

## INTOUCH WITH EEO

*Equal Employment Opportunity  
Newsletter vol. 2 issue 4*

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#### *FROM THE DIRECTOR:*

*If you have not already heard, the Special Emphasis Program will be kicking off in just a few short weeks, on October 5. The kickoff will begin with an annual Fun Run/Walk. Come out to help bring awareness to APG Garrison and the workforce efforts to build a community of excellence.*

*The I.D.E.A. Council will help APG Garrison shape the focus through initiatives, ensuring things are being done correctly, adjusting or identifying new priorities, providing direction in dealing with workplace concerns, and the development and improvements of the workforce. The council will meet monthly to discuss several workplace topics, and review or create initiatives that bring positive culture and raise awareness.*

*If you would like to be a member of the I.D.E.A. Council, please contact [APGEEO299@army.mil](mailto:APGEEO299@army.mil).*

*Monique N. Moore*





# INCLUSION (in-clu-suion) *noun*

1. *the action or state of including or of being included within a group or structure.*
2. *the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or intellectual disabilities, as well as members of other minority groups.*

We all at some point in life have felt excluded. It may have been on the playground as a child, outside the clique in work or school, or as the new employee granted the intimidating job no one else wants to do. Thinking back on these feelings likely reminds us of some discomfort. In most instances, these feelings have us asking ourselves, “why?” No matter how old or wise we are, we may be subjected to those feelings again. We cannot force someone to always accept us for who we are. We cannot award lived experiences to another person so that they can feel compassion or empathy to our situation. In these situations, don’t be the excluder. You, your friends, family, and coworkers must work to not make another person feel excluded. Most times, a person stating the unwelcomed behavior is enough to make it stop. We must actively take a role and say, "not in my workspace" or "not in my association". Life is no accident and does not occur on a whim. Life is intentional and must be lived accordingly. The difference between ordinary and extraordinary is a little “EXTRA.”

Inclusion means that people across varying identities are and feel valued, welcomed, respected, included, represented, and heard. They fully belong, can be authentic, contribute to the collective, and have a voice. Inclusion requires actively, persistently, and systemically engaging diversity, and fostering equity and social justice across all aspects of the institution. Inclusion includes actively identifying and removing more than systemic barriers. Inclusion in the workplace creates a sense of belonging among coworkers that can translate to greater productivity, more innovation, and better decision making. Team performance improves when employees feel more connected. Get everyone on the same side, and the possibilities for growth and success increase exponentially.

Reference: Army Equity and Inclusion Agency. Diversity is the force, Equity is the Goal, and Inclusion is the way!

## Personal Assistant Services (PAS) Accommodation

On January 3, 2017, the Equal Employment Opportunity Commission (EEOC) published a Final Rule on Affirmative Action for Individuals with Disabilities in Federal Employment. Section 501 of the Rehabilitation Act prohibits Federal agencies from discriminating against individuals with disabilities in employment and requires agencies to be model employers. The Final Rule clarifies the obligations that the Rehabilitation Act of 1973 imposes on Federal agencies, as employers, that are over and above the obligation not to discriminate on the basis of disability.

Effective January 3, 2018, amendment to regulations implementing Section 501 of the Rehabilitation Act of 1973, require the provision of Personal Assistant Services (PAS) to qualified employees with disabilities who request and require non-medical and non-work task personal assistance, unless doing so would impose an undue hardship on the agency. An undue hardship considers the nature, extent, and cost of an accommodation, or of providing personal assistance services in relation to an agency's overall resources and the impact of the accommodation, or the requirement to provide personal assistance services on the operation of the agency's business. Determination of undue hardship is always made on a case-by-case basis.

### What are Personal Assistance Services (PAS)?

PAS are defined as "assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as a reasonable accommodation; examples include, assistance with removing and putting on clothing, eating, using the restroom, and pushing a wheelchair or assistance with getting into or out of a vehicle at the worksite, retrieving materials out of reach or providing travel assistance for an employee with a mobility impairment, reading printed materials to an employee who is visually impaired." These examples are non-exhaustive and identify self-care activities for which PAS may be employed. PAS must be provided to employees who need them when teleworking under reasonable accommodation (RA) or under an agency's telework policy.

