



UNITED STATES COAST GUARD

Civil Rights Directorate

Region 1, Zone 2

Coast Guard policy is to ensure fair treatment and equal opportunity for all its military and civilian personnel regardless of race, gender, color, national origin, religion, reprisal, and where applicable, sexual orientation, age, and/or disability. As a center of leadership excellence and character development, we must each do our part in ensuring every member, civilian and military, is valued and treated with respect. As we move toward greater diversity, we must all work together, demonstrating our commitment and taking affirmative actions to promote a positive human relations climate to assist in eliminating any last vestiges of unlawful discrimination that may exist.



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Serving all units in New Jersey, New York, and Connecticut

Civilian Complaint Procedure

Any aggrieved employee (including CGES), or applicant for employment, believing s/he has been discriminated against because of RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION, AGE (40 & above), PHYSICAL or MENTAL HANDICAP and/or REPRISAL for participation in a protected activity and who wishes to file a complaint of discrimination, must contact a CIVIL RIGHTS SERVICE PROVIDER prior to submitting a formal complaint. Contact must be made within **45 CALENDAR DAYS** of the date of the action giving rise to the belief of discrimination, or if a personnel action, within 45 calendar days of its effective date. Those seeking counseling may choose to remain anonymous during the counseling process.

Military Complaint Procedure

This procedure applies to all Coast Guard members performing duty that subjects them to the Uniform Code of Military Justice. Any member who believes s/he has been discriminated against because of RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER or REPRISAL may file a complaint of discrimination. Members should attempt resolution through the chain of command whenever possible or through any appropriate procedures available, i.e., Complaint Mast, Special Request Chit, Booking Chit, NJP, or Marks Appeals procedures. Members unable to resolve their complaints informally may file a formal complaint within **45 CALENDAR DAYS** of the act or discovery of an incident giving rise to the complaint.

Mediation

Mediation is one method of Alternative Dispute Resolution (ADR), and is also the preferred method used in the Coast Guard. Mediation is an informal process in which the parties are assisted by a neutral and impartial third party who assists in establishing procedures, identifying issues, and defining resolution. The mediator has no stake in the outcome, is not a judge, and has no power to make decisions. The mediation process consists of a certified mediator sitting down with conflicting parties and, in a structured process, helping them to hear and understand each others concerns and issues to work out a solution to their problems. **The mediator's role is that of a neutral and impartial third party, skilled in the art of negotiation, who has no decision making authority.**