



MARINE CORPS SOUTHWEST REGION CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT PROCESS

Any current employee, applicant for employment, or former employee (Appropriated and Non-Appropriated Fund) of Marine Corps Installations West and its serviced commands (MCB Camp Pendleton, FSD Barstow, MAGTFTC, MCAGCC Twentynine Palms/Bridgeport/Yuma/ Coronado/Virginia Beach, MCAS Camp Pendleton, MCAS Miramar, MCAS Yuma, MCLB Barstow, MCRD San Diego, MCTSSA, MDMC Barstow, Western Recruiting Region, 8th Marine Corps District, 9th Marine Corps District, 12th Marine Corps District and MCCES Twentynine Palms) who believes that he or she has been discriminated against because of **RACE, COLOR, RELIGION, SEX (including pregnancy, sexual orientation, and gender identity), NATIONAL ORIGIN, AGE (40 or older), PHYSICAL OR MENTAL DISABILITY, GENETIC INFORMATION, OR REPRISAL FOR PREVIOUS EEO ACTIVITY** 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 resolution to the matter on an informal basis. Individuals have the right to remain anonymous during the **INFORMAL** counseling stage. If, after 30 days (or 90 days if the individual grants an extension), 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 or 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 Programs, Alternative Dispute Resolution (ADR), request for Reasonable Accommodation (RA), the Pregnant Woman's Fairness Act, or Special Emphasis Programs (e.g. African American Heritage; Women's History; Lesbian, Gay, Bisexual, and Transgender (LGBT) equal rights; Asian Pacific Americans; Women's Equality Day; Hispanic Americans; People with Disabilities; and American Indian/ Alaskan Native Heritage) should call the EEO Office at your location. If you are a current employee, applicant for employment, or a former employee, and you have an issue related to one of the above issues, you should contact one of the following EEO Officials to initiate informal EEO counseling:

EEO Office Contact Information

MCIW APF/NAF Regional EEO Office

AF (760) 725-4301/3845/9810—NAF (760) 763-7994

Camp Pendleton

MCB Camp Pendleton & MCTSSA
(760) 725-3845

Barstow

MCLB, FSD, & MDMC
(760) 577-6022 or (760) 577-6599

Miramar

MCAS Miramar & MCAS Camp Pendleton
(858) 307-1120

San Diego

MCRD, 8th District, 9th District, 12th District, WRR
(619) 524-8460 or (619) 459-4821

Twentynine Palms

MAGTFTC, MCAGCC, MCCES
(760) 725-3845 or (760) 725-9810

Yuma

MCAS Yuma
(760) 725-3845

Civilian Discrimination Complaint Process under 29 CFR 1614

