

## **Equal Employment Opportunity (EEO) and Military Equal Opportunity (MEO) Complaint Process**

### **Who May file a Complaint?**

- Any military member, civilian employee, former employee, or applicant of the Defense Media Activity who feels that he/she has been discriminated against or subjected to harassment may file a complaint. The alleged discrimination/harassment must be on the basis of race/ color, sex (to include gender identity, sexual orientation and pregnancy), disability, age (40 or older), national origin, religion, genetic information or in reprisal for EO activity. The governing regulations prohibit discrimination on any of these bases, as well as retaliation for engaging in prior EO activities.

### **What are the time limits for filing?**

- An informal complaint must be filed within:
  - 45 calendar days of the alleged discriminatory act,
  - 45 calendar days of the effective date of a personnel action, or
  - 45 calendar days of the date the complainant became aware of the alleged discriminatory action
  - Military members have 60 calendar days from the date of the incident to file a formal complaint

### **Where should I file my complaint?**

- File the complaint with the Defense Media Activity, DMEO located at 6700 Taylor Avenue, Fort Meade, MD 20755 (Room E284/5), (301) 222-6843, DSN 733-4843, or sending an email to [dma.meade.hqdma.mbx.dma-eeo@mail.mil](mailto:dma.meade.hqdma.mbx.dma-eeo@mail.mil). If you have any questions regarding the complaint process or anything related to EEO, MEO, reasonable accommodation for a disability, Schedule A hiring authority for applicants with targeted disabilities, prevention of sexual harassment, or Alternative Dispute Resolution, please contact the Defense Media Activity, Office of Diversity Management and Equal Opportunity at 301-222-6843, DSN 733-4843.