



EEO/RA/ADR Services

Policy Information for Employees

It is the policy of CNRNW that all applicants and employees, both current and former, receive an equal opportunity to excel without regard to **race, color, religion, national origin, sex, age, disability, genetic information and/or reprisal.**

CNRNW is committed to executing policies that promote equal opportunity and ensuring actions are free from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and all other aspects of employment.

All personnel have a right to seek EEO counseling and to file an allegation of discrimination.



To learn more about NRNW programs and processes, visit www.CNRNW.CNIC.navy.mil

Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) is a possible option for those wishing to resolve disputes and problems outside of traditional methods- including Equal Employment Opportunity (EEO) complaints, grievances, and/or litigation.

ADR offers the chance to let others know how you view a situation, as well as offers an opportunity to work out a mutually agreeable resolution.

To learn more about ADR, please contact our office.

The Rehabilitation Act of 1973, as amended

Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. Qualified individuals with a disability are entitled to engage in the Reasonable Accommodation (RA) process which may assist them in meeting their required job functions.

To learn how to request a Reasonable Accommodation, please contact our office.

To learn more about EEO policies and governing laws, visit www.eeoc.gov



- **Special Emphasis Programs:** Assists in removing barriers within groups who have traditional been underrepresented in the workforce.
- **Anti-Harassment:** CNRNW seeks to address harassing conduct before it becomes unlawful, severe, or pervasive, and will take immediate and appropriate action on behavior that is prohibited by or inconsistent with DON policy and federal law.

EEO Pre-Complaint Process

01

Initial Contact

Contact must be made with the NRNW EEO office within **45 calendar days** of the alleged discriminatory incident or the effective date of perceived discriminatory action.

02

Counseling

The EEO Counselor will attempt to assist the parties in reaching a resolution within **30 calendar days** from date of initial contact. Counseling may be extended an additional **60 calendar days** if complainant agrees to an extension or elects to participate in Alternative Dispute Resolution (ADR).

04

Acceptance/Dismissal

If the complaint is accepted for investigation, the complainant will be notified in writing and an investigation will take place. If the complaint is dismissed, the complainant will also be notified in writing of the reason and informed of their appeal rights.

05

Investigation

The agency must complete an investigation within **180 calendar days** and issue a Report of Investigation (ROI).

06

Hearing

Within **30 calendar days** of receipt of ROI, the complainant has the right to request a hearing by an Administrative Judge (AJ) or a Final Agency Decision by the Department of the Navy. A hearing can be requested any time after **180 calendar days** have elapsed from filing a formal complaint.

Formal Complaint Process

03

Filing

Employee/applicant may file a written formal complaint with NRNW EEO office within **15 calendar days** after the end of counseling and issuance of the notice of right to file.

07

Appeal

If the complainant is dissatisfied with Agency or AJ dismissal, final action, or decision, they may appeal to EEOC within **30 calendar days** of receipt of dismissal.

Deputy Director, EEO 360-396-4432
All Other Services: 360-396-1380
1100 Ramirez de Arellano Rd Suite 101F
Silverdale WA 98315

NAF Services
EEO Complaints: 901-573-3477
Reasonable Accommodations: 901-378-4445
All Other Services: 901-573-0823