



NAVAL SPECIAL WARFARE COMMAND
(COMNAVSPECWARCOM)
CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY (EEO)
PROGRAM
COMPLAINT PROCESS



Any current employee, former employee and applicant for employment of Naval Special Warfare Command and its subordinate commands who believes that he or she has been discriminated against based on these factors: **RACE, COLOR, NATIONAL ORIGIN, AGE (40 OR OLDER), SEX (TO INCLUDE SEXUAL ORIENTATION, GENDER IDENTITY, AND PREGNANCY), RELIGION, PHYSICAL OR MENTAL DISABILITY, GENETIC INFORMATION OR REPRISAL FOR PREVIOUS EEO ACTIVITY** is entitled to consult an EEO Counselor to try to resolve the matter. The matter must be brought to the attention of an EEO Counselor within **45 CALENDAR DAYS** from the date the alleged act occurred, the effective date of an alleged personnel action, or the date that the individual knew or reasonably should have known that it occurred.

The EEO Counselor is required to make an informal inquiry necessary to seek a resolution or if the resolution attempt fails to be able to provide a verbal report to the complainant. Individuals have the right to remain anonymous during the **INFORMAL** EEO counseling stage. If after 30 days (or 90 days if the individual grants an extension), the EEO Counselor is unable to resolve the matter to the satisfaction of the individual involved, the EEO Counselor will issue a Notice of Final Interview (NOFI). The EEO Counselor will inform the individual in writing of his or her right to file a **FORMAL EEO** complaint. The NOFI will contain the applicable time requirements (15 calendar days from the date of receipt of the NOFI to file a **FORMAL EEO** complaint), the name and address of the official authorized to receive **FORMAL EEO** complaint of discrimination, and information regarding EEO complaint process.

Any form of discrimination is a direct violation of United States Federal Regulations. Discrimination and harassment in the workplace undermines COMNAVSPECWARCOM's mission and **it will not be tolerated**. Harassment includes, but is not limited to, any unwelcome verbal or physical conduct that has the effect of interfering with a person's work performance or creates an intimidating, offensive, or hostile environment. Harassing behavior can include, but is not limited to, epithets; slurs; jokes; name calling; obscene gestures or sounds; obscene, vulgar, or abusive language; threatening, intimidating, or hostile acts; physical assault; and written or graphic material on DON premises, or circulated in the workplace, including electronically.

All reported work place incidents of harassment based on discriminatory factors listed above and non-discriminatory factors will be investigated in a timely manner. Appropriate disciplinary action will be taken against the individual or individuals who were found to have harassed or discriminated against a civilian employee.

If you wish to raise an issue of harassment, want information regarding EEO/discrimination in the work place and/or want to file an EEO complaint, or request ADR, please call **(619) 944-8188**. For more information on specific EEO program, please access the EEO Office, COMNAVSPECWARCOM's web portal to find out detailed information about the EEO processes and options you have as a civilian employee/former employee or an applicant. The link: <https://socom.sharepoint-mil.us/sites/nsw-eeo>

