



Equal Employment Opportunity  
is Everybody's Business



# FORT KNOX EQUAL EMPLOYMENT OPPORTUNITY 1<sup>st</sup> QTR FY 22



## From The EEO Officer Corner

"From information, we gain knowledge. Knowledge produces understanding. With understanding comes experience and the ability to apply what has been learned. And this progression gives us the wisdom to confidently make decisions"

## What EEO Advisory Services Are and What They Do For The Workforce

When an individual walks into the EEO office and says that she/he would like to file an EEO complaint, that person is provided advisory services, first. The intent of advisory services is to supply the individual with the appropriate knowledge and resources to resolve the issue at the lowest possible level. Addressing a concern might sometimes feel like a daunting process, especially if one does not have a clear picture of all the avenues of redress. A person might feel adrift, alone, and unsure how to proceed. Advisory services are the tools to navigate the uncertainty and empower the individual to make an educated decision.

"We are drowning in information while starving for wisdom" (Wilson, 2017)

## From The EEO Disability Program Manager

OCTOBER IS NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

As the Disability Program Manager, I advise both supervisors and employees on how to request reasonable accommodations and utilize the required forms for the process. An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or Employee if it would not impose an "undue hardship" on the operation of the employer's business. When an employee requests a reasonable accommodation, the interactive dialogue process begins. The employee, supervisor and Disability Program Manager work together to find an accommodation that helps the employee manage the essential functions of the job. Based on the medical condition, I supply possible accommodations provided by the Job Accommodation Network (JAN). Throughout the entire process, I am available to answer questions and provide guidance to both the employee and the supervisor.

## From The EEO Complaints Program Manager

What does it mean when we talk about providing "avenues of redress" in advisory services? Simply put, we are helping a person answer the questions: "Where do I go to have my concerns addressed? Who do I talk to?" There are times an individual may want to simply have a conversation and talk through the perceived issue(s). The intent of advisory services is to help a person formulate their thoughts and come to their own conclusions regarding a concern and how best to address it.

## References

- Ask JAN. (n.d.). Job Accommodation Network. Retrieved from <https://askjan.org/>
- Stand-To. (2017, May 16). STAND-TO! Retrieved from <https://www.army.mil/standto/archive/2017/05/16/>
- Wilson, E. (2017, August 15). Starving for Wisdom. Retrieved from <https://www.aacu.org/aacu-news/newsletter/starving-wisdom>

## FT. KNOX EEO TEAM

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**Equal Employment  
Opportunity services  
complaints:**

**FOR CIVILIAN EMPLOYEES,  
FORMER EMPLOYEES,  
APPLICANTS FOR  
EMPLOYMENT (U.S. CITIZENS  
ONLY) and SOME  
CONTRACTORS**

Individuals who believe they have been discriminated against based on race, color, religion, sex, (including sexual harassment), age (40 & above), national origin, physical and/or mental disability, genetic information, and/or reprisal in employment matters **have 45 CALENDAR DAYS** from the date they become aware of the action to initiate the pre-complaint process.