



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-EE

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys and Area III Policy Letter # 75, Discrimination Complaint Procedures for Civilian Employees, Former Employees, and Applicants for Employment

1. The proponenty for this policy is the Equal Employment Opportunity Office.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. Title VII of the Civil Rights Act of 1964, as amended in 1991.
 - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
 - c. Title 29, Code of Federal Regulations, Part 1614.
 - d. EEOC Management Directive 110, 9 Nov 99.
4. This policy applies to U.S. Army Installation Management Command, U.S. Army Garrison Humphreys and Area III Korea activities employing U.S. civilian employees.
5. Individuals who believe they have been discriminated against because of race, color, sex (including pregnancy), religion, national origin, age (40+), equal pay/compensation, genetic information, disability (mental or physical impairments), or reprisal for involvement in equal employment opportunity activity may participate in the EEO complaint process.

Time Limits: Individuals who wish to file a complaint must initiate contact with an EEO official (EEO Manager, EEO Specialist) to begin pre-complaint processing. This initial contact must occur within **45 CALENDAR DAYS** of the matter alleged to be discriminatory or in the case of a personnel action within **45 CALENDAR DAYS** of effective date of the action or, when the aggrieved individual became aware, or reasonably should have known, of the alleged discriminatory action.

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SUBJECT: United States Army Garrison Humphreys and Area III Policy Letter #75,
Discrimination Complaint Procedures for Civilian Employees, Former Employees, and
Applicants for Employment

Individuals who wish to pursue pre-complaint processing should contact the following
servicing EEO office:

Equal Employment Opportunity Office
U.S. Army Installation Management Command
HQ, USAG Humphreys
IMHM-EE
ATTN: EEO Manager
Unit 15228, Bldg 753
APO AP 96271-5228
DSN: 753-6753 or 753-6482

6. Point of contact is USAG Humphreys EEO Manager, DSN 753-6753.



DARIN S. CONKRIGHT
COL, SF
Commanding

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