MEMORANDUM FOR All USMA Personnel

SUBJECT: USMA Equal Employment Opportunity (EEO) Complaint Procedure

1. REFERENCE: AR 690-600, Equal Employment Opportunity (EEO) Discrimination Complaints

2. PURPOSE: To provide EEO Complaint Procedure guidance to management, employees and applicants for employment.

3. APPLICABILITY: This is applicable to all USMA, West Point and tenant activity commanders, leaders, supervisors, employees and applicants for employment.

4. POLICY:

   a. Federal employees, applicants for employment and former employees have the right to file complaints of discrimination based on race, color, national origin, sex, religion, age, disability or reprisal for participation in EEO-protected activity, pursuant to the provisions set forth in 29 CFR Part 1614 and Army Regulation 690-600. The aggrieved party must contact the EEO Office within 45 calendar days of the date of the incident, personnel action, or the date that the aggrieved party became aware that discrimination may have occurred.

   b. Upon receipt of an allegation of discrimination, the EEO Director will work with representatives from the Office of the Staff Judge Advocate and Civilian Personnel Advisory Center to determine if Alternative Dispute Resolution (ADR) will be offered. Mediation is the Department of Army’s preferred method of ADR. If the aggrieved accepts ADR, the EEO Director will make arrangements for a mediator to conduct mediation with the parties in conflict within 90 calendar days. Mediation will be conducted by a neutral, Department of Defense certified mediator. Successful mediation will result in the creation and execution of a negotiated settlement agreement (NSA). Should the mediation be unsuccessful, the aggrieved party still retains the right to file a formal EEO complaint. If the aggrieved declines ADR, or it is determined that ADR is not appropriate for the issue, the EEO Director will assign an EEO counselor within 3 calendar days to conduct traditional EEO counseling. The EEO counselor will complete their inquiry within 30 calendar days of the date the aggrieved indicated intent to file a complaint.

   c. The EEO Director and the EEO Specialists on staff in the EEO Office are authorized to receive complaints of discrimination. Eligible parties who engage the EEO process will be informed of their rights and responsibilities, as well as the complaint procedures, in writing, at each step of the process.

   d. A copy of this policy will be prominently displayed on official bulletin boards and other appropriate media, and will be distributed to all employees during in-processing at the Civilian Personnel Advisory Center.
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5. PROPONENT: The Equal Employment Opportunity Office is the proponent for this Policy. POC is Mr. Alexie L. Rogers, Equal Employment Opportunity Director. Mr. Rogers may be reached via email at alexie.rogers@usma.edu, or by telephone at (845) 938-8158/DSN 688-8158.

F. L. HAGENBECK
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