



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document: Home page of the Equal Employment Opportunity Commission (EEOC) intranet site ([insite.eeoc.gov](http://insite.eeoc.gov)) including each page connected by one click/link to the INSITE home page, 2017

Requested date: 25-January-2017

Released date: 04-October-2017

Posted date: 23-October-2017

Source of document: FOIA Request  
U.S. Equal Employment Opportunity Commission  
131 M Street, NE  
Washington, DC 20507  
Email: [FOIA@eeoc.gov](mailto:FOIA@eeoc.gov)  
Fax: 202/663-4679

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**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Office of Legal Counsel**

131 M St, N. E., Fifth Floor  
Washington, D. C. 20507  
Toll Free: (877)-895-1802  
TTY (202) 663-7026  
FAX (202) 653-6034  
Website: [www.eeoc.gov](http://www.eeoc.gov)

October 4, 2017

**Re: FOIA No.: 820-2017-002659 (EEOC Insite Home Page)**

Your Freedom of Information Act (FOIA) request, received on January 25, 2017 is processed. Our search began on September 25, 2017. All agency records in creation as of September 25, 2017 are within the scope of EEOC's search for responsive records. The paragraph(s) checked below apply.

[ X ] Your request is granted in part and denied in part. Portions not released are withheld pursuant to the subsections of the FOIA indicated at the end of this letter. An attachment to this letter explains the use of these exemptions in more detail.

[ X ] You may contact the EEOC FOIA Public Liaison for further assistance or to discuss any aspect of your request. In addition, you may contact the Office of Government Information Services (OGIS) to inquire about the FOIA mediation services they offer.

The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at (202) 741-5770; toll free 1-877-684-6448; or facsimile at (202)741-5769.

The contact information for the FOIA Public Liaison: (see contact information in the above letterhead or under signature line).

[ X ] If you are not satisfied with the response to this request, you may administratively appeal in writing. Your appeal must be postmarked or electronically transmitted in 90 days from receipt of this letter to the Office of Legal Counsel, FOIA Programs, Equal Employment Opportunity Commission, 131 M Street, NE, 5NW02E, Washington, D.C. 20507, or by fax to (202) 653-6034, or by email to [FOIA@eeoc.gov](mailto:FOIA@eeoc.gov). <https://publicportalfoiapal.eeoc.gov/palMain.aspx>. Your appeal will be governed by 29 C.F.R. § 1610.11.

Re: FOIA No.: 820-2017-002659

[ X ] See the attached Comments page for further information.

Sincerely,

*/s/Sdgarner*

---

Stephanie D. Garner  
Assistant Legal Counsel  
(202) 663-4634  
[FOIA@eeoc.gov](mailto:FOIA@eeoc.gov)

Applicable Sections of the Freedom of Information Act, 5 U.S.C. § 552(b):

**Exemption Codes Used:**

(b)(7)(E)

Exemption (b)(7)(E) to the Freedom of Information Act (FOIA), 5 U.S.C. § 552(b)(7)(E) (2016), as amended by the FOIA Improvement Act of 2016, authorizes the Commission to withhold: law enforcement information that “would disclose techniques and procedures for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.”

**RECORDS WITHHELD PURSUANT TO THE SEVENTH EXEMPTION TO THE FOIA**

1. Business Operations and Strategic Planning page 4, Login and Password were withheld.
2. URL of 134 pages were withheld.

Comments

This is in response to your Freedom of Information Act (FOIA) request. You request a copy of the home page of EEOC's intranet site ([insite.eeoc.gov](http://insite.eeoc.gov)). Each page connected by one click/link to the INSITE home page (i.e. one level down). Your request is granted in part and denied in part.

Attached are 139 pages of the EEOC INSITE home pages for your review.

This response was prepared by Tracy L. Smalls, Government Information Specialist, who may be reached at 202-663-4331.

For a full description of the exemption codes used please find them at the following URL: <https://publicportalfoiapal.eeoc.gov/palMain.aspx>

Skip Navigation Links

March 16, 2017 - Thursday

About  
Content Managers log in here.

Home	eDirectory	Offices	Employee Services	Forms	Community	eeoc.gov
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 We value your input! Click here to let us know what you think!



[Advanced Search](#)  
[Most Popular Searches](#)
[inSite Home](#) > [OCLA](#) > [50th Anniversary - Equal Pay for Equal Work](#)

## Equal Pay Outreach toolkit

In this tool kit you will find resources for equal pay related outreach associated with Equal Pay Day (April 9, 2013) and the upcoming 50th Anniversary of the Equal Pay Act (June 10, 2013). These resources are intended to streamline your preparation for outreach by collecting equal pay related resources into one place. We will add new materials from time to time as they become available.

### Material for General Audiences

2014. Equal Pay Day Statement from Chair Jacqueline A. Berrien  
 DOL EPA Guide for Employers  
 DOL EPA Guide for Employees (Women)  
 EPA 50th Employer Slide Presentation  
 EPA 50th General Slide Presentation  
 Equal Pay Act  
 EPA Anniversary Talking Points  
 Y@W Fact Sheet - Pay Discrimination  
 EPARTners: Ideas for allies, resources and audiences for Equal Pay Outreach  
 Equal Pay Timeline  
 EPA for Elementary School Students Part 1  
 EPA for Elementary School Students Part 2  
 EPA 50th Anniversary Logos  
 African-American Women and the Wage Gap  
 Latinas and the Wage Gap  
 Fact Sheet: The Paycheck Fairness Act  
 Wage Gap: Maps and Fact Sheets  
 AAUW's "Fair Pay Headquarters"  
 Huffington Post editorial on equal pay  
 More Food for Thought on Equal Pay

### Additional Materials for Legal Audiences

Compensation CM section - 2000  
 EPA 50th Anniversary Legal Audience Presentation  
 Selected EPA Cases

### Federal Sector Specific Materials

EEOC Annual Report Data on Women - Prepared FY 2012  
 EEOC OPM Equal Pay Memo  
 Federal Sector EPA Decisions  
 GAO Report on Gender Pay Gap Federal  
 White House Memo on Equal Pay in the Federal Sector

### Foreign Language Resources

#### Employee Guides

WB Equal Pay Employee - Chinese  
 WB Equal Pay Employee - French  
 WB Equal Pay Employee - Spanish  
 WB Equal Pay Employee - Vietnamese

#### Employer Guides

WB Equal Pay Employer - Chinese  
 WB Equal Pay Employer - French  
 WB Equal Pay Employer - Spanish  
 WB Equal Pay Employer - Vietnamese

### About

[Office Directory](#)  
[Organizational Chart](#)  
[Functional Statement](#)  
[Monthly Reports](#)

### Areas of Interest

[Communications Handbook](#)  
[Talking Points](#)  
**(for INTERNAL USE only)**  
[Image Library](#)  
**(FLICKR Account Coming Soon)**  
[Commission Meetings](#)  
[Thomas \(Library of Congress\)](#)  
[Topic Resources](#)

### Blogs



### Applications

 IMS  
 Travel E2  
 Employee Express  
 Quicktime

[Redacted]

ap

10

[Redacted]

**man a Lesson About Equal Pay**

nt of Labor PSA

np4 format)

load, right click over the text DOWNLOAD VIDEO and

]

Home eDirectory Offices Employee Services Forms Community eeoc.gov

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What are you looking for?

Entire EEOC Site

Search

Advanced Search  
Most Popular Searches

[inSite Home](#) > [About inSite](#)

### Managing Content on inSite

inSite is a living site. As such, the information contained therein requires frequent updates. Each EEOC Office is responsible for providing the content of the inSite pages it manages and keeping that content up to date, and has members of its staff designated as its Content Managers and Providers. Content Managers have oversight of all content provided by their respective Offices, will be able to generally manage how that content is arranged on their Offices' inSite pages, within inSite's loose framework. Content providers will be able to add and modify content to their respective Offices' pages. All content managers and providers are encouraged to post as much content as they feel will help expand other inSite users' knowledge of their role in EEOC's mission. A "log in" link at the top of the inSite screen allows managers and providers to access their Offices' pages by providing a unique user ID and password.

