

# *The Federal Equal Employment Opportunity (EEO) Discrimination Complaint Process at 14th Flying Training Wing*

(Location)

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

14th Flying Training Wing appropriated and non-  
(Location)  
appropriated fund civilian employees (including non-Air Force) and applicants for employment at Columbus Air Force Base have the right to file  
(Location)  
a discrimination complaint with the EEO Discrimination Complaints Office within **45 calendar days** of an event they believe was discriminatory. Bargaining unit employees may

elect to file under the negotiated grievance procedure within **15 workdays** of the date of the alleged discriminatory incident; however, an employee may not file a grievance *and* an EEO complaint on the same issues.

In the initial stage of the EEO process, complainants have the right to remain anonymous. At any stage of the EEO process, they have the right to a representative.

The process operates under the authority of the Equal Employment Opportunity Commission (EEOC) and is regulated by 29 Code of Federal Regulations (CFR) Part 1614. There are two main steps in the discrimination complaint administrative process: precomplaint (or informal) and formal complaint. At the complainant's option, a complaint can progress to U.S. District Court.

## ***Precomplaint Process***

- Employees contact the EEO Office at BLDG 926/RM121 for complaint counseling. EEO counselors assigned to  
(Location of EEO Office)  
process informal complaints are appointed by the Commander. They are not advocates for management *or* the complainant, but serve as an impartial third party.
- Counselors seek resolution through mediation or informal settlements and fact-finding inquiries into the discrimination allegations. Inquiries include talking with individual(s) alleged to have discriminated and witnesses with possible knowledge of the complaint issues.
- At the final interview meeting, counselors provide a factual summary and proper procedures for filing a formal complaint.
- The EEO Office does not make discrimination findings or decide whether or not complaints have merit.

## ***Formal Complaint Process***

- Within 15 calendar days of the final counseling interview, a formal written complaint on DD Form 2655, **Complaint of Discrimination in the Federal Government**, may be filed with 14th FTWEO  
680 Seventh St. BLDG 926/RM 121, Columbus, AFB MS 39705
- Accepted complaints are investigated by DoD Office of Complaint Investigations (OCI).
- Dismissed complaints for reasons identified in 29 CFR 1614.107 can be appealed to EEOC.
- OCI makes a recommended discrimination finding.
- The complainant can request a hearing by an EEOC Administrative Judge prior to the final Air Force decision.
- Air Force issues a final decision, which can be appealed to EEOC.
- After appeals are exhausted, the complainant can file a civil action.

Please call 434-2546 for more information about the EEO process or to file a complaint.

## ***EEO Counselors (Optional)***

