

# *Sample Complaint Letter*

Ms. Marie Bobblehead  
EEO Officer  
P.O. Box 1715  
Somewhere, DC 20202

**Re: Complaint of Discrimination  
Complainant v. U.S. Army Corps of Engineers**

Dear Ms. Bobblehead:

Please allow this letter to serve as my complaint of discrimination against the U.S. Army Corps of Engineers. I have contacted your office both by phone and in person and have received no response. Most recently, on December 16, 2004, I came to your office to file a complaint of discrimination and filled out an Information Inquiry Summary. Since that date, I have received no further communication from your office. I have therefore sought timely counseling but no EEO counselor has contacted me. Thirty days have passed and this is a Formal Complaint of Discrimination.

My complaint of discrimination includes the following:

- I am a 51 year old Asian female and I began working for United States Corps of Engineers in 1990-1991 as a Procurement Technician, GS-5. As of today, I am still in the same position.
- There are 6 Procurement Technicians with same series and title. Every one of them, including 4 Caucasian females, is a GS-7 except for me. We all have the exact same job title, and have at times performed similar work. Yet, I have remained as a GS-5.
- I requested a desk audit at the same time as a Caucasian worker for the same work; she was promoted but I was not.
- I have requested, on a continuous basis, Flexiplace/work at home. I have been denied and a Caucasian co-worker was approved but it is not clear what, if any, work she does at home.
- Management has intentionally given the Caucasian employees better work assignments in order to promote them.
- I feel that I am being discriminated based on my race and age by management because I have been treated differently than other, Caucasian, Procurement Technicians.
- Secondly, I have been treated differently than other employees in that I have received a lower rating than all of the other employees. My lowered

ratings are also discriminatory in nature. This has meant that I do not receive any monetary awards.

- I have also been subject to harassment and a hostile work environment by my supervisors including Mr. Harasser, Assistant Chief of Procurement. He told me on several occasions that I should not speak to other supervisors about any problems I am having. He told me that he put my name on a list of people who were going to retire without having received my permission.
- Dr. Hostile, Chief of Procurement, told me to go find a job somewhere else. His actions were discrimination based on my age and race. Dr. Rich also said that I would be sitting her in 10 years complaining about the same thing. These discriminatory remarks and the constant and severe harassment by my supervisors have lead to a hostile work environment.
- Lastly, on December 6, 2004, I was given a memorandum of counseling by Mr. Uptonogood, which was unfair and discriminatory in nature. When Mr. Uptonogood became my supervisor in November 2004, he interviewed me and cancelled my credit card which I had used for purchasing. No other employee had their credit card taken form them. Mr. Uptonogood then asked me to work on supplies and repeatedly harassed me regarding status reports. No other employees were subject to this behavior. I was then unfairly accused of not working fast enough.
- In short, I am being subjected to disparate treatment and a hostile work environment based upon illegal factors such as my race.

Please be aware that I am being represented by counsel in the above referenced matter. After reviewing the Complaint of Discrimination, please contact my attorney so the appropriate actions can be taken.

Sincerely,

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Complainant

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Date

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Snider & Associates, LLC  
1-800-DISCRIMINATION  
“Justice in the Workplace”

Enclosures