

# CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY (EEO)

## COMPLAINT PROCESS

Any current employee, applicant for employment, or former employee of MCCS who believes he or she has been discriminated against because of race, color, religion, sex, national origin, age (over 40), physical or mental disability, or reprisal is entitled to consult an EEO counselor to try to resolve the matter.

The matter must be brought to the attention of an EEO counselor within 45 calendar days from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action, or the date that the individual knew or reasonably should have known that it occurred.

The EEO counselor is required to make whatever inquiries are necessary to see a solution to the matter on an informal basis; individuals have the right to remain anonymous during the informal counseling stage. If, after 30 days, the counselor is unable to resolve the matter to the satisfaction of the individual involved, the counselor will issue a Final Interview Notice. The counselor will inform the individual in writing of his/her right to file a formal complaint, the applicable item requirements (within 15 calendar days of receipt of Final Interview Notice), and the names and address of officials authorized to receive formal complaints of discrimination.

Employees, supervisors, and managers who have questions about the EEO process, Affirmative Employment Programs, or Special Emphasis Programs (e.g. Hispanic Employment Programs, Individuals with Disabilities Program) please call the EEO Office at your location.

If you are a current employee, applicant for employment, or a former employee, you may contact one of the following EEO Officials to initiate informal EEO counseling:

**NAF EMPLOYEES SHOULD CONTACT:**

**Ms. Marcie Martin at (760) 830-6807**

**CIVIL SERVICE EMPLOYEES SHOULD**

**CONTACT: (760) 830-7370 or (760) 830-4723**

### Civilian Discrimination Complaint Process under 29 C.F.R. Part 1614

Occurance

30 Days to Counsel

Final Interview

15 Calendar Days to  
File Formal Complaint

Complaint Filed

180 Days to  
Investigate & Issue  
ROI\* with notice

30 Calendar Days to  
request FAD\*\* with  
EEOC Hearing or FAD  
without Hearing

If Hearing

If No Hearing

60 Days from  
receipt  
of Admin Judge  
finding  
to issue final  
DON decision

60 Days from  
request  
to issue final  
DON  
decision

30 Days from receipt  
official DON decision to  
appeal to EEOC

30 Days from receipt of  
EEOC Office of Federal  
Operations decision to  
request reopening

30 Days from receipt of  
EEOC Office of Federal  
Operations decision to file  
Civil Action

\*ROI - Report of Investigation  
\*\*FAD - Final Agency Decision