



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12713.13
(046)

2 DEC 1992

NTC GREAT LAKES INSTRUCTION 12713.13

Subj: DEPARTMENT OF THE NAVY (DON) CIVILIAN DISCRIMINATION
COMPLAINT PROCEDURES

Ref: (a) CPI 713

Encl: (1) Civilian Discrimination Complaint Procedures
under 29 CFR 1614

1. Purpose. To promulgate DON civilian EEO complaint procedures as they apply at the Naval Training Center (NTC), Great Lakes in accordance with reference (a).

2. Applicability. The provisions of this instruction apply to all civilian appropriated and non-appropriated employees and applicants for employment serviced by the NTC EEO office.

3. Policy. In accordance with reference (a), a formal complaint filed before an individual has attempted to consult with a counselor shall be returned without action at that time, and the individual shall be advised to consult with a counselor in order to properly initiate consideration of his or her concerns. Enclosure (1) describes, both in narrative and through flowchart, the DON civilian EEO complaint procedures.

4. Action. Enclosure (1) shall be posted in a conspicuous place throughout the components of serviced activities to ensure covered employees are familiar with current civilian EEO complaint procedures.


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CIVILIAN DISCRIMINATION COMPLAINT PROCEDURES
UNDER 29 CFR 1614

1. Employees, former employees and applicants for employment have the right to file a complaint of discrimination in the Navy. There are several bases - race, color, religion, sex, national origin, mental or physical handicap, age and reprisal.
2. Prior to filing a formal complaint, a civilian employee must receive counseling by a trained Equal Employment Opportunity (EEO) Counselor. An EEO Counselor must be contacted not later than 45 days after the alleged discriminatory act occurred or 45 days after the effective date of an alleged discriminatory personnel action, or 45 days after the complainant should reasonably have known about the alleged act. Names will not be used unless the complainant gives the counselor permission to do so.
3. The EEO Counselor has 30 days to counsel the civilian employee and conduct a final interview.
4. If the complainant is satisfied with the results of the counseling, he or she has 15 calendar days to file a formal written complaint.
5. An investigator will be assigned. The investigator has 180 days from formal filing to complete the investigation and issue an investigation file. The complainant receives a copy of the file.
6. Civilian complainants have 30 days to request a hearing by an Equal Employment Opportunity Commission (EEOC) Administrative Judge (AJ), followed by a Department of the Navy decision, or a final agency decision without hearing.
7. EEOC has 180 days from the date of request for an AJ hearing to issue a final agency decision.
8. The Navy has 60 days from receipt of the AJ's decision or request for a final agency decision without a hearing, to issue a final agency decision.
9. The complainant has 30 days from receipt of the final agency decision to appeal to the EEOC Office of Federal Operations (OFO).
10. The OFO issues a decision from which the complainant has 30 days to request reconsideration/reopening.
11. The complainant has 90 days from receipt of the OFO decision to file a civil action in U.S. District Court.

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DISCRIMINATION COMPLAINT PROCESS UNDER 29 C.F.R. PART 1614

