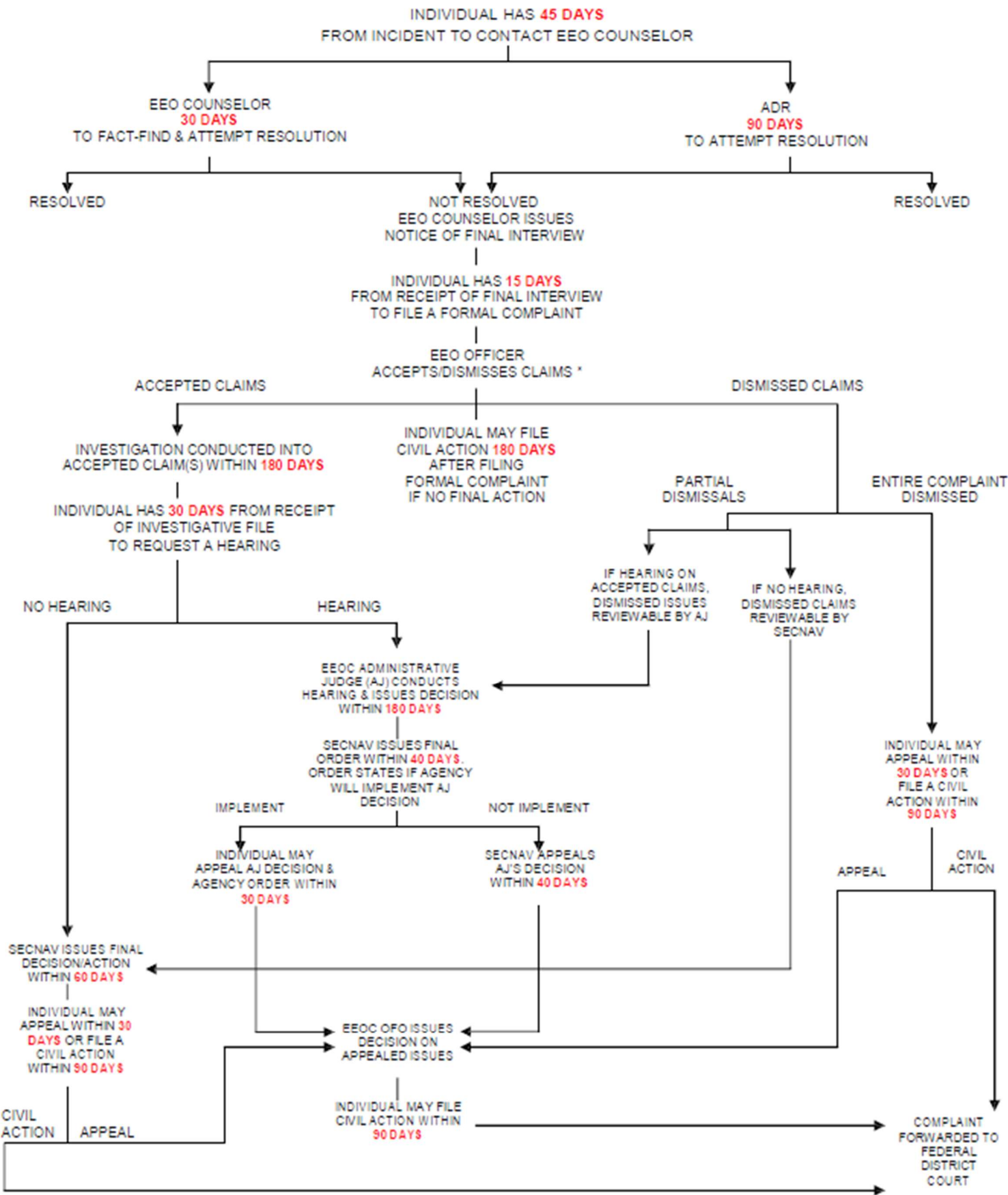




INDIVIDUAL DISCRIMINATION COMPLAINT PROCESS

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.



\*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 29 CFR 1614 SUBPART B. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE USFF EEO COE:

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