



DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
P.O. BOX 6898
JBER, AK 99506-0898

ALASKA DISTRICT POLICY LETTER NO. 10

AUG 21 2018

SUBJECT: How to File an Equal Employment Opportunity (EEO) Complaint Policy


1. Present employees, applicants for employment, or former employees who believe they are or have been a victim of discrimination because of race, color, religion, gender, national origin, age, mental or physical disability, or reprisal because of prior EEO activity, may seek redress under Title VII of the Civil Rights Act. Acts of discrimination regardless of the degree, take away from the District's goal of "Building and Preserving Alaska's Future."
2. In order to file an 'Informal' EEO complaint (which is required in the federal sector before a "Formal" EEO Complaint can be filed) within the Alaska District, you must contact the District EEO Officer. The initial contact must occur within 45 calendar days of the date of the alleged event giving rise to the complaint, or within 45 calendar days of the date you first became aware of (or should have become aware of) the alleged event giving rise to the complaint. Posters, providing contact information for the EEO Manager, are on all official bulletin boards throughout the District.
3. Once an Informal Complaint is filed, it will be assigned to an EEO counselor for counseling. The initial counseling period is thirty (30) calendar days. The counseling period can be extended to a maximum of ninety (90) calendar days in the following circumstances:
 - a. Unavoidable events such as emergencies, illnesses, pre-scheduled TDY's or leaves, etc.
 - b. When both management and the complainant agree to participate in mediation under the Corps of Engineers Alternate Dispute Resolution (ADR) Program to address the issue.
 - c. When the end of the 30-day period is nearing and the two parties are close to a resolution, and then only with the complainant's approval.
4. If a resolution cannot be reached through EEO counseling or ADR, the complainant will be issued written notice of the right-to-file a Formal EEO Complaint.
5. The Formal EEO Complaint must be filed within fifteen (15) calendar days of the date the complainant received the right-to-file letter from the EEO counselor. The formal complaint must be submitted in writing, preferably on a DA Form 2590-A (which was attached to the right-to-file letter). It must be delivered either in person, by FAX, or by

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mail (if mailed, it must be post marked within 15 calendar days of the date the right-to-file letter was received).

6. For questions concerning this letter, please contact our EEO Representative Ms. Carol Mickens, POA EEO Manager, at (907) 753-2603.



PHILIP J. BORDERS
COL, EN
Commanding