



EEO Frequently Asked Questions

Q: Who can file a complaint of discrimination?

A: Any employee, former employee, or applicant who believes his or her employment rights have been violated because of their race, skin color, gender, national origin, age, religious belief or non-belief, physical or mental disability, genetic information, and/or reprisal for previously participating in an EEO activity may file a complaint of discrimination with the local EEO office.

Q: As a federal employee, can I file an EEO complaint directly with EEOC?

A: As a federal employee, regulations require that you address your complaint of discrimination through the informal (pre-complaint) process. This is done with your local EEO office. A complaint of discrimination must be filed with the agency that allegedly discriminated against the Complainant.

Q: What are the timeframes involved in filing a complaint of discrimination?

A: An aggrieved person must initiate contact with an EEO Counselor within **45 calendar**-days of the date of the matter alleged to be discriminatory, or within 45 calendar days the aggrieved became aware that the incident was discriminatory (complaints based on personnel action, contact must be within 45 calendar-days from the effective date of the personnel action).

Q: Where do I go to file an EEO complaints of discrimination?

A: Appropriated Funds and Non-Appropriated Fund civilian employees services by MCCS HROs' or MCIPAC CHROs (Includes III-MEF, MCB Butler Okinawa, MCAS Futenma, MCAS Iwakuni, Camp Fuji, Camp Mujuk, Guam, MCB Hawaii must contact the MCIPAC EEO Office located in Building 495 on Camp Foster (Phone Numbers: 645: 5422).



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Q: What action can I take if my supervisor treats me negatively after I file a complaint of discrimination or participate as a witness to an EEO investigation?

A: Notify your EEO office and management officials; all employees, complainants, witnesses, and applicants are protected from reprisal and can file a complaint of reprisal for to their EEO office for participating in a previous EEO case, or for any prior EEO activity.

Q: As a supervisor what can I do if an employee files an EEO complaint and then refuses to perform their duties and their behavior becomes disruptive in the workplace?

A: Ensure you document the all information, and immediately contact your HRO Employee Relations Section for guidance via coordination with the next level supervisor. Employee are expected to perform their duties and conduct themselves appropriately in the workplace regardless of a pending complaint file with the EEO office.

Q: Can I remain anonymous while filing an EEO complaint?

A: Individuals filing complaints of discrimination can remain anonymous during the informal process only. If the individual pursues his/her complaint in the formal process, he/she loses the right to anonymity.

Q: Is there an age limit to filing an age discrimination complaint?

A: Yes, a person has to be 40 years of age or older to file an complaint of discrimination based on age.



EEO Frequently Asked Questions

Q: What are the Special Emphasis Programs?

A: The Special Emphasis Programs include:

Black History Program

Federal Women's Program

Asian-Pacific Islander Heritage Program

Hispanic Employment Program

Disability Awareness Program

Native American Heritage Program

Q: How do I join one of the special emphasis program committees?

A: In order to volunteer as a Special Emphasis Program Manager or committee member you must first get authorization from your supervisor. If your supervisor authorizes your participation, please contact your local EEO office.

Q: What are the hours of the EEO office?

A: The EEO office is opened from 0730 to 1600, Monday through Friday. Appointment hours are Monday through Friday 0800 to 1500, excluding holidays. However, appointments are flexible and based on the needs of our customers. Please contact an EEO counselor and discuss appointment times.