

## When to File an EEO Complaint?

If you are a civilian employee (AF/NAF), or an applicant for employment and you believe you have been discriminated against based on the following:

- Sex
- Age (over 40)
- Color
- Genetic Information
- Mental or Physical Disability
- National Origin
- Race
- Religion
- Reprisal

In Accordance with 29 C.F.R. part 1614, aggrieved persons must contact an EEO counselor or official in the MCIEAST EEO office and initiate pre-complaint procedures within 45 calendar days of:

- a. The action or practice alleged to be discriminatory.
- b. The effective date of the personnel action alleged to be discriminatory.
- c. The time the aggrieved person became aware of the alleged discriminatory action or practice.

## Important Websites and Contact information

**MCI-East:** <http://www.mcieast.marines.mil/>

**Intranet:** <https://www.lejeune.marines.mil>

**Defense Equal Opportunity Management Institute:**  
<http://www.deomi.org>

**Department of Labor EEO Laws:** <http://www.dol.gov>

**Department of Justice:** <http://www.usdoj.gov>

**Computer/Electronics Accommodations Program (CAP):**

The mission of CAP is to provide assistive technology and accommodations to support individuals with disabilities and wounded, ill and injured Service members throughout the Federal Government in accessing information and communication technology.

<http://cap.mil/>

### **MCI-East EEO Office Contact Information**

Deputy EEO Officer: 910-451-5272

EEO Specialists:

APF: 910-451-5083, 910-450-6819

NAF/MCCS: 910-451-9676

EEO Assistant: 910-451-5365

## What You Need To Know About Equal Employment Opportunity (EEO)



Equal Employment Opportunity Office  
Marine Corps Installations-East  
Marine Corps Base, Camp Lejeune  
North Carolina 28542-0005

## Who We Are

Equal Employment Opportunity Office, Marine Corps Installations East, Marine Corps Base Camp Lejeune. Our staff includes:

- Deputy Equal Employment Opportunity Officer
- EEO Specialists for both AF/NAF

## Why We Exist

The foundation for EEO can be traced back to the U.S. Constitution however, significant progress in shaping current laws was made between 1941 and 1963. Executive Orders barring discrimination, Title VII of the Civil Rights Act of 1964, the Equal Employment Act of 1972 and Rehabilitation Act of 1973 are the cornerstones for eliminating employment discrimination.

## What We Do

The EEO program exists as a public law and permanent policy to ensure a work environment free of unlawful discrimination, harassment, or reprisal. The EEO program provides civilian employees with a right to a procedural resolution in cases where an employee has experienced discrimination. To accomplish our mission, several programs are managed through the EEO Office:

### **Affirmative Employment Program:**

Affirmative Employment Program is designed to correct the effects of past discrimination. It requires specific actions to recruit, employ, train, and promote qualified women, minorities, and individuals with disabilities, including disabled veterans. It is a program in which actions are taken to assure that the composition of the workplace represents, so far as possible, the composition of the Civilian Labor Force.

**Special Emphasis Programs:** The Special Emphasis Programs (SEPs) were established as part of the overall affirmative employment program. Within the context of the EEO program and the Federal merit Systems, the program emphasizes the enhancement of employment and advancement opportunities for minorities, women, and individuals with disabilities. The SEP Managers, therefore, are responsible for the concerns of represented groups in the areas of employment and advancement.

## What We Do Continued...

**Disability Program:** Section 501 of the Rehabilitation Act of 1973, as amended, requires federal agencies to develop affirmative action programs specifically for the hiring, placement, and advancement of people with disabilities. An individual with a disability is defined as one who has a physical or mental impairment which substantially limits one or more of the person's major life activities, has a record of such impairment, or is regarded as having such an impairment. The Disability Program Manager, therefore is responsible for insuring the agency is in compliance with the Rehabilitation Act, not only with the affirmative action, but also with reasonable accommodations.

### **EEO Counselor and Mediation Programs:**

The EEO Counseling and Mediation Program provides the mechanism for applicants and employees within the civilian workforce to seek and obtain resolution for discrimination at the informal level. The EEO counselor or mediator is the first step in the complaint processing system. Informal resolution is emphasized to reduce the enormous financial and morale drain caused by formal complaints that progress through the system. Resolution of all complaints at the informal stage is highly encouraged. The DEEOO is responsible for monitoring and directing the counselor and mediation programs.