



FY 2012 INSTALLATION EEO EDUCATION/TRAINING PLAN



- **New Employee Orientation - Quarterly Training**
 - Equal Employment Opportunity (EEO) Complaint Process, Alternative Dispute Resolution (ADR), and Reasonable Accommodation
 - Dates – 19 June 2012 and 18 September 2012; 0930-1130, Tin Barn, Bldg 518
- **EEO Information Briefing/Update**
 - EEO Website - Under Training (AKO) Self-guided training slides at <http://pom-ima.monterey.army.mil/EEO/training.html>.
- ***NO FEAR (Notification and Federal Employee Antidiscrimination and Retaliation) Act Training - FY 2012**
 - * This course is mandatory. Only the HQ DA online course will satisfy the legal training requirements for the NO FEAR Act.
 - Register for the course via the Army Training Requirements and Resources System (ATRRS) website (<https://www.atrrs.army.mil>)
 - Once you receive enrollment confirmation via e-mail, you must access the NO FEAR training via the AKO website. Log into AKO and click on “Self Service” link near the top of the AKO homepage. Then click on “My Training” link and locate the ALMS box and click on the ALMS logo.
 - Training can be launched from within the “Current Enrollments” box or the “Training” tab found on the ALMS homepage.
- **EEO-related Refresher Training - Training Upon request**
 - Contact the EEO Office for scheduling refresher training, phone: (831) 242-5105
- **Disability/Reasonable Accommodation Training - 4-6 October 2011**
 - Overview of Reasonable Accommodation procedures and examples of types of accommodations supervisors can consider
 - Review of Computer/electronic Accommodations Program (CAP) and Job Accommodation Network (JAN)
- **EEO Reference Library** – Training material for in-house training available (books, DVDs) at <http://www.monterey.army.mil/EEO/training.html>
- **EEO Training POC: Mr. Fernando Casao, HQDA EEO Specialist Intern, phone: (831) 242-5105.**
 - Eligible Employees – all GS/NAF/WG/FPS civilians; highly encourage all military personnel supervising civilians to complete the above training.
 - Suspend for all training NLT 15 September 2012.