



## Civilian Discrimination Complaint Process

## Equal Employment Opportunity Complaint Process

## Strength Through Diversity: Our Commitment and Our Goal

The goal of the Defense Threat Reduction Agency (DTRA) Equal Opportunity (EO) and Diversity Programs Office is to eliminate discrimination in employment and personnel practices and to ensure a workforce that represents our diverse society.

Any current employee, applicant for employment, or former employee of the DTRA who believes he or she has been discriminated against because of race, color, religion, sex (including sexual harassment), national origin, age (40 or over), physical or mental disability, or reprisal is entitled to consult the EO Office to attempt resolution of the matter. You must bring the matter to the attention of the EO Office within 45 calendar days from the date of the discriminatory act or within 45 calendar days of the effective date of the personnel action.

**The Alternative Dispute Resolution (ADR) Program** — The Program covers most types of workplace disputes. ADR is strictly voluntary and confidential. Contact: the ADR Advisor at 703.767.5896 (*see DTRA Instruction 5145.5.*)

Employees, supervisors, or managers who have questions about the civilian or military EO process or Affirmative Employment Programs are requested to contact the DTRA EO Office at 703.767.4451 (DSN 427.4451) fax 703.767.4435, located at 8725 John Kingman Road, MSC 6201, Ft. Belvoir, Virginia 22060-6201, Room 4429

