

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 for 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 of his/her right to file a formal complaint and the names and address of the officials authorized to receive formal complaints of discrimination.

Employees, supervisors, and managers who have questions about the EEO process please call the appropriate EEO representative (NAF or Civil Service).

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

NAF EMPLOYEES SHOULD

Contact:

Ms. Tia L.F. Moala

760 830.6597

CIVIL SERVICE EMPLOYEES

Contact: 760 725.9810

Civilian Discrimination Complaint Process under 29 D.F.R. Part 1614

Occurrence
45 Days to Report

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 of
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

*ROI: Report of Investigation
**FAD: Final Agency Decision