



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
GULF REGION DIVISION
USACE-GRD
APO AE 09316



12 OCT 2007

690-1

CEGRD-EO

MEMORANDUM FOR ALL GULF REGION DIVISION TEAM MEMBERS

SUBJECT: Equal Employment Opportunity Complaints of Discrimination Process

1. References:

- a. 29 Code of Federal Regulation (CFR), part 1614.
- b. Army Regulation 690-600, dated 9 February 2004, Chapter 3.

2. As Commander of the U.S. Army Corps of Engineers, Gulf Region Division, I am responsible for ensuring that the following information is publicized and posted on all official bulletin boards, with easy access to all civilian employees and certain contract employees.¹

3. Civilian employees, applicants for employment, and former employees of the U.S. Army Corps of Engineers, Gulf Region Division, who believe they have been discriminated against based on their race, color, sex (including sexual harassment), marital or parental status, national origin, age (40 and over), physical/mental disability, religion, or reprisal in an employment matter, including Equal Pay Act complaints, may file an Equal Employment Opportunity (EEO) complaint of discrimination using the procedures described below.

- a. You should contact the organization's EEO officer or an EEO counselor within 45 days of the action(s) or practice(s) alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action, or within 45 days from when you first became aware of the action or practice.

- b. Because the timeliness factor is one of the critical elements in complaint processing, the EEO official or counselor will distinguish the purpose of the initial contact, i.e., to seek information concerning the EEO process or to proceed with the precomplaint process, and to record the initial contact accurately.

- c. When conducting the pre-complaint intake interview, the EEO official or counselor will explain the Administrative Dispute Process (ADR), including the differences between ADR and traditional counseling. You will be advised of the right to choose participation in ADR, if deemed appropriate or traditional counseling.

¹ Inquiries to EEO counselors from employees who are not civil service employees should be referred to the EEO officer.

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d. During the intake process, you will receive a copy of the notice entitled "Aggrieved Person's Rights and Responsibilities" which informs you of the other avenues available for filing allegations of discrimination, time frames for conducting the informal inquiry, and your responsibilities during the complaint process.

e. The EEO counselor has 30 calendar days to complete the informal counseling stage of your complaint and to provide you with the "Notice of Right to File an EEO Complaint" during your final interview.

f. If you believe your complaint was not resolved informally, you have 15 calendar days from the date of the final interview with the EEO counselor, or 30 days from the date of the initial contact with the EEO counselor to file a formal complaint.

g. You or your representative may file your formal complaint. However, only you can sign your formal complaint.

h. To expedite the processing of your formal discrimination complaint, I recommend that you file your complaint with the Gulf Region Division's EEO officer. You also have the right to file your complaint with the Director of EEO for Army or the Director of EEO for the U.S. Army Corps of Engineers. They, in turn, will forward your complaint to the Gulf Region Division EEO office for processing.

i. The address of the Director of EEO for the U.S. Army:
Director of Equal Employment Opportunity/Civil Rights
ATTN: Deputy for EEOCCR (SAMR-EO-CCR)
1941 Jefferson Davis Highway
Suite 109B
Arlington, Virginia 22202-4508

j. The name and address of the Director of EEO for the U.S. Army Corps of Engineers:
Gonzellas E. Williams, Director
HQ, U.S. Army Corps of Engineers
ATTN: CEEEO
441 G. Street, NW
Washington, DC 20314-1000

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k. The name, postal, email addresses and telephone numbers of the Gulf Region Division's EEO Officer:

Bernadette A. Green, EEOO
Gulf Region Division
ATTN: CETAC-EO
P.O. Box 2250
Winchester, Virginia 22604 -1450
Telephone number: 540.665.3943
Email: Bernadette.A.Green@tac01.usace.army.mil

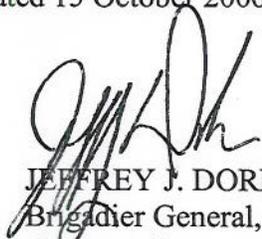
4. As a complainant, you have the right to:

a. Anonymity during the counseling stage of your pre-complaint.

b. To choose any person you wish, to represent you at any stage during the processing of your complaint, unless such representation is determined to be a conflict of interest to the EEO function.

5. For additional information regarding our EEO discrimination complaints process, please consult the Gulf Region Division's EEO office's intranet homepage or by contacting the EEO office at 540.665.3943, DSN: 265.3943 or by email: bernadette.a.green@tac01.usace.army.mil.

6. This memorandum supersedes 690-1, dated 15 October 2006, subject as above.



JEFFREY J. DORKO
Brigadier General, U.S. Army
Commanding