EEO PROGRAM INFORMATION

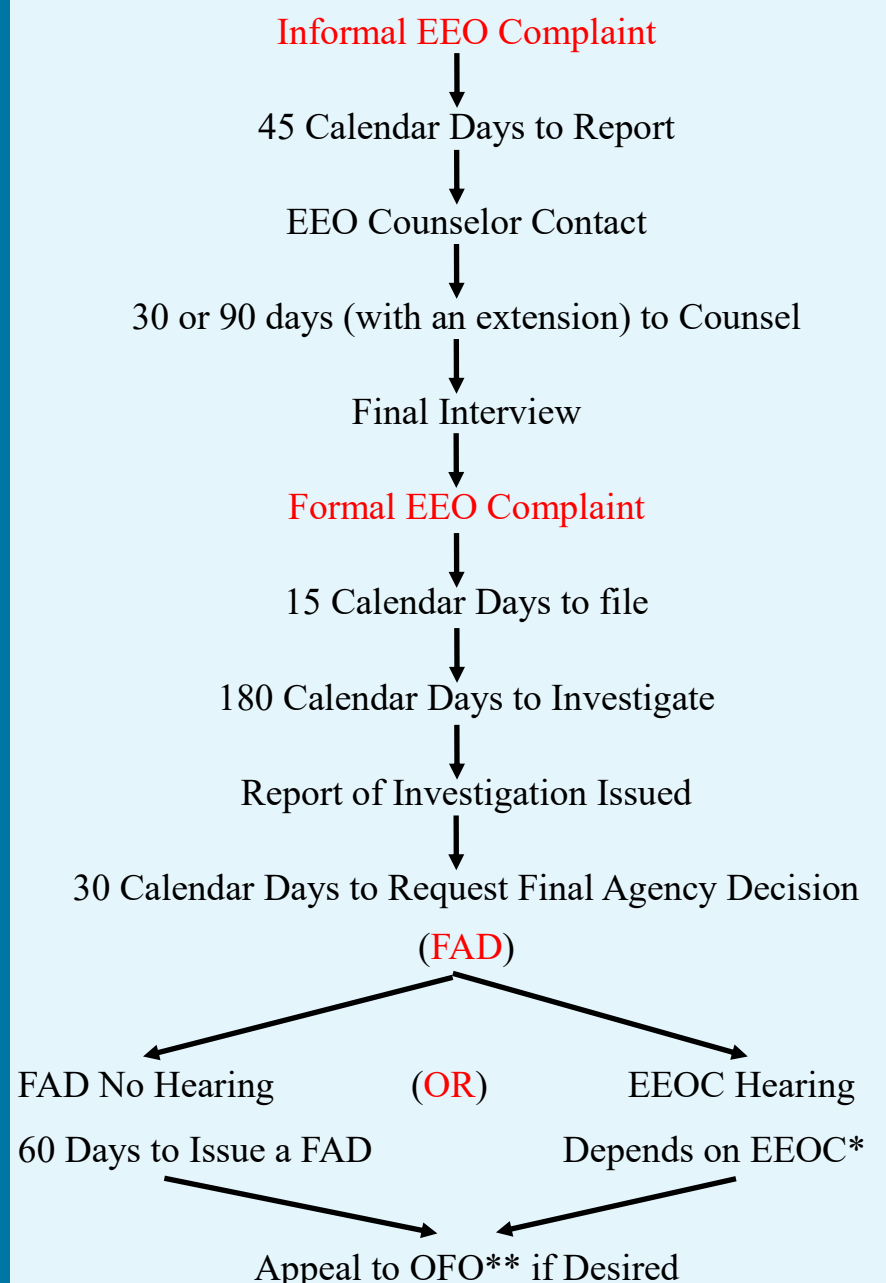
ADR: Alternative Dispute Resolution (ADR) is a possible option for those wishing to resolve disputes and problems outside of traditional methods- including Equal Employment Opportunity (EEO) complaints, grievances, and/or litigation. ADR offers the chance to let others know how you view the situation, as well as offers an opportunity to work out a mutually agreeable resolution. ADR POC: **Mario Villalba, (619) 944-8188**.

Reasonable Accommodation (RA): An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Personal Assistance Services (PAS) are defined as "assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as a reasonable accommodation; examples include, assistance with removing and putting on clothing, eating, using the restroom, and pushing a wheelchair or assistance with getting into or out of a vehicle at the worksite." If you are requesting PAS, or would like to request RA, please contact: **RA/PAS POC: Mario Villalba, (619) 944-8188**.

Harassment: Harassment includes, but is not limited to, any unwelcome verbal or physical conduct that has the effect of interfering with a person's work performance or creates an intimidating, offensive, or hostile environment. Harassing behavior can include, but is not limited to, epithets; slurs; jokes; name calling; obscene gestures or sounds; obscene, vulgar, or abusive language; threatening, intimidating, or hostile acts; physical assault; and written or graphic material on DON premises, or circulated in the workplace, including electronically. POC: **Madhu Panchadsaram, EEO Director (858) 212-2925**.

Special Emphasis Program (SEP) and Affirmative Employment Program (AEP): The purpose of SEPs is to improve employment and advancement opportunities for members of specific groups, individually. Examples of SEPs are Federal Women's Program (FWP), Hispanic Employment Program (HEP), Individuals with Disabilities Program (IWDP), Asian American/Pacific Islander Employment Program (AAEP), American Indian/Alaskan Native Employment Program (AIEP), and Black Employment Program (BEP). SEPs were first established by law, regulation, and Executive authority in the 1960s and 1970s. The Affirmative Employment Program (AEP) focuses on equality for all members of all groups. SEP POC: **Madhu Panchadsaram, EEO Director (858) 212-2925**.

EEO COMPLAINT PROCESS PER 29 CFR 1614



*EEOC—Equal Employment Opportunity Commission ** Office of Federal Operations

EEO Office Contact Information (Phone/Email or TEAMS):

Madhu Panchadsaram, EEO Director (858) 212-2925

Mario Villalba, EEO Specialist (619) 944-8188

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