



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

REPLY TO
ATTENTION OF

NOV 03 2011

IMEU-KAI-EEO

MEMORANDUM FOR SEE DISTRIBUTION

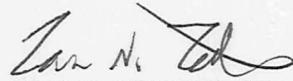
SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #25-
Equal Employment Opportunity Complaints Processing Procedures

1. Equal Employment Opportunity (EEO) Counseling is an essential part of the federal system for processing and resolving employee, former employee, and applicant concerns. Before a formal EEO complaint can be filed, the complainant must first present the matter to an EEO Counselor for inquiry within **45 calendar days** from the date of the matter, or if a personnel action **within 45 calendar days** of its effective date or the date the aggrieved person became aware of the discriminatory event or personnel action.
2. Individuals with EEO concerns should contact the U.S. Army Garrison Kaiserslautern EEO Officer. The EEO office is located on Pulaski Barracks, Building 2925, Stairwell A. You can also call DSN 493-4277/4002; Commercial 0631-3406-4277/4002. You will have an opportunity to discuss your matter and, if appropriate, will be referred to an EEO Counselor for pre-complaint counseling or advised of the appropriate avenue to pursue a resolution.
3. The EEO Complaints Procedure should not be confused with the complaint procedures for military personnel described in AR 600-20, Equal Opportunity (EO). The EEO complaint processing avenue is open only to appropriated fund or non-appropriated fund civilian employees, former employees or applicants for employment. In some cases contractors are covered by this process. Any member of the military community, Soldier or civilian family member may file a complaint with their chain of command under AR 600-20.
4. In addition to placing this memorandum on an official bulletin board, it is suggested that all commanders and supervisors circulate this memorandum among your military subordinates and employees. If you do this, please create a record of individuals who review it.
5. A copy of this memorandum will be permanently displayed on official bulletin boards.

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6. Point of contact is the EEO Officer at 493-4277.



LARS N. ZETTERSTROM
LTC, EN
Commanding

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