

Defense Media Activity

Office of Diversity Management and Equal Opportunity (ODMEO)

Title VII EEO Complaint Process

It is the policy of the Defense Media Activity (DMA) to provide a workplace free from unlawful discrimination and harassment. DMA has a zero tolerance policy regarding sexual harassment. Discrimination based on race, color, national origin, sex (including sexual harassment), religion, age (40 years old or older), mental or physical disability, marital status, parental status, genetic information, political belief, sexual orientation, or reprisal for participation in the EEO process, is prohibited. Federal statutes and regulations—Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act, the Fair Labor Standards Act (Equal Pay Act), and 29 C.F.R. Part 1614—are in place to offer relief, if you are the victim of discrimination. An allegation of discrimination may result from any employment issue or action, such as hiring, promotion, time and attendance, work environment, training, appraisal, discipline, firing, layoffs, or other terms, privileges, conditions, and benefits of employment.

Informal or Pre-Complaint Process

Any employee, or applicant seeking employment with DMA, who feels that he or she may have been discriminated against on the basis of their race, color, national origin, sex, religion, age, disability, retaliation (for prior participation in the EEO process), sexual orientation, marital or family status, political beliefs, parental status or protected genetic may file an informal complaint of discrimination by contacting the Office of Diversity Management and Equal Opportunity (ODMEO). You must make initial contact with an EEO Office within **45 calendar days** of the date of the alleged discriminatory event, or personnel action. An EEO counselor will be assigned to conduct initial interview to determine the basis for alleged discrimination and the issue (s) involved. The EEO counselor will explain the steps in the process to the aggrieved person. The counselor has **30 calendar days** to conduct a limited inquiry into the allegations, seek a reasonable and timely solution, acceptable to both you and management, document the resolution, or advise you of your right to file a formal complaint of discrimination. An EEO counselor will not act as an advocate for you or management, nor will they make a determination as to whether discrimination occurred.

Alternative Dispute Resolution (ADR)

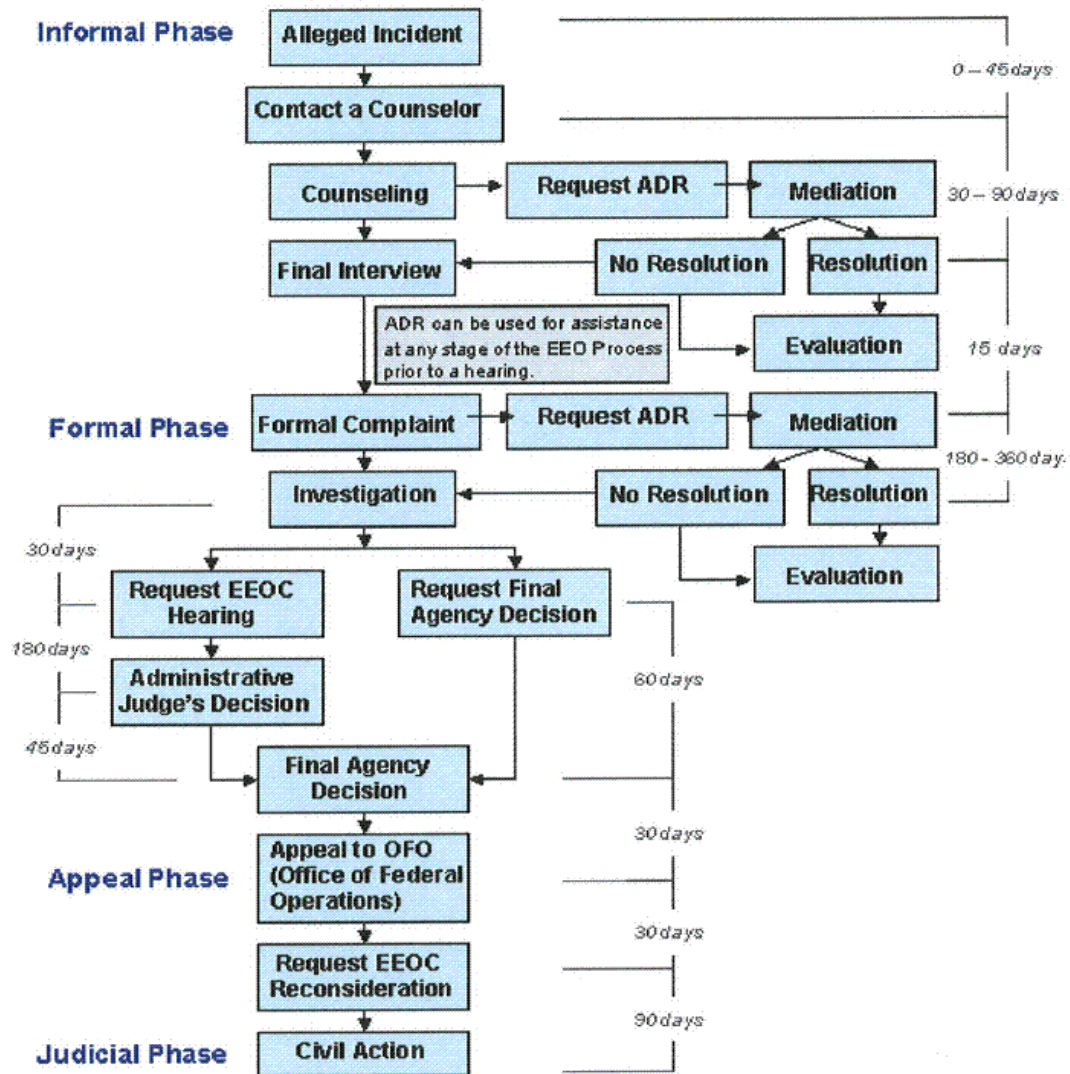
ADR is a variety of techniques and approaches used to achieve collaborative resolution of disputes. The primary ADR technique used by DMA is mediation. It is offered in both the Pre-Complaint and Formal Complaint stages of the EEO Complaint Process. The ADR process or mediation must be completed within **90 calendar days** from the date of initial contact with the EEO Counselor. An ADR Specialist contacts all the parties of the conflict to schedule a face-to-face mediation with a trained, neutral, and third party Mediator. If a resolution is reached the parties complete a Settlement Agreement that they have mutually agreed upon and the Aggrieved withdraws their complaint. If no resolution results from mediation, you will be issued a Notice of

Final Interview, which explains further rights, should you exercise the option to file a Formal Complaint of discrimination.

Formal Process

If the issue (s) has not been resolved by the end of the counseling period, the EEO counselor will conduct a final interview with you and issue a Notice of Final Interview. The Notice provides information on how to file a formal complaint along with the names and addresses of persons authorized to receive complaints. You then have **15 calendar days** to file a written formal complaint with the appropriate official. For additional information pertaining to the EEO Complaint Process, please contact the ODMEO at: (443)685-1336 / (301) 222-6843 or email: dma.meade.hqdma.mbx.dma-eeo@mail.mil.

Flowchart of EEO Complaint Process



NOTE: Although the U.S. Equal Employment Opportunity Commission (EEOC) does not enforce the protections that prohibits discrimination and harassment based on sexual orientation, political status, parental status, marital status, and genetic information, DMA is committed to providing a work environment free of discrimination and adheres to internal policies which prohibit discrimination on these bases. Complaints filed on these bases cannot be appealed through EEOC. Redress is determined through a Final Agency Decision (FAD)