



# U. S. ARMY GARRISON DAEGU EEO OFFICE

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## Frequently Asked Questions

**Q: Where do I go to file an EEO complaint of discrimination?**

**A:** Appropriated Fund and Non-Appropriated Fund civilians, former employees and applicants for employment must **contact the USAG EEO Office** located at **Camp Henry in Building S1254, Phone Numbers DSN: 768-7174/768-7839/768-8634.**

**Q: What are the hours of the USAG Daegu EEO Office?**

**A:** The USAG Daegu EEO Office is **open from 0800 to 1700, Monday through Friday and closed on Saturday, Sunday and U.S. Federal holidays.** Although we prefer that individuals call ahead for an appointment you may walk-in at anytime during our regular business hours. We are flexible and the services we provide are based upon the needs of our customers.

**Q: Can I remain anonymous while filing an EEO complaint?**

**A:** Individuals filing complaints of discrimination can remain anonymous during the pre-complaint (or informal) phase only. If the individual pursues his/her complaint in the formal process, the individual lose the right to anonymity



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**Q: Who can file a complaint of discrimination?**

**A:** Any **employee, former employee, or applicant for employment** who believes his or her employment rights have been violated because of their race, skin color, sex or gender, age, mental or physical disability, genetic information and/or reprisal for previous participation in protected EEO activity may file a complaint of discrimination with the local EEO Office.

**Q: As a federal employee, can I file an EEO Complaint directly with the Equal Employment Opportunity Commission (EEOC)?**

**A:** As a federal employee, regulations require that you address your complaint of discrimination through the pre-complaint (or informal) process. This is done at your local, servicing EEO Office. A complaint of discrimination must be filed with the agency that allegedly discriminated against the complainant.

**Q: What are the timeframes involved in filing a complaint of discrimination?**

**A:** An aggrieved person must initiate contact with an EEO Official **within 45 calendar days** of the matter alleged to be discriminatory, or **within 45 calendar days** the aggrieved became aware that the incident was discriminatory (for complaints based upon personnel action, contact must be initiated with 45 calendar days from the effective date of the personnel action).



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**Q: Is there an age limit to filing an age discrimination complaint?**

**A:** Yes. The Age Discrimination in Employment Act (ADEA) of 1967 limits age discrimination complaints to complainants who are forty (40) years of age or above.

**Q: What action can I take if my supervisor treats me negatively after I file a complaint of discrimination or participate as a witness in an EEO investigation?**

**A:** Notify the EEO Office and your management officials; all employees, complainants, witnesses, applicants for employment are protected from reprisal and can file a complaint of discrimination if they believe they have been subjected to reprisal for their participation in protected EEO activity.

**Q: As a supervisor, what can I do if an employee files an EEO complaint, then afterward, their behavior becomes disruptive in the workplace?**

**A:** Ensure that you document in writing all incidents that you consider to be disruptive and/or counter to good order and discipline, and immediately contact Labor/Management Employee Relations (LMER) personnel for guidance. Employees are expected to perform their duties and conduct themselves appropriately in the workplace regardless of their complaint status.