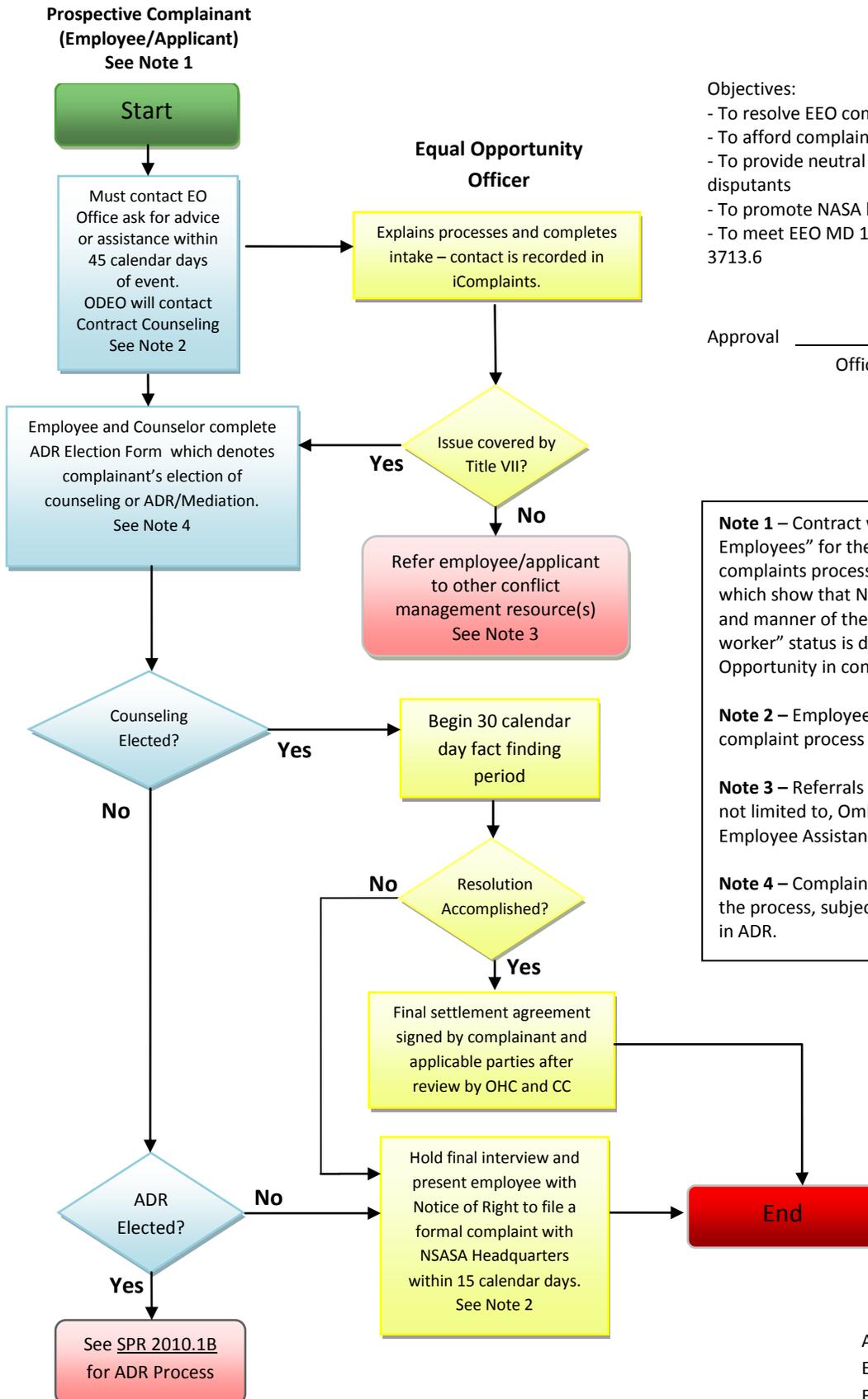


SSC DISCRIMINATION PRE-COMPLAINTS PROCESS



- Objectives:
- To resolve EEO complaints at the lowest possible level
 - To afford complainant a fair and legal recourse
 - To provide neutral representation for management and disputants
 - To promote NASA has a fair employer
 - To meet EEO MD 110 Chapter 2, 29 CFR §1614, and PBD 3713.6

Approval _____
Original Signature on File
 Office of Diversity & Equal Opportunity

Note 1 – Contract workers will qualify as “Federal Employees” for the purpose of discrimination pre-complaints processing only if they meet certain criteria, which show that NASA exercises control over the means and manner of their performance. This “contingent worker” status is determined by the Office of Equal Opportunity in consultation with the Chief Counsel.

Note 2 – Employee may at any time withdraw from the complaint process but must do so in writing.

Note 3 – Referrals to other resources may include, but are not limited to, Ombuds, Office of Human Capital, Employee Assistance Program, Inspector General, etc.

Note 4 – Complainant may elect ADR at any point during the process, subject to management agreement to engage in ADR.

- Acronyms:
- EO – Equal Opportunity
 - EEO – Equal Employment Opportunity
 - ADR – Alternative Dispute Resolution
 - HR – Human Resources
 - CC – Chief Counsel