PAS do not include performing medical procedures (e.g., administering shots) or medical monitoring (e.g., monitoring blood pressure). PAS do not help individuals with disabilities perform their specific job functions, like reviewing documents or answering calls. PAS differs from services that assist an individual to perform job-related tasks, such as sign language interpreters. Employees or applicants needing medically based RA to assist them in the workplace, or to apply for employment, may request RA through the Agency's RA procedures per AR 690-12.

### Qualifying factors to receive PAS

- The individual is an employee of the agency;
- The individual has a targeted disability;
- The individual requires the services because of his or her targeted disability;
- The individual must be able to perform the essential functions of the job, without posing a direct threat to safety once PAS and any required reasonable accommodations are provided; and
- Providing PAS will not impose undue hardship on the agency.

### Making a Request for PAS

As with RA, an employee may request PAS by informing a supervisor or the Disability Program Manager they need assistance with daily life activities (relating to work) due to a medical condition. The individual does not need to mention Section 501 or use specific terms such as "PAS", "affirmative action", or "Reasonable Accommodation" to trigger the agency's obligation to consider the request. Typically, the targeted disability and need for PAS will be obvious, such as with missing limbs or paralysis. Where there is a requirement to clarify qualification of need and nature of PAS assistance, the RA interactive process should be engaged. Whether at home or work, PAS can be essential to employment success.

Reference: Personal Assistant Services (PAS) Accommodation | HHS.gov

# Social Media & Work

The Army IT User Access Agreement states Internet access is intended primarily for work related purposes. The agreement is a document all employees are supposed to read and sign, but some still misuse government computers. About 77% of American workers use social media at work. Social media includes a variety of Internet accounts and is not limited to traditional social media like Facebook or Instagram. Social media also includes personal email accounts and messaging apps. The average employee spends 12% of their work hours using social media. Around 18.7% of employees state they lose up to 15 minutes of working time a day to social media usage, while 9.4% of workers say they spend over 120 minutes a day on social media during work hours.



While employees use social media for entertainment, expresspros.com indicates 71% of employers hiring agree that looking at candidate's social media profiles is an effective way to screen applicants. Doing this is not an encouraged federal practice. Social media employment screening can lead to Equal Employment Opportunity discrimination allegations under the laws enforced by the EEOC.

What you do on your personal accounts can carry over into your professional life. Some employees are linked with their coworkers via Facebook, Instagram, and LinkedIn. There have been instances where an employee's personal social media posts have had negative effects in their professional life. The Army has a code of conduct every employee must follow. Participating in activities that go against that code of conduct and posting online can be reported to management, possibly leading to disciplinary actions. Using social media to harass, bully, or discriminate against someone goes against the Army's Anti-Harassment policy outlined in AR 690-12 Appendix D.

Social media use during the workday is not only referring to the use of government issued equipment, but personal devices too. About 34% of employees say they use social media at work to take a mental break. Constant use of social media during the workday can lead to productivity issues. Depending on your position, disciplinary actions may occur as well.

With the use of social media becoming a large part of everyday life, it is important to make sure we maintain a personal and professional boundary. Remain aware that what you put on your personal accounts may have the potential to spill over into your professional life.

\*The statistics in this article can be found at <https://www.zippia.com/advice/social-media-at-work-statistics/>

# EEO Spotlight Federal Women's Program

## Outstanding Supervisor Award Nominee:



Monique Moore is the United States Army Garrison Aberdeen Proving Ground (USAG-APG) Equal Employment Opportunity (EEO) Director. Recently Ms. Moore was nominated for the FY 23 Outstanding Supervisor of the Year during the APG Federal Women's Program Celebration held on August 24. The Federal Women's Program Outstanding Supervisor Award Nominees were awarded Certificates of Achievement for being nominated. A nomination under this category represents an individual who encourages women to fulfill their education, via traditional or non-traditional means for long-term training and developmental assignments; encourages the workforce to attend functions in support of women, virtually, publicly, and in the private sector; acts

as a mentor to provide positive guidance to women employees, either within or outside the organization; assures women in the organization are represented on boards, committees, and panels, and nominates women for monetary and honorary awards. Ms. Moore seamlessly executes exceptionally under all criteria considered and was an obvious candidate for the award. While she did not win this year her nomination is still indicative of greatness and surely an example for others to follow. Some of what was included in her nomination were:

