

**PERMANENT  
NOTICE –  
DO NOT REMOVE.**

# EEO Complaint Procedures and Officials



## Equal Employment Opportunity (EEO) Staff



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### WHO MAY FILE A COMPLAINT?

Any employee or applicant for employment with the Naval Surface Center, Carderock Division (NSWCCD) who believes that he or she may have been discriminated against (aggrieved person) on the bases of race, color, national origin, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, sex-stereotyping, gender identity, transgender status, and/or sexual orientation), age, genetic information, disability, or reprisal in an employment matter subject to the control of the Navy, may file an informal complaint of discrimination.

### HOW DO I FILE A COMPLAINT?

Prior to submitting a formal complaint for investigation, you, as the aggrieved, must first initiate contact with NSWCCD's EEO office and consult with a representative from the EEO staff. This is called pre-complaint counseling. You have the right to be accompanied, represented and advised by a person of your choosing. Both you and your representative will be free from restraint, interference, coercion, discrimination or reprisal during and after throughout presentation of the complaint — including the pre-complaint process.

### WHAT ARE MY TIME LIMITS?

Individual complaints must be brought to the attention of EEO Staff within 45 days of the date of the incident, or of the effective date of the personnel action, or of date you reasonably became aware of the incident which caused you to feel you have been discriminated against.



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