



**USAG DAEGU/AREA IV
EQUAL EMPLOYMENT OPPORTUNITY (EEO)
DISCRIMINATION COMPLAINT PROCEDURES**



**FOR CIVILIAN EMPLOYEES, FORMER EMPLOYEES AND APPLICANTS
FOR EMPLOYMENT (U.S. CITIZENS ONLY)**

Individuals who believe they have been discriminated against because of their race, color, religion, sex, (including sexual harassment), age, national origin, physical and/or mental disability, genetic information and/or reprisal in employment matters subject to control of the Army, may participate in the EEO process without fear of coercion, restraint, interference, harassment, intimidation or reprisal. Complaints of discrimination based on age will be accepted only from employees or applicants who are at least 40 years old at the time the discriminatory act occurred or the effective date of the personnel action.

TIME LIMITS TO PROCEED IN THE INFORMAL EEO PROCESS: An Aggrieved person must initiate contact with an EEO official (EEO Manager, Specialist or Assistant) to proceed with pre-complaint counseling within **45 CALENDAR DAYS** of the matter alleged to be discriminatory OR, in the case of a personnel action within **45 CALENDAR DAYS** of the effective date of the action OR, when the Aggrieved individual reasonably should have become aware of the alleged discriminatory action.

AGENCIES AUTHORIZED TO ACCEPT FORMAL COMPLAINTS OF DISCRIMINATION:

A formal complaint of discrimination shall be filed within 15 Calendar days from the date the complainant receives the Notice of Right to File a Complaint of Discrimination. While Complainants located in Area IV may file allegations of discrimination with any of the addresses below, complainants are *highly encouraged* to use DA Form 2590 to file allegations of discrimination through the activity EEO Office. DA Form 2590 may be filed in person by visiting Building S-1254, located on Camp Henry, or by submitting allegations of discrimination by mail to the activity EEO Manager at **Commander, USAG Daegu, ATTN: EEO Manager IMDA-EE, Unit 15746, APO AP 96218-5746**. Anyone who receives a complaint of discrimination filed against any individual within the purview of Area IV, must immediately transmit the complaint of discrimination to the activity EEO Manager for processing.

Commander
USAG Daegu
ATTN: IMDA-EE, UNIT 15746
APO AP 96218-5746

U.S. Army Installation Management Command
2405 Gun Shed Road, Bldg 2261, 2nd Floor
ATTN: IMEE
Fort Sam Houston, TX 78234-1223

Commander
USAG Daegu
ATTN: IMDA-ZA, UNIT 15746
APO AP 96218-5746

Secretary of the Army
EEO Compliance and Complaints Review
ATTN: SAMR-EO-CCR
5825 21st Street, Building 214, Room 129

The Area IV EEO Office is located in Building S-1254 at Camp Henry, 768-8634/7839/7174