- Communicated with Command staff to increase awareness of issues affecting women (and minorities) and to enhance training/employment opportunities (e.g., briefings and meetings).
- Encourages participation at meetings and conferences.
- Suggests trainings and gives new responsibilities to help employees advance in their career.
- Is an active participant and advocate of the FWP Program.
- Tries to attend, encourages others to attend, and advertises FWP functions, FWP trainings, and other occasions in support of women.
- Acts as mentor and inspiration to employees (new and tenured) and colleagues by encouraging them to excel and achieve their potential.
- Maintains positivity and calmness, even in a crisis situation. Employees feel understood, valued, affirmed, and appreciated.
- Makes employees feel understood, valued, affirmed, and appreciated.
- Encourages individuals to think outside the box, move forward at all times, and not stagnate.

The Federal Women's Program (FWP) was established in 1967 when President Lyndon B. Johnson signed Executive Order 11375 and added sex as a prohibited form of discrimination. The FWP has a primary responsibility to identify barriers to the hiring and advancement of women and to enhance employment opportunities for women in every area of federal service. Guidance for the FWP was originally provided by the Civil Service Commission (now OPM). In 1978 the program responsibility was transferred to the EEOC.



## EEO Spotlight Student Trainee:

Greetings, my name is Destiny Dews, and I am a current student at Bowie State University. I will complete my bachelor's degree in communications with a minor in journalism in December, 2023. I'm a Student Trainee in the Aberdeen Proving Ground EEO office. I sought this position because I am seeking a more challenging opportunity in my field. This job posting was especially exciting to me because this organization is known for its unmatched level of professionalism and opportunities. After graduation, I plan on writing scripts to tell people stories. I believe everyone has a story to tell, and I want to give everyone the space to do so. I plan on furthering my education by receiving my master's degree in the next two years. I hope to meet new people, improve my language skills, and broaden my horizons. I've never been abroad before, and hope this student training experience will open my eyes to all the differences we have in the world.



**Intouch with EEO** will be published quarterly by the EEO Office. The purpose is to share information and increase your knowledge and awareness of EEO and EEO related topics.

# The EEO Team

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DISCRIMINATION IS PROHIBITED ON THE BASIS OF RACE, COLOR, RELIGION, SEX, (Gender and Pregnancy), NATIONAL ORIGIN, AGE (40+), PHYSICAL/MENTAL DISABILITY, REPRISAL (for Opposition and Participation) AND GENETIC (GINA) INFORMATION

Employees, former employees or applicants for employment, and possible contractors at Aberdeen Proving Ground, Maryland who believe they have been discriminated against, may initiate an informal complaint with the Equal Employment Opportunity Office.

Complaints must be initiated within **45 calendar days** of:

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

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

The aggrieved individual may be offered an opportunity to participate in Alternative Dispute Resolution (ADR). The Army's preferred method of ADR is mediation. 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.

EEO Email: [APGEE0299@army.mil](mailto:APGEE0299@army.mil)

EEO Website: <https://home.army.mil/apg/index.php/about/Garrison/EEO>

# *GARRISON EEO NEW EMPLOYEE ORIENTATION*

**TO ATTEND CONTACT:** (410) 306-2432 OR [APGEE0299@ARMY.MIL](mailto:APGEE0299@ARMY.MIL)

**Inclusion Diversity Equity Accessibility !**



**LOCATION:**

**6488**

**RODMAN RD**

**SUITE 111,**

**CONFERENCE**

**ROOM**

**@ 9AM**

**\*Please request any accommodation at least 5 days prior\***



# I.D.E.A. COUNCIL

## RUN/WALK KICKOFF

Thursday, October 5, 2023

Start Time: 0700

Distance: 5k/3k (run/walk)

The I.D.E.A. Council (Special Emphasis Program) brings awareness and promotes diversity, equity, inclusion and accessibility to the APG Workforce.

