

EEO Training

- New Employee Orientation (NEO) is conducted quarterly. Check with your training office or contact the EEO Office for NEO training schedule.
- EEO Information Briefing and the EEO Reference Library can be found on the Presidio of Monterey (POM) EEO website:
<http://pom-ima.monterey.army.mil/EEO/training.html>
- Other training topics include:
 - Reasonable Accommodation Procedures
 - Individuals with Disabilities Awareness
 - Computer/Electronic Accommodation Program
 - Merit System Protection Board
 - EEO Regulation and Policies

Reasonable Accommodations

- An agency must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship.
- Reasonable accommodation (RA) is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities.



- There are three categories of RA:
 - Modifications or adjustment to the application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats).
 - Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (e.g., providing a sign language interpreter).
 - Modifications or adjustments that enable individuals with disabilities to enjoy equal benefits and privileges of employment (e.g., removing physical barriers in buildings).

Presidio of Monterey EEO Office

U.S. Army, Presidio of Monterey
Equal Employment Opportunity (IMPM-EE)
1710 Private Bolio Rd, Bldg 518 (Tin Barn)
Monterey, CA 93944

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DSN 768-5105
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POM EEO Website:

http://pom-ima.monterey.army.mil/EEO/eo_main.html



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Informal EEO Counseling

- If you are an employee or job applicant, you are protected by law from discrimination based on race, color, national origin, sex (including sexual harassment), religion, genetics, age (40 years old or older), disability (mental or physical), or reprisal for your participation in the EEO process. Federal statutes and regulations—
- Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act, the Fair Labor Standards Act (Equal Pay Act), and 29 C.F.R. Part 1614 are in place to offer relief, if you feel you have been subjected to discrimination.

What You Have to Do

- If you believe you have been discriminated against, you must first contact the EEO Office in order to try to resolve the matter, informally.
- You have **45** calendar days from when you became aware of the alleged discriminatory action, or from the effective date, if the matter concerns a personnel action to contact an EEO Counselor.
- If you wish to remain anonymous, your name will be kept confidential during the informal stage (all efforts will be made by the EEO Counselor to ensure your anonymity).

What Counselors Do

- Determine the issue (actions the agency has taken) that cause you to believe you

have been discriminated against on the basis of race, color, sex, religion, genetics, national origin, age, disability (physical/mental) or reprisal for previous EEO activity).

- Conduct an inquiry. Seek resolution. A reasonable and timely solution acceptable to both you and management is the best outcome of the counseling process.
- Document the resolution or advise you of your right to file a formal discrimination complaint.

What Counselors **DO NOT** do

- Act as advocates either for you or for management.
- Determine if discrimination has occurred.

Alternative Dispute Resolution (ADR)

- There are times when people have honest disagreements. These disagreements can generate negative feelings and cause friction and tension to escalate. Confrontations often produce more losers than winners; they can be a waste of everyone's time and money. They can damage important, ongoing relationships.
- Presidio of Monterey's preferred ADR method is mediation.
- Mediation is one of several approaches to settling disputes without going to court and is a strategy for producing winners on both sides of a conflict. Anytime people find themselves in conflict, ADR can help bring the parties together to create a sensible outcome.

Why Choose ADR

- It promotes the early resolution of EEO disputes;
- It reduces disruptions resulting from interpersonal conflicts in the work place.
- It promotes lasting solutions and reduces the potential for future conflict, by facilitating the active participation of the parties to the conflict in the problem solving process;
- It fosters an environment of teamwork and cooperation among employees, supervisors, and managers.

When ADR doesn't Resolve the Matter

- If ADR fails, your rights to traditional administrative redress and due process systems are preserved.

When Counseling Doesn't Resolve the Matter

- If the problem has not been resolved by the end of the counseling period, the Counselor must hold a final interview with you and issue a Notice of Right to File a Formal Complaint of Discrimination. You then have **15** calendar days to file a written formal complaint with the appropriate official. The Notice provides information on how to file a formal complaint along with the names and addresses of persons authorized to receive complaints.

