

*The Federal Equal Employment Opportunity (EEO)
Discrimination Complaint Process at 3AF (U.K.) Bases*

Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination based on race, color, national origin, age (40 or older), religion, sex (including sexual harassment), physical or mental disability, and reprisal against a person who files a complaint, participates in the EEO process or opposes an unlawful employment practice.

Civilian employees and applicants for employment at United Kingdom bases who believe they have been discriminated against have the right to file an informal discrimination complaint with the EEO Discrimination Complaints Office. They **must** see an EEO counselor within **45 calendar days** of the event they believe was discriminatory, or within **45 calendar days** of the effective date of a personnel action. Failure to do so can severely affect their rights.

There are two main steps in the EEO discrimination complaint administrative process: informal and formal complaint. In the initial (informal) stage of the process, individuals may remain anonymous. At any stage of the EEO process, the aggrieved individual has the right to a representative.

The EEO process is mandated by law (29 U.S.C. 206(d), 633a, 791, 794a and 42 U.S.C. 2000e-16), operates under the authority of the Equal Employment Opportunity Commission (EEOC), and is regulated by 29 Code of Federal Regulations (CFR) Part 1614. At the complainant's option, a complaint can progress to U.S. District Court in a civil action suit.

Informal (Pre-complaint) Process

- Aggrieved individuals contact their assigned EEO Counselor for a pre-complaint counseling. EEO counselors work directly for the Wing Commander. An EEO counselor is not an advocate for management *or* the complainant, but is an impartial third party.
- Counselors must advise individuals in writing of their rights and responsibilities in the EEO complaint process.
- Counselors have 30 days to attempt resolution through the Alternative Dispute Resolution (ADR) program or through fact-finding inquiries into the discrimination allegations. ADR uses various techniques such as facilitation or mediation to allow opposing parties to attempt resolution of the dispute with the help of a neutral, trained mediator.
- Within 30 days of initial contact with an aggrieved individual, the EEO counselor must conduct the final counseling interview, and provide written procedures for filing a formal complaint.
- The EEO Office counselors **do not** make discrimination findings or decide whether complaints have merit.
- An individual may amend a complaint at any time to include issues or claims like or related to those raised in their initial complaint.

EEO Counselors

- RAF Mildenhall and Mildenhall GSU's: *Ms Patricia Keenan, DSN 238-8705*
- RAF Lakenheath and Lakenheath GSU's: *Ms Leslie McCrum, DSN 226-8005*
Ms Cimone Ushijima, DSN 226-1701
- RAF Alconbury (includes RAF Croughton) : *Ms Patricia Miller, DSN 268-3557*
- HQ 3AF, EEO Program Manager : *Ms Linda Lewis, DSN 238-3617*

For more information about the EEO/ADR process or to make a complaint, please call DSN 238-3617 or



Commercial 01638-54-3617.

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