### Documents Available Through inSite

inSite makes many types of documents available to EEOC users, including standard EEOC Forms, Offices Monthly Reports, Application User Guides, Compliance Manuals and Newsletters, to name just a few. The most common formats for these documents are Microsoft® Word® (DOC), and Adobe® PDF files. The latter files require Adobe® Acrobat Reader® in order to view them. EEOC's desktop computers are already equipped with this program.

### Finding Content on inSite

Generally speaking, inSite arranges its content by the EEOC Offices responsible for managing it, but offers EEOC staff a variety of ways to find the information they're looking for:

- By topic and/or subject (Employee Services; Programs).
- By timeliness (Event Calendar; Forum; Highlights; Recent Posts).
- By user driven searches (Google Search; Most Popular Searches; eDirectory).
- By object (Forms; Applications).

Links to Employee Services (e.g., "Benefits", "HQ Health & Fitness Center", etc.), EEOC Programs (e.g., "Statutes & Regulations", "Technology", etc.), Recent Posts to inSite, and Agency "highlights" (e.g., timely memoranda) can all be found right on the inSite Home Page. Clicking these links will call a page or downloadable document provided by the Office that's responsible for managing the content (e.g., "Benefits" links to an Office of Human Resources (OHR) page, "Statutes & Regulations" links to an Office of Legal Counsel (OLC) page, Chair's Memorandum re. RESOLVE links to an Adobe® PDF file, etc.) Additionally, a panel on the right of the Home Page highlights links to timely notifications about EEOC Operating Status and Directives & Orders, offers an Agency wide Event Calendar, and links to online applications which are relevant to EEOC's mission and staff.

Once EEOC staff begin navigating through inSite pages, a Menu Bar provides a constant link back to the Home Page, as well as links to the popular eDirectory (for locating EEOC staff and contact information), individual Office pages, Forms, and the EEOC's web page (www.eeoc.gov), no matter which inSite page is open. A Google powered search engine offers simple and advanced search capability, and the most popular searches run by inSite users are linked under a special section in the right panel of the Home Page.

### Feedback & Additional Information

inSite is always looking to improve, comments from EEOC staff about their inSite experience are welcome. Whether it compliments what inSite has done right or suggests ways to make inSite better, staff feedback is an important part of keeping inSite at the top of its game. EEOC staff can click the "Feedback" link in the top of the Home page or footer of any inSite page at any time to leave comments. The "Development Updates" link, which appears beside the "Feedback" link in the footer, is where you can learn about updates which were based on user feedback.

**(Note:** Feedback should be reserved for comments and suggestions only. To report a problem with inSite, EEOC staff should call or email the Nationwide Help Desk at 1 866 578 3583 or [nationwide.helpdesk@eeoc.gov](mailto:nationwide.helpdesk@eeoc.gov).)

The inSite page footer also contains links to a page providing EEOC Contact information, an "Accessibility Statement" (Section 508), EEOC Web Policies, and a page listing the Content Managers and Providers for each EEOC Office.

### Event Calendar

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Applications

-  DMS
  -  AT&T Connect
  -  EEOSTAT
  -  Employee Express
  -  EEOC.GOV
  -  eOPF
  -  FOIA Tracking
  -  FPPS
  -  IMS
  -  Oracle Federal Financials
  -  ServiceNow
  -  Skillport
  -  Travel E2
  -  USA Jobs
  -  Westlaw Sign-On
  -  WTTTS
- >>>MORE >>>

Home eDirectory Offices Employee Services Forms Community eeoc.gov

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What are you looking for?

Entire EEOC Site

Advanced Search  
Most Popular Searches

inSite Home > OCHCO > Accessibility-Interpreting Services

## Business Operations and Strategic Planning

### Interpreting Services

#### Accessibility-Interpreting Services

This page contains instructions and resources pertaining to accessibility and interpreting services.

#### Accommodation and Testing

##### Reasonable Accommodation

When directing inquiries/requests via email regarding reasonable accommodation, please submit your email to the Disability Program mailbox at [disabilityprogram@eeoc.gov](mailto:disabilityprogram@eeoc.gov).

##### Interpreting Services

For information on American Sign-Language and requesting Interpreting Services, please email: [Interpreting.services@eeoc.gov](mailto:Interpreting.services@eeoc.gov).

##### Section 508 Testing

If you need any information on Section 508 Compliance please visit the [508 homepage](#).

#### Accessible Copier

OIT has installed an Accessible Xerox Copier located on the 5th floor at 5SE12N (located in the corridor behind the break rooms).

With Xerox Copier Assistant software, EEOC employees have easier access to the copying capabilities of Xerox copiers and multifunction printers. This assistive technology is an alternative to the standard touch screen. Xerox Copier Assistant software helps everyone especially people who are wheelchair users, blind or visually impaired to easily program copy jobs and make copies. To start the program log into the laptop that is on the table next to the printer. The computer will need to be turned on before you can use the Accessible Copier Assistant.

1. Computer Login is: (b)(7)(E) Password: (b)(7)(E)

2. Press Control Alt X to start the Xerox Copier Assistant.

3. Speech is built into the software so no need to run a screen reader.

#### About

Office Directory  
Organization Chart  
Functional Statement

#### Featured Items



New OPM video on retirement eligibility and annuity benefits.

#### Quick Links

- Employee Assistance Program (EAP)
- Employee Express
- Employment Verification
- e-OPF
- USAJOBS
- EEOC Vacancies
- GSA Credit Union
- 640 Form IDP
- QuickTime
- Request to Donate Annual Leave to the Voluntary Leave Transfer Program
- Training Request Form (SF-182)
- Employee Training Calendar
- Access and Print IBC Payroll Calendars for 2006 - 2025

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What are you looking for?

Entire EEOC Site

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Click [HERE](#) if you would like to give OIT some constructive feedback. To e-mail the Help Desk click [HERE](#).

inSite Home > OIT > ACT-Digital

### About EEOC's Digital Charge System

Each year, more than 150,000 individuals contact EEOC with inquiries about discrimination and EEOC receives about 90,000 charges per year, making its charge system the agency's most common interaction with the public. To improve customer service, ease the administrative burden on staff, and reduce the use of paper submissions and files, EEOC is developing a Digital Charge System. EEOC's Digital Charge System is a secure online portal to transmit and receive documents and communications between the parties to a charge and the EEOC.

As of January 1, 2016, all of EEOC's 53 offices have implement-

ed Phase I of the Digital Charge System. While employers could opt-out of the Digital Charge System during the pilot program, this option has been discontinued. If an employer does not have the technological capability to receive or submit information online or via email, however, it may request that EEOC provide paper documents and communications related to the charge of discrimination.

#### Digital Charge System Resources

- About EEOC's Digital Charge System v1.11.16
- Digital Charge System FAQs v3.19.2016
- Digital Charge System File User's Guide (Phase I)
- EEOC Respondent Portal User's Guide v1.28.16
- ACT Digital Progress Summary
- ACT Digital Press Release

#### Key Benefits to the Public and to EEOC of a Digital Charge System

- Increases responsiveness to our customers by allowing them to upload and download documents, to communicate online with EEOC, and to provide more detailed info available thru online resources and links to [eeoc.gov](http://eeoc.gov);
- Streamlines the enforcement system with dates triggering messages, reminders and action steps;
- Saves resources, including staff time, paper and money using digital documents and communications rather than copying, mailing, phone calls;
- Provides improved management of workflow, and increased accountability and coordination;
- Protects integrity, security, and storage of documents in online system.

