EEO/EO DISCRIMINATION COMPLAINT PROCESS

Complainant contacts **Civil Rights Service Provider** within **45 calendar days** of the action giving rise to the complaint

Alternative Dispute Resolution (ADR) is offered throughout the EEO/EO complaint process. Timeline can be extended both at the informal (for **60 calendar days**) and the formal (for **90 calendar days**) stages

CIVILIAN

Civil Rights Service Provider has **30 calendar days** to inquire, resolve, or issue a notice of right to file (NRTF) a formal complaint

Complainant has **15 calendar days** to file a formal complaint

Upon filing a formal Complaint Coast Guard has **180 calendar days** to complete formal investigation

Complainant, upon receipt of Report of Investigation, may select one option;

- Option #1 Within **30 calendar days**, request final agency decision by DHS with appeal rights to EEOC
- Option #2 Within **30 calendar days**, request a hearing and decision from EEOC
- Option #3 Proceed to District Court provided **180 calendar days** have elapsed since filing formal complaint

MILITARY

Command has **15 calendar days** to attempt resolution

Civil Rights Service Provider has **30 calendar days** to inquire, resolve, or issue a notice of right to file (NRTF) a formal complaint

Complainant has **15 calendar days** to file a formal complaint

Upon filing a formal Complaint Coast Guard has **180 calendar days** to complete formal investigation

Commandant (or designee) issues Final Agency Decision (FAD) within **60 calendar days** of Report of Investigation

Complainant has **30 calendar days** from receipt of FAD to file appeal with DHS

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