



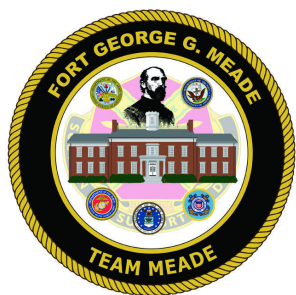
# **Fort George G. Meade**

## **EQUAL EMPLOYMENT OPPORTUNITY OFFICE INFORMATION PACKET**

# HOW TO FILE AN EEO COMPLAINT

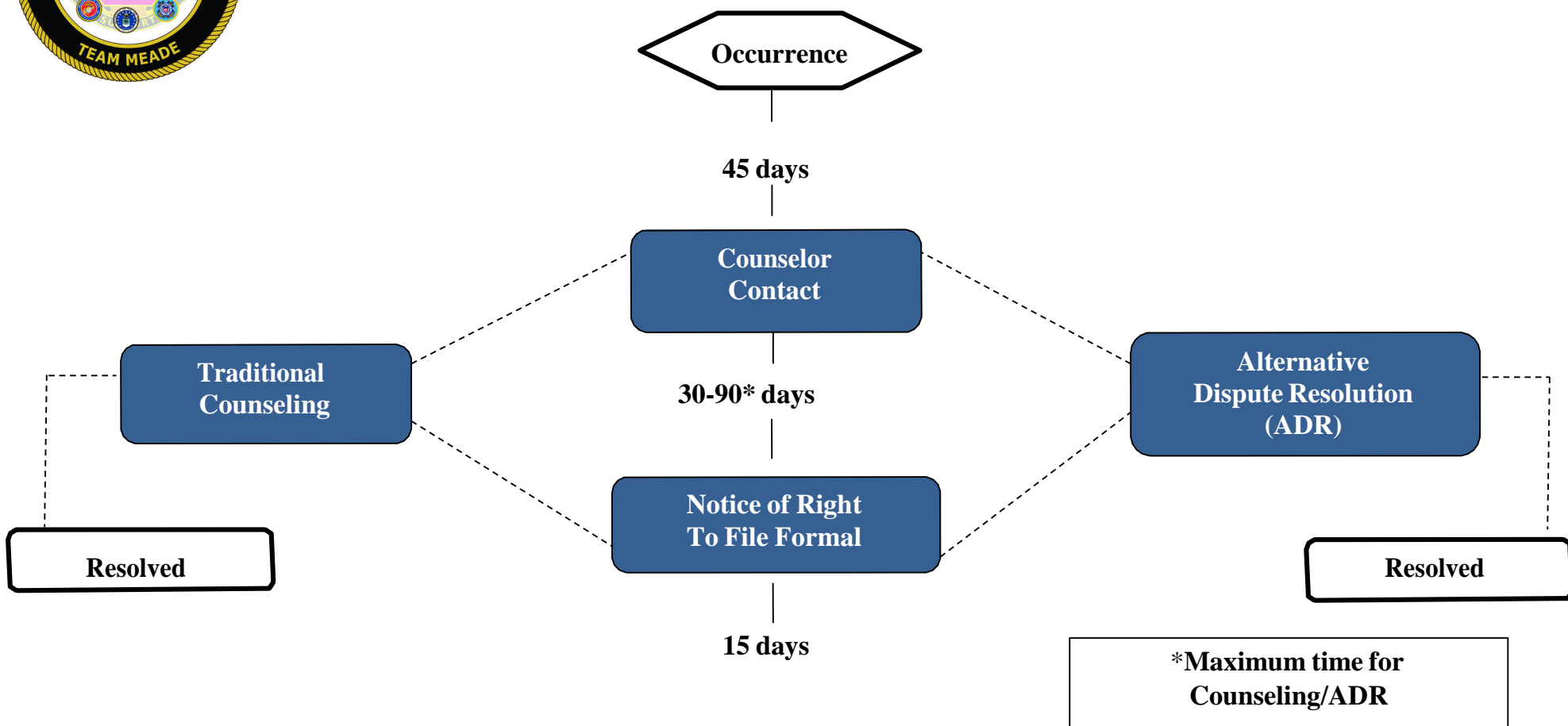
- The Department of Army (DA) is an equal opportunity employer. If you are an employee or applicant for employment and feel that you have been discriminated against, you may have the right to file a complaint of discrimination with the Department.
- Complaints can be filed on the bases of: race, color, national origin, sex, age, religion, disability, protected genetic information, or reprisal. Complaints of discrimination based on sexual orientation or parental status, although not covered by the laws prohibiting discrimination, may be filed and will be handled under special Department procedures.
- If you believe that you have been subjected to unlawful discrimination, **you MUST contact an EEO counselor within 45 days of the alleged discriminatory activity** to preserve your rights. If you are not aware of whom the EEO counselors are, you should contact the Fort Meade EEO Office at (301) 677-6298.
- The role of the EEO counselor is to resolve disputes between aggrieved persons and management. The counselor is a neutral participant in this process, and is not an advocate for either side. The counselor will inquire into the facts and circumstances and attempt to find a resolution that is satisfactory to both parties.
- The counseling process should not exceed 30 days; however, you may agree to extend counseling for up to an additional 60 days. If no resolution is achieved during that time, the counselor will provide you with a Notice of Right to File a Discrimination Complaint. The formal complaint **MUST** be filed with the appropriate office within 15 days of receipt of that notice with the appropriate office. The address of the office to which you should send your formal complaint will be indicated on the Notice of Right to File, and a complaint form will be provided by the counselor.
- Once a formal complaint has been filed, an investigation may be conducted. Upon completion of the investigation, you may be entitled to:
  - a hearing before an Equal Employment Opportunity Commission administrative judge, or
  - a Final Agency Decision.

