



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5000

IMGO-ZA

SEP 15 2015

MEMORANDUM FOR All Garrison Personnel

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. The cost of these transcription services will be billed directly to organizations.
2. Each organization will be notified when a complaint reaches the formal stage of investigation. Administrative procedures will be sent to each directorate, providing instructions for direct payment to the court reporter service. Court reporter fees are billed through a single credit card purchase request submitted by the organization. It is recommended that the cost for transcription services be 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 is completed and a transcript is received by the EEO Office. The average cost in FY13 for court reporting transcriptions ranged from approximately \$500.00 to \$2500.00 per complaint. Although these are aggregate numbers, the actual cost depends on the size of the transcript and number of days involved in the investigation.
3. The proponent for this action is the Equal Employment Opportunity Office, (706) 791-4551.

A handwritten signature in black ink, appearing to read "S.G. Anderson", written over a horizontal line.

SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes the Garrison's Policy Memorandum No. 10 – Costs for Processing Formal Equal Employment Opportunity (EEO) Complaints, dated 04 September 2014.