



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATCS-E

21 JUN 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 6, Equal Employment Opportunity

1. Reference U.S. Equal Employment Opportunity Commission, EEO Management Directive 715, EEO MD-715, October 1, 2003.
2. Diversity in today's Army is reflective of the changing Nation we serve. I am personally engaged in, and committed to, the concepts, policies, and objectives of the Army's Equal Employment Opportunity (EEO) Program. I expect all TRADOC leaders to ensure a workplace free from discrimination or harassment based on race, color, national origin, gender, religion, age, disability, or genetic information.
3. It is imperative that all leaders create a work environment that ensures our civilian employees do not fear harassment or reprisal should they seek to file an EEO complaint. Enclosed are TRADOC procedures for processing civilian complaints of discrimination.
4. I am strongly committed to ensuring discrimination does not exist in our hiring policies, civilian personnel practices, or actions affecting our civilian workforce and expect no less than complete support by all within TRADOC. Leaders must understand, enforce, and commit to the principles of EEO in all their personnel management practices. Successful mission accomplishment is dependent upon an environment where diversity of thought is respected, employment policies and procedures are transparent, inclusion is practiced, and all team members are treated with dignity and respect.
5. This policy letter is effective until superseded or rescinded.

Encl



DAVID G. PERKINS
General, U.S. Army
Commanding

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(see next page)

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**TRADOC PROCEDURES FOR PROCESSING
EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINTS**

1. Civilian employees and applicants for employment who believe they have been discriminated against have the right to file an EEO complaint under Title VII of the Civil Rights Act (based on race, color, national origin, gender, or religion), the Age Discrimination in Employment Act (applies to people who are age 40 or older), the Equal Pay Act, Title II of the Genetic Information Nondiscrimination Act of 2008, and/or the Rehabilitation Act (mental, physical disability).
2. Contact with an EEO counselor or EEO official must occur within 45 calendar days from the alleged discriminatory action or practice, or 45 days from when the aggrieved first becomes aware of the action or practice alleged to be discriminatory.
3. The initial informal EEO process is designed to clearly identify the issues, to gather the facts, and to seek early resolution of complaints. Mediation is often available to complainants as a means for resolution. An EEO official or counselor will generally conduct an informal EEO inquiry within 30 days of initial contact with EEO.
4. If sexual harassment is one of the claims raised in the EEO process, and the aggrieved is directly supervised by a military commanding officer or a military officer in charge of a unit, the aggrieved shall be advised that there are two separate statutes applicable (Title VII and 10 USC Section 1561) that can be used simultaneously.
5. Upon completion of the informal complaint process, if resolution cannot be achieved, an aggrieved will receive a Notice of Right to File (NRF) a Formal Complaint of Discrimination. Should an aggrieved chose to pursue their EEO complaint further, they then have the option of filing a formal EEO complaint within 15 calendar days of receipt of the NRF.
6. At the beginning of the formal EEO complaint process, a determination will be made to accept, dismiss, or partially accept/dismiss the identified claims. This should occur within 15 calendar days of receipt of a complainant's decision to file formal. The Army then has 180 calendar days from receipt of a formal complaint to complete its investigation. Department of the Army EEO complaints are investigated by the Investigations and Resolutions Division (IRD) of the DOD Civilian Personnel Management Service. At the conclusion of the investigation, the IRD investigator will issue a report of investigation (ROI). A copy of the ROI will be provided to the complainant, along with a notice of post-investigative options, advising the complainant that they have the choice of requesting a final Army decision (FAD) based on the investigative record or requesting a hearing before an Equal Employment Opportunity Commission (EEOC) administrative judge. Upon receipt of a decision from the EEOC judge, the Army will issue a final agency order. In cases where a complainant requests a FAD, the Army will generally issue a decision within 60 days of receipt of complainant's request.

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