# EEO COMPLAINT PROCESS

Employees must contact the EEO Counselor Intake within 45 calendar days.

# EEO COUNSELOR INTAKE

Commander, Navy Region Northwest Equal Employment Opportunity Office, Code N131 1100 Hunley Road, RM 112A Silverdale, WA 98315-1100

(360) 396-4432/1380

If you feel you have been discriminated against in an employment action, you must consult with an EEO counselor and file an informal complaint about the alleged discriminatory act before a formal complaint may be filed. You must contact the above counselor coordinator within 45 calendar days of the event you believe to be discriminatory.

#### **Informal Process**

Employee must contact the EEO Counselor within 45 days of the allegation of discrimination based on race, color, sex, age\*, national origin, religion, disability, genetic information or reprisal.

The EEO counselor has <u>30 days</u> to conduct an inquiry, attempt informal resolution, and issue a notice of right to file a discrimination complaint.

The employee has <u>15 days</u> to file a formal complaint.

## **Formal Process**

Receipt of complaint is acknowledged.

Accept/dismissal letter is issued.

Assignment of an investigator is requested for accepted issues.

Receipt of request for an investigator is acknowledged and the investigation is conducted.

Complainant is provided a copy of the investigative file and informed of right to request a SECNAV decision with or without a boaring

### If a Hearing is held:

SECNAV has 40 days from receipt of the Administrative Judge's finding to appeal the finding to EEOC.

### If a Hearing is not held

SECNAV has 60 days from the request to issue a final DON decision.

Complainant Appeal to EEOC of SECNAV decision:

30 days from receipt of the SECNAV decision.

#### **Civil Court**

90 days from EEOC final decision on appeal of SECNAV decision.

NOTE: Complainant can file in civil court 180 days after filing formal complaint.

\*Age Discrimination Complaints
Those filing this type of complaint may
either follow the procedures as described
above or directly file a civil action in court
after giving notice of such intent to EEOC.

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