

EEO Connection

Fostering *your* connection to EEO and related areas of Diversity, Reasonable Accommodation and Alternative Dispute Resolution.



Serving the Navy and Marine Corps in the Southwest & Pacific Regions

**Oct-Dec 2011
Vol 1, Issue 4**

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OCTOBER IS DISABILITY AWARENESS MONTH

“As children, we are curious - pointing to anything unfamiliar and asking questions. We have few, if any, inhibitions. As adults, we learn to censor our queries, feeling uncomfortable with anything unfamiliar. This is true when we are faced with new technologies. It is true when we are faced with tackling new projects for which we may not feel prepared. It is often true when we meet people who speak a different language or come from a different culture.

It is human nature and not unusual, therefore, to be concerned about interactions with people who use wheelchairs, who are blind, who are deaf, or whom we find difficult to understand. We may be concerned that we will say the wrong thing, ask an inappropriate question, or unintentionally offend. We do not want to appear uninformed or insensitive.

A key to any effective communication is to focus on the communication itself - what information needs to be transmitted and how best to transmit it.” Continued on page 6

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Contact us at eeoconnection@navy.mil
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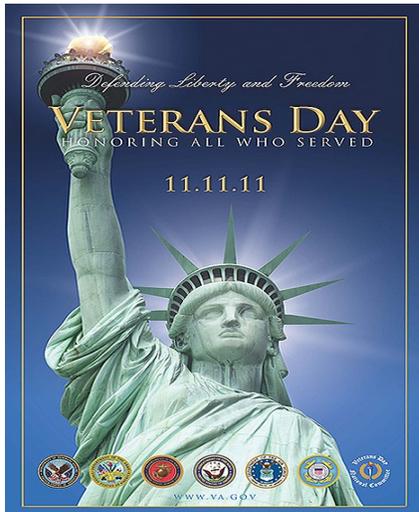


Drawing upon the talents of all parts of society.

President Obama Signed an Executive Order (EO) to Promote Diversity and Inclusion in the Federal Workforce. *Drawing upon the talents of all parts of society*, the federal government, as the nation’s largest employer, has a special opportunity to lead by example. According to John Berry, the Director of the Office of Personnel Management (OPM), "We must recruit, hire, develop and retain a competitive, diverse workforce, because we'll deliver the best results to the American people when we fully use the talents of all parts of our society."

Check out OPM’s new Diversity and Inclusion Web Site at <http://www.opm.gov/diversityandinclusion/index.aspx> to learn more about this EO and initiative.

Honoring Those Who Served



“To our veterans, to the fallen, and to their families — there is no tribute, no commemoration, no praise that can truly match the magnitude of your service and your sacrifice.”

President Obama
Veterans Day 2009



Number of Wounded Warrior job offers from July-September 2011 in the SW region by the following organizations:



- SPAWAR System Center Pacific (1)
- Department of Labor (1)
- Naval Facility Engineering Service Center (1)
- COMHELSEACOMBATWINGPAC (1)
- Epsilon (1)
- Northrop Grumman (1)
- Balboa Naval Medical Center (1)
- Department of Veterans Affairs (1)
- Naval Air Warfare Center Weapons Division, Pt Mugu (1)
- Naval Education and Training Command (1)
- Navy Munitions Command Conus West Division, Seal Beach (1)



American Indians and Alaskan Natives *Veterans*

November is the month we honor our Veterans and when we recognize contributions of American Indians and Alaskan Natives. In this newsletter we are recognizing members of these two communities.

American Indians and Alaskan Natives (AIAN):

Make up 12 percent of the U.S. veteran population (approximately 340,000) —one of the highest per capita populations of vets in any ethnic group.

AIANs face huge odds in accessing health care and job training once out of the military resulting in:

- 25% living in poverty
- 33% having no health insurance
 - 25% of this group depend on Medicaid

Fortunately, Stephanie Birdwell, a new director for the Office of Tribal Government Relations (and a member of the Cherokee nation) at the Veterans Affairs has made it her mission to increase VA services on tribal lands and get critical information to AIAN veterans.

