288-3412
- Connie Hunt, 288-9713
- Bobby James, 287-2741
- Willie Kingwood, 287-5586
- Judy Patrick, 287-3646
- Gill Pennington, 287-3512
- William Sievers, 288-3062
- Lucile Shaw, 287-4054
- William Welter, 287-3908
- Freeman White, 287-7325
- Delores Whitt, 287-2446

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A-1b

Appendix B

FORMAL COMPLAINT OF DISCRIMINATION

For use of this form see AFM 690 600, the proponent agency is OSA

PRIVACY ACT STATEMENT ( 5 USC 552a)

Authority: Public Law 92-281
Principle Purpose: Formal filing of allegation of discrimination because of race, color, religion, sex, handicap, age, national origin or reprisal
Routine Uses: This form and the information on this form may be used (a) as a data source for complaint information for production of summary descriptive statistics and analytical studies of complaints processing and resolution efforts and may also be used to transmit to general requests for information under the Freedom of Information Act (b) to transmit to requests from legitimate outside individuals or agencies (e.g., Members of Congress, The West House, and the Equal Employment Opportunity Commission (EEOC) regarding the status of the complaint or appeal, and (c) to adjudicate complaint or appeal
Disclosure: Voluntary, however failure to complete all appropriate sections of this form may lead to rejection of complaint on the basis of inadequate data on which to determine if complaint is acceptable

1. NAME OF COMPLAINANT (Last, First, Middle Initial)
2. SSN
3a HOME TELEPHONE NO 3a WORK TELEPHONE NO
4. ADDRESS (Include City, State, and ZIP Code)
5. ARE YOU BEING REPRESENTED? [ ] a Yes (Complete 5c) [ ] b No
5c. IF YES, NAME OF REPRESENTATIVE
6a. NAME OF ARMY ORGANIZATION YOU BELIEVE DISCRIMINATED AGAINST YOU
6b. ADDRESS OF ALLEGED DISCRIMINATION ORGANIZATION (Include City, State and ZIP Code)

7. MAJOR ARMY COMMAND OR ACTIVITY YOU BELIEVE DISCRIMINATED AGAINST YOU
8. DATE ON WHICH MOST RECENT ALLEGED DISCRIMINATION OCCURRED
9. ARE YOU WORKING FOR THE FEDERAL GOVT? [ ] a Yes (Complete items 10, 11 and 12) [ ] b No (See item 13)

10. NAME OF AGENCY WHERE YOU ARE CURRENTLY EMPLOYED
11. ADDRESS OF YOUR CURRENT EMPLOYER (include City, State and ZIP Code)
12a. TITLE OF YOUR CURRENT JOB
12b. GRADE

13. Reason you believe you were discriminated against (Check all that apply)
a. RACE (State your Race)
b. COLOR (State your Color)
c. RELIGION (State your Religion)
d. NATIONAL ORIGIN (State Nat. Origin)
e. HANDICAP [ ] Mental [ ] Physical
f. SEX [ ] Female [ ] Male
g. AGE (Specify Age)
h. REPRISAL

14. I HAVE DISCUSSED MY COMPLAINT WITH A EEO COUNSELOR OR IS A COUNSELOR INVOLVED? [ ] a Yes (Complete 14c) [ ] b No
14c. IF YES, NAME OF COUNSELOR
15. DATE OF FINAL INTERVIEW

16. EXPLAIN SPECIFICALLY HOW YOU WERE DISCRIMINATED AGAINST (First is treated differently from other employees or applicants, because of your race, color, religion, sex, national origin, age, mental or physical handicap or reprisal) (If your complaint involves more than one basis for your discrimination list and number each such allegation separately and furnish specific factual information in support of each.) (Use additional sheets if necessary)
Allegation No. 1:

17. LIST IN ITEM 20 THE NAMES OF YOUR WITNESSES AND WHAT FACTUAL INFORMATION EACH WILL BE EXPECTED TO CONTRIBUTE THROUGH HIS/HER TESTIMONY TO THE INVESTIGATION OF YOUR COMPLAINT

18. WHAT SPECIFIC CORRECTIVE ACTION DO YOU WANT TAKEN ON YOUR COMPLAINT? (If more than one allegation is being made state overall corrective action desired and the specific corrective action desired for each separate allegation)

19 HAVE THE MATTERS LISTED IN ITEM 18 BEEN APPEALED TO THE MERIT SYSTEM PROTECTION BOARD OR FILED UNDER A NEGOTIATED GRIEVANCE PROCEDURE?  
 a Yes (Explain in item 20)  b No

20 REMARKS

21. SIGNATURE OF COMPLAINANT \_\_\_\_\_ 22. DATE THE COMPLAINT FORM WAS SIGNED BY THE COMPLAINANT (Month, day, year) \_\_\_\_\_

To be Completed by the Organization's EEO

I certify that: (1) The complainant has reaffirmed this complaint in my presence and has stated that the facts contained therein are true to the best of his/her knowledge; (2) a determined effort at informal resolution of this complaint failed to produce a solution satisfactory to the complainant, and (3) local management in the appropriate chain of command has been informed concerning the complaint and its submission in the above format.

