



Department of the Army  
Office of the Administrative Assistant to the Secretary of the Army  
Resources and Programs Agency  
Directorate of Diversity and Equal Employment Opportunity

## Initiating an EEO Complaint of Discrimination

### THE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT MATTERS ON THE BASES OF:

- RACE
- COLOR
- RELIGION
- SEX (*includes sexual harassment, sexual orientation, gender identity and pregnancy*)
- NATIONAL ORIGIN
- AGE (*40 and up*)
- DISABILITY (*physical or mental, includes the issue "Failure to Accommodate"*)
- RETALIATION (*for prior protected EEO activity*)
- GENETIC INFORMATION (*individuals and/or family medical history*)

**A**ny employee, former employee, or applicant for employment who feels they have been discriminated against within Headquarters Department of the Army, HQDA Staff Support Activities and/or HQDA Field Operating Agencies has the right to file a complaint with the Directorate of Diversity and Equal Employment Opportunity (DDEEO), at (703) 545-1255, 9301 Chapek Road, Bldg. 1458, Fort Belvoir, Virginia, 22060.

#### An informal complaint must be initiated:

- Within 45 days of the action or practice alleged to be discriminatory;
- Within 45 days of the effective date of a personnel action;
- Within 45 days of when the aggrieved became aware, or reasonably should have been aware, of the alleged discriminatory action or practice.

Once contact has been made with DDEEO, an EEO Counselor will be assigned to advise the aggrieved of his/her rights and responsibilities during the Complaint Process. An aggrieved may be accompanied, represented and advised during all counseling interviews by a representative. During the pre-complaint counseling inquiry, the identity of the aggrieved will not be revealed without written permission from the aggrieved. The EEO Counselor will conduct an informal inquiry into allegations of discrimination and attempt to facilitate resolution. The counseling process offers an opportunity for traditional counseling or for participation in mediation. Mediation is a form of alternate dispute resolution, which uses a neutral third party) to bring the individual and management representative together in an attempt to bring about a mutually satisfactory solution to the employment matter. At the end of counseling, or if ADR is unsuccessful, the individual may file a formal complaint. For additional information visit [www.eeo.hqda.pentagon.mil](http://www.eeo.hqda.pentagon.mil) or reference AR 690-600.