



**U.S. ARMY CORPS OF ENGINEERS
NEW ENGLAND DISTRICT
696 VIRGINIA ROAD
CONCORD, MASSACHUSETTS 01742-2751**

**EQUAL EMPLOYMENT OPPORTUNITY
COUNSELING STAFF**

JOHN A. ATILANO II
District Commander
(978) 318-8220

MICHAEL P. CARVELLI
Deputy Commander
(978) 318-8222

JACQUELINE DIDOMENICO
EEO Manager
(978) 318-8448

INDIVIDUAL COMPLAINTS OF DISCRIMINATION

Any employee, federal employee or applicant applying for employment, who believes he or she has been discriminated against because of race, color, religion, sex (to include pregnancy, gender identity, sexual orientation), national origin, age (40 and older), genetic information, physical and/or mental disability, reprisal or when engaging in protected, subject to the control of the Army, must consult with an EEO Counselor prior to initiating a precomplaint under AR 690-600 in order to try to informally resolve the matter.

When an individual contacts an EEO staff member seeking information concerning the EEO complaint process and is still clearly undecided at the end of the initial contact whether to proceed with the EEO complaint process, this contact is called an "information inquiry." In accordance with AR 690-600 such contacts will be documented by the use of the Information Inquiry Summary (DA Form 7509).

The aggrieved must request an EEO Counselor in order to present their employment matter for inquiry within **45** calendar days from the date of the alleged discriminatory event, the effective date of a personnel action, or the date that the aggrieved person became aware or reasonably should have become aware of the discriminatory event or personnel action.

This first phase of the EEO complaint is referred to as the "precomplaint" process. The precomplaint process is set in motion when an individual clearly exhibits intent to proceed with the EEO complaint process. A counselor must be consulted before a formal complaint is filed.

When applicable, employees should also be advised that they may grieve allegations of discrimination under the negotiated grievance procedure (Title 5, United States Code, Section 7121) or through the Merit Systems Protection Board appellate procedures. For the time limits for filing complaints under the Merit System Protection Board see 5 CFR 1200 et. seq.

OFFICIALS AUTHORIZED TO RECEIVE FORMAL COMPLAINTS OF DISCRIMINATION

COL JOHN A. ATILANO II
Commander

MAJ MICHAEL P. CARVELLI
Deputy Commander

JACQUELINE DIDOMENICO
EEO Manager

Department of the Army
Director, EEO Compliance and Complaints Review
ATTN: SAMR-EO-CCR
5825 21st Street, Building 214, Room 129
Fort Belvoir, VA 22060-5921

Secretary of the Army
ATTN: SAMR-EO-CCR
5825 21st Street, Building 214, Room 129
Fort Belvoir, VA 22060-5921

If you believe you have been discriminated against, contact Jacqueline DiDomenico, EEO Manager, at (978) 318-8448 for assignment of an EEO Counselor. If you believe you have been treated unfairly, but not discriminated against for any of the reasons mentioned above, then contact the Human Resources Office at (978) 318-8221.