#### Phase I of the Digital Charge System

The first phase of this system allows employers against whom a charge of employment discrimination has been filed to interact online with the EEOC thru a Respondent Portal. The application notifies the respondent by email that a charge has been filed, and through a secure portal (EEOC Respondent Portal), allows the respondent to:

- View and download the charge;
- Review an invitation to mediate and respond to it;
- Submit a Position Statement and attachments to EEOC;
- Submit a response to a Request for Information to EEOC; and
- Provide/verify respondent contact information, including the designation of a legal representative.

Eleven EEOC offices piloted the first phase of the Digital Charge System from May through December 2015.

#### Phase II in 2016

In 2016, EEOC plans to expand the Digital Charge System to add a secure portal for individuals who file a charge of employment discrimination, and to enhance the communications and documents transmitted through the system for both charging parties and respondents.

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#### Media Links



The People Behind the Machines

#### Event Calendar

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#### Blogs

FollowIT - OIT Newsletter  
OIT Town Hall

#### Areas of Interest

ACT-Digital  
EEOC Help Desk  
Hall of Fame  
Initiatives  
IT Policies & Guidance  
IT Security  
IITRB  
Know IT/Training Materials  
Mobile Workforce Tools  
Savings on IT Products  
Telework Technology

#### Applications

AT&T Connect  
DMS  
E2 Travel  
ECOMP  
EEOC BI Reporting  
EEOC ServiceNow  
EEOC Videostream  
EEOC.gov  
EEOSTAT3  
Employee Express  
eOPF  
FedSEP  
FOIA Tracking  
FOIA Express  
FPPS  
HQ\_VoiceMail

**Resources**

- [IMS Local List Utility - How to create and manage respondent contacts](#)
- [Digital Charge System Updates for You - 02/19/2016](#)
- [Did You Know - Respondent Password Tips - 09/20/2016](#)
- [Did You Know - Respondent Portal via Ims - 08/30/2016](#)
- [Memorandum from OFF, OLC and OCFO on Maintaining Charge Files \(Digital and Paper Documents\) - Records Management Interim Guidance - 03/17/2016](#)
- [Did You Know - Supervisor and IT Specialist Role in IMS](#)
- [Did You Know - Ensuring That Respondents Use The Respondent Portal](#)
- [Charge Assessment \(SEP/DCP/PCHP\) User's Guide](#)
- [Charge Assessment \(SEP/DCP/PCHP\) 2/8/17 Training](#) PDF file | Video file
- [Did You Know - Generation of Notice of Charge documents](#)
- [EEOC Scheduling Too via the Pubic Portal - 3/6/2017](#)
- [Did You Know - Logging of Bounced Emails - 5/25/2017](#)
- [Did You Know - Avoid Errors When Generating a Charge of Discrimination- 5/26/2017](#)
- [A Guide To Automated DCS Emails - 9/2/2017](#)

IMS Virtual Client  
inSite  
iPrint Server List  
Oracle Financials  
Quicktime  
TDCS  
Transit Benefits DOT  
Westlaw  
WTTS

Advanced Search Results

Home eDirectory Offices Employee Services Forms eeoc.gov

Advanced Search

Find results with **all** of the words  10 results

with the **exact phrase**

with **at least one** of the words

**without** the words

**Language** Return pages written in

**File Format**  return results of the file format

**Occurrences** Return results where my terms occur

**Domain**  return results from the site or domain   
*e.g. google.com, .org*

**Sort**

Page-Specific Search

**Links** Find pages that link to the page

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March 14, 2017 - Tuesday

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Content Managers log in here.

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- Community
- eeoc.gov

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What are you looking for?

Entire EEOC Site

Advanced Search  
Most Popular Searches

inSite Home > Office of Federal Operations > Appellate Review Programs

### The Vision and Mission for the Appellate Review Program

- Vision - A Federal Workplace Free of Unlawful Employment Discrimination
- Mission - Achieving justice through the adjudication of federal appeals

### Useful Information

Circulation Issues List

OFO Compliance Guide

MSPB Regulatory Changes 2012

### About

- Office Directory
- Organizational Chart
- Functional Statement
- Monthly Reports

### OFO Links

- Officer of the Day
- OFO News and Administrative
- EEOC's Virtual Library
- OFO Internal Operating Manual
- Religious Garb Slide Show
- Section 508 Slide Show

### Applications

-  DMS
-  EEOC.GOV
-  IMS
-  Travel E2
-  Quicktime

- Home
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- eeoc.gov

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What are you looking for?

Entire EEOC Site

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Most Popular Searches

inSite Home > OCHCO > Benefits

## Operations Services

### Benefits and Resources

Here are resources to help you make informed choices regarding the benefits and financial planning services that are available.

#### What's New

- Benefits Matter Blog
- For Your Benefits Newsletter Volume 1 Issue 4*
- For Your Benefits Newsletter Volume 1 Issue 3*
- Federal Benefits Open Season (2014)
- Pay and Duty Status Requirement

#### Information on Programs

- FEHB
- FEGLI
- FEDVIP
- FSA
- LTC
- Social Security
- TSP

#### Information for

- New Employees
- Retiring / Separating Employees
- HR Practitioners

#### Financial Planning

- Financial Planning

#### Financial Calculators

- Federal Tax Withholding for Retirement
- FEGLI
- TSP
- FSA

#### HR Consultant Services

- Preparing for Retirement
- Annuity Estimate
- Military Deposit
- Civilian Deposit / Redeposit
- Designating Beneficiaries

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- GSA Credit Union
- 640 Form IDP
- QuickTime
- Request to Donate Annual Leave to the Voluntary Leave Transfer Program
- Training Request Form (SF-182)
- Employee Training Calendar
- Access and Print IBC Payroll Calendars for 2006 - 2025

whitespace

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What are you looking for?

Entire EEOC Site

Search

Advanced Search  
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You are here: [inSite Home](#) > [Community](#) > BEST



Improving EEOC as a Model Workplace  
(Want to know more? [Click here!](#))



## What is BEST?

*The BEST Work Group was formed to address employee concerns generated from the:*

*2016 Federal Employee Viewpoint Survey (FEVS) Headquarters Results*

*2016 Federal Employee Viewpoint Survey (FEVS) Field Results*

*Unlock Talent*

*and the "Best Places to Work" results*

*In response to the 2016 FEVS results, the FY2017 BEST Work Groups are:*

COMMUNICATION	LEADING PEOPLE	TRAINING AND ADVANCEMENT & PERFORMANCE MANAGEMENT
---------------	----------------	---

### EEOC FINAL 2017 Federal Employee Viewpoint Survey Response Rates

EEOC'S FINAL 2017 Federal Employee Viewpoint Survey (FEVS) response rate is a record-breaking 70.8%! This is our highest response rate since we began participating in the survey in 2004. Our 2017 response rate is 0.6 percentage points over our 2016 response rate of 70.2 percent and 25.3 percentage points higher than the government-wide average of 45.5 percent. At the individual office level, EEOC response rates for 24 offices increased and half increased by more than 10 percentage points. Response rates declined in 19 offices, 8 by 10 or more percentage points. EEOC response rates are presented below and are posted here.

### How do we currently recognize/praise employees for a job well done?

Current methods discussed by the BEST Workgroup:

#### Keep It Current

Tweets by USEEOC  
Final Analysis: 2017 FEVS  
Response Rates

#### Feed Feed Families



#### What are EEOC Employees are saying about their supervisors?



#### FEVS, Supervisors, and Performance Feedback

Employees provide feedback on their supervisor's performance during the annual administration of the Federal Employee Viewpoint Survey. Do supervisors support employee development, listen to what employees say, and treat them with respect? Do employees have trust and confidence in their supervisors? Do they think they are doing a good job?

[Click here to see 2016 scores for HQ and District Offices](#)

[Click here to see Top Performers by organizational level](#)

[Click here to learn about Key Drivers and Promising Practices to improve EEI: Supervisors](#)

#### Ergonomics Program

### Chair Honor Awards

Local Awards Committee which decides upon Gold, Silver and Bronze-level awards.  
Nominations are received from line staff and others.

