

# PERMANENT NOTICE – DO NOT REMOVE FORT STEWART/HAAF EEO COMPLAINT PROCEDURES AND OFFICIALS

**WHO MAY FILE A COMPLAINT:** Any employee, former employee, an applicant for employment or certain contract employee covered by AR 690-600, including all Non-Appropriated Fund employees, who believes that he or she has been discriminated against because of race, color, religion, sex, national origin, age, physical or mental disability, and/or reprisal in an employment matter, including Equal Pay Act complaints, subject to the control of the Army, may initiate the Equal Employment Opportunity (EEO) complaint process.

**HOW TO FILE A COMPLAINT:** Prior to submitting a formal complaint for investigation, an aggrieved person must first contact and consult with an **EEO official**, who will make every effort to resolve the matter informally. This is called Pre-complaint Counseling. The pre-complaint process is set in motion when an individual contacts an EEO official and clearly exhibits intent to proceed with the EEO complaint process.

**TIME LIMITS:** Individual complaints must be brought to the attention of an EEO official within **45 calendar days** from the date the matter alleged to be discriminatory. In the event of a personnel action, the complainant has **45 calendar days** from its effective date or when he/she became aware of, or reasonably should have become aware of the discriminatory act.

**Fort Stewart/HAAF  
Directorate of Equal Employment Opportunity  
954 William H. Wilson Avenue  
Building 624, Suite 123  
Fort Stewart, GA 31314  
(912) 767-4074  
[stewimse-stw-eeo@conus.army.mil](mailto:stewimse-stw-eeo@conus.army.mil)**

**Department of the Army  
Director of EEO Compliance and Complaint Review  
1901 South Bell Street  
Suite 109B  
Arlington, VA 22202-4508**