As a result, these veterans- and other interested parties- are encouraged to visit www.va.gov/tribalgovernment and send suggestions and comments about information they would like to see presented online to tribalgovernmentconsultation@va.gov.

Check out the next two pages for highlights of some notable AIAN veterans and interesting facts.

Parts of this article were taken from the Paralyzed Vets of America website and is credited to Lee Fleming.

November: Honoring *American Indian* Veterans

“American Indians have a long history of distinguished & loyal service to our country.”



Pictured to the right is Lori Ann Piestewa, 507th Maintenance Company, Fort Bliss, Texas. Piestewa was a Native American from the Hopi community in Tuba City, Ariz., and the first female Soldier killed in action during Operation Iraqi Freedom



Army code talkers (left to right) Cpl. Jim Lane, Cpl. John Rope and Cpl. Kassey Y-32 pose for a photo at Fort Huachuca, Ariz., in 1942.

Code talkers played a pivotal role in helping Allied Forces keep their communication secure during World War II.

November: Honoring *Alaskan Native Veterans*

“Alaskan Natives have always stood ready & strong for America.”



The Southeast Alaska Native Veterans Color Guard leads Native veterans on Veterans Day in 2009



Cpl. Gregory M.W. Fleury was born in Sitka, the son of a Sealaska tribal member. Cpl Fleury died while in service in Afghanistan in Oct. 2009

“Yuh Yek”

which means:

“Be on watch. Ready to fire.”

A Tlingit motto used by the Alaska Guardsman, 3rd Battalion, 297th Infantry



The original Alaska Territorial Guard (ATG) is also known as the **Eskimo Scouts**. This unit was organized during World War II and at their height of service were approximately 6,600 strong. Their primary missions—patrolling and reconnaissance—coupled with their native Alaskan composition helped them establish their now-famous nickname, the Eskimo Scouts. They performed their services without pay, and, without official recognition until 2000 when Congress recognized them as full-fledged veterans with all rights and privileges.



Eskimos of the tundra defending the shores of Alaska.



Laura Beltz Wright was a member of the ATG. She was the best shot in the company, shooting 49 bull's eyes out of 50.

NAWCWD - *Take A Bow!*

The Naval Air Warfare Center Weapons Division (NAWCD), Total Force Strategy and Management Department in China Lake (Ridgecrest, CA) held its' second annual recruiting event for Individuals with Targeted Disabilities (IWTD) and our nation's Wounded Warriors.

Targeted disabilities are defined by the Equal Employment Opportunity Commission to include: deafness, blindness, paralysis, convulsive disorders, and intellectual and psychiatric disabilities.

Numerous applications were received from hopeful applicants for the occasion. The potential candidates' qualifications/skills were matched against the positions available and 14 candidates were extended invitations to the event.

The day opened with welcoming remarks from NAWCWD senior leadership. The candidates were provided an overview of the NAWCWD mission, briefed on the benefits available for federal employees and provided a "windshield tour" of the China Lake facility. During and since that event the following has occurred:

- 25 interviews were conducted amongst the 14 candidates; 7 job offers were accepted; 2 job offers are pending

Why is all this important to know? Because federal agencies have had a long-standing 2% goal for the employment of people with targeted disabilities. Most agencies have not hit this mark; Navy has approximately .7% of these individuals in its workforce. By having this event and by the strong support of its leadership, NAWCWD made a tremendous effort towards achieving their goal. Other commands may want to emulate this type of activity, or devise new strategies to increase their employment (and retention) of IWTD!



Total Force Consultant, Christine Farris, briefs a wounded warrior candidate before his interview. Also pictured is NAWCWD employee Eivind Forseth, who was hired as a result of the event last year.

*Photo: Theresa Goldstrand,
NAWCWD PAO*

Performance Cycle Tips



As we move into the new fiscal year, it's time to close out the FY 11 performance cycle by measuring results, rating employees and rewarding notable performance. Ensuring that the end of year performance discussions are effective, and that ratings and rewards are fair and equitable, should be the goal of every supervisor.

