



DEPARTMENT OF THE ARMY
235TH BASE SUPPORT BATTALION
UNIT 28614
APO AE 09177

AETV-WG-A

6 June 2002

MEMORANDUM FOR DISTRIBUTION A

SUBJECT: Equal Employment Opportunity Complaint Filing Procedures, Policy Letter #20

- 1. PURPOSE:** To establish procedures for filing EEO complaints of discrimination to seek redress.
- 2. WHO MAY FILE:** Any employee, former employee, or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, gender, national origin, age, physical or mental disability, and/or reprisal in an employment matter, including EPA complaints, subject to the control of the Army. The procedures for filing complaints of discrimination are outlined in AR 690-600.
- 3. WHERE TO FILE:** Complaints of discrimination may be filed with the following officials:

Equal Employment Opportunity Officer
235th Base Support Battalion
Building 5253, Room 205, Barton Barracks
Unit 28614
APO AE 09177
DSN 468-7733/7940; civ 0981-183733/940

Commander
235th Base Support Battalion
Building 5253, Barton Barracks
Unit 28614
APO AE 09177

Director of Equal Employment Opportunity
Department of the Army, ATTN: SAMR-SFECR
1941 Jefferson Davis Highway, Suite 109B
Arlington, VA 22202-4508

Secretary of the Army
ATTN: SAMR-SFECR
1941 Jefferson Davis Highway, Suite 109B
Arlington, VA 22202-4508

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4. This letter will be posted on all official bulletin boards.

A handwritten signature in black ink, appearing to read "Parker B. Schenecker", with a long horizontal flourish extending to the right.

PARKER B. SCHENECKER
LTC, MI
Commanding