

Equal Employment Opportunity

Frequently Asked Questions

Who can file an EEO complaint? - Any employee, former employee, or applicant for employment who thinks they have been discriminated against may file an EEO complaint.

What is covered under the EEO process? - There are the eight bases under which an EEO complaint may be filed. Discrimination on the basis of race, color, religion, sex, national origin, age, or disability (mental or physical) is prohibited by law. Retaliation against an employee for filing an EEO complaint or participating in the EEO process is referred to as reprisal – this is prohibited. (*employment and/or reprisal matter subject to the control of the Army and made unlawful by Title VII as amended (discrimination on the basis of race, color, religion, sex [sexual harassment is a form of sex discrimination] and national origin), the Age Discrimination in Employment Act (ADEA) (discrimination on the basis of age when the complainant is at least 40 years of age), the Rehabilitation Act (discrimination on the basis of physical or mental handicap) or the Equal Pay Act (EPA) (sex-based wage discrimination)*)

What if my issue(s) are not associated with one of the eight bases described above? - There are other processes established within the Army and Federal Government to deal with issues not covered by one of the eight bases. However, an individual may still file an EEO complaint even if the issues raised are not associated with one of the eight bases.

When must allegations of discrimination be raised? - An individual must seek counseling with an EEO Counselor within 45 calendar days of the date of an alleged act of discrimination. Some circumstances may permit allegations to be raised after the 45 day time limit; see an EEO Counselor for advice.

What information should I present to the EEO Counselor? When seeking counseling with an EEO counselor, be prepared to make the following statement: ***"I was treated differently because of my [basis(es)] when on [date of event], the following happened [issue(s)]."*** Be prepared to discuss what remedies could resolve the issue(s). Supporting documentation and names of witnesses are also helpful information to present to the EEO Counselor.

What if I can't find an EEO Counselor to provide counseling? If no EEO Counselor is available, contact the EEO Office.

What are the steps in the EEO process? - The first step in addressing allegations of discrimination is to seek counseling with an EEO Counselor. Contact must be made within 45 calendar days of the alleged incident. The EEO Counselor has 30 calendar days to provide advice on the EEO process, conduct a limited inquiry into the allegations, and seek to resolve the matter at the lowest level. The individual seeking counseling may elect to extend counseling up to 60 calendar days. If the issues are not resolved within 30 calendar days (or any extension), the EEO Counselor gives the individual a notice of right to file a formal EEO complaint

What happens if my issue(s) are resolved in EEO counseling? - The resolution will be documented by the EEO Counselor in a Negotiated Agreement, which is signed by the individual and a representative of the agency indicating that the matter is closed.

Where do I file a formal EEO complaint? - Formal EEO complaints are filed with the Seattle District EEO Officer or the Commander

What happens after I file a formal EEO complaint? - Upon receipt of a formal EEO complaint, EEO Officer reviews the complaint and either dismisses the complaint or accepts it for investigation. Once accepted for investigation, an EEO Investigator from the Army's Office of Complaint Investigations is assigned to complete a fair investigation of the complaint within 180 days.