In an effort to avoid common pitfalls of performance management, the following tips are provided below and continued on page 9.

Tips to consider when closing out the current cycle:

1. Solicit employees input and factor into your assessment as appropriate.
2. Give balanced feedback by providing both positive and constructive comments. (See sidebar)
3. Be open to feedback from employees during your assessment. Act on what makes sense!

There are numerous resources that offer advice on how to provide feedback. One that gives clear examples of providing helpful feedback is found at:

<http://humanresources.about.com/cs/communication/ht/Feedbackimpact.htm>

“Constructive feedback alerts an individual to an area in which his/her performance could improve. Constructive feedback is not criticism; it is descriptive and should always be directed to the action, not the person.”

*Susan M. Heathfield,
About.Com*

Misconception

It's funny what childhood memories we choose to hold onto.

Perhaps it was your first taste of peach ice cream on a warm summer afternoon. For me, it was the day I created my own ghost. My grandmother asked me what I wanted to be when I grew up. After some thoughtful consideration, I replied that I wanted to be a “nobody”! To my five year old way of thinking, a “nobody” was a person who didn't have a job. During my youth, my family lived in Hollywood, and perhaps seeing those homeless Vietnam vets left disabled by the war, impressed upon me this notion that there was nothing a person with a disability could do in life short of being a “nobody.” This ghost had a name. Its name was Misconception; it would haunt me for many years to come, and would resurface in my recent search for work.



We only get one chance to make a first impression. Being one who has had cerebral palsy since infancy, my case is proof that the universe does indeed have a wicked sense of humor. I also have a speech impediment, so chances are that I will at some point during a job interview, start sputtering my words like some antiquated dynamo on its last leg. This is where misconceptions abound. In my own experience, the best interviewers are those who made a sincere effort to see beyond my disability.

I now have two jobs, and consider myself extremely fortunate. One job title is that of Instructor for United Cerebral Palsy, the other is Community Support Facilitator for Networx. In being employed, I am no longer afraid of family gatherings. Now, when someone asks, “So Ed, what are you doing these days?” I can look that person confidently in the eyes and proudly say that I am holding down two jobs.

So, in closing, if in the future you come upon an individual with a disability, don't be too quick to let your own misconceptions cloud your judgment. I'm sure you wouldn't want to be the one who let someone as brilliant as Stephen Hawkins get away!

About the Author: **Mr. Ed Golembesky** has a bachelor's degree in English with a concentration in Creative Writing. This narrative is a condensed version of his personal story.

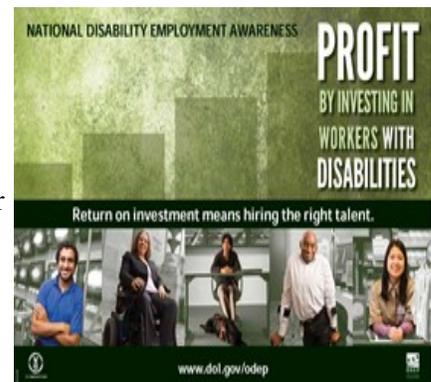
October is Disability Awareness Month, cont'd.

“The only disability in life is a bad attitude.”

Scott Hamilton

“Positive language empowers. When writing or speaking about people with disabilities, it is important to put the person first - to focus on the person, not the disability. Group designations, such as "the blind," "the deaf" or "the disabled" are not empowering. It is important to use words that reflect individuality, equality or dignity - the person who is blind, the child who is deaf, the individual with a disability.”

The information for this cover story article was taken from the Office of Disability Employment Policy section of the Department of Labor website. For the complete article and more related information, go to: <http://www.dol.gov/odep/pubs/fact/effectiveinteraction.htm>.



This year's theme is:
*Profit by Investing in Workers
with Disabilities.*

EEO Complaint & Whistle Blowing Processes



Do you feel you need to file an Equal Employment Opportunity (EEO) complaint or report a “whistle blowing” situation?

