

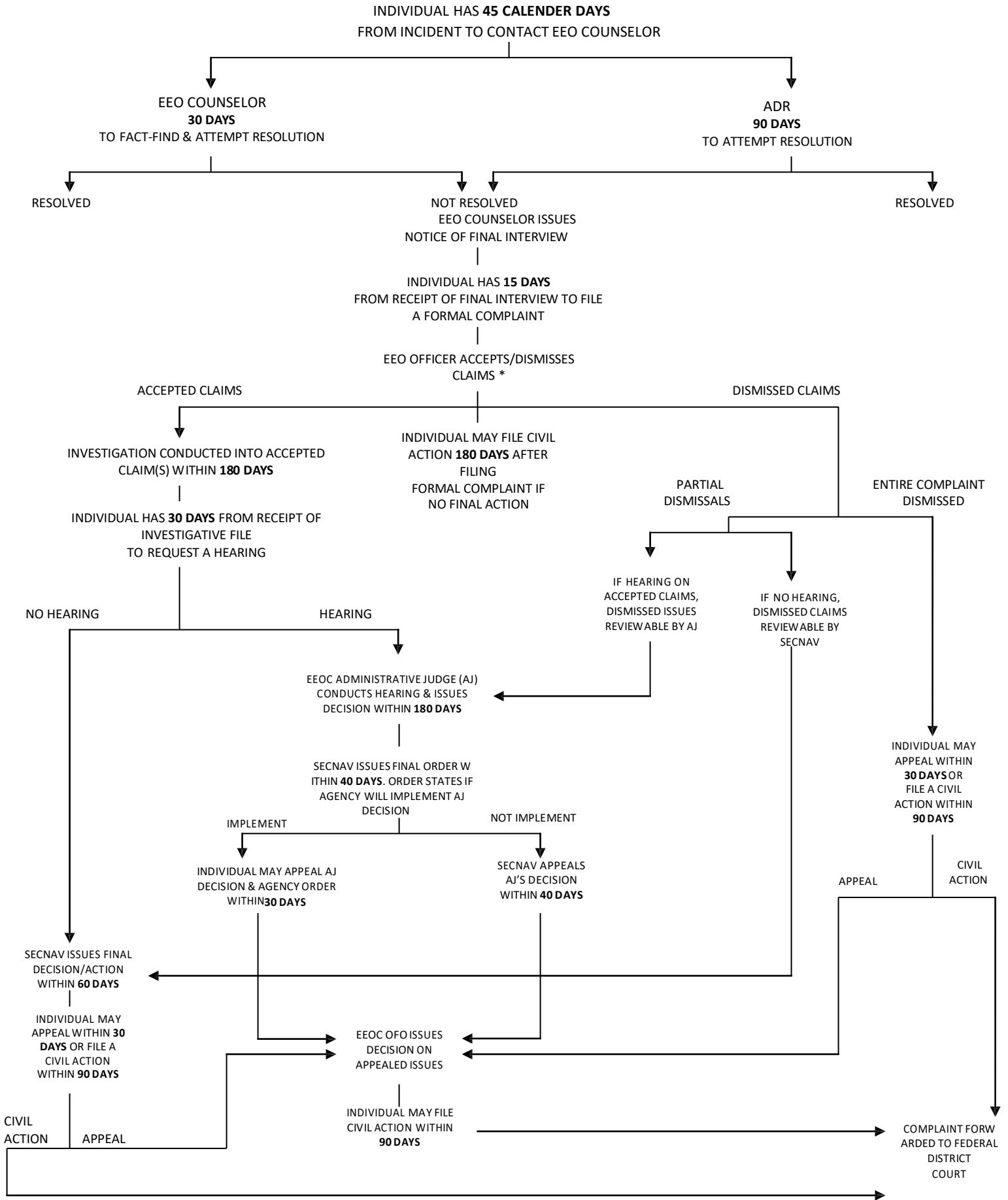
U.S. FLEET FORCES EEO CENTER OF EXCELLENCE

Norfolk Naval Shipyard
 McKeever Street, Building 15
 2nd Floor, Room 218
 Portsmouth, VA 23709

EEO HOTLINE: (757) 396-7888

INDIVIDUAL DISCRIMINATION COMPLAINT PROCESS

An employee, former employee, or applicant for employment who feel 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, Pregnancy or Reprisal for Prior EEO involvement** may file a complaint by contacting an EEO counselor within **45 calendar days** following the alleged discriminatory act. Once an informal/formal complaint has begun, the complaint can be resolved at any stage of the process. **All days are calendar days.**



*INDIVIDUALS MAY ADD SIMILAR OR RELATED CLAIMS TO THEIR FORMAL COMPLAINT ANY TIME PRIOR TO THE CONCLUSION OF THE INVESTIGATION; OR AMENDMENTS CAN 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 HART 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 EEO DEPARTMENT:
 TELEPHONE - (757) 396-7888 MAILING ADDRESS - DIRECTOR, EEO CENTER OF EXCELLENCE, CODE N1EEO
 NNSY, McKeever Street, BUILDING 15, 2nd Floor, Room 218, Portsmouth, VA 23709