

EEO Complaint Procedures and Officials

**PERMANENT
NOTICE –
DO NOT REMOVE.**



Equal Employment Opportunity (EEO) Staff



N. Jerome Willingham
Deputy Director of
Equal Employment Opportunity
nathaniel.j.willingham.civ@us.navy.mil
(he/him)



James Young
Complaints Program Manager
james.r.young110.civ@us.navy.mil
(he/him)



Kelly Taira
Reasonable Accommodation Coordinator
kelly.h.taira.civ@us.navy.mil
(she/her)



Chiara Ramos Baez
Special Emphasis and Affirmative
Employment Programs Manager
chiara.ramosbaez@navy.mil
(she/her)



Rebekah Knodel
Lead Sign Language Interpreter
rebekah.k.knodel.civ@us.navy.mil
(she/her)



Jet Griffin
Sign Language Interpreter
jethro.r.griffin.civ@us.navy.mil
(he/him)



Ciara Morales
Sign Language Interpreter
ciara.a.morales2.civ@navy.mil
(she/her)



Paul Gabriola
Sign Language Interpreter
paul.a.gabriola.civ@us.navy.mil
(he/him)

WHO MAY FILE A COMPLAINT?

Any employee or applicant for employment with the Naval Surface Center, Carderock Division (NSWCCD) who believes that he or she may have been discriminated against (aggrieved person) on the bases of race, color, national origin, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, sex-stereotyping, gender identity, transgender status, and/or sexual orientation), age, genetic information, disability, or reprisal in an employment matter subject to the control of the Navy, may file an informal complaint of discrimination.

HOW DO I FILE A COMPLAINT?

Prior to submitting a formal complaint for investigation, you, as the aggrieved, must first initiate contact with NSWCCD's EEO office and consult with a representative from the EEO staff. This is called pre-complaint counseling. You have the right to be accompanied, represented and advised by a person of your choosing. Both you and your representative will be free from restraint, interference, coercion, discrimination or reprisal during and after throughout presentation of the complaint — including the pre-complaint process.

WHAT ARE MY TIME LIMITS?

Individual complaints must be brought to the attention of EEO Staff within 45 days of the date of the incident, or of the effective date of the personnel action, or of date you reasonably became aware of the incident which caused you to feel you have been discriminated against.



Department of Navy EEO Contact:
202-685-6466
DONOEEO@us.navy.mil