It is important to understand the requirements of each to ensure you file correctly and in a timely manner.



If you believe you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, national origin, age, disability, or reprisal for prior EEO activity, you may contact an EEO Counselor. The time-frames for timely filing are:

- Within 45 calendar days of the alleged discriminatory action or effective date of a personnel action, or
- Within 45 calendar days of when you first became aware of the above

Individuals alleging discrimination must first go through the pre-complaint or the counseling phase of the EEO complaint process. Contact your local servicing EEO office if you have a question or concern regarding an EEO-related situation. Phone numbers for EEO offices in the region are also found on page 13 of this newsletter.

If you believe you are being retaliated against as a result of disclosing evidence of violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, you have the right to file a “whistle blower” complaint. There is no set deadline for filing. You may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel (OSC) at 1730 M Street NW, Suite 218, Washington, DC 20036-4505 or online through the OSC Web site at <http://www.osc.gov>.



Honoring Veterans *and* Merit Principles

Former members of the Armed Forces are often an excellent source of job applicants because they:

- Understand and support the mission of the Navy and Marine Corps
- Possess critical knowledge and skills that are directly applicable to the work we do

Typically active duty military must wait 180 days *after* retirement before accepting employment with the DoD unless certain conditions exist, such as a national emergency.

All hiring decisions in Navy shall be made equitably and in full consideration of the nine merit system principles. *

The following is a condensed version of guidance recently issued on this matter by the Assistant Secretary of the Navy (Manpower & Reserve Affairs) with respect to the civilian employment of retired members of the Armed Forces.

Filling civilian vacancies during the waiver of the 180-day waiting period requires that:

- 1) Recruitment efforts embodies the merit principles of open and fair competition .
- 2) Positions will not be held vacant pending the retirement of a member of the Armed Forces in order to provide that person an opportunity to apply for the vacancy.
- 3) If the position was last occupied by an active duty member, change to a civilian position must be for compelling mission-related reasons and must meet total force requirements
- 4) Pay setting and compensation decisions must be mindful of the fiscal challenges facing Navy and meet the intent of criteria established by the DoD and the DON.

•—————•
*To review the merit principles, go to:
<http://www.mspb.gov/meritsystemsprinciples.htm>
•—————•

Management Directive 715: An Ongoing Program, Not Just A Report!

A collective sigh can be heard across federal agencies in October.

Why? Because most federal managers, Equal Employment Office (EEO) and Human Resource (HR) staff have completed the annual EEO report, commonly known as the Management Directive 715 or “MD 715.” Some of these individuals are now filing it away until they have to complete the report again next year. And that’s the sad reality. Too often the MD 715 is seen only as a laborious annual report as opposed to an ongoing *program*. In fact, the Equal Employment Opportunity Commission (EEOC) created the MD 715 to provide policy, guidance and standards for establishing and maintaining a “Model EEO Program “ in federal agencies.

So what is a Model EEO program-and what does it take to achieve one?

There are six essential elements of a model program. Included below are the elements, their definitions and *examples* of actions and or activities that demonstrate support of each of those elements. A model program is measured by *management’s overall ongoing* efforts in these areas throughout the year.

| EEO Program Elements | Support evidenced by actions/activities such as: |
|--|--|
| <p>1.Demonstrate commitment from agency leadership; 2.Integration of EEO into the agency’s strategic mission</p> <p><i>What does this mean?</i> According to EEOC, “Agencies must translate equal employment opportunity into every day practice and make those principles a fundamental part of agency culture....embraced by leadership... communicated through the ranks from the top down.”</p> | <ul style="list-style-type: none"> *Leadership issuing annual policies that express their commitment to EEO and a workplace free of discriminatory harassment *Staffing and resourcing to the program *Incorporation of EEO officials into strategic/ key planning sessions *EEO training and education for employees and managers *Adequate data collection mechanisms to permit tracking of information required by MD 715 |
| <p>3. Management and program accountability</p> <p><i>What does this mean?</i> Consistent monitoring of EEO policies and implementation to assess the effectiveness and efficiency of specific EEO program areas.</p> | <p>An annual review of the organization’s :</p> <ul style="list-style-type: none"> *Antidiscrimination and retaliation policies *Personnel policies, to include selection and promotion *Reasonable accommodation procedures and accessibility *What corrective action was taken if findings of discrimination occurred *Compliance with settlement agreements *Other actions that could be reviewed include <ul style="list-style-type: none"> *Periodic meetings occur between top management and EEO officials where EEO goals and accomplishments are discussed *Do managers participate effectively in alternative dispute resolution (ADR) such as mediation? |

