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ARHA

Memorandum For The Record

From: Equal Employment Opportunity Counselor
To: **Complainant, _____**

Subj: **INFORMAL PROCESSING TIME LINES**
Ref: (a) 29 CFR, Part 1614

Encl: (1) Rights and Responsibilities
(2) Informal Complaint Form
(3) DoN Notification & Federal Employee Anti-Discrimination and Retaliation (No FEAR) Act of 2002

1. Any employee who believes they have been discriminated against and wants to file an informal EEO complaint, must contact a counselor within 45 days from the date the alleged incident occurred and begin the informal process within that period of time. The EEO counselor's primary role is to assist the parties in resolving the complaint. The informal process is 30 days unless a request for an extension is requested, but the informal counseling cannot go beyond 90 days.
2. Pursuant to the reference (a), you are advised in writing of your rights and responsibilities within the EEO process, enclosure (1) and a pre-complaint form, enclosure (2), in which you will describe your alleged claims of discrimination.
3. If your concerns are not covered by Title VII (EEO complaint process), you may have other options that can provide you a process for redress. At enclosure (3) is the DoN notice to employees of the provisions of the No FEAR Act.

4. You contacted me on _____ and/or we met on _____. You allege the discriminatory incident occurred on _____. You are advised of the counselor's role and time frames involved in filing a complaint.

5. ***You have not filed an informal EEO complaint.*** However if you choose to file an informal EEO complaint please provide enclosures' (1) and (2) back to me within 45 days of the alleged incident to begin processing of your informal EEO complaint. Lack of action on your part may adversely affect your right to file a formal EEO complaint.

_____ _____

Complainant's Signature Date Received

_____ _____

EEO Counselor's Signature Date Received