

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

NAVY EQUAL OPPORTUNITY (EO)/SEXUAL HARASSMENT (SH) FORMAL COMPLAINT FORM

AUTHORITY: 10 U.S.C. 5013 (g).
 PRINCIPLE PURPOSE: Formal filing of allegations of discrimination based on race, color, religion, sex or national origin, incidents of sexual harassment, or reprisal against military personnel. For EEO complaints against civilian employees, see OCPMINST 12713.2.
 ROUTINE USES: Information provided on this form may be used: (a) as a data source for complaint information, statistics, reports, and analysis, (b) to respond to requests from appropriate outside individuals or agencies (e.g. *Members of Congress; the White House*) regarding the status of a complaint; (c) to adjudicate the complaint or appeal; (d) any other properly established routine use.
 DISCLOSURE: Disclosure is voluntary; however, failure to fully complete all portions of this form may result in rejection of the complaint on the basis of inadequate data to assess complaint.

PROTECT PRIVACY		<i>Protect individual privacy (both complainant's and alleged offender(s)) through all stages of the process (SECNAVINST 5211.5 Series)</i>	
1a. COMPLAINANT'S NAME		1b. RANK/RATE	1c. SSN
1d. UNIT	1e. RACE/ETHNIC GROUP	1f. GENDER	1g. DATE

2a. Options:

- (1) Informal Resolution System (IRS). (Ref: IRS Skills Booklet, NAVPERS 15620.)
- (2) DoN Equal Opportunity/Sexual Harassment Adviceline. (Monday - Friday 0730-1630) Central Time. Call toll free (800) 253-0931, DSN 882-2507, COMM (901) 874-2507. (Call collect from overseas.)
 E-Mail: eo/sh.advice.line@persnet.navy.mil
- (3) Authorized command or local resource. The following are available (insert local name, organization, and phone number)
 - Command Managed Equal Opportunity (CMEO): _____
 - Command Master Chief: _____
 - Command-sponsored councils and committees: _____
 - Equal Employment Opportunity (EEO): _____
 - Family Service Center (FSC): _____
 - Equal Opportunity Advisor (EOA): _____
 - Medical Treatment Facilities (MTF): _____
 - Chaplain: _____
 - Legal: _____
- (4) NAVREGS 1151 Request mast with the CO/OIC. Your right to communicate with the CO in a proper manner, time, and place shall not be denied or restricted. Such requests shall be acted upon promptly and forwarded without delay. Local procedures are: _____
- (5) Communications with Inspectors-General. Any person whose chain of command does not take effective action on complaints or who does not feel comfortable filing complaints locally or in person can lodge complaints (anonymously if desired) via one or more of the available hotlines:
 - Naval Inspector General: Toll Free 1-800-522-3451; DSN 288-6743; COMM (202) 433-6743.
 - Marine Corps Inspector General: DSN 224-1349; commercial (703) 614-1349.
 - Atlantic Fleet Inspector General: Toll Free 1-800-533-2397
 - Pacific Fleet Inspector General: COMM (808) 474-4275.
 - Naval Forces Europe Inspector General: 001-44-171-514-4188.
 - Naval Reserve Inspector General: DSN 678-1324; COMM (504) 678-1324.
 - Local TYCOM, ISIC, or local commanders' hotlines: _____ (Insert Phone Number)
- (6) NAVREGS 1155. A service member may always communicate individually with members of Congress.
- (7) Article 138/NAVREGS 1150 complaint. A service member who believes they have been wronged by their CO or other superior officer may file a complaint as provided in JAGMAN Chapter III. Assistance in filing such complaints may be available from the local Naval Legal Services Office (NLSO).

2b. CONTACT THE FOLLOWING COMMAND REPRESENTATIVE FOR ASSISTANCE IN FILING THIS COMPLAINT.

(insert name, phone): _____

2c. COMPLAINANT WAS ADVISED OF COUNSELING / SUPPORT SERVICES AND PROVIDED A COPY OF THIS FORM.

2d. NAME OF COMMAND REPRESENTATIVE	2e. RANK/RATE	2f. DATE
2g. UNIT/COMMAND		2h. SIGNATURE

2i. COMPLAINANT'S ACKNOWLEDGMENT

 (Signature)

 (Date)