Continued on page 12

Bite-Size Training

The Office of Personnel Management has created a series of quick training videos on a range of subjects to help busy Human Resources professionals and hiring managers achieve their mission and important recruitment, hiring and diversity goals. The following videos are now online at: <http://www.golearn.gov/HiringReform/index.htm>:

- Hiring People with Disabilities Made Simple: 4 minutes
- Applying for Jobs Using Schedule A: 5 minutes
- Military Spouse Employment: 5 minutes
- Category Rating: 6 minutes
- Veterans Appointing Authorities: 6 minutes
- Introduction to Hiring Reform: 9 minutes



Moving On Up!



The Navy **Advisory Council on Hispanic Employment**, also known as “ACHE” recently sponsored the Leadership and Career Development Seminar in San Diego; nearly 250 Navy and Marine Corps employees attended.

This seminar was designed to address both leadership and career development challenges that employees often face as their careers progress. To meet that objective, members of the Senior Executive Service (SES) were invited to participate as speakers and panel members for the two day conference. Consequently, participants received invaluable insight and tips on how best to prepare for career advancement!

The attendees reported that it was very interesting to hear compelling personal stories of SES members and gain nuggets of information on what they did to progress in their careers. Common themes heard from these senior leaders include:

- Volunteer for focus groups or special projects
- Take challenging assignments to expand your skills and make yourself more visible to leadership
- Take charge of your career; create your own Individual Development Plan (IDP) if management has not done so
- Ask for developmental assignments or job shadowing, improve your writing, and join Toastmasters to build speaking and leadership skills
- Get a mentor, someone outside your chain of command, who you can share openly with and who will give you time and support on a regular basis

The highlight of the seminar was a rare opportunity to meet one-on-one with a SES member to receive feedback ranging from strategies for advancement in a desired career field to getting tips on improving their resume. It was an enlightening and refreshing experience for nearly 100 employees who took advantage of the coaching session. The leaders were all supportive and encouraged the attendees to consider future goals in the Senior Executive Service.

If you didn't make it this year, stay tuned as another seminar will be held in San Diego in 2012. The SES biographies and seminar handouts from this year's event can be found at NKO online (no password needed if you have a CAC card) via the link below:

<https://wwwa.nko.navy.mil/portal/advisorycouncilonhispanicemploymentache/home/Seminar>

Recommended Reading:

- *Getting to Yes* by Roger Fisher and William Ury
- *7 Habits of Highly Effective Leaders* by Steven Covey
- *Better Under Pressure* by Justin Menkes
- *NavCiv Guide: A Handbook for Civilians in the U.S. Navy* by Thomas J. Cutler

Performance Cycle Tips-cont'd

Tips to consider during new performance cycle:

1. Follow the steps in the performance cycle within the established timeframes.
2. Set objectives that are tied to the mission of the organization; help employees see how what they do contribute to the success of that mission.
3. Give performance feedback on an ongoing basis rather than just at the end of year.
3. Take notes of your employee's performance year round so you can accurately assess the entire cycle rather than just the most recent, or memorable, performance.

Performance assessment and planning are important activities.

Give both the time and effort they deserve!

For online information and guidance on Performance Management (PM), go to: <http://www.donhr.navy.mil/>; click on PM under the programs down feature, then click on Resources Library.

