



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY**

4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635

Diversity Management & Equal Opportunity Office

09-DMEO-003

Date: November 18, 2008

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM**

**SUBJECT:** Equal Employment Opportunity

**References:** (a) Director, Department of Defense Education Activity Memorandum, "Equal Employment Opportunity," March 17, 2008 (hereby canceled)  
(b) Title 29, Code of Federal Regulations, Part 1614, "Federal Sector Equal Employment Opportunity," current edition

It is the policy of the Department of Defense Education Activity (DoDEA) that all DoDEA personnel shall be fully committed to diversity management and equal opportunity in employment through implementation of strong Equal Employment Opportunity (EEO) and Affirmative Employment Programs. This policy mandates equal opportunity for all persons and prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal for participating in a protected EEO activity. All DoDEA personnel policies, practices, and operations will be consistent with this mandate and comply with EEO regulatory guidelines.

All DoDEA personnel must aggressively pursue and implement affirmative employment strategies designed to promote equal opportunity in the workforce. Attention to EEO goals and objectives will result in the attainment of full representation for all persons at all grade levels and occupations. Agencies that tie diversity and inclusion to their business strategy are known to increase performance and customer satisfaction. Every administrator, manager, and supervisor must demonstrate dynamic leadership to foster a workplace that is free of discrimination and harassment. All DoDEA supervisory and non-supervisory employees will fully support this policy and take immediate, appropriate measures to stop, identify, and prevent all forms of unlawful discrimination. Harassment of any kind will not be tolerated in DoDEA.


The same high level of effort and commitment required of every DoDEA administrator, manager, and supervisor, to ensure excellence in education and customer service, is also needed to accomplish equal opportunity and affirmative employment objectives. Every DoDEA employee shall do his or her part to act in accordance with these ideals.

All DoDEA administrators, supervisors, and managers shall take proactive measures to ensure that this policy is enforced throughout DoDEA's workforce and establish procedures for reporting and investigating incidents of unlawful discrimination. Acting together, DoDEA will accomplish the goal to achieve a workforce reflective of the diversity and talent of our nation.

Discrimination based on race, color, religion, sex, national origin, age (40 and older), disability (mental/physical), or reprisal for taking part in an EEO protected activity is prohibited by U.S. Equal Employment Opportunity Commission Regulation (Reference (b)), which provides policies and procedures for filing, processing, investigating, and settling discrimination complaints. Any employee or applicant for employment who believes he or she has been discriminated against has a right to use the DoDEA EEO counseling process. The aggrieved person must contact an EEO representative within 45 days of the occurrence. A counselor will be assigned and will have 30 calendar days to conduct an inquiry and attempt to resolve the matter. If not resolved, then the individual will be informed of their right to file a formal complaint. Contact and EEO information can be found at the DoDEA DMEEO Web page.

This policy should be posted on all official bulletin boards in compliance with part 1614.120(b)(6) of Reference (b). Questions concerning this policy should be addressed to the Chief, DMEEO Office via telephone at (703) 588-3232.

This Memorandum is effective January 1, 2009.

  
Dr. Shirley A. Miles  
Director