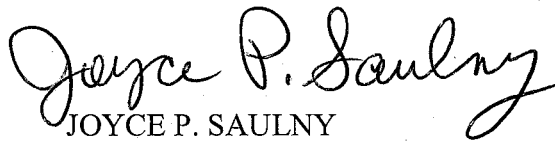


## MEMORANDUM FOR ALL NEW ORLEANS DISTRICT EMPLOYEES

SUBJECT: Equal Employment Opportunity Complaints Process

1. The Equal Employment Opportunity (EEO) counseling program provides the initial step in the discrimination complaint process. Individuals who believe they have been discriminated against because of their: Race, Color, Religion, Sex (includes sexual harassment), National Origin, Age (40 or above), Disability (mental or physical), Reprisal (previous EEO activity) and GINA (genetic information) must contact the EEO Office within **45 calendar days** if they wish to file a discrimination complaint to resolve the matter. Alternative Dispute Resolution (ADR) may be offered to resolve the disputed issue(s). Army's preferred method of ADR is mediation.
2. If your complaint is not resolved within **30 calendar days** after filing an informal complaint, you may file a formal complaint with the EEO Office. A formal complaint must be filed within 15 calendar days from receipt of the Notice of Right to File a Formal Complaint of Discrimination. Agents who wish to file class complaints of discrimination must also contact the EEO Office within **45 calendar days** of the alleged discriminatory action.
3. If you need assistance or have any concerns, please contact Linda Bullock-Bouie (EEO Director, 862-2468), Joyce Saulny (Complaints Manager, 862-2238), or Jody Ancar (EEO Specialist/Intern, 862-1265). The EEO Office is located in Room 245 at district headquarters.
4. For an overview of the complaints process timeline, please click on this link [Complaints Timeline](#).

  
JOYCE P. SAULNY  
Complaints Manager

# OVERVIEW EEO COMPLAINT PROCESS

