

FORT GEORGE G. MEADE

Equal Employment Opportunity

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PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE (40+), GENETIC INFORMATION, PHYSICAL/MENTAL DISABILITY AND REPRISAL IN EMPLOYMENT MATTERS.

Employees, former employees or applicants for employment at Fort George G. Meade, who feel that they have been discriminated against, may initiate a complaint with the Equal Employment Opportunity Office.

Complaints must be initiated in a timely manner. To be considered timely:

- Initiate the complaint within **45 calendar days** from the date of the matter giving rise to the complaint;
- If a personnel action, **45 calendar days** after the effective date or the date that the aggrieved became aware of, or reasonably should have become aware, of the action.
- Within **45 calendar days** from the date the aggrieved became aware of or should reasonably have become aware of the alleged discriminatory action or practice.

There are two stages to an EEO discrimination complaint: precomplaint and formal. All complaints must begin at the precomplaint stage before progressing to the formal stage.

The aggrieved individual may be offered an opportunity to participate in mediation. Mediation is a form of alternative dispute resolution (ADR). A Mediator (neutral, objective third party) brings the aggrieved and management together in an attempt to reach a mutually satisfactory solution to the employment matter.

Individuals who feel they have been sexually harassed have an additional venue. In addition to having their complaint processed under the Equal Employment Opportunity Commission, Title 29, Code of Federal Regulations 1614, they can pursue their complaint under Section 1561 of Title 10, United States Code.