23. SIGNATURE OF EEO \_\_\_\_\_ 24a. TYPE, DUTY AND TITLE OF EEO \_\_\_\_\_  
 24b. ADDRESS OF EEO \_\_\_\_\_

25. DATE COMPLAINT FILED WITH EEO \_\_\_\_\_ 26. TELEPHONE NO. OF EEO PROCESSING COMPLAINT \_\_\_\_\_

The matter(s) giving rise to the complaint will be rated using one or more of the following codes:

CATEGORY	CODE	CATEGORY	CODE	CATEGORY	CODE
Appointment	(1)	Demotion	(8)	Disciplin	(17)
Promotion	(2)	Transfer	(9)	Pay, including Overtime	(18)
Reassignment	(3)	Retirement	(10)	Conversion to Full Time	
Separation/Termination	(4)	Assignment of Duty	(11)	Career Conditional	(19)
Suspension	(5)	Exam/Test	(12)	Reinstatement	(20)
Reprimand	(6)	Work Conditions	(13)	Awards	(21)
Evaluation/Appraisal	(7)	Harassment	(14)	And/Or Other (Specify)	(22)
Duty Hours		Sexual Harassment	(16)		

27. Enter Codes for Matter(s) Giving Rise to the Complaint

INFORMATION CONCERNING THE PROCESSING OF YOUR COMPLAINT OF DISCRIMINATION

This form will be used only if you, as an Army employee or as an applicant for Federal employment, think you have been treated unfairly because of your race, color, religion, sex, national origin, age, mental or physical handicap, or reprisal. If you have any questions concerning the completion of this form, you may contact the Equal Employment Opportunity Officer (EEO) at your activity.

Your written, formal complaint must be filed within 15 calendar days of the date of your final interview with the EEO counselor. If the matter has not been resolved to your satisfaction within 21 calendar days of your first interview with the EEO counselor and the final counseling interview has not been completed within that time, you have a right to file a complaint at any time thereafter up to 15 days after the final interview. Your written formal complaint must be filed within 15 calendar days of the date of your final interview with the EEO counselor. This time limit may be extended if you can give a good reason for not submitting the complaint within the 15 calendar day limit.

You may have a representative at all stages of the processing of your complaint. You or your representative should personally file your complaint with the EEO of your activity.

If your complaint is accepted, you will have an opportunity to talk with an investigator from the U.S. Army Civilian Appellate Review Agency and to give him or her all the facts you believe will support your complaint. If your complaint is rejected, you will be advised in writing of the reason(s) and advised of the right to appeal. Upon completion of the investigation of your complaint, you will receive a copy of the investigator's report and an attempt will be made to resolve the complaint itself.

If your complaint cannot be settled informally on the basis of the investigation, you may request a review of your record by the Department of the Army Director of Equal Employment Opportunity, or you may request a hearing at this stage. If a hearing is requested, it will be conducted by an administrative judge designated by the EEOC. The findings, analysis, and recommendations will be forwarded to the Director of EEO for decision. You will be advised by the Director of the decision and provided a copy of the case record.

If you are not satisfied with the Director's decision, you will have the right to appeal to the Office of Review and Appeals of the EEOC, P.O. Box 19848, Washington, D.C. 20036, within 20 calendar days after receipt of the decision.

Please be specific in stating the facts concerning your complaint in items 15 through 19.

## GLOSSARY

AAP	Affirmative Action Plan
AF	appropriated fund
BEP	Black Employment Program
BEPC	Black Employment Program Committee
BEPM	Black Employment Program Manager
CFR	Code of Federal Regulations
CPMS	Civilian Personnel Management for Supervisor
DA	Department of the Army
DCP	Directorate of Civilian Personnel
EEO	equal employment opportunity
EEOCCRA	EEO Compliance and Complaints Review Agency
EEOO	EEO officer
FORSCOM	United States Army Forces Command
FPM	Federal Personnel Manuals
FWP	Federal Women's Program
FWPC	Federal Women's Program Committee
FWPM	Federal Women's Program Manager
HEP	Hispanic Employment Program
HEPC	Hispanic Employment Program Committee
HEPM	Hispanic Employment Program Manager
IAW	in accordance with
NAF	nonappropriated fund
RMO	responding management official
T&D	Training and Development
USACARA	US Army Civilian Appellate Review Agency