



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
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February 6, 2019

MEMORANDUM FOR DODEA ALL

FROM: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Directive-Type Memorandum 19-DMEO-001 - Annual Policy Statement on Equal Employment Opportunity

References: Code of Federal Regulations, Title 29, Part 1614
DoDEA Directive Type Memorandum 17-DMEO-001, "Annual Policy Statement on Equal Employment Opportunity," November 27, 2017 (hereby incorporated and canceled)
Equal Employment Opportunity Commission, Equal Employment Opportunity Management Directive 110 (EEO-MD-110), "Federal Sector Complaints Processing Manual," August 5, 2015
Equal Employment Opportunity Commission, Equal Employment Opportunity Management Directive 715 (EEO-MD-715), "Equal Employment Opportunity Reporting Requirements for Federal Agencies," October 1, 2003
United States Code, Title 7, Section 2000e (also known as "Title VII of Civil Rights Act of 1964," as amended)

Purpose. This Directive-Type Memorandum (DTM) serves as the Department of Defense Education Activity's (DoDEA) commitment to equal employment opportunity enterprise wide through the implementation and adherence to Equal Employment Opportunity (EEO) and affirmative employment programs. This DTM 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.

This DTM is effective upon signature and will expire twelve (12) months from the date of signature.

Applicability. This DTM applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and

Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

Policy. DoDEA strives to provide and maintain a work environment that is free of all forms of discrimination, including discriminatory harassment, as well as reprisal or retaliation for engaging in protected EEO activity. DoDEA also seeks to address harassing conduct at the earliest possible stage, before it can become severe or pervasive.

It is the policy of DoDEA that all DoDEA personnel shall be fully committed to equal employment opportunity through implementation of Model EEO and Affirmative Employment Programs, as required under the U.S. Equal Employment Opportunity Commission's (EEOC) Management Directive (EEO-MD) 715 and EEOC's EEO-MD-110 that can be found at www.eeoc.gov/federal/directives/. EEOC's EEO-MD-715 provides policy guidance and standards of establishing and maintaining effective affirmative programs of EEO under Section 2000e of Title 7, United States Code, also known and referred to in this Issuance as "Title VII of Civil Rights Act of 1964" and related antidiscrimination laws. EEOC's EEO-MD-110 provides Federal Agencies with EEOC policies, procedures, and guidance relating to the processing of employment discrimination complaints, the effectiveness and efficiency of which are considered a key part of a Model EEO Agency. DoDEA is fully committed to implementing all Federal laws, regulations, and EEOC guidance relative to the development of Model EEO Agency plans and annual reporting of accomplishments against those plans.

Deliberate attention to EEO goals and objectives may result in the attainment of full representation for all persons at all grade levels and occupations. 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 and appropriate measures to stop, identify, and prevent all forms of unlawful discrimination. Harassment of any kind will not be tolerated in DoDEA.

Responsibilities. All DoDEA administrators, supervisors, and managers shall take proactive measures to ensure that this policy is enforced throughout the DoDEA workforce and utilize procedures for reporting and investigating incidents of unlawful discrimination. Acting together, DoDEA will accomplish the goal of being a model EEO agency, as promulgated by EEO-MD-715.

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 this policy.

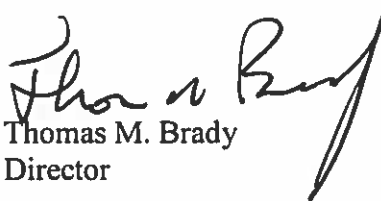
Procedures. Any employee or applicant for employment who believes he or she has been discriminated against has a right to use the DoDEA EEO counseling process. The aggrieved person must contact an EEO representative within forty-five (45) calendar days of the occurrence. A counselor will be assigned and will have thirty (30) calendar days to conduct an inquiry and attempt to resolve the matter. If not resolved, then the individual will be informed of

his/her right to file a formal complaint. EEO information can be found at the DoDEA Diversity Management and Equal Opportunity (DMEO) Website: <http://www.dodea.edu/Offices/DMEO> or by contacting the Branch Chief, Resolution and Compliance Branch Office at (571) 372-0966 or EEO.Complaints@hq.dodea.edu.

In accordance with Part 1614 of Title 29, Code of Federal Regulations, this DTM is official and is posted on the DoDEA Policy Website.

Information Collection Requirements. This DTM may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

Releasability. Cleared for public release. Available on the DoDEA Policy Website.


Thomas M. Brady
Director

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DMEO	Diversity Management and Equal Opportunity
DTM	Directive-Type Memorandum
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
MD	Management Directive