If you believe you have been discriminated against and wish to pursue the EEO process, you are entitled to seek EEO counseling and should contact the Fort Meade EEO Office at 301-677-6298.

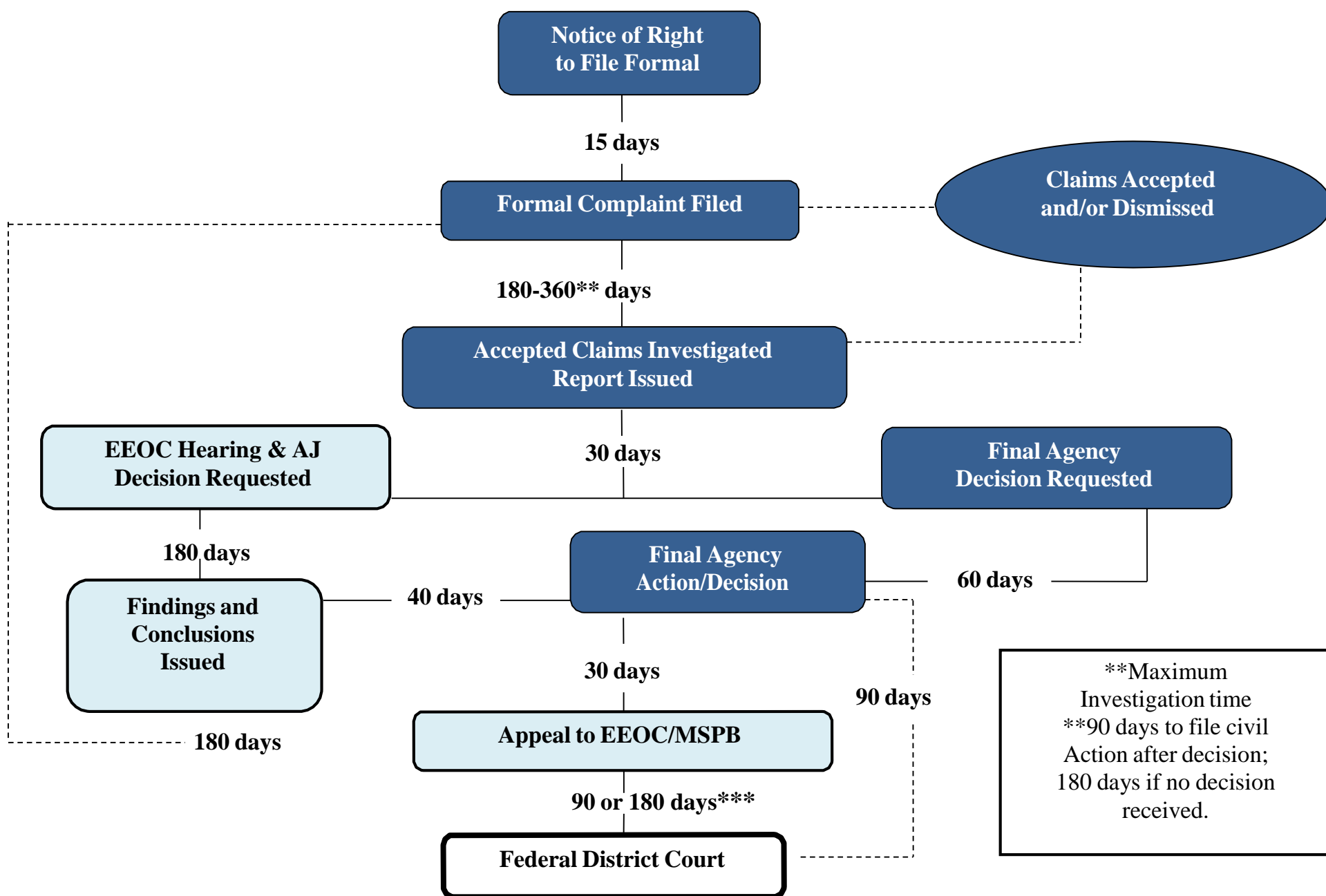


# Fort Meade Equal Employment Opportunity (EEO)

## Pre – Complaint Process



## Formal Complaint Process



### USAG Fort Meade EEO Contacts:

Ivy Merrick  
EEO Director  
[ivy.l.merrick2.civ@army.mil](mailto:ivy.l.merrick2.civ@army.mil)

Linda M. Orr  
Complaints Manager  
[linda.m.orr.civ@army.mil](mailto:linda.m.orr.civ@army.mil)

Janet Kelley  
Disability Program Manager  
[janet.m.kelley4.civ@army.mil](mailto:janet.m.kelley4.civ@army.mil)

VACANT  
EEO Specialist

# ANTI-HARASSMENT POLICY

Pursuant to the Department of Army's (DA) Anti-Harassment Directive 2015-40 (Implementing Procedures for Anti-Harassment Policy) , it is Fort Meade's policy to maintain a work environment free from harassment.

All Fort Meade employees are responsible for keeping their workplace free from prohibited discrimination and harassment based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, marital status, parental status, political affiliation, or retaliation. Fort Meade employees are expected to avoid any behavior or conduct that could reasonably be considered as harassment. No employee is exempt from these requirements.

Examples of prohibited behavior include:

- Sexual, racial, or ethnic jokes, epithets, or stereotyping
- Suggestive or lewd remarks
- Offensive email, instant messages, texts, or social media posts
- Other unwelcome conduct based on an individual's protected status (listed above).

