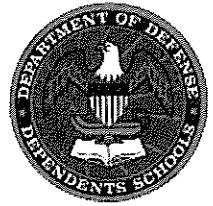




DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09096-7000



August 1, 2007

POLICY MEMORANDUM
Equal Employment Opportunity

As Director of the Department of Defense Dependents Schools-Europe (DoDDS-E), I fully support continuing policies and standards that ensure all employees and applicants for employment enjoy equality of opportunity in the Federal workplace regardless of race, sex, color, national origin, religion, age, or disability. In addition, those who choose to participate in the EEO process, whether as a complainant, counselor, witness, or program official, shall also be guaranteed a workplace free of reprisal.

Discrimination based on race, color, religion, sex, national origin, age (40 and older), disability (mental and/or physical), or reprisal is prohibited by U.S. Equal Employment Opportunity Commission Regulation, Title 29, Code of Federal Regulations, Part 1614, which provides policies and procedures for filing, processing, investigating, and resolving discrimination complaints.


Any employee or applicant for employment who believes he/she has been discriminated against based on the above eight protected categories has the right to use the Department of Defense Education Activity (DoDEA), Diversity Management and Equal Opportunity (DMEO) counseling process. An aggrieved employee or applicant must **bring forth the matter** to the attention of an EEO representative **within 45 days of the discriminating incident**. A counselor will be assigned and will have 30 calendar days to conduct an inquiry and attempt to resolve the matter. If not resolved, the individual will be informed of his/her right to file a formal complaint. Anyone wanting information on the EEO Process should contact the DMEO Program Manager, William Suddeth, by phone at DSN 334-2490 or 49-(0)6134-604-490, or by e-mail at william.suddeth@eu.dodea.edu.

The Equal Employment Opportunity (EEO) program, its goals, and its mission is not to provide special or unfair advantage to any groups or individuals, but to ensure that employees are not unfairly disadvantaged based on non-merit factors. I give you my support and commitment in endorsing this program. I believe that my investment in the EEO mission will enhance both the quality and the productivity of our workforce, providing DoDDS-E an environment free from discrimination and a place where all employees are afforded the opportunity to develop, perform, and advance to their maximum potential.

Attitudes have an observable impact on relationships in the workplace. Together we can create the right attitude that will increase respect in the workplace. Doing so will attract a diverse workforce, promote communication, resolve conflicts quickly, and promote creativity and innovation. Respect for one another will have a positive impact on our agency that will increase job satisfaction, reduce litigation costs, and retain a diverse workforce. A diverse workforce will benefit our students by enabling them to meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship once they leave our school doors.

Let us work together to achieve these objectives.

This policy should be posted on all official bulletin board in compliance with 29 CFR 1614.102(b)(6).


Diana J. Ohman
Director, DoDDS-Europe