

Equal Employment Opportunity Policy

4 DEC 2013

(Summary)

POLICY: It is the policy of the Department of the Navy to provide equal opportunity in all employment matters for all persons, to prohibit discrimination because of race, color, age, religion, sex (including sexual harassment), national origin, disability (physical or mental), genetic information or reprisal, and to promote the full realization of equal opportunity through continuing affirmative employment programs. This policy must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement and treatment of civilian employees.

DISCRIMINATION COMPLAINTS: Any employee or qualified applicant for employment who believes he/she has been discriminated against because of age, race, color, religion, sex, national origin, disability (physical or mental), genetic information or reprisal must contact an Equal Employment Opportunity (EEO) Counselor to discuss the matter within the following time frames:

- a. Forty-five calendar days of the alleged discriminatory event.
- b. Forty-five calendar days of the effective date of the personnel action.
- c. Forty-five calendar days of the date the person first became aware of the alleged discriminatory action.

POINTS OF CONTACT:

- a. Ramon Ayala-Heredia, Deputy EEO Officer, 910-451-5272.
- b. Michael Arkin, EEO Counselor, 252-466-3398.

PROCEDURES: The EEO Counselor has 30 calendar days to make whatever inquiry is necessary to attempt resolution of the person's dissatisfaction. The EEO Counselor conducts a final interview to discuss the outcome of the inquiry. If no satisfactory resolution is reached, a signed written complaint may be submitted within 15 calendar days to the Commanding Officer, who is the Equal Opportunity Officer. This is an abbreviated explanation of the discrimination complaint procedures. Complete information is available from the EEO Office.

In the interest of expediting complaints, it is suggested that complaints be filed with the EEO Program Manager, Mr. Michael Arkin; however, if there is any reason that the complainant would prefer to file elsewhere, complaints may also be filed with:

- The Secretary of the Navy, Washington, DC 20350-1000.
- The Director of Equal Employment Opportunity, Department of the Navy, The Pentagon, Room 4E788, Washington, DC 20350-1000.

No reprisal action will be taken against a complainant or any employee providing information on a complaint.

A representative may be designated by a complainant to assist him/her throughout the processing of a complaint.

WITHDRAWAL: A complainant may withdraw his/her complaint at any time.

For sexual harassment complaints, you may contact the Deputy EEO Officer at 252-466-2218, the Station Inspector at 252-466-2019, or you may call the toll-free Department of the Navy Sexual Harassment Advice and Counseling Line at 800-253-0931.

(NOTE: EEO personnel cannot serve as representatives in the work force.
EEO personnel are not advocates for the employee or for management.)