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.

[Signature]
JOYCE P. SAULNY
Complaints Manager
OVERVIEW EEO COMPLAINT PROCESS

ALLEGED ACT OR ACTION

EEO COUNSELOR

45 DAYS

FINAL INTERVIEW

15 DAYS

FORMAL EEO COMPLAINT FILED

INVESTIGATION COMPLETED

DECISION BY AJ

40 DAYS

FINAL ACTION BY AGENCY

180 DAYS

AGENCY OR COMPLAINT

30 DAYS

FINAL ACTION BY THE ARMY

30 DAYS + 60 DAYS

ALTERNATIVE DISPUTE RESOLUTION (ADR) PROCESS

APPEAL TO OFO

CIVIL ACTION IN COURT

AGENCY OR COMPLAINT

COMPLAINANT ONLY

45 DAYS

30 DAYS