



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

November 27, 2017

**MEMORANDUM FOR THE RECORD**

**FROM: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

**SUBJECT: Directive-type Memorandum (DTM) 17-DMEO-001 - Annual Policy Statement on Equal Employment Opportunity**

**References: Code of Federal Regulations, Title 29, Part 1614**  
**Director, Department of Defense Education Activity Memorandum, "Annual Equal Employment Opportunity Policy Statement," August 9, 2013 (hereby incorporated and canceled)**  
**Department of Defense Education Activity Memorandum 10-DMEO-003, "Equal Employment Opportunity," dated November 4, 2009 (hereby incorporated and canceled)**

**Purpose.** The Equal Employment Opportunity (EEO) Annual Policy Statement serves as the Department of Defense Education Activity's (DoDEA) commitment to equal opportunity and diversity and inclusion through the implementation and adherence to EEO and affirmative employment programs. This DTM resolves that all employees are accountable and prohibits 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 in accordance with Part 1614 of Title 29, Code of Federal Regulations.

This issuance is effective November 27, 2017 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/Associate Director for Performance and Accountability (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.** It is the policy of DoDEA that all DoDEA personnel shall be fully committed to diversity management and equal opportunity in employment through implementation of strong

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. Organizations 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.

Responsibilities. 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.

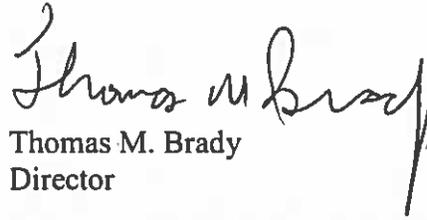
The same high level of effort and commitment required of every DoDEA administrator, manager, and supervisor to ensure excellence in education and customer service is also needed to accomplish equal opportunity and affirmative employment objectives. Every DoDEA employee shall do his or her part to act in accordance with these ideals.

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. Contact and EEO information can be found at the DoDEA DMEO web page: <http://www.dodea.edu/Offices/DMEO> or by contacting the Chief, Resolution and Compliance Branch Office at (571) 372-0966 or [EEO.Complaints@hq.dodea.edu](mailto:EEO.Complaints@hq.dodea.edu).

In accordance with Subpart 1614.102 of Title 29, Code of Federal Regulations, this policy is official and is posted on the DoDEA Issuances 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 Issuances Website at <http://www.dodea.edu/Offices/Regulations/index.cfm>.

  
Thomas M. Brady  
Director

Cancelled

**GLOSSARY**

**PART I. ABBREVIATIONS AND ACRONYMS**

<b>DTM</b>	<b>Directive-type Memorandum</b>
<b>EEO</b>	<b>Equal Employment Opportunity</b>

**Cancelled**