

**WHO MAY FILE A COMPLAINT:** Any employee, former employee or applicant for employment who feels s/he has been discriminated against because of race, color, religion, sex, national origin, age (40 years and over), physical or mental disability, or reprisal for prior EEO involvement or because of any opposition to an unlawful employment practice under 29 CFR 1614, including Equal Pay Act complaints. For age discrimination, aggrieved individuals may bypass the EEO complaints process by serving the EEO Commission with notice of intent to file a civil action, and after 30 days, proceed directly into Federal Court. Sexual harassment complaints can also be addressed under Section 1561, of Title 10, U.S. Code. Employees claiming discrimination based on sexual orientation may seek redress from the Merit Systems Protection Board, the Office of Special Counsel, the Negotiated Grievance Procedure, if applicable, or the Department of the Navy's Administrative Grievance Procedure.

**HOW TO FILE A COMPLAINT:**

Individual and Class Action complaints must first be presented to an EEO Counselor within 45 calendar days from the date of the matter alleged to be discriminatory, or in the case of a personnel action, within 45 calendar days of its effective date. **The Complaint must be filed with the Agency that allegedly discriminated against the complainant** ①. Individuals may choose between participation in an alternative dispute resolution (ADR) process or traditional EEO counseling. If both parties agree to ADR, arrangements will be made to mediate the dispute. If traditional counseling is elected, an EEO Counselor will be assigned and will attempt to resolve the complaint during.

① {John is a NACC ACQ Intern-NETC (Parent Command) that works with NAVSEA (Host Command) in Coronado CA. John feels the supervisor with NAVSEA(Host Command) discriminated against him because of his race and wants to file a complaint, John must file his complaint with the NAVSEA (Host Command's EEO Servicing Office)}

**HOW TO LOCATE MY HOST COMMAND'S EEO SERVICING OFFICE:**

- Go to any manager or supervisor of the Host Command and ask for the EEO Contact information
- Look on the Host Command's Website or Command Official Bulletin Board
- Email your Parent Command (NETC) HRO Office at: [NETC\\_PNSC\\_HRO@navy.mil](mailto:NETC_PNSC_HRO@navy.mil) In the subject line put: EEO POC and then tell them your HOST Command name and your physical location.

**HOW TO CONTACT MY PARENT COMMAND'S(NETC) EEO SERVICING OFFICE:**

EEO COMPLAINTS INTAKE LINE: 850-452-4180 (DSN:459)

Mailing Address:

Commander Navy Education and Training Command  
Human Resources Office (EEO Department)  
121 Cuddihy St., Suite A, Bldg. 680  
Pensacola, FL 32508-5171

Email: [NETC\\_PNSC\\_HRO@navy.mil](mailto:NETC_PNSC_HRO@navy.mil)