



DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
NEW ENGLAND DISTRICT
696 VIRGINIA ROAD
CONCORD MA 01742-2751

CENAE-ZO

24 September 2020

MEMORANDUM FOR UNITED STATES ARMY CORPS OF ENGINEERS (USACE)
NEW ENGLAND DISTRICT (NAE)

SUBJECT: NAE Command Policy #3 – Civilian Equal Employment Opportunity (EEO)
Policy

1. REFERENCES.

- a. AR 690-12, Equal Employment Opportunity and Diversity, 12 December 2019.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 09 February 2004.
- c. USACE NAD Equal Employment Opportunity Policy (CMD-3), 23 July 2020.
- d. USACE Commanding General's Policy Memorandum #3, 24 September 2020.

2. PURPOSE. Outline USACE NAE Commander's EEO Policy.

3. APPLICABILITY. This policy applies to all civilian personnel assigned or attached to New England District.

4. POLICY.

a. NAE fully supports and enforces the Army's Equal Employment Opportunity (EEO) and Affirmative Action/Employment program policy. Army EEO policy mandates equal opportunity and treatment for all employees and applicants for employment without regard to race, color, religion, sex (gender identity, sexual orientation, sexual harassment, pregnancy, transgender), national origin, age (40 and older), genetic information, physical and/or mental disability, reprisal, or when engaging in protected activities. Discrimination based upon any of these reasons is unlawful and prohibited.

b. Supervisors at all levels must lead the workforce in fostering a positive work environment, free of all forms of discrimination, and one in which EEO is the norm. Leaders shall promptly address issues of discrimination, unfair treatment, consideration of others, and shall foster transparent communication within the organization. To reinforce this commitment, supervisory performance elements and standards shall explicitly include specific EEO program support expectations.

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c. NAE leadership at all levels shall apply EEO principles to all personnel policies, practices, or actions affecting employment. Leaders must make selections for training or career development programs, merit promotion actions, awards, and other types of recognition and personnel actions in accordance with sound and equitable personnel management practices.

d. We encourage all members of the NAE team to strive for, achieve, and maintain a positive workplace environment. Together we best serve the people of New England and the Nation through a workplace imbued with character and in which we respect each other, accept diversity, and accomplish our mission by passionately delivering superior results.

5. NAE has established an EEO complaint processing system to ensure accessibility for all. Employees who want to file an informal complaint of discrimination must do so within 45 calendar days of the occurrence. The point of contact for the NAE Equal Employment Opportunity program or any EEO complaints is Ms. Jacqueline (Jackie) DiDomenico, NAE EEO Manager, at (978) 318-8448 or email: jacqueline.d.didomenico@usace.army.mil.

6. The point of contact for this memorandum is the NAE Chief of Staff, Mr. Jon Belmont, at (978) 318-8886 or email: Jonathan.T.Belmont@usace.army.mil.

JOHN A. ATILANO II
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Commanding