



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635**

Diversity Management & Equal Opportunity Office

10-DMEO-003

Date: NOV - 4 2009

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM**

SUBJECT: Equal Employment Opportunity

References: (a) Director, Department of Defense Education Activity Memorandum, "Equal Employment Opportunity," November 18, 2008 (hereby canceled)
(b) Part 1614 of title 29, Code of Federal Regulations

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 (i.e., 40 and older), disability (i.e., 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 DMEO Web page.

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

This Memorandum is effective January 1, 2010.



Dr. Shirley A. Miles
Director