Selective Service System's EEO Complaint Process

Alleged Incident



Initial Contact with SSS EEO Intake Officer

Must contact EEO Intake Officer within 45 days of incident.



Counseling / Alternative Dispute Resolution

Employee has choice of EEO Counseling or Alternative Dispute Resolution (ADR) if dispute is not settled during counseling within thirty (30) days or through ADR within ninety (90) days), employee may file a discrimination complaint. Counselor will provide employee with a Notice of Right to File (NRTF).



File a Formal Complaint

Employee must file 15 days from the day they receive a NRTF.



Complaint Reviewed for Acceptance

EEO Director will review claim made in the complaint and decide whether or not each claim should be dismissed or accepted for investigation.



Investigation

If claims are accepted for investigation, SSS has 180 days from the day employee filed complaint to finish the investigation.



Administrative Judge / Final Agency Decision

After the investigation is completed, the Director of EEO will provide the employee with a copy of the investigative report and notify employee of their rights to either request a hearing before an EEOC Administrative Judge (AJ) or receive a SSS Final Agency Decision (FAD) without a hearing.



Administrative Judge

If the employee wants to ask for a EEOC hearing they must do so in writing within thirty (30) days from the day they receive the notice from the Director of EEO informing them of their AJ hearing/FAD rights. When an AJ issues a decision the agency shall take final action on the complaint by issuing an order within forty (40) days of the date of its receipt of the AJ's decision. The agency's final action shall inform the complainant as to whether the agency will fully implement that decision. If the employee wants to appeal the agency's decision they must do so within 30 days of receipt.



Final Agency Decision

When an employee requests a final decision by the agency without a hearing, the agency will issue a decision addressing all claims in the complaint, including its rationale for dismissing claims, if any, and its findings on the merits of the remainder of the complaint within sixty (60) days. The employee may appeal the agency's decision, including any partial dismissals, to the Commission within thirty (30) days of receiving the decision.



Civil Action

Within ninety (90) days of receipt of appeal decision or receipt of FAD, employee may file a civil action in U.S. District Court.