Above and Beyond the Call of Duty



“Dr. Lowe inspires people to reach deep within themselves and dream beyond the impossible.”

Deana Angel, Behavioral Health Branch Head

“The **Meritorious Service Award (MSA)** represents an individual who exhibits characteristics of going above and beyond the call of duty; one that has distinguished himself/herself as a leader and mentor for minorities; made sacrifices and has displayed exceptional character that is consistent with being a distinguished leader and mentor, which in turn, benefits others.

Dr. Nathaniel Lowe is just that person. Over the past two years Dr. Lowe has traveled throughout the United States as well as abroad to educate and inspire others. In 2009 he was asked by the Marine Corps to travel to Asia and provide education and training on alcohol abuse and drug addiction. In 2010 he was invited to the American Embassy in Europe to speak on medical aspects of substance abuse. He spoke with state department officials and also visited with the United States Ambassador to France.” This award nomination, written by his supervisor, Ms. Deana Angel, goes on to recognize Dr. Lowe’s tireless message to young people in black communities to stay in school. The narrative also spoke of Dr. Lowe’s exceptional efforts to help victims of Katrina, with his presence and aid on the scene immediately after the disaster, as well as his financial support afterwards. His supervisor said his effort in this area “*demonstrates and depicts his unwavering character and commitment to helping others consistently over the years.*” The MSA award was solicited and presented by Blacks Government, Region II. (See picture credits below.)

Pictured above: **Dr. Nathaniel Lowe, Drug Demand Reduction, MCAS Miramar, San Diego, CA**, being presented with his award by Mr. Philip Atwell, BIG Region II Director/National Board of Directors (far left). Also present were; Mr. John. James Jr., Executive Director, Missile Defense Agency; and Dr. Candace Williams, Command Deputy EEO Officer, Marine Corps Manpower Reserve Affairs, DON.

Photo taken by: Ms. Sharine Lowe-Moore, daughter of Dr. Lowe.

Support of Wounded Warriors *in Action*

✓ The **Human Resources Service Center Southwest** (HRSC SW) in San Diego hosted its first Wounded Warrior (WW) conference in July 2011 with over 70 participants. The HRSC SW supports the Presidential WW initiative for hiring returning service members into the Federal workforce and enabling their smooth reintegration into civilian life. Some highlights from two speakers that demonstrate active support of WWs follow:

- Mr. Jim Achenbach, Executive Director of the **SW Regional Maintenance Center** spoke about his initiative to bring WWs into his workforce through a contract with Epsilon Systems. Mr. Achenbach created entry-level experience for later conversion into the federal workforce.
- CDR Byrd, **Space and Naval Warfare System Command’s** WW Coordinator, touched on his role in the Southwest Education and Employment Initiative training program. This program enables wounded warriors to gain

specialized training for a career. CDR Byrd has also partnered with Qualcomm in San Diego in providing internships for WWs in occupations such as: Information Technology, Human Resources, and Procurement and Contracting.

The HRSC SW Director closed out the conference by offering a follow up session to interested parties to learn how to create their own contracts using the SWRMC model. Details of a second conference will be released at a later date.

The WW Coordinators at the HRSC SW, Dennis Eley and Manny Maciel, can be reached at 858.577.5517 or 858.577.5725, respectively.



Lifetime of Service Recognized

During his 31 years of active military service for the Marines and civilian federal employment, Mr. Russell C. Woody *“has extinguished himself as an outstanding leader, role model, and mentor...”*

And so began the Meritorious Service Award (MSA) narrative about Mr. Woody, Assistant Chief of Staff, by his superior, Mr. Tom A. Caughlan, Chief of Staff (COS). Both individuals work at the Marine Corps Installation West in Camp Pendleton in Oceanside (near San Diego). The MSA award was solicited and presented by Blacks in Government, Region II. (See picture credits below.)



