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| **NATIONAL GUARD BUREAU FORMAL COMPLAINT OF DISCRIMINATION**  The proponent agency is NGB-EO. For use of this form, see NGR (AR) 690-600/NGR (AF) 40-1614 | | | | | | | | | | | | | |
| .  ***PRIVACY ACT STATEMENT***   1. ***AUTHORITY:*** *Title VII of the Civil Rights Act of 1964, as amended 42 USC 2000e and Title 29 Code of Federal Regulations, Part 1614.* 2. ***PRINCIPAL USES:*** *Used by National Guard Technicians in filing a formal complaint of discrimination.* 3. ***ROUTINE USES:*** *Used by State Adjutant General in accepting or dismissing complaints and when requesting investigations from the National Guard Bureau. The form becomes a part of the official complaint file. This information may be disclosed to the state National Guard, National Guard, National Guard Bureau, Equal Employment Opportunity Commission, state or federal courts for reviews, decisions, and appeals of decisions. The National Guard Bureau is the official custodian of record.* 4. ***DISCLOSURE:*** *Disclosure is voluntary. A complainant in filing a formal complaint of discrimination must complete this form. It is not mandatory in that complaints of discrimination will be accepted if submitted in other formats. Failure to provide information as specified may result in delay or dismissal of a complaint.* | | | | | | | | | | | | | |
| **INSTRUCTIONS** | | | | | | | | | | | | | |
| *Any technician or applicant for technician employment who believes that he or she has been discriminated against because of race, color, religion, gender (including sexual harassment), national origin, age, or physical or mental handicap, in an employment matter subject to the control of the State National Guard or the National Guard Bureau, may file an individual complaint of discrimination. Before a formal complaint can be filed, the complainant must first present the matter as an informal complaint to an EEO Counselor or the SEEM within 45 calendar days from the date of the alleged discriminatory event or the personnel action took place. Each issue must state a specific incident, to include dates, so that its scope is clear. Also*  *each issue must have been discussed with an EEO Counselor. The counselor will assist you in stating acceptable issues in clear terms. Any issues that are not clear and specific will be returned for clarification or may be dismissed.* | | | | | | | | | | | | | |
| **TO BE COMPLETED BY SEEM** | | | | | | | | | | | | | |
| The matters giving rise to the complaint will be coded using one or more of the following codes: | | | | | | | | | | | | | |
| CATEGORY | CODE | CATEGORY | | | | | | CODE | CATEGORY | | | | CODE |
| Appointment/Hire Assignment of Duties Awards  Conversion to Full-Time Disciplinary Action:  Demotion Reprimand Suspension Termination Other | (1)  (2)  (3)  (4)  (5)  (6)  (7)  (8)  (9) | Duty Hours  Equal Pay Act Violation Examination Test Evaluation/Appraisal Harassment  Sexual  Pay Including Overtime Promotion/Non-Selection | | | | | | (10)  (11)  (12)  (13)  (14)  (15)  (16)  (17) | Reassignment Request Denied Directed  Reinstatement Retirement  Time and Attendance Training/Education Terms/Condition of Employment Other | | | | (18)  (19)  (20)  (21)  (22)  (23)  (24)  (25) |
| ENTER CODE(S) MATTER(S) GIVING RISE TO THE COMMENT | |  |  | |  |  | |  |  |  |  |  |  |
| DATE COUNSELOR CONTACTED: | | DATE OF INITIAL INTERVIEW: | | | | | | | DATE OF FINAL INTERVIEW: | | | | |
| DATE FILED WITH SEEM: | | BASED ON: POSTMARK DELIVERY  FAXED NO LEGIBLE POSTMARK *(use 5 days before receipt)* | | | | | | | | | | | |
| 1. NAME OF COMPLAINANT: *(Last Name, First Name, Middle)* | | | | | | | | | | | | | |
| 2. HOME ADDRESS: *(Including Zip Code)* | | | | 3. TELEPHONE NUMBERS | | | | | | | | | |
| a. BUSINESS: | | | COMM: | | | | | | |
| DSN: | | | | | | |
| b. HOME: | | |  | | | | | | |
| 3. ACTIVITY OR UNIT IN WHICH DISCRIMINATION TOOK PLACE: | | | | 5. ARE YOU PRESENTLY A: *(Check one)*  Technician  Applicant for Employment Former Technician | | | | | | | | | |

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| 6. LOCATION OF POSITION: *(If different from 4)* | | | |
| 7. CHECK BELOW THE BASES *(Reasons)* FOR ALLEGED DISCRIMINATION: | | | |
|  | R | RACE *(Check Your Race)* African American Caucasian American Indian/Alaskan Native Asian Pacific Islander Hispanic Latino | |
|  | A | AGE *(State Your Age)* DOB | |
|  | S | SEX *(Check Your Sex)* Male Female | |
|  | H | HARASSMENT *(Check Your Appropriate Basis)* Sexual Non- Sexual | |
|  | N | NATIONAL ORIGIN *(State Your National Origin)* Hispanic Other *(Specify)* | |
|  | C | COLOR *(State Your Color)* | |
|  | H | HANDICAP *(State Your Handicap)* Mental Physical | |
|  | L | RELIGION *(State Your Religion)* | |
|  | O | RETALIATION *(Based Upon EO/EEO Activity)* Yes No | |
| 8. ARE YOU BEING REPRESENTED:  Yes *(Complete 9)* No | | | 9. IF YES, NAME OF REPRESENTATIVE:  Attorney at Law Yes No |
| 10. I have have not filed a grievance on this matter. | | | 11. I have have not appealed a grievance on this matter. |
| 12. WHAT CORRECTIVE ACTION DO YOU WANT TAKEN TO RESOLVE YOUR COMPLAINT? | | | |
| 1. SPECIFIC ALLEGATION AND ISSUES: *(Explain how you believe you were discriminated against)*   Issues A. Number each issue.   * 1. List briefly the alleged act of discrimination, the basis, and the date(s) it took place.   2. Optional: You may indicate the name of the individual you believe discriminated against you.   SAMPLE: 1. I was discriminated against on (date) on the basis of (Race, Religion, or other Basis) when (briefly list the discrimination event(s) or personnel action). | | | |

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| 13. SPECIFIC ALLEGATION AND ISSUES: *(Continued)* | |
| 14. SIGNATURE OF COMPLAINANT: | DATE:  Do not date before you receive a Notice of Final interview and Right to File a Complaint from your EEO Counselor. |