



FORT MEADE EQUAL EMPLOYMENT OPPORTUNITY (EEO) NEWSLETTER

Volume 1, Issue 1 – October, 2015

Coordinator's Message

It is a pleasure to unveil this inaugural issue of the EEO Office newsletter. The driving force behind this publication is a desire to find new ways to inform, educate and enlighten the workforce on EEO related issues. This informative newsletter will be produced every quarter to provide additional information on EEO issues and trends. October is National Disability Employment Awareness Month. This is our time to celebrate and honor the talents and gifts that our employees bring to the workplace. This is also a time for us to recommit to our duty to ensure that our work environments are accessible and inclusive to allow people with disabilities to display their many skills and talents. This year's theme is "My Disability is One Part of Who I Am."

Jose Flores

Disability Program Manger

EEO COMPLAINT PROCESS

If you decide to initiate a discrimination complaint you must contact the EEO Office within 45 calendar days of:

- The date of the incident giving rise to the complaint; or
- The effective date of the personnel action giving rise to the complaint; or
- The date the aggrieved became aware of or should reasonably have become aware of the alleged discriminatory action or practice.

THE NEXT STEP IS TO FILE A PRE-COMPLAINT:

1. An EEO Counselor will conduct an inquiry into the allegations raised by the aggrieved. The counselor will interview the Complainant, the Responding Management Official (RMO), and witnesses with first-hand knowledge of the incidents. The EEO Counselor shall advise the Aggrieved of his or her rights and duties within the process.

2. If the matter is not resolved within 30 calendar days (unless the Aggrieved agrees in writing to extend the counseling period), the Counselor must write a Counselor's report and provide a final Interview at the end of the Counseling period. The Counselor shall provide the Aggrieved a Notice of Right to File a Formal Complaint. If the Aggrieved and the RMO cannot reach a resolution the Aggrieved will be given a Notice of Right to File a Formal complaint informing him or her that the matter was not resolved. Thereafter, the Aggrieved will have 15 calendar days to file a FORMAL complaint.

On what bases may a person file an EEO Complaint? As amended in Title VII of the Civil Rights Act of 1964. You have the right to file a complaint if you feel you have been discriminated on the bases of:

- Race
- Religion
- Color
- National Origin (Ethnicity)
- Age (Over 40) File EEO complaint or file in Court)
- Sex (Gender or Sexual Harassment)
- Disability (Physical/Mental)
- GINA act
- Reprisal



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STEPS FOR FILING A FORMAL COMPLAINT

1. You may file a Formal Complaint of Discrimination within 15 calendar days after receipt of the Notice of Right to File a Formal Complaint. The complaint must be in writing preferably on a DA Form 2590-R and it must be signed and dated.
2. Your complaint will then be forwarded to the EEO Officer for review to determine if it meets procedural requirements and it will be either accepted, partially accepted or dismissed.
3. If accepted a full investigation will be conducted by the DoD Office of Investigation and Resolution Division. (IRD) will develop a complete and impartial factual record within 180 calendar days of the filing of the Formal. After you receive your copy of the Report of Investigation you will then have 30 calendar days to decide whether you want a hearing before an Equal Employment Opportunity Commission (EEOC) Administrative Judge, a review of the ROI or a Final Agency Decision (FAD) from the Army. NOTE: If you do not respond in writing within 30 calendar days, the EEO Office will forward your case for a Final Agency Decision for you.
4. If dismissed you will be provided the necessary documentation and information to appeal the dismissal to the EEOC Office of Federal Operations.

TIPS

- You have the right to remain anonymous during the pre-complaint process.

- Be prepared to provide information on dates, who, what, where and when you became aware of the alleged discrimination action.
- Please do not hesitate to feel at ease when in the company of a counselor. The counselor's role is to remain neutral throughout the complaint process.
- You do have the right to schedule an appointment for informational purposes.

EEO MISSION STATEMENT

THE FORT MEADE EQUAL EMPLOYMENT OPPORTUNITY OFFICE (EEOO) PROVIDES LEADERSHIP IN ENSURING A WORKPLACE ENVIRONMENT CONDUCIVE TO MEETING COMMAND POLICY OF STRICT ADHERENCE AND COMPLIANCE WITH EEO LAWS, RULES AND REGULATIONS IN CIVILIAN EMPLOYMENT AND TRAINING.

My Biz

Employees may update disability codes in My Biz: Employees have the ability to voluntarily update or correct their personal disability codes in My Biz as part of their official record. Disability statistics generated from the codes input by employees are used to measure the Army's participation rates in hiring, advancement and retention of individuals with disabilities, and assist in



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determining resourcing for programs and services needed to improve these efforts.

This voluntary step ensures the accuracy of reports generated for submission to the Office of Personnel Management, the Equal Employment Opportunity Commission and other regulatory agencies. None of the reports identify who has submitted data by name.

The Rehabilitation Act of 1973 requires each agency in the Executive branch of the federal government to establish programs that assist in the hiring, placement and advancement of individuals with disabilities. In order to monitor progress in achieving this goal, the Department of the Army must rely on accurate and up-to-date information about its workforce. The Army is required to give employees the opportunity to ensure that employee disability information in its personnel systems reflect accurate and current data. My Biz provides employees that opportunity.

To review and update disability information, employees must log into My Biz, click on

“Personal”, and click on the “Disability” tab. If information needs to be corrected or

updated under this tab, users should scroll down the list of disability codes; select the one that best describes the condition and click “update”. My Biz will only record one condition per individual.

With the exception of certain employees hired under the Schedule A hiring authority, identifying disability status in personnel system is completely voluntary. No other employees are required to identify their disability status if they do not desire to do so.

<http://cpol.army.mil/>

This Quarter's EEO Q&A

Q: Doesn't the EEO complaint system favor management?

A: The EEO complaint system is designed to favor neither management nor complainants, but rather to make it possible for the facts to be established and equitable solutions reached. Beyond legal obligations to implement EEO laws and regulations, the Command has a vested interest in maintaining high morale and productivity, both of which are adversely affected by discrimination. The various levels of appeal in the system work to ensure against possible abuse



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UP COMING EVENTS

Fort Meade EEO will be hosting the
Disability employment awareness month at
Club Meade on 28 October, 2015 from
11:30-1300

Our guest speaker will be Mr. Cedric King a
dynamic motivational speaker

This newsletter will be on our website
<http://www.ftmeade.army.mil/staff/eoo/eoo.html>
the first day of each quarter. Your
comments, suggestions, and contributions
are welcomed. We are always appreciative
of constructive feedback