The COS staff went on to say that Mr. Woody has “actively promoted the tenets of civil/human rights, race relations, equal employment, affirmative action, human relations and public service.... and that his keen insight and astute planning acumen can be observed everyday as operational and training missions are regularly achieved without failure. Because of his winning ways he is sought out for assistance from a multitude of other departments and commands. He imparts his kind wisdom in such a way to teach and act as a mentor to those who care to learn from someone who has the unique ability to experience all facets of operational and supporting establishment planning at all levels.”

In the closing remarks of the nomination submission, Mr. Caughlan said, “Mr. Woody’s selfless actions, adherence to an uncompromising work ethic, lifelong successes, superior intellect, priestly devotion to fellow man, winning ways and inspirational leadership are all testament to what this award represents.”

Pictured above: From Left: Mr. John H. James, Jr., Executive Director, Missile Defense Agency; **Mr. Russell C. Woody** (Colonel USMC Retired); Dr. Candace Williams, Command Deputy Director of EEO, Marine Corps Manpower Reserve Affairs, DON; Capt. Kenneth Barrett, Deputy Director of Diversity Management and Equal Opportunity. Photo taken by: Ms. Sharine Lowe-Moore.

Hiring Heroes Career Fair



With their experience, military training, teamwork mentality and commitment to complete challenging missions, Wounded Warriors can offer the kind of attributes that are desirable for the defense workplace.

Each year, **Naval Surface Warfare Center Port Huene Division (NSWC PHD)** supports the efforts of the nation’s wounded warriors by participating in the annual Hiring Heroes Career Fair at Camp Pendleton, and this year was no exception. The division was among approximately 135 organizations recruiting wounded veterans during the career fair at the U.S. Marine Corps base in Camp Pendleton, CA. on July 13, 2011

As a critical division in support of the fleet, NSWC PHD relies on a strong workforce—and one of the command’s recruiters, pictured at the left, Dave Haugland, thinks the effort is a good thing for the organization as well as the Wounded Warriors.

Article credited to Kathy Stewart, Command Communications Officer, NSWC PHD. Photo by Aquita Brown, Wounded Warrior Regiment Public Affairs Office

Hands-On Experience for Students



Students from high schools, colleges and universities had the chance to expand their learning experience this summer by working at **Naval Surface Warfare Center Port Hueneme Division (NSWC PHD)** as part of their “**Summer Hires**” initiative.

The idea serves as an umbrella for two programs that bring together a diverse mix of students to serve in various positions at PHD throughout the summer break, as noted below:

“I see {this} as a benefit to the fleet and the country as a whole.”

Elizabeth Awa
Tactical Fleet Interface
Branch Manager,
NSWC PHD

1. A NSWC PHD-sponsored program, which began in 2010, is part of the command’s outreach effort to promote **science, technology, engineering and math (STEM)** studies. The program offers high school students interested in STEM, and college students pursuing a degree in engineering, the opportunity to gain valuable work experience as junior professionals in an engineering environment. Eight students were selected for this program.

2. For the third consecutive year, NSWC PHD also participated in federal **Workforce Recruiting Program (WRP)**. Co-sponsored by the U.S. Department of Labor and the DOD, this program provides post-secondary students and recent graduates with disabilities the opportunity to showcase their skills in the workplace through summer or permanent jobs. Using a WRP database of available students, NSWC PHD hiring managers selected three students representing a variety of majors from local colleges and universities for positions around the command.

Pictured above: Summer Hire students visit a lab where they are briefed by Engineering Development Lab team lead Keith Sander (far right) on the organization’s mission. Antoinette Pineau (center right), command interpreter, helps out students with hearing disabilities. Article and photo credited to Kathy Stewart, Command Communications Officer.

