



Fort George G. Meade
Equal Employment Opportunity

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DISCRIMINATION IS PROHIBITED ON THE BASIS OF RACE, COLOR, RELIGION, SEX, (Gender and Pregnancy), NATIONAL ORIGIN, AGE (40+), PHYSICAL/MENTAL DISABILITY, REPRISAL (for Opposition and Participation) AND GENETIC (GINA) INFORMATION

Employees, former employees or applicants for employment at Fort George G. Meade, who believe that they have been discriminated against, may initiate a complaint with the Equal Employment Opportunity Office.

Complaints must be initiated in a timely manner. This notification must happen **within 45 calendar days** of:

- The date of the incident giving rise to the complaint.
- The effective date of the personnel action giving rise to the complaint.
- The date the aggrieved became aware of or should reasonably become aware of the alleged discriminatory action or practice.

There are **two stages** to an EEO discrimination complaint: **pre-complaint and formal**. All complaints must begin at the pre-complaint stage before progressing to the formal stage.

The aggrieved individual may be offered an opportunity to participate in mediation. Mediation is a form of Alternative Dispute Resolution (ADR). A mediator (neutral, objective third party) brings the aggrieved and management together in an attempt to reach a mutually satisfactory solution to the employment matter.

Individuals who believe they have been sexually harassed have an additional venue. In addition to having their complaint processed under the Equal Employment Opportunity Commission, Title 29, Code of Federal Regulations 1614, they can pursue the complaint under Section 1561 of Title 10, United States Code.