

# EO COMPLAINT PROCESS

Event

- Complainant experiences discrimination, harassment, offensive behavior.
- Always try to resolve at the lowest level. Intervention methods include; DIRECT, INDIRECT, 3<sup>rd</sup> Party, CHAIN OF COMMAND.

180 days

- Resolution is not achieved by above methods, Complainant may submit an Official Allegation by seeing an EO Leader (EOL).
- Form 333 is completed. EOL may assist in completing the form but the Brigade EO Advisor (EOA) is the accepting official.

7 days

- EOA notifies Complainant of acceptance of complaint.
- EOA works with Commander to institute a mandatory Reprisal Prevention Plan.
- EOA works with next level Commander to appoint an Inquiry Officer (IQO)

60 days

- Inquiry is complete and sent to EOA. (30 day extension allowed)
- Inquiry gets JFHQ Legal Review and SEEM Review.
- Inquiry is returned to Commander with Legal and SEEM cover memos. Determination as Substantiated or Unsubstantiated.

30 days

- Commander determines Proposed Resolution. Notice of Proposed Resolution (NPR) is drafted.
- Commander or EOA conducts final interview with Complainant and reviews findings and provides NPR for Complainant signature.

30 days

- Complainant must ACCEPT resolution, WITHDRAW complaint, or file a FORMAL complaint with SEEM.
- SEEM will close case or submit a Formal Resolution Request to NGB.

Process must be completed in 180 days or Complainant may automatically file a Formal complaint.