Local Award Ceremonies/Luncheons

**Tell us how you prefer to be recognized!**

# CHANGE

**We want to hear your Ideas on New and Better Ways of Doing Things  
to positively Improve our Workforce.**

*Click the image above to share your thoughts or email us as [BEST@eeoc.gov](mailto:BEST@eeoc.gov)*



Training Calendar

Detailed Guidance for Submission  
of IDP Training Request



Featured Items

- Healthier Employees
- Interpreting Services
- Surveys
- Telecommuting
- Training
- Prevention and Elimination of  
Harassment in the Workplace



**We want to hear from you !!!**

**UNLOCKING FEDERAL TALENT**

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inSite Home > OEO > BIG



#### GOALS AND OBJECTIVES

1. To be an advocate of equal opportunity for Blacks in government.
2. To eliminate practices of racism and racial discrimination against Blacks in government.
3. To promote professionalism among Blacks in government.
4. To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.
5. To establish a mechanism for gathering and disseminating information for Blacks in government.
6. To provide a nonpartisan platform on major issues of local, regional and national significance that affect Blacks in government.

**BIG PURPOSE:** An advocate of equal opportunity and professional development for Black government employees at the Local, State and Federal government levels and others dedicated to justice for all.

**BIG VISION:** Member focused, world class enterprise, recognized for excellence.

**BIG MISSION:** Enable all present and future Black employees in Local, State, and Federal governments to have the ability to maximize their career opportunities and provide a mechanism for inclusion, growth and advocacy.

EACH HISTORY MONTH  
EMPLOYEE RESOURCES DAY  
APRIL 1, 2015

TBA

[Programs and  
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Mr. James Harden "Pat" Daugherty one of the five Co-Founders of Blacks In Government died on January 21, 2015

**Office of Equal  
eEO  
Opportunity**

[Meet Our Team](#)

[Office Directory](#)  
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[Complaint Process Brochure](#)

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## BNA's EEOC Compliance Manual

[Home](#)

BNA has produced a web-based interface to its three-volume print version of the EEOC's Compliance Manual. EEOC staff have full access to this resource via the Virtual Library.

From a computer on the EEOC network or when using VPN offsite:

[EEOC Compliance Manual](#)

You must be on an EEOC networked computer because access is via IP recognition. This link will allow you access from a personal PC at home if you are using VPN. For instructions on how to log on **without** VPN, go to: [Off-Site Use of BNA Resources](#)

### Customer Service Hotline

The Customer Contact Center hotline for search assistance, general usage questions and training is: 800-372-1033, option 5, submenu option 1. For technical support, select option 3. The Center is available Monday to Friday, 8:00 a.m. to 8:00 p.m. ET (excluding most federal holidays) Users may also fill out a form to request assistance: <http://www.bna.com/training-product-support-cu6636/>

### Training

#### (1) PowerPoint Tutorial

A short tutorial in PowerPoint highlighting how to log on; use the index; browse; and search is available. Click [here](#) to retrieve the PowerPoint slides.

#### (2) Library-sponsored Webinars

Click [here](#) for information about upcoming BNA webinars sponsored by the EEOC Library, which are scheduled on a semi-annual basis and are conducted by BNA trainer Karen Silber.

#### (3) On-demand Telephonic training

In addition to training provided on a semi-annual basis by BNA trainer Karen Silber, it is also possible to contact BNA Customer Service to request a session. To request training, please contact BNA Training and Product Support at 1-800-372-1033, select option 5 and then option 1, Monday - Friday, 8:00am - 8:00pm ET (excluding most federal holidays), or click here: <http://go.bna.com/complimentary-training-request-cu6619/>

#### (4) Questions or concerns about training?

Please contact Research Librarian [Linda Hutchinson](#) if you have questions or need assistance obtaining training on BNA sources.

-- Wednesday April 6, 2016  
[Edit](#)

- [Home](#)
- [eDirectory](#)
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- [Employee Services](#)
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- [eeoc.gov](#)



We value your input! Click here to let us know what you think!

What are you looking for?

Entire EEOC Site

Advanced Search  
Most Popular Searches

[inSite Home](#) > [OFF](#) > [Charge Intake Information](#)

**INTAKE FORMS**

- [Uniform Intake Questionnaire English \(PDF\)](#) date posted 1/26/2010
- [Uniform Intake Questionnaire Espanol \(PDF\)](#) date posted 1/26/2010
- [EEOC Form 5](#) date posted 1/26/2010
- [Intake Checklist \(DOC\)](#) updated 6/25/2010
- [PCHP Assessment Form \(DOC\)](#) date posted 1/26/2010
- [PCHP Manual Training Edition \(DOC\)](#) date posted 1/26/2010
- [GINA Interview Questions \(DOC\)](#) date posted 1/26/2010
- [Interim Holowecki Guidance with Supplemental Instructions and FAQs \(DOC\)](#) date posted 1/26/2010
- [Elements of Proof \(DOC\)](#) date posted 1/26/2010
- [ADAAA Questionnaire](#) posted 9/26/2012
- [ADAAA Models of Proof](#) posted 9/26/2012
- [ADAAA Cover Memo from OFF](#) posted 9/26/2012
- [ADAAA Checklist](#) posted 9/26/2012
- [ADAAA Annotated Questionnaire](#) posted 10/3/2012
- [Models of Proof](#) updated 2013

**ENFORCEMENT TOOLS**

*Case Management Best Practices Desk Reference for Investigators 2012*

About

- [Office Directory](#)
- [Organizational Chart](#)
- [Functional Statement](#)
- [Monthly Reports](#)

Links of Interest

- [Digital Charge System](#)
- [ADR/Mediation](#)
- [Administrative Judges](#)
- [Charge Intake Information](#)
- [District inSite Pages](#)
- [FMP Analysts by Office](#)
- [For IIRS Only](#)
- [Outreach-TAPS](#)

OLD HOME PAGE

Universal Agreements to Mediate

- [Alpha List](#)
- [Contact List](#)

Other Resources

- [Intake Info Group](#)
- [OLC Talking Points](#)

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- [eeoc.gov](#)

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Communications and Outreach Plan

About

- [Purpose](#)
- [Membership](#)
- [Responsibilities](#)
- [Meetings](#)

offices handle education, investigations, mediations, federal Headquarters offices manage field programs, federal programs numerous functions critical to the agency's operations.

**GOAL 2, Objective 1:** Communicate key information in a clear agency offices and between the field and headquarters to a

- **Tactic 1:** Ensure the Chair's office, General Counsel's offices, and field offices share information regarding significant anticipated developments. This will facilitate coordinating developing issues.
  - **Tactic 2:** Promote information sharing and dialogue—at different offices and work groups to provide staff members their work and to increase collaboration across offices.
  - **Tactic 3:** Foster greater discussion and information sharing agency developments to promote engagement and communication.
  - **Tactic 4:** Develop systems for making the knowledge of
  - **Tactic 5:** Create and publicize an online forum/electronic
- Click here to launch the PDF document full screen



# inSite

The Intranet of the EEOC

User Name Password

Log in

Help

Register

Forum

What's New?

Today's Posts

FAQ

Calendar

Community

Forum Actions

Quick Links

Advanced Search

Forum Community of Practice Forums

New users should check out the **FAQ** by clicking the the menu link above. To post messages, you will need to **register**. To start viewing messages, select the forum that you want to visit from the selection below.

