## **Equal Employment Opportunity**

New Orleans District, 7400 Leake Ave., New Orleans, LA 70118



Employees, former employees, and applicants for employment are protected by law from discrimination because of race, color, religion, sex (includes sexual/nonsexual harassment, sex-based wage discrimination, pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), mental or physical disability, genetic information, and/or reprisal in employment matters under the control of the Army. **An individual who believes** he/she is a victim of discrimination must contact an EEO official within 45 calendar days of the alleged act of discrimination to file a timely INFORMAL EEO COMPLAINT (PRE-COMPLAINT).

The EEO Manager will assign an EEO Counselor to inquire into the allegation of discrimination, and seek resolution of the matter(s) during the informal (pre-complaint) stage. EEO Counselors are free to make whatever inquiries are necessary to informally resolve the matter. An individual may elect traditional EEO counseling (counselor has 30 calendar days to attempt resolution) or Alternative Dispute Resolution (ADR), if offered. ADR (mediation method) must be completed within 90 calendar days from the date the informal (pre-complaint) was filed. During the informal (pre-complaint) stage, the individual may be referred to as the "Aggrieved" in procedural documents and during inquiry into the matter. Also, prior to the end of the 30 calendar days for traditional counseling, at the request of the EEO counselor, the Aggrieved may agree in writing to extend the counseling period for up to 60 additional days.

If the matter is not resolved during traditional EEO counseling (w/in 30 calendar days) or ADR (w/in 90 calendar days) during the informal (pre-complaint) stage, the Aggrieved will be issued their Notice of Right to File a FORMAL Complaint of Discrimination. If the matter is resolved with a Negotiated Settlement Agreement (NSA), the notice to file a FORMAL complaint will not be issued.

Employees and former employees who believe an Army action appealable to the Merit Systems Protection Board (MSPB) was effected because of discrimination, may choose to file a MSPB appeal within 30 days of the effective date of the personnel action. HOWEVER, the Aggrieved waives his/her right to file a FORMAL EEO complaint on the same matter appealed to the MSPB or if a Personnel administrative grievance was filed on the same matter. Examples of actions that are appealable to the MSPB are removals, suspensions of more than 14 days, reductions in grade or pay, and furloughs of 30 days or less. These examples are not all-inclusive. Please visit www.mspb.gov for more information on MSPB appeals.

WHERE TO FILE A FORMAL EEO COMPLAINT: Formal complaints of discrimination may be filed with the New Orleans District EEO Office or the New Orleans District Commander at the address shown at the top of this page. Complaints may also be filed with the Army Director of EEO or the Secretary of the Army at the address shown at the bottom of this page. It is highly recommended that complaints are filed directly with the local EEO Office or District Commander for expeditious processing of their complaint. Complaints sent to the address below will be forwarded to the local EEO Office or District Commander for processing.



**US Army Corps of Engineers**New Orleans District

The Army Director of EEO and the Secretary of the Army may be contacted at the following address: Department of the Army, EEO Compliance and Complaints Review (EEOCCR), ATTN: SAMR-EO-CCR, 5825 21st Street, Building 214, Room 113, Fort Belvoir, VA 22060-5921