

# 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.

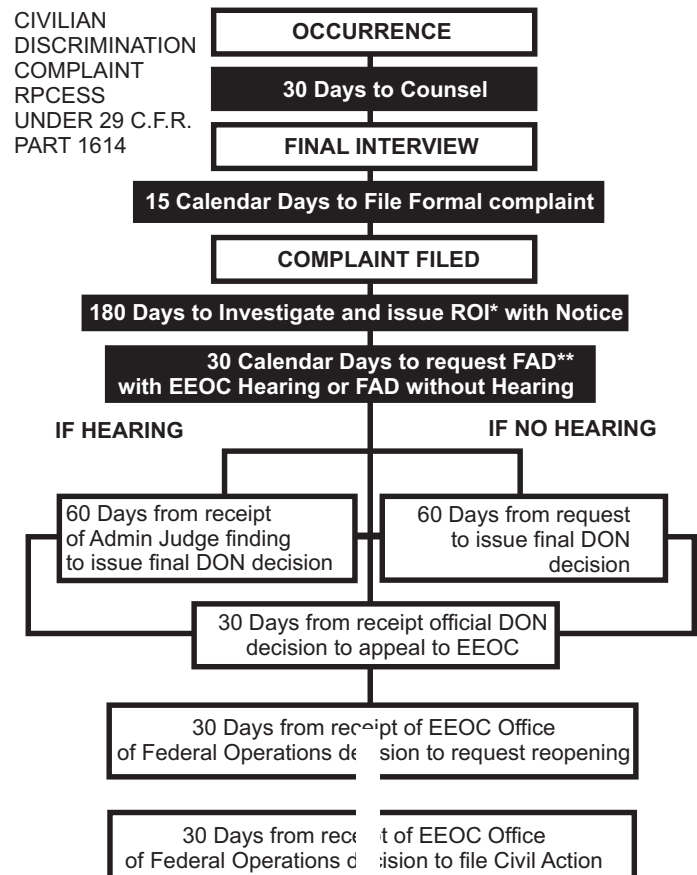
If you are a current employee, applicant for employment, or a former employee, you may contact one of the following EEO Officials to initiate informal EEO counseling:

## NAF EMPLOYEES SHOULD CONTACT:

**Ms. Rachael Abernathy**  
**(760) 830-6163 ext. 405**

## CIVIL SERVICE EMPLOYEES SHOULD CONTACT:

**Angie Cheek**  
**(760) 830-7370**



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