## REPORTING PROCEDURES

Supervisors and managers are required to take prompt, effective and corrective action upon being notified of an allegation of harassment. Any person who believes they have been subjected to or witnessed harassment that violates this policy may report the matter promptly to a first or second-line supervisor, another management official or the Fort Meade Equal Employment Opportunity (EEO) Office.

All allegations of harassment filed with the Fort Meade EEO Office are investigated by a neutral fact-finder, and prompt corrective action is taken when warranted.

**In cases of alleged severe and pervasive harassing conduct, the management official must consult with the agency's attorney/labor counselor and EEO and LMER specialist within 1 business day regarding recommendations on appropriate corrective action.**

## EEO COMPLAINTS

If an employee wishes to raise an allegation of harassment through the EEO complaint process, the matter must be raised with the EEO office within **45 calendar days** of the alleged harassment or discrimination.

## RETALIATION

DA & USAG Fort Meade does not tolerate retaliation against any individual for reporting harassment or assisting another individual in reporting harassment, for providing information related to such a report, for filing an EEO complaint, or for opposing conduct that they believe is unlawfully discriminatory or harassing.



# REASONABLE ACCOMMODATIONS

## ***What is a Reasonable Accommodation?***

Reasonable Accommodation is any change in the work environment or in the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities.

## ***Who should I contact to request a Reasonable Accommodation?***

You (or someone on your behalf) may initiate a reasonable accommodation with your supervisor or by contacting either of the office below.

- For Accommodations, such as sign language interpreters, adjustable workstations, flexible schedules, contact:  
Janet M. Kelley, Disability Program Manager  
Email: [janet.m.kelley.civ@army.mil](mailto:janet.m.kelley.civ@army.mil)  
Fort Meade Equal Employment Opportunity  
Phone: 301-677-3660  
Fax: 301-677-3661
- Computer/Electronic Accommodations Program (CAP) Main Office  
Email: <https://www.cap.mil/>  
Phone: (833) 227-3272 or (703) 614-8416 (Voice)  
TTY: (571) 384-5629  
Fax: (703) 697-5851  
Email: [cap@mail.mil](mailto:cap@mail.mil)

*Under the Rehabilitation Act, medical information obtained in connection with the reasonable accommodation process must be kept confidential.*

## **To Request a Reasonable Accommodation**

1. Requestor: Please complete Appendix B (see example below) and digitally sign (if available) the form.
2. Please return completed form to Ms. Janet Kelley, Disability Program Manager at: [janet.m.kelley.civ@army.mil](mailto:janet.m.kelley.civ@army.mil)
3. Deciding Official: Please complete pages 4 & 7 (Appendix D) located in AR 690-612 and digitally sign (if available) the document. Email completed document to the Fort Meade EEO office as stated in step 2.

## APPENDIX B: EXAMPLE

Office Symbol (Put on your letterhead and use your office symbol)

MEMORANDUM FOR RECORD

SUBJECT: Request for Reasonable Accommodation

1. Individual's information  
(Applicant or Employee Name)  
(Email) (Telephone Number)  
(Pay Plan, Series and Grade) (Date of Request)  
(Job Title)  
(Organization)  
(Information Completed by whom)  
(Email) (Telephone Number)
2. Accommodation Requested...(Be as Specific as possible in stating the request, for example Adaptive device, an interpreter, a reader, etc.)
3. This request is necessary because... (State the reason for the request, Diagnosis. If the accommodation is time-sensitive, please explain.)
4. Log Number ( Assigned by DPM, Ms. Janet M. Kelley): (enter number ) Date (Enter Date)

# FORT MEADE EEO CONTACTS

The Fort George G. Meade EEO Office works to ensure all employees work in an environment that is free from any form of discrimination. If you believe you have been subjected to unlawful discrimination you may have the right to file an EEO complaint. For more information, please contact us.

Ms. Linda M. Orr  
EEO Specialist/  
Complaints Manager  
linda.m.orr.civ@army.mil  
(301) 677-6295

Ms. Ivy L. Merrick  
EEO Director  
ivy.l.merrick2.civ@army.mil  
(301) 677-6296

Vacant  
EEO Specialist  
(301) 677-6298

Ms. Janet Kelley  
Disability Program Manager  
janet.m.kelley.civ@army.mil  
(301) 677-3660

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 at Fort George G. Meade, who believe that they have been discriminated against, may initiate a complaint with the Equal Employment Opportunity Office.

Complaints must be initiated in a timely manner. This notification must happen **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.

**The aggrieved individual may be offered an opportunity to participate in mediation.** Mediation is a form of Alternative Dispute Resolution (ADR). 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.

**Individuals who believe they have been sexually harassed have an additional venue.** In addition to having their complaint processed under the Equal Employment Opportunity Commission, Title 29, Code of Federal Regulations 1614, they can pursue the complaint under Section 1561 of Title 10, United States Code.

Website: <https://www.ftmeade.army.mil/staff/eo/index.html>

Fax: 301-677-3661

Mailing address: 4432 Llewellyn Ave, Fort Meade, MD 20755

# Two Prongs of Discrimination

## THE CLAIM

What Happened:  
Actions by which the aggrieved believes they have been harmed such as: non-selection for promotion, disciplinary action, harassment, not accommodated, etc.



## THE BASIS

Why it Happened:  
Denial of employment opportunity based on race, sex, color, religion, national origin, physical or mental disability, age (40 +), genetic information or reprisal for EEO activity.

## ADDITIONAL RESOURCES

- **EEOC Fact Sheets:** <https://www.eeoc.gov/eeoc/publications/index.cfm>
- **Job Accommodation Network (JAN):** ([www.jan.wvu.edu](http://www.jan.wvu.edu)); JAN is a free service of ODEP that provides productivity tools and strategies for hiring, accommodating, and retaining employees with disabilities: <http://www.jan.wvu.edu/empl/index.htm>
- **Office of Disability Employment Policy:** <https://www.dol.gov/odep/>
- **Disability Info.gov:** <http://www.disabilityinfo.gov/digov-public/public/DisplayPage.do?parentFolderId=11>
- **US Equal Employment Opportunity Commission:** <https://www.eeoc.gov/>
- **Merit Systems Board:** <https://www.mspb.gov/>