**COMMANDER, NAVY RESERVE FORCE**

# EEO DEPARTMENT (CODE N00EEO)

#  1915 Forrestal Drive, Norfolk VA 23551-4615

**(757) 322-5666/(757)322-5618/5619**

**INDIVIDUAL DISCRIMINATION COMPLAINT PROCESS**

An employee, former employee, or applicant for employment who feels they have been discriminated against because of **race, color, religion, sex, national origin, age (40 years of age & over), physical or mental disability, genetic information, gender stereotyping, or reprisal for prior EEO involvement** may file a complaint by contacting an EEO counselor within 45 days following the alleged discriminatory act. Once an informal/formal complaint has been initiated, the complaint can be resolved at any stage of the process.

INDIVIDUAL HAS **45 DAYS**

## FROM INCIDENT TO CONTACT EEO COUNSELOR

#### EEO COUNSELOR

**30 DAYS**

TO FACT-FIND & ATTEMPT RESOLUTION

ADR

**90 DAYS**

#### TO ATTEMPT RESOLUTION

#### RESOLVED NOT RESOLVED

EEO COUNSELOR ISSUES NOTICE OF FINAL INTERVIEW

RESOLVED

INDIVIDUAL HAS **15 DAYS**

#### FROM RECEIPT OF FINAL INTERVIEW TO FILE A FORMAL COMPLAINT

EEO OFFICER ACCEPTS/DISMISSES CLAIMS \*

ACCEPTED CLAIMS DISMISSED CLAIMS

INVESTIGATION CONDUCTED INTO ACCEPTED CLAIM(S) WITHIN **180 DAYS**

INDIVIDUAL HAS **30 DAYS** FROM RECEIPT OF INVESTIGATIVE FILE

TO REQUEST A HEARINGINDIVIDUAL MAY FILE CIVIL ACTION **180 DAYS** AFTER FILING

FORMAL COMPLAINT IF NO FINAL ACTION

PARTIAL DISMISSALS

ENTIRE COMPLAINT DISMISSED

NO HEARING HEARING

IF HEARING ON ACCEPTED CLAIMS, DISMISSED ISSUES REVIEW ABLE BY AJ

IF NO HEARING, DISMISSED CLAIMS REVIEW ABLE BY SECNAV

EEOC ADMINISTRATIVE

 JUDGE (AJ) CONDUCTS HEARING & ISSUES DECISION WITHIN **180 DAYS**

IMPLEMENT

SECNAV ISSUES FINAL ORDER W ITHIN **40 DAYS**. ORDER STATES IF AGENCY WILL IMPLEMENT AJ

DECISION NOT IMPLEMENT

INDIVIDUAL MAY APPEAL WITHIN **30 DAYS** OR FILE A CIVIL ACTION WITHIN **90 DAYS**

INDIVIDUAL MAY APPEAL AJ DECISION & AGENCY ORDER WITHIN **30 DAYS**

SECNAV APPEALS AJ’S DECISION

WITHIN **40 DAYS**

APPEAL

CIVIL ACTION

SECNAV ISSUES FINAL DECISION/ACTION WITHIN **60 DAYS**

INDIVIDUAL MAY APPEAL W ITHIN **30 DAYS** OR FILE A CIVIL ACTION

WITHIN **90 DAYS**

EEOC OFO ISSUES DECISION ON APPEALED ISSUES

#### CIVIL

ACTION APPEAL

INDIVIDUAL MAY FILE CIVIL ACTION WITHIN **90 DAYS**

COMPLAINT FORW ARDED TO FEDERAL DISTRICT COURT

\*INDIVIDUALS MAY ADD LIKE OR RELATED CLAIMS TO THEIR FORMAL COMPLAINT ANY TIME PRIOR TO THE CONCLUSION OF THE INVESTIGATION **OR**

AMENDMENTS MAY ALSO BE PURSUED VIA MOTION TO THE ADMINISTRATIVE JUDGE IF A HEARING HAS BEEN REQUESTED.

## THE FLOW CHART ABOVE ILLUSTRATES THE COMPLAINT PROCESS. HOWEVER, IT DOES NOT COVER ALL THE NECESSARY DETAILS. FOR THESE DETAILS CONSULT THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) OR NAVY DIRECTIVES. ALL TIMES REFERRED TO IN THE FLOW CHART REPRESENT CALENDAR DAYS. CLASS ACTION COMPLAINTS REQUIRE A DIFFERENT PROCESS. THE CORRECT PROCEDURE CAN BE FOUND IN 29CFR 1614 SUBPART B. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CNRF EEO DEPARTMENT **(757) 322-5618/19** MAILING ADDRESS IS DIRECTOR, ATTN: EEO DEPARTMENT, 1915 FORRESTAL DRIVE, BLDG. NH-32, NORFOLK, VA 23551.