## Forum: Community of Practice Forums

Job announcements, EEOC activities, interest groups, social events and groups

Sub-Forums	Threads / Posts	Last Post
 <b>Federal Employee Viewpoint Survey Workgroup</b> Please contact Hope Osborne for more information.	Threads: 4 Posts: 4	IDP Preparation - Annual... by CMH 10-29-2012, 10:52 AM
 <b>Diversity and Inclusion Exchange - EMPLOYEE DETAILS</b>	Threads: 3 Posts: 4	Example Detail Opportunity-  ... by Khalifah Graff 02-01-2017, 11:03 AM
 <b>Investigator Discussions</b> Investigator Discussions	Threads: 2 Posts: 6	Welcome to the Investigator... by Gregorio007 11-25-2011, 08:14 AM
 <b>Public Pride Forum</b> The open Public Pride Forum. Moderated by Melissa Brand.	Threads: 18 Posts: 24	John Berry, head of OPM and... by Mbrand 09-19-2012, 03:30 PM
 <b>Private Pride Members Forum</b> Only Pride Members can access this forum. Moderated by Melissa Brand.	Threads: 5 Posts: 12	Private

Quick Navigation

Community of Practice Forums

Top

---- Insite\_A

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[EEOC Forums](#)
[Archive](#)
[Top](#)

All times are GMT -5. The time now is 11:32 AM.

- Home
- eDirectory
- Offices
- Employee Services
- Forms
- Community
- eeoc.gov

 We value your input! Click here to let us know what you think!

inSite Home > Office of Federal Operations > Compliance and Control

### The Mission for Compliance and Control

- To provide efficient and timely support of OFO's oversight and adjudicatory responsibilities, maintain the integrity and accuracy of OFO's data systems, and effectively monitor compliance with appellate Orders to ensure justice with regard to the remedial relief awarded federal sector EEO complainants.

### Compliance and Control Custom Content

Assignments Compliance posted 6/18/2010

#### About

- Office Directory
- Organizational Chart
- Functional Statement
- Monthly Reports

#### OFO Links

- Officer of the Day
- OFO News and Administrative
- EEOC's Virtual Library
- OFO Internal Operating Manual
- Religious Garb Slide Show
- Section 508 Slide Show

#### Applications

-  DMS
-  EEOC.GOV
-  IMS
-  Travel E2
-  Quicktime



# U.S. Equal Employment Opportunity Commission

Español | Other Languages

Enter search terms...

Search

CONNECT WITH US



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Employees &amp; Applicants

Employers / Small Business

Federal Agencies

Contact Us

Laws, Regulations,  
Guidance & MOUs

Home &gt; Laws, Regulations &amp; Guidance &gt; Guidance



+ Share

Overview

Laws

Regulations

Guidance

Memoranda of  
UnderstandingDiscrimination by  
Type

Prohibited Practices

## Compliance Manual

The Commission has begun a new Manual in a different format. Sections will be added as they are issued.

- [Section 2: Threshold Issues](#) *Date issued 5/12/00*

In August 2009, the EEOC issued a revision of the "Threshold Issues" Compliance Manual section to address the time limitations for filing charges alleging compensation discrimination pursuant to the Lilly Ledbetter Fair Pay Act of 2009. The time limitations for filing compensation discrimination charges is addressed in the new subsection § 2-IV C.4, "[Compensation Discrimination](#)."

In July, 2005, EEOC issued a revision of the subsection of the "Threshold Issues" Compliance Manual section concerning time limitations for filing charges, which was originally issued in 2000. The revision conforms the Manual's discussion of the continuing violation doctrine to the Supreme Court's decision in *National Railroad Passenger Corp. v. Morgan*, 536 U.S. 101 (2002). This revision replaces § 2-IV.C, "[When Did the Alleged Violation Take Place?](#)" The new section § 2-IV.C is captioned: "[When Can a Discriminatory Act Be Challenged?](#)"

- See also: [Questions and Answers: Revision to Threshold Issues](#) (July, 2005)
- See also: [Questions and Answers: Threshold Issues](#) (May, 2000)

- [Section 3: Employee Benefits](#) *Date issued 10/3/00*

- See also: [Rescission of Section IV \(B\) of EEOC Compliance Manual Chapter on "Employee Benefits"](#) and deletion of example

- [Section 10: Compensation Discrimination](#) *Date issued 12/5/00*

- See also: [Questions and Answers: Compliance Manual Section on Compensation Discrimination](#)

- [Section 12: Religious Discrimination](#) *Date issued 7/22/08* (also available in [PDF](#))

- See also: [Questions and Answers: Religious Discrimination in the Workplace](#) (also available in [PDF](#))
- See also: [Best Practices for Eradicating Religious Discrimination in the Workplace](#) (also available in [PDF](#))

- [Section 15: Race and Color Discrimination](#) *Date issued 4/19/06* (also available in [PDF](#))

◦ See also: [Questions and Answers About Race and Color Discrimination in Employment](#)

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Home eDirectory Offices Employee Services Forms Community eeoc.gov



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What are you looking for?

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inSite Home > Development Updates

You shared feedback about the Redesigned inSite with us, and the **inSite Development Team** has listened. Below you'll find a list of development enhancements that address comments and concerns you expressed in your feedback. Check here periodically to see how your feedback continues to help us improve inSite!

**Please Note:** Content Managers (CMs) and Providers are responsible for the CONTENT that's published on pages managed by their offices, so any feedback about office-specific content will be shared with those individuals. A listing of CMs and Providers for each office [can be found here](#).

As we continue to update and modify inSite, we'll post those changes here, so check back periodically to see what's new!

\* \* \* \* \*

#### **\*NEW\* Development Responses (as of 2/21/2012):**

- **Improved Login Behavior.** The login page will now send you back to the page you came from when you logged in.

#### **Development Responses (as of 9/29/2011):**

- **eDirectory Title.** We've added the Title column to the eDirectory. Titles, when available, will appear for each entry in the eDirectory.
- **Navigation Menu Shortcuts.** The Navigation Menu now has drop-down shortcuts for the Offices, Employee Services, & Forms groups.
- **New Notifications Listing.** We've linked to a Directives & Orders listing. You'll find the new link in the Notifications block, at the top of the right panel on the inSite Home Page.
- **Highlights on the Home Page.** A new "Highlights" section appears on inSite's Home Page. You'll find quick links to timely memoranda, notifications, and other important information the Agency wishes to highlight in this section. (We've also removed the "Community Forums" section from the Home Page, but you can still access the forums by going to the Forums Home Page & selecting the desired Forum).
- **Event Calendar Improvements.** We've made it easier to identify the current date, and dates with scheduled events. The current date is highlighted with an orange border, and dates with scheduled events are shaded in dark gray.

#### **Development Responses (as of 8/22/2011):**

- **Improved subpage navigation.** It's now easier to locate inSite subpages from the top menu navigation bar. Hovering your mouse over the Offices, Employee Services, or Forms link will open a list of additional content links.

#### **Development Responses (as of 6/17/2011):**

- **eDirectory E-mail Links.** The Last Name of every staff member in the eDirectory now links to Groupwise. Click a staff member's last name, and Groupwise opens a new message for you, automatically addressed to that staff member's e-mail address.

#### **Development Responses (as of 5/2/2011):**

- **Larger Fonts.** We've made page headings, text, links, etc. larger, more uniform, and easier to read across the site. (Some discrepancies may still appear, but we're working to resolve them.)
- **Identified CMs & Providers.** We've added a link to a full list of inSite Content Managers & Providers. The list identifies the CMs & Providers for each office, so users can now quickly find out who manages and provides inSite

#### Event Calendar

September 2017						
S	M	T	W	T	F	S
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#### Applications

- DMS
  - AT&T Connect
  - EEOSTAT
  - Employee Express
  - EEOC.GOV
  - eOPF
  - FOIA Tracking
  - FPPS
  - IMS
  - Oracle Federal Financials
  - ServiceNow
  - Skillport
  - Travel E2
  - USA Jobs
  - Westlaw Sign-On
  - WTTs
- >>>MORE >>>

be found in the footer of every inSite page.

; & providers can now customize the colors of their office's content pages,  
; more suitable for their office's needs.

le've tightened-up the drop-down menus in the page headings, so that users  
id the link they're looking for.

- Home
- eDirectory
- Offices
- Employee Services
- Forms
- Community
- eeoc.gov

We value your input! Click here to let us know what you think!

What are you looking for?

Entire EEOC Site

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inSite Home > Directives and Orders

- Management Bulletins
- Directives
- Orders
- Notices
- Administrative Manual

Management Bulletin

TITLE *	DESCRIPTION	DOCTYPE	DATEADDED
MB-100	EEO-MB-100-1 10/24/2003	pdf	8/2/2011

1 Records Returned

Event Calendar

September 2017						
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- DMS
- AT&T Connect
- EEOSTAT
- Employee Express
- EEOC.GOV
- eOPF
- FOIA Tracking
- FPPS
- IMS
- Oracle Federal Financials
- ServiceNow
- Skillport
- Travel E2
- USA Jobs
- Westlaw Sign-On
- WTTS
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- Home
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We value your input! Click here to let us know what you think!

What are you looking for?

inSite Home > OCHCO > Diversity and Inclusion

## Immediate Office of the Chief Human Capital Officer

### Diversity and Inclusion

- Overview
- Newsletters



Diversity and Inclusion Policy Statement  
 Executive Order 13583 (Aug. 18, 2011)  
 What to Do with Employee Survey Results?  
 MSPB Survey Action Plan Guide

[Diversity Council FAQs](#)

[EEOC Diversity and Inclusion Strategic Plan](#)

[EEOC Mentoring Program](#)  
 Frequently Asked Questions

National Council



"Inclusion or Illusion"  
 EEOC Diversity and Inclusion Council Membership Chart  
 This is a test

Training



SkillSoft



April 2017 DIVERSITY MATTERS Newsletter (Issue 6)  
 January 2017 DIVERSITY MATTERS Newsletter (Issue 5)  
 October 2016 DIVERSITY MATTERS Newsletter (Issue 4)  
 July 2016 DIVERSITY MATTERS Newsletter (Issue 3)

Diversity Dialogue Schedule

EEOC National Diversity & Inclusion Chart  
 All Employee Diversity and Inclusion Council Application  
 All Employee D&I Fillable Application Form  
 Director Nomination for Diversity and Inclusion Council

Sub-Councils



HQ Office Sub-Councils  
 Dallas District

Blogs

#### About

- Office Directory
- Organization Chart
- Functional Statement

#### Featured Items



New OPM video on retirement eligibility and annuity benefits.

#### Quick Links

- Employee Assistance Program (EAP)
- Employee Express
- Employment Verification
- e-OPF
- USAJOBS
- EEOC Vacancies
- GSA Credit Union
- 640 Form IDP
- QuickTime
- Request to Donate Annual Leave to the Voluntary Leave Transfer Program
- Training Request Form (SF-182)
- Employee Training Calendar
- Access and Print IBC Payroll Calendars for 2006 - 2025

Management  
Continuing Studies)

Environment (DIG)



National Diversity Council Forum  
District Sub-Council Forum  
Equal Employment Diversity and Inclusion Exchange

Blog Posts:

Essential DIG Pages  
of Practice

[On Conversational Panels: Diversity is Like Sushi \(Sort of\)](#)

Key Presentations

Voluntary Employee Organizations

Environment



Environment

EEOC Voluntary Employee Organizations

Environment

- Home
- eDirectory
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What are you looking for?

Entire EEOC Site

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[inSite Home](#) > [Accessibility Statement](#)

## EEOC Accessibility Statement

Equal Employment Opportunity Commission has made a commitment to support its obligation under Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, to ensure the accessibility of its programs and activities to individuals with disabilities, specifically its obligation to acquire accessible electronic and information technology. To support this effort, this site has been designed and tested for to ensure accessibility. In addition, the site was tested using the agency's existing standard assistive technologies.

We will continue to make this site, as well as all of our information technologies, accessible to all of the Commission's employees. Should you find pages, design elements, or documents that present accessibility problems, please identify them to your inSite Manager or contact us at the EEOC Help Desk: EEOC.HELPDESK@eeoc.gov. If you have questions or comments about Section 508, contact the Section 508 Coordinator Karen Bridgman at 202-663-4450 or Karen.Bridgman@eeoc.gov

We will periodically review inSite for accessibility and report any enhancements we make in this area.

last updated: 4/15/2013

### Event Calendar

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  - EEOSTAT
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  - EEOC.GOV
  - eOPF
  - FOIA Tracking
  - FPPS
  - IMS
  - Oracle Federal Financials
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  - Travel E2
  - USA Jobs
  - Westlaw Sign-On
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Skip Navigation Links

September 25, 2017 - Monday

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Content Managers log in here.

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What are you looking for?

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inSite Home > OCFO > EEOC Charge Card Programs

General

Fleet Charge Card

Purchase Charge Card

Commercial Purchase Charge Card Program

A Practical User's Guide

Travel Charge Card

Carlson Wagonlit Updates for New Citibank Travel Cards and Centrally Billed Accounts

Travel Card Procedures

Travel Charge Card Application

Travel Charge Card Affidavit and Credit Release Forms

Travel Card Training for Cardholders

About

- Office Directory
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- Monthly Reports
- OCFO Services and Contact Listing

Areas of Interest

- Charge Card Programs
- Emergency Preparedness
- Oracle Federal Financials (OFF)
- Travel Procedures
- Transit Benefits and Parking
- EEOC Administrative Manual
- SAG (Space Allocation Guidelines)

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What are you looking for?

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Advanced Search  
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inSite Home > OPF > Compliance Manual - Volume I

Volume I

TITLE ▲	DESCRIPTION
Section 01	Compliance Manual Vol. I Section 1 - Providing Assistance to the Public
Section 02	Compliance Manual Vol. I Section 2 - Intake of Charges and Complaints
Section 03	Compliance Manual Vol. I Section 3 - Respondent Notification Procedures
Section 04	Compliance Manual Vol. I Section 4 - Dismissals
Section 05	Compliance Manual Vol. I Section 5 - Coordination With State and Local FEPAs
Section 06	Compliance Manual Vol. I Section 6 - Notice of Right to Sue (Issued on Request)
Section 07	Compliance Manual Vol. I Section 7 - Withdrawals
Section 08	Compliance Manual Vol. I Section 8 - Intake of Commission Initiated Actions
Section 09	Compliance Manual Vol. I Section 9 - Dismissal or Withdrawal of Commissioner Charges
Section 12	Compliance Manual Vol. I Section 12 - Involvement of the Legal Unit in Investigations
Section 13	Compliance Manual Vol. I Section 13 - Litigation for Temporary or Preliminary Relief
Section 14	Compliance Manual Vol. I Section 14 - Flexible Investigation Procedures
Section 15	Compliance Manual Vol. I Section 15 - Negotiated Settlement
Section 22	Compliance Manual Vol. I Section 22 - Investigation Procedures
Section 23	Compliance Manual Vol. I Section 23 - Interviews
Section 24	Compliance Manual Vol. I Section 24 - Subpoenas
Section 25	Compliance Manual Vol. I Section 25 - On Site Investigation
Section 26	Compliance Manual Vol. I Section 26 - Selection and Analysis of Evidence
Section 28	Compliance Manual Vol. I Section 28 - Content of the Investigative File
Section 29	Compliance Manual Vol. I Section 29 - Investigator's Memorandum and Case Activity Documentation
Section 40	Compliance Manual Vol. I Section 40 - Issuance of Cause Determinations
Section 60	Compliance Manual Vol. I Section 60 - Conciliation Requirements and Provisions for Filing Lawsuits
Section 61	Compliance Manual Vol. I Section 61 - Supervision of Benefits Provided to Aggrieved Persons
Section 62	Compliance Manual Vol. I Section 62 - Preparing for Conciliation
Section 63	Compliance Manual Vol. I Section 63 - Conciliation Agreements Without Charging Party Approval and Signature
Section 64	Compliance Manual Vol. I Section 64 - The Conciliation Conference
Section 65	Compliance Manual Vol. I Section 65 - The Conciliation Agreement
Section 66	Compliance Manual Vol. I Section 66 - Conciliation Failures; Litigation Review and Notice of Private Suit Rights
Section 80	Compliance Manual Vol. I Section 80 - Compliance Review
Section 81	Compliance Manual Vol. I Section 81 - Assistance to Complaining Parties in Obtaining Attorneys
Section 82	Compliance Manual Vol. I Section 82 - Representation of Parties by Attorneys
Section 83	Compliance Manual Vol. I Section 83 - Disclosure of Information in Charge Files
Section 84	Compliance Manual Vol. I Section 84 - Referral of Cases to the Department of Justice
Section 90	Compliance Manual Vol. I Section 90 - Processing Complaints Transferred or Referred From Federal Fund Granting Agencies
Section 91	Compliance Manual Vol. I Section 91 - Administering the FCC/EEOC Memorandum of Understanding (MOU)
Section 92	Compliance Manual Vol. I Section 92 - Administering the EEOC/OFCCP Memorandum of Understanding (MOU)
Section 94	Compliance Manual Vol. I Section 94 - Administering the EEOC/OSC Memorandum of Understanding (MOU)
Section 95	Compliance Manual Vol. I Section 95 - Disability-Based Charges/Complaints Against Government Contractors or Subcontractors
Section 96	Compliance Manual Vol. I Section 96 - Disability-Based Charges/Complaints Against Public Entities and Recipients of Federal Financial Assistance

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  - FOIA Tracking
  - FPPS
  - IMS
  - Oracle Federal Financials
  - ServiceNow
  - Skillport
  - Travel E2
  - USA Jobs
  - Westlaw Sign-On
  - WTTS
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(b)(7)(E)



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- [New Employees Orientation](#)
- [Contact Information](#)
- [Interlibrary Loans](#)
- [FOIA Reading Room](#)

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## Legal Databases

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- [Policy & Procedures](#)
- [Volunteer Attorneys & Interns](#)
- [Accurint](#)
- [cyberFEDS](#)
- [Lexis & Courtlink](#)
- [ReferenceUS](#)
- [SecureUSA](#)
- [Westlaw](#)

## Training Classes

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- [Videos](#)

## Research News

- [New Labor & Employment Content on Westlaw](#)
- [How to Access ReferenceUSAGov and SecureUSA](#)
- [AtoZDatabases, LP Police Last Day of Access: Monday August 14, 2017](#)
- [NBER: The Gender Pay Gap Widens with Age](#)
- [FRB Research: Racial Gaps in Labor Market Outcomes in the Last Four Decades](#)
- [NBER: When Harry Fired Sally: The Double Standard in Punishing Misconduct](#)

• [FRBSF Study: Age Discrimination and Hiring of Older Workers](#)

• [EEOC Access to Lexis Classic Ends November 30, 2017](#)

[See the Research News Archive for older items](#)

## Library News

- [Feedback for the Library](#)
- [Civil Rights DVD Collection](#)

[See the Library News Archive for older items](#)

## New Materials

• [The Boys in the Bunkhouse: Servitude and Salvation in the Heartland](#) by Dan Barry, HarperCollins 2016

• [Lawyer, Activist, Judge: Fighting for Civil and Voting Rights in Mississippi and Illinois](#) by The Hon. Martha Mills (Ret.), ABA Section on Litigation 2015

• [Discovery Practice, 8th Ed.](#) by Roger S. Haydock, Wolters Kluwer 2017

## Online Reference

[BNA Labor and Employment Law Resource Center](#)

- [Daily Labor Report](#)
- [Employment Discrimination Report](#)
- [BNA EEOC Compliance Manual](#)
- [Employment Discrimination Law Treatise](#)
- [EEO Treatise Collection](#)
- [Employment Discrimination Verdicts and Settlements](#)
- [Discrimination Law - Cases, Manual & Newsletter](#)
- [Disabilities Law - Cases, Manual & Newsletter](#)
- [Site Map of All Resources](#)
- [Help & Off-Site Use & Apps for iPad and iPhone](#)
- [Training](#)

[The Bluebook, 20th Ed.](#)

[Law360 Employment Law](#)

## Guides

- [Company Research](#)
- [Criminal Records Research](#)
- [People Tracking Services](#)

*Due Process in Adverse and Performance Based Actions: A Handbook for Practitioners and Arbitrators. 2nd Ed.* by Renn C. Fowler, Dewey Publications Inc 2017

*Discrimination Laundering: The Rise of Organizational Innocence and the Crisis of Equal Opportunity Law* by Tristin K. Green, Cambridge University Press 2017

## Online Catalog

- [Enter Online Catalog](#) by ,
- [How to Use the Online Catalog](#) by ,
- [Circulation Policy](#) by ,
- [Legal Treatises Online](#) by ,
- [Litigation Preparation](#)
- [OHR's Management Books](#)

[Older Stuff](#)

## Field Offices

- [Field Office Print Subscriptions](#)

## Other EEOC Sites

- [EEOC Public Web Site](#)
- [InSite](#)

[Juris's Employment Discrimination Depositions](#)

## Legislative History & More

- [Hein Online's Legislative Histories and More](#)
- [Legislative Insight's Legislative Histories](#)

[Social Science Research Resources](#)

[Yellow Books](#)

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## Privacy Policy for the U.S. Equal Employment Opportunity Commission Web Site

We collect no personal information about you when you visit this site unless you choose to provide this information to us. Our web server software, and our content management system, do collect certain information automatically, and some of this information is made available to us. This information is outlined below.

### Information collected and stored automatically:

If you visit our site to read or download information, the following information is collected automatically by the web server. None of this information is used to identify you.

- The name of Internet domain and IP address (an IP address is a number that is automatically assigned to your computer when you are connected to a network, such as the Internet). This information is used to help count the number of unique visits made to the site;
- The date and time that you access our site;
- The pages you visit (which helps us to determine what people are looking for);
- The web browser you use (which helps us to design our site to accommodate the broadest possible range of web browser software); and
- If you followed a link to get to us, the page you linked from (which helps us to determine how people are finding us, and how we can reach more people).

All of this information is used to help us make our site more useful to visitors like you. We do not track or record information about individuals.

### If you send us personal information:

If you choose to provide us with personal information, as in e-mail with a comment or question, or by filling out a form with your personal information and submitting it to us through our web site, we use that information to respond to your message and to help us get you the information you have requested. Electronic mail is not secure. Therefore, we suggest that you not send personal information to us via e-mail, especially social security numbers. We may share information you give us with contractors acting on our behalf or with another government agency if your inquiry relates to that agency. EEOC does not collect or use information for commercial marketing. We do not share our e-mail with any other organizations, unless we receive a request from an organization conducting a civil or criminal law enforcement investigation.

Electronically submitted information is maintained and destroyed according to the requirements of the Federal Records Act and the regulations and records retention schedules of the National Archives and Records Administration, and in some cases may be covered by the Privacy Act and the Freedom of Information Act. A discussion of your rights under these laws can be found at [www.USA.gov](http://www.USA.gov).

### Links to other sites:

We may have links to other outside web sites (both federal and non-federal) that we do not control. We are not responsible for the content or privacy policies of these sites, and users should check those policies on such sites.

### Use of cookies:

"Cookies" are small bits of text that are either used for the duration of the session ("session cookies"), or saved on a user's hard drive in order to identify that user, or information about that user, the next time the user logs on to a web site ("persistent cookies"). EEOC's websites do not use persistent cookies. Session specific cookies may be used to improve the user experience and for basic web metrics. These cookies expire in a very short time frame or when a browser window closes and are permitted by current federal guidelines.

### Security:

We maintain a variety of physical, electronic and procedural safeguards to protect the security of this web site and

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  - AT&T Connect
  - EEOSTAT
  - Employee Express
  - EEOC.GOV
  - eOPF
  - FOIA Tracking
  - FPPS
  - IMS
  - Oracle Federal Financials
  - ServiceNow
  - Skillport
  - Travel E2
  - USA Jobs
  - Westlaw Sign-On
  - WTTTS
- >>>MORE >>>

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our practices change. You should refer back to this page often for the latest policy changes. If we decide to change this policy, we will post a new policy on our website. Changes to the policy shall not apply retroactively.

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### OIT (Office of Information Technology)

Cathy Archambeault - (202) 663-4438  
 Pierrette McIntire - (202) 663-4423  
 Lizette Molina - (202) 663-4446  
 Terri Youngblood - (202) 663-4794

### OHCO (Office of the Chief Human Capital Officer) [former called Human Resources]

Hope Osborne - (202) 663-4328  
 Tina Young - (202) 663-4318  
 Sharon Banks - (202) 663-4306  
 Jeannette Smith - (202) 663-5354  
 Veta Hurst - (202) 663-4498  
 Nicole Walker - (202) 663-4123

### OCFO (Office of the Chief Financial Officer)

Keisha Monroe - (202) 663-4250

### OFO (Office of Federal Operations)

Jamie Price - (202) 663-4484  
 David Grinberg - (202) 663-4921

### OGC (Office of General Counsel)

Bridgnette Thomas - 202-663-4740  
 Jerome Scanlan - (202) 663-4719

### OCLA (Office of Communications and Legislative Affairs)

Christine Nazer - (202) 663-4911  
 James Ryan - (202) 663-4965

### RESOLVE

Victor Voloshin - (202) 663-4095

### OFP (Office of Field Programs)

Susan Murphy - (202) 663-4687  
 Sharon Shoemaker - (202) 663-4841

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  -  [FPPS](#)
  -  [IMS](#)
  -  [Oracle Federal Financials](#)
  -  [ServiceNow](#)
  -  [Skillport](#)
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  -  [USA Jobs](#)
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## WELCOME TO THE OFFICE OF GENERAL COUNSEL

### LEGAL INVOLVEMENT IN CHARGE PROCESS

- Directives & Policies
- Administrative Prerequisites to Suit
- Administrative Subpoenas
- Preliminary Relief
- Objecting to Subpoenas for EEOC Information
- Post Mach Mining Issues

### SETTLEMENT

- Drafting Resolution Documents
- Special Provisions in Systemic Resolutions
- Negotiation & Valuation

### INITIATING SUIT

- Suit Approval
- Drafting Complaints

### TRIALS

- Juries
- Conducting the Trial
- Trial Briefs & Motions
- Trial Calendar

### DISCOVERY

- Planning Discovery
- Responding to Discovery Requests
- Depositions
- E-Discovery
- Privileges

### APPEALS

- Initiating Appeals
- Handling the Appeal
- Decision Summaries

### EXPERTS & LITIGATION SUPPORT

- Working with Experts
- Contracting for Litigation Support
- OGC Litigation Support Services

### SEP PRIORITIES

- Recruitment & Hiring
- Immigrant/Vulnerable Workers
- Emerging Issues - LGBT & ADA
- Equal Pay
- Access To Legal System
- Harassment

### SYSTEMIC & CLASS

- Statistical Analysis
- Pattern or Practice
- Handling Class Claimants
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### INFORMATION, RESEARCH & TRAINING

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CourtLink  
EEOC Guidance  
Government (EEOC and DOJ) Briefs  
Laws and Legislative History  
LexisNexis  
Lexis Advance  
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PACER  
Treatises and other Legal Resources  
WestlawClassic  
WestlawNext  
SEP and Systemic I-Classes

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## Welcome to the Office of Legal Counsel

The Office of Legal Counsel (OLC) is the chief legal advisor to the Chair, the Commission, and the Commission Headquarters and Field Offices. OLC serves both as the Commission's legal policy office and as the Commission's in-house counsel. In addition to developing the Commission's legal policy documents, OLC prepares options papers, legal and interpretive memoranda, and technical assistance documents; provides advice to headquarters and field offices; reviews documents from other Commission offices and other federal agencies for policy concerns; and conducts an active public outreach and education program.

OLC also provides legal advice and review for the Commission on a wide range of administrative subjects (including ethics law, contract law, the Privacy and Government in the Sunshine Acts, the Administrative Procedures Act), and defends the Commission against suits brought in judicial and administrative forums by members of the public. Finally, OLC administers the agency's Freedom of Information Act (FOIA) program.

Click the header for each subject below to access related sub-topic information.

### Laws Enforced by EEOC

- Laws
- EEOC Regulations, Proposed Regulations, Regulatory Agenda, and Regulatory Plan
- Joint Regulations with Other Federal Agencies

### Selected Volume II Compliance Manual Sections

- Multi-Statute
- Title VII
- ADA

### Enforcement Guidances, Policy Guidances & Policy Statements

- Multi-Statute Issues (e.g., disparate treatment, contingent workers)
- Title VII and EPA
- ADEA
- ADA
- Federal Employment

### Fact Sheets - Q & A Documents

- Multi-Statute
- Title VII and EPA
- ADEA
- ADA
- GINA
- Federal Employment
- Small Business
- OFCCP: Applicant Data
- Other

### FOIA/Section 83

- FOIA Regulations, Guidance, FOIA Updates, Order 150.001
- Training & Charts
- FOIA vs. Section 83, Fees/Pay.gov
- Appeals vs. OGIS, FOIA Public Liaison
- Records Retention
- FOIA Reports
- DOJ's FOIA Post
- FOIA E-Library
- FOIA HQ Liaison, FOIA Contacts

### Talking Points

These documents are intended to provide EEOC staff with basic information about new developments. They are for internal distribution only.

### Informal Discussion Letters

These letters are written by OLC staff and do not constitute official opinions of the Commission.

### Selected Developments in Title VII, ADEA, ADA, GINA and EPA Case Law

- Title VII, ADEA, ADA, GINA and EPA Case Law, 2017 Case Edition (full document with new 2016-early 2017 cases and older cases)
- Title VII, ADEA, ADA, GINA and EPA Case Law, 2017 Case Edition (contains only new cases from 2016-early 2017)

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### OLC's Field Liaisons

### EEO Statutes Liaison Lists

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

### [Ethics/Subpoena/External Litigation Liaison List](#)

Every field office has an assigned OLC attorney to assist in answering questions related to ethics, third party subpoenas, and external litigation against the EEOC.

### Corporate Bankruptcy Notices

#### Bankruptcy Reports 2017

- January
- February
- March
- April/May
- June
- July/August
- September
- October
- November
- December

July/August  
July/August

- Title VII, ADEA, ADA, GINA and EPA: Selected Cases and EEOC Settlements Under SEP Priorities, Jan. 1, 2016 - March 31, 2017
- *Please note that case summaries are accurate as of date of publication. But, in rare instances decisions may be withdrawn or overturned so it is best to ensure the decision is still accurate before relying on it.*

es or coordinate  
r federal agencies  
timely and efficient

**Ethics and Confidentiality of Enforcement Information**

- Ethics Laws and Regulations
- Guidance on Ethics Questions
- Financial Disclosure Reports
- Travel Expenses Paid by Non-Federal Sources
- Ethics Training
- Ex Parte Communications
- Hatch Act and Political Activities of Employees
- Accepting Gifts on behalf of EEOC
- Confidentiality of Enforcement Information

pro

IC By Outsiders  
C By EEOC Staff

**Public Training: Powerpoint Presentations**

These presentations were prepared primarily by the Office of Legal Counsel for use in conducting training for various groups. (Slides prepared with other offices are indicated.) They address a wide range of issues:

- Multi-Statute Issues (e.g., remedies)
- Title VII/EPA
- ADA and ADAAA
- GINA
- ADEA

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## Click here for Chair's Non-Retaliation Statement

RESOLVE is EEOC's internal alternative dispute resolution program. The RESOLVE Program provides a forum for the informal resolution of a variety of workplace disputes. The program offers an alternative to the procedures that employees traditionally use to resolve disputes, such as the EEO complