



# EEO Quarterly *News You Can Use* Letter



## Garrison Values

**Respect & Dignity  
Integrity  
Learning  
Excellence  
Yes to Service**

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**Fort Riley is the best place to live, train, deploy from, come home to and retire to.**

## Ft Riley Equal Employment Opportunity (EEO) Staff

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## Update on No Fear Training

The mandatory annual No Fear training is available on line. Register is ATRRS at <https://www.atrrs.army.mil/Default.aspx>. It can take up to 24 hours for it to show up in ATIS. Take the training in ATIS at <https://atis.army.mil/>. Review the slides, take the quiz, which you must have a score of at least 80% to receive your certificate. Save and print certificate through ATIS and provide to your training coordinator for your command or organization.

The quarterly reporting requirement on the number of employees and supervisors that have completed the training each quarter is still in place. Please have your ATCs send the number of employees and supervisor in your Garrison organizations to the Workforce Development Specialist, Ms. April Philippi.

**By Kathy Bellinder, EEO Officer**

### Special points of interest:

**No Fear  
Training  
Available On  
line NOW!!**

**Register through  
ATRRS and take  
in ATIS**





WOLYEL \_\_\_\_\_  
 SALPPE \_\_\_\_\_  
 VARHETS \_\_\_\_\_  
 DICRE \_\_\_\_\_  
 TOLALFOB \_\_\_\_\_  
 ACRESWORC \_\_\_\_\_  
 DRE \_\_\_\_\_  
 ROCN \_\_\_\_\_  
 GINKSATVIHGN \_\_\_\_\_  
 DOURG \_\_\_\_\_  
 YRDHAIE \_\_\_\_\_  
 OARCNS \_\_\_\_\_  
 EEVSAL \_\_\_\_\_  
 WOLAHLNE \_\_\_\_\_  
 FOBREIN \_\_\_\_\_  
 NGORAE \_\_\_\_\_  
 RWESATE \_\_\_\_\_  
 KIPNPMU \_\_\_\_\_

## Can You Hear Me Now?



Communication is vital in any organization. Miscommunication can be volatile in the workplace and affect the mission. All communication has a “sender” and a “receiver”, but breakdowns can easily occur when sending and receiving a message. How would you rate yourself as a listener in the communication process? Per Army Doctrine Reference Publication 6-22, good listeners will understand the message content and the urgency and emotion through how it is spoken. Per Army Field Manual 6-22, showing someone that you are listening is a valuable skill. Challenge yourself this quarter to try these tips for active listening:

**Hearing vs Listening.** When listening to others, focus on what they’re saying not what your response is going to be. The goal is to listen to understand the need or questions. Additionally, take a moment to reflect on the new information before responding.

**Intentional Listening.** Remove distractions while listening. This includes turning away from your computer or putting your cell phone down. Make appropriate notes on important points or items for clarification. Avoid interruptions. Non-verbal cues also play a role in the communication process.

**Ask Questions and Summarize.** Questions should be on topic, meaningful, and open ended to clarify throughout the conversation. Summarize the main points to ensure there is shared understanding. Remember there is a difference between feedback and criticism.

**Overcome Barriers.** Cultural, generational, and gender differences as well as stereotypes can contribute to communication problems. Remember listeners should make a conscious effort to remain neutral and non-judgmental. You’re seeking to understand the speaker.

**Improve Conversations.** Because miscommunication can be avoided, take the time to build relationships and have conversations with employees and co-workers. Even a daily “good morning” sets the tone for the day and opens the door for better communication in the workplace.

There is power in understanding why effective communication and active listening are important. We all have the power to change our communication habits to better support each other, our organizations, and the mission.

By Kathy Bellinder, EEO Officer



WORD BANK:

|          |           |              |
|----------|-----------|--------------|
| FOOTBALL | ORANGE    | YELLOW       |
| CORN     | LEAVES    | THANKSGIVING |
| CIDER    | COURD     | SWEATER      |
| BONFIRE  | HAYRIDE   | SCARECROW    |
| APPLES   | HARVEST   | RED          |
| ACORNS   | HALLOWEEN | PUMPKIN      |

## Tips on How to Deal With Negative Coworkers

I don't know anyone I've worked with during my professional career who has worked with perfect co-workers. Most of us have unfortunately had to deal with negative coworkers. It doesn't matter how the co-worker demonstrates their negativity, whether it's by complaining, by adopting a bitter attitude towards team members, or by having a pessimistic outlook on everything. Co-workers like this can suck the energy out of a team and bring it down quickly. The good news is you don't have to let the situation have a negative impact on the team if you use these tips to deal with negative coworkers in a positive way.

### Shut Them Down

The first tactic is to simply ignore your co-workers behavior. Negative people will continue being negative if you reinforce it, according to a Psychology Today article by psychologist and author Dr. Sherrie Bourg Carter. If you ignore the negativity or don't give it any energy, the behavior might stop. At a minimum, you'll be spared the gossip and other negative chatter that can hurt morale, wreck productivity and leave you feeling emotionally and mentally drained. We have a tendency to allow others to get to us. That is human nature. The goal is to not allow someone else's negativity impact us. Walking away, hanging up, or simply clicking out of Facebook or other apps is easy to do and a great way to not allow others to get to us and bring us down.

### Politely Disagree

You could confront negative co-workers to let them know how their behavior is affecting you, but negative people tend to be resistant to criticism about their actions or behaviors according to University of Texas marketing professor, Dr. Raj Raghunathan. Instead of confronting the person, Dr. Raghunathan recommends employees calmly and respectfully express that they feel differently when confronted by negative people and their comments. Over time the negative coworkers might see that you're not willing to tolerate their behavior.

