

## WHAT HAPPENS IF I FILE A FORMAL COMPLAINT?

When the EEO Office receives your formal complaint, you will receive written acknowledgement of receipt. A staff member will review the complaint to ensure it is complete, specific, and limited only to matters previously discussed during the pre-complaint process.

If your complaint meets the criteria for acceptance, an impartial investigation will be conducted. Once the investigation is completed, you will receive the Report of Investigation and then can elect either receipt of an Agency Decision by the Department of Navy (DoN), or request a hearing by an Equal Employment Opportunity Commission (EEOC) Administrative Judge (AJ).

If you request a hearing, the EEOC AJ will make the decision on your complaint and forward it to the DoN to issue the final order to implement or appeal the AJ's decision.

## IS MEDIATION OFFERED DURING THE FORMAL PROCESS?

Yes, since resolution is the ultimate goal, mediation is also offered throughout the formal process. Generally, mediation will be offered prior to the investigation of the complaint and prior to an EEOC hearing.

## WHAT HAPPENS IF MY FORMAL COMPLAINT IS NOT ACCEPTED FOR PROCESSING?

If your formal complaint is dismissed, you may appeal to the EEOC Office of Federal Operations (OFO). You have 30 calendar days from the receipt of your Dismissal Letter to file an appeal.

## WHAT HAPPENS IF I DON'T AGREE WITH THE FINAL DECISION ON MY COMPLAINT?

You have the opportunity to either appeal to EEOC OFO, or you may file a lawsuit in Federal District Court.

## CONTACT INFORMATION

To use the EEO process, contact:  
CNIC NAF EEO Service Center  
1-866-295-0320  
mill\_cnic\_naf\_eeo@navy.mil

For CNIC NAF EEO Program information, contact:  
CNIC NAF EEO Program Manager  
mill\_cnic\_naf\_eeo@navy.mil

To address other workplace concerns, contact your supervisor, your chain of command, or your NAF HR Office.



## EQUAL EMPLOYMENT OPPORTUNITY (EEO)



EEO DISCRIMINATION  
COMPLAINT PROCESS  
FOR NAF EMPLOYEES

CNIC NAF EEO PROGRAM

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal employment opportunity is the right of every employee and applicant. Civil rights laws protect employees and applicants from harassment and discrimination based on race, color, sex (pregnancy, gender identity, and sexual orientation), religion, national origin, age (over 40), disability (physical or mental), genetic information, and reprisal (for prior EEO activity). All employment decisions will be made without regard to these factors and will be made fairly and equitably based on merit principles. EEO efforts are aimed to remove any barriers to employment so that a diverse workforce results and all members can participate fully and successfully.

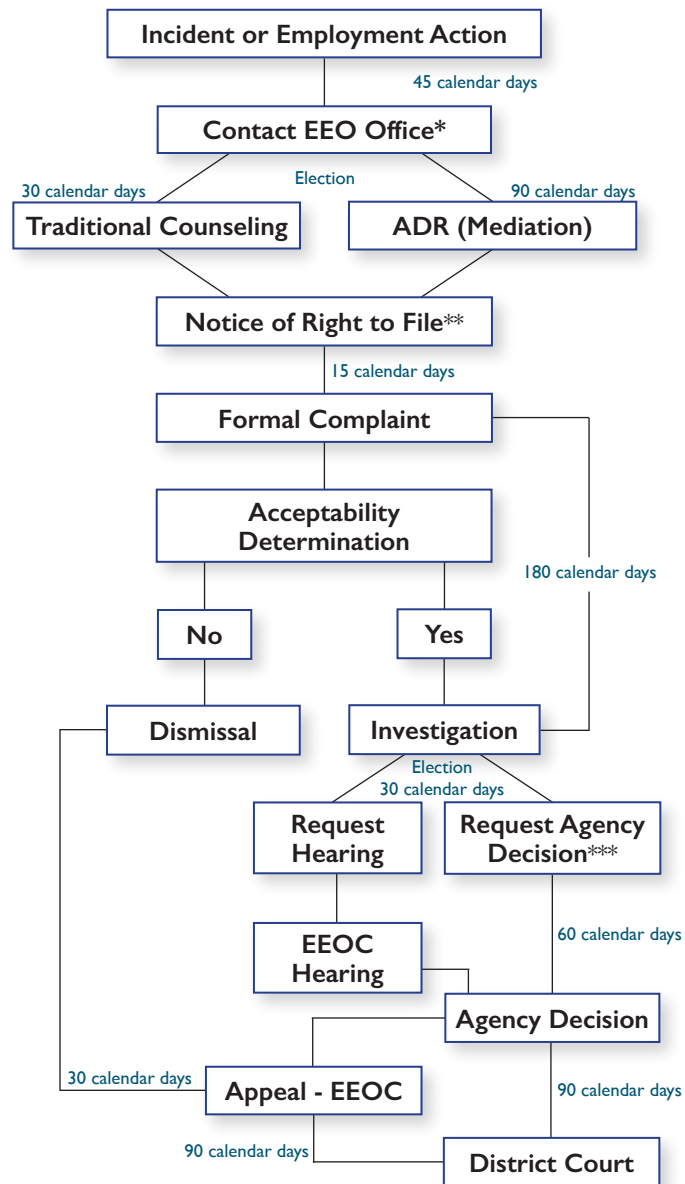
## CNIC N9 EEO POLICY FOR NAF EMPLOYEES

CNIC N9 is committed to providing equal employment opportunity to all NAF employees and applicants. Treating each person with respect and valuing the diverse perspectives within the organization are N9 EEO imperatives. To this end, it is CNIC NAF EEO policy that:

- The contributions of our diverse workforce are valued.
- Discrimination based on race, color, sex, religion, national origin, age, disability, genetic information, or reprisal will not be tolerated.
- Harassment of any kind will not be tolerated.
- Employees have the right to address their workplace concerns.
- Supervisor resolution of employee disputes is encouraged.
- The use of mediation by employees and supervisors is encouraged.
- Reprisal for EEO activity will not be tolerated.

All CNIC NAF supervisors and employees are expected to understand and abide by this policy.

## EEO COMPLAINT PROCESS



\* All references to the EEO Office in this brochure refer to CNIC NAF EEO Service Center.

\*\* A settlement agreement may be issued if the matter is resolved.

\*\*\* Agency decision is automatically issued if no action by complainant.

## WHO CAN FILE AN EEO COMPLAINT?

If you are an employee, former employee, or applicant and believe that you have been discriminated against because of your race, color, sex, religion, national origin, age, disability, genetic information, or reprisal in your work environment or when applying for a job, you may use the EEO process. You must contact the EEO Office within 45 calendar days of the alleged discrimination.

## WHAT HAPPENS AFTER I CONTACT THE EEO OFFICE?

An EEO staff member will conduct an initial interview with you to determine the allegations surrounding your claim. The staff member will explain your rights and responsibilities in the EEO process and will provide them to you for review and signature. You have now begun the pre-complaint process.

## WHAT HAPPENS DURING THE PRE-COMPLAINT PROCESS?

In addition to receiving your rights and responsibilities, you will also be informed of your options to elect traditional EEO counseling or mediation. Since the goal of the pre-complaint process is to resolve your concerns at the lowest level possible, mediation will be explained and encouraged.

If your workplace concern is resolved during the process you elected, normally a written settlement agreement will be signed by you and an agency representative.

If your workplace concern is not resolved, you will receive a Notice of Right to File letter that informs you of your right to continue in the EEO process via the filing of a formal complaint. If you choose to do so, you must file this formal complaint within 15 calendar days from the receipt of the Notice to File letter.