Management Directive 715:

An Ongoing Program, Not Just A Report!, cont’d

| EEO Program Elements | Support evidenced by actions/activities such as: |
|--|---|
| <p>4. Proactive prevention of unlawful discrimination <i>What does this mean?</i> In addition to the ongoing obligation to prevent unlawful discrimination, management must also eliminate barriers that impede free and open competition in the workplace.</p> | <ul style="list-style-type: none"> *Conduct a self assessment on an annual basis *Identify areas where barriers may operate to exclude certain groups-and-develop strategic plans to eliminate such barriers *Use targeted recruitment to reach a variety of people to increase the diversity of the applicant pool Ensure anti-harassment and reasonable accommodation polices are updated |
| <p>5. Efficiency <i>What does this mean?</i> The focus of this element is on the complaint process, whether it is managed efficiently, complaints are addressed timely and those who commit discrimination are held accountable.</p> | <ul style="list-style-type: none"> *Establish and encourage the widespread use of ADR *Ensure the investigation and adjudication of complaints are managed as separate programs [FYI: DoD investigates Navy’s EEO cases] *Use of a complaint tracking system [Navy uses iComplaints] *Identify, monitor and report significant trends |
| <p>6. Responsiveness and legal compliance <i>What does this mean?</i> Agencies or organizations must be in full compliance with EEO laws, rules etc. This includes regular reports and efforts on accomplishments, as well as compliance with EEOC orders for corrective action and relief.</p> | <ul style="list-style-type: none"> *Compliance with all EEO laws such as Title VII, Age Discrimination, Equal Pay Act, Rehabilitation Act, Genetic Information and Non-discrimination Act, etc. *Complete and submit required EEO reports <p>(Important note: EEO reporting requirements vary from command to command within Navy. Consult with your Command Deputy EEO Officer to know what is required of your organization.)</p> |

This newsletter is a joint effort of the Navy & Marine Corps EEO and HR offices and departments in the Southwest and Pacific Regions.

EEO Contact Numbers



| <u>Command</u> | <u>Commercial</u> | <u>DSN</u> |
|-------------------------------|---------------------|----------------|
| NRSW | (619) 532-1248 | 522-1248 |
| MCI-W, Regional EEO Office | (760) 725-4301 | 365-4301 |
| MCB Camp Pendleton | (760) 760-3845 | 365-3845 |
| Barstow | (760) 577-6599/6022 | 282-6599/6022 |
| MCRD San Diego | (619) 524-8460 | 524-8460 |
| MCAS Miramar | (858) 577-1120 | 267-1120 |
| Marine Corps Twentynine Palms | (760) 830-7370 | 230-7370 |
| MWTC Bridgeport | (760) 830-7370 | 230-7370 |
| Yuma | (928) 269-2302 | 269-2302 |
| NAWCWD Point Mugu | (805) 989-3304 | |
| NAWCWD China Lake | (760) 939-0200 | |
| Navy Region Hawaii EEO Office | (808) 471-0283 | |
| Guam | | (315) 349-4039 |
| Japan | | (315) 243-8163 |
| HRSC SW EEO/ADR | (858) 577-5558 | 235-5558 |

Calendar of Events

Looking ahead:
October
November
December

National Disability Employment Awareness Month: Oct. 1-31
National American Indian/Alaskan Native Heritage Month: Nov. 1-30

Contact your command, local HRO/EEO Office for additional events

Internet Resources

Department of the Navy EEO: <http://www.public.navy.mil/donhr/EEO/Pages/Default.aspx>

Overview of EEO Complaint Process: http://www.eeoc.gov/federal/fed_employees/complaint_overview.cfm

Alternative Dispute Resolution Program: <http://adr.navy.mil>

Job Accommodation Network (JAN): <http://askjan.org/links/atoz.htm>

JAN provides free, confidential technical assistance about job accommodations online and by phone at (800) 526-7234 (Voice) (877) 781-9403 (TTY)

Computer/Electronics Accommodations Program: <http://cap.tricare.mil/>
 CAP provides assistive technology and services for free to federal agencies.

Department of the Navy Civilian Human Resources: <http://www.donhr.navy.mil/>

Navy/MC Job Website: <https://usajobs.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov/facts/qanda.html>
 General "question and answer" section helpful to employees, managers, HR and EEO staff on federal EEO program.

Knowledge is Power!