

# Marine Corps Civilian Equal Employment Opportunity (EEO) Complaint Process

Any current employee, applicant for employment, or former employee of Marine Corps Civilian Human Resources Office- Southwest and its serviced commands who believes he or she has been discriminated against because of **RACE, COLOR NATIONAL ORIGIN, AGE (40), SEX, RELIGION, 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 seek 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 Notice of Final Interview (NOFI). The Counselor will inform the individual in writing of his/her right to file a formal complaint. The NOFI will contain the applicable time requirements (you have 15 calendar days from the date of receipt of the NOFI to file a formal complaint), the names and addresses of officials authorized to receive formal complaints of discrimination and information regarding the EEO process.

Employees, supervisors and managers who have questions about the EEO process, Affirmative Employment Program, Alternative Dispute Resolution or Special Emphasis Programs, e.g. Hispanic Employment Programs, Individuals with Disabilities Programs, Federal Women’s Program etc., should call the EEO Office at your location.

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