My father often reminds me that he's a realist, you know plan for the worst and hope for the best. But his tone is often negative and his focus is always on what 'could' go wrong, which is a culmination of his life experiences after the "Great Depression" and prior to and during "World War II."

It's prudent to plan for the worst and hope for the best. However, when negative things occur, (because life happens) what usually helps us endure hard times are the bonds we have with family, friends and our teammates. A positive, can do attitude along with strong bonds helps us achieve goals together not part.

I once had a team lead that said negativity breeds negativity. Truer words were never spoken. Focus on the positive in everything or try to find that bright side.

**By Eric Zenk, PAO**



take our  
**survey**

## What Happens When the Defense Organizational Climate Survey (DEOCS) is Complete?

USAG Fort Riley conducted the annual DEOCS, which is administered by the Office of People Analytics (OPA), from 1 August 2025 to 8 September 2025. There were 1089 registered participants and the goal of having at least 30% overall participation was exceeded.

Over the years, the EEO office has received varied feedback from employees about taking the survey. Some take the survey with enthusiasm while others approach the survey with reluctance wondering what will happen with the information they provide. Have you ever wondered if there is value in completing the DEOCS? The answer is yes! The goal of the survey is to produce results that can help effect positive change within the Garrison. It is a snapshot of how employees feel about their work environment, and a tool for leadership to validate what is going well and what needs improvement.

Here's what happens when the survey window closes:

OPA compiles the survey information and the EEO office downloads the response rates, factor ratings, and comments from the survey administration website. This is why we cannot track IP addresses. The results go to a neutral 3rd party to pull and put together.

The EEO staff thoroughly analyze the data, which includes reading every comment, and then creating summaries for each Garrison Directorate (DPW, DES, DPTMS, DHR, Mediums (OSJA & RMO), and all of the Small Directorates to include HHC). These summaries highlight both strengths and areas of concern and are compared to the previous year's surveys. There is an overall Garrison summary and a briefing to the Garrison Commander. While that is on going the ID-R EEO point of contact has also read through the entire survey to include all of the written responses/comments and provided that information to Mr. Appleman.

Once the Garrison Commander has been briefed, the EEO office releases the information to the Garrison Directors. They are responsible for creating actions plan to improve any areas of concern (if they exist). The Garrison Commander is also responsible for briefing the results and action plan to the IMCOM-Readiness Director. The Garrison Commander is also responsible for sharing the results of the survey with the workforce.

Once results are briefed and action plans are put in place, the actions are monitored for effectiveness. Change can sometimes be slow and is not always obvious, but it does not mean that information from the survey has been ignored. Feedback is valuable to leadership and helps everyone stay focused on positive outcomes.

**By Cheryl Greathouse, EEO Specialist**



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## A Look at the Computer/Electronic Accommodations Program (CAP)

In today's workplace, ensuring every employee has the tools they need to succeed is not just the best practice, it's a mission-critical imperative. For the Department of Defense (DoD), this commitment is fulfilled through the Computer/Electronic Accommodations Program (CAP). CAP.mil is the central hub for this vital resource, providing assistive technology and services to DoD civilians with disabilities and wounded, ill, and injured Service members.

Established in 1990, CAP's core mission is to bridge the gap between functional capabilities and job requirements, ensuring equal access to information and communication technology across the entire DoD enterprise. The program's vision is to enhance mission readiness by empowering our people with the resources they need to fully engage in their roles, contribute effectively, and succeed at every stage of their career, from recruitment to retention.

CAP offers a wide range of services designed to meet a wide range of needs. A key component is the individualized needs assessment, where CAP experts can work directly with the employee to identify the specific assistive technologies that will be most effective. This can include a wide array of solutions, such as screen readers and magnification software for those with low vision, assistive listening devices and video communication for the deaf or hard of hearing, and alternative keyboards or voice recognition software for dexterity impairments. CAP also provides solutions for cognitive disabilities, such as cueing and memory aids.

The process is designed to be simple and effective. A supervisor or employee can submit a request through CAP.mil, and the program will conduct a needs assessment and then procure, install, and even provide training on the new technology at no cost to the agency or individual. This centrally funded approach removes a significant barrier for supervisors and managers, making it easier to provide timely and effective accommodation.

Beyond providing equipment, CAP serves as a resource for education and awareness. The CAP.mil website and its outreach efforts offer information on disability etiquette, reasonable accommodations, and the latest in assistive technology. CAP also works closely with medical providers, case managers, and military treatment facilities to support Service members throughout their recovery and rehabilitation, ensuring they have the tools to remain mission-ready or successfully transition to a civilian career.

In an organization as diverse and critical as the DoD, programs like CAP are not just an administrative function, they are a fundamental part of how we support our workforce. By providing the right technology at the right time, CAP ensures that everyone has the opportunity to contribute their unique skills and talents, strengthening our workforce and our overall mission.

For more information on how CAP can help you, visit <https://CAP.mil>

To Request Accommodation:

1. Visit [cap.mil](https://cap.mil)
2. Log in or register with a CAC card
3. Click "Accommodations" at the top.
4. Select a disability category and review available accommodations.
5. Add selections to the cart and click "View Cart."
6. Answer required questions, then click "Request These Accommodations." The website guides the rest of the process.
7. Need help? Contact CAP at [cap@mail.mil](mailto:cap@mail.mil) or Mr. Javier Fuentes at 520-725-0153



Computer/Electronic  
Accommodations  
Program

"Accommodations should not lower expectations on what people can do."

-Kathy Bellinder,  
EEO Officer



By Javier Fuentes, EEO Specialist