

If You Believe You Have Been Discriminated Against

Under 29 C.F.R. 1614.105(a), you **must** contact an EEO Counselor at the USNA EEO Office **within 45 calendar days** of the date of the alleged discrimination, the effective date of the personnel action involved, or the date you knew or reasonably should have known of the discriminatory event or personnel action. This is absolutely necessary in order to preserve your right to file an EEO complaint.

Once a complaint is filed with the EEO office, the process begins as outlined below:

- If the complainant elects, The EEO counselor assigned to your case will begin the informal complaint process. The EEO specialist has 30 days (with a granted extension up to 90 days) to counsel the complainant and issue a Notice of Final Interview.
- After the informal complaint process, the complainant has 15 calendar days to file a formal complaint.
- After a formal complaint is filed, the agency has 180 calendar days from the date of filing to conduct an investigation and produce an investigative report.
- The Complainant has 30 days to request EEO hearing or final agency decision without a hearing after the completion of the investigative report or at the end of 180 days.
- EEOC has 180 days from Administrative Judge's request to issue decision.
- Agency has 60 calendar days from receipt of Administrative Judge's decision, or request for final agency decision without hearing, to issue a final agency decision
- Complainant has 30 calendar days from receipt of final agency decision to appeal to EEOC's Office of Federal Operations.
- Agency has 30 calendar days from receipt of Office of Federal Operations' decision to request reopening.
- Complainant has 90 days from receipt of Office of Federal Operations' decision to file civil action.

"Diversity is the one true thing we all have in common. Celebrate it every day."

Author Unknown

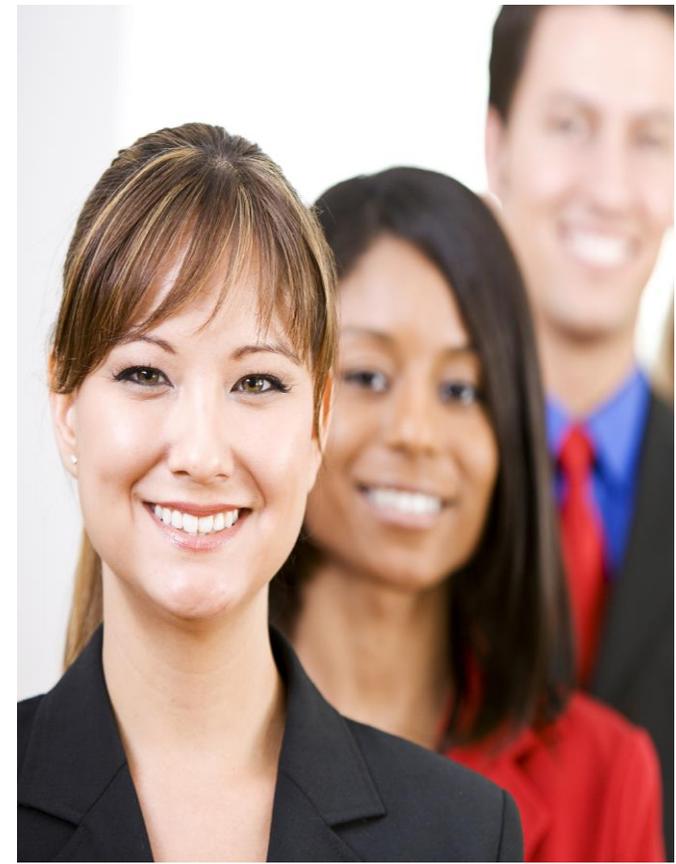
Need More Information?

The U S Naval Academy Equal Employment Opportunity office is available to assist you:

Ms. Renée Sharps
Equal Employment Opportunity Specialist
rsharps@usna.edu
(410) 293-3558



Department of the Navy
United States Naval Academy
Attn: EEO Office
181 Wainwright Road
Annapolis, MD 21402



Equal Employment
Opportunity Office

Effective as of May 1, 2017



EEO Required Training

Prevention of Sexual Harassment (POSH):

The Prevention of Sexual Harassment training is mandatory for all personnel and must be completed each year. The training may be accessed at:

<https://twms.navy.mil/login.asp> (CAC required)

NoFEAR Act:

All employees are required to take NoFEAR Act training every two years. This training can be accessed via the Total Workforce Management System (TWMS) website at: <https://twms.navy.mil/login.asp> (CAC required)

Basic EEO Training for Supervisors:

Supervisors and employees are required to complete annual EEO Training. This training can be accessed via the Total Workforce Management System (TWMS) website at: <https://twms.navy.mil/login.asp> (CAC required)

Equal Employment Opportunity is the law

Applicants to and employees of the Federal Government are protected under Federal Law from discrimination on the following bases:

Race, Color, Religion, Sex, National Origin:

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

Disability:

Title I and Title V of the Americans with Disabilities Act (ADA) of 1990, as amended,

Americans with Disabilities Act Amendments Act of 2008, and the Rehabilitation Act of 1973, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

Age:

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age

or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Sex:

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Genetics:

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion,

discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Retaliation:

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.



Alternative Dispute Resolution Process >>>

ADR is a process in which a third party neutral assists the disputants in reaching an amicable resolution through the use of various techniques. The DON Workplace ADR Program provides certified mediators and facilitators for DON grievances, EEO and workplace mediations/facilitations. Through ADR, the DON employs a variety of approaches to resolve conflicts to ensure an efficient and effective workforce while avoiding the cost, delay, and unpredictability of traditional adjudicatory processes. For more information about the ADR process you may contact Renée Sharps (410) 293-3558, or see the DON ADR website at: www.adr.navy.mil

Reasonable Accommodation >>>

Sometimes it is necessary for Federal hiring officials to make a reasonable workplace accommodation for a person with a disability, if requested and appropriate (unless so doing will result in undue hardship to the agency). An individual can request reasonable accommodation either orally or in writing. Individuals who need reasonable accommodation are responsible for making their needs known to their supervisors. The employer and the individual should engage in an interactive process to clarify what the individual needs are and identify the appropriate reasonable accommodation. Supervisors should act promptly to engage in the reasonable accommodation process. For further guidance and information please contact the Equal Employment Opportunity Office at 410-293-3558.