



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

IMSE-GOR-EEO

NOV 15 2011

MEMORANDUM FOR All Gordon Directorates and Tenant Organizations

SUBJECT: Garrison Commander's Policy Memorandum No. 10- Costs for Processing Formal Equal Employment Opportunity (EEO) Complaints

1. Informal EEO complaints are processed at the installation level. At the formal stage, an investigation is conducted by the Department of Defense (DoD), Civilian Personnel Management Services (CPMS), Investigations and Resolutions Division (IRD), IAW AR 690-600, official transcripts are required as part of the investigation conducted by IRD, as well as for Hearings conducted by the Equal Employment Opportunity Commission.
2. Previously, the costs for transcription services were absorbed by the Garrison as part of the operating expenses of the EEO Office. Under current IMCOM guidance, the EEO Office can no longer provide funding for a cost above the Common Levels of Support (CLS) services.
3. Budget cuts in FY 2011 resulted in reduced funding levels, whereby the cost of unfunded services will be billed directly to the organizations.
4. Each organization will be notified when a complaint reaches the formal stage for investigation. Administrative procedures will be sent to each Directorate, providing instructions for direct payments to IRD and the court reporter service. It is recommended that the cost for transcription services is included in budget projections as part of your organization's annual operating expense should an employee file a complaint that requires formal processing. Actual costs cannot be billed until after the Investigation/Fact Finding Conference (FCC) is completed and a transcript is received in the EEO Office. The average cost in FY 2010 for court reporting transcriptions ranged from approximately \$800 to \$1600 per complaint, depending on the size of the transcript.
5. The proponent for this action is the Equal Employment Opportunity Office, (706) 791-4551.


ROBERT A. BARKER
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 62 - Equal Employment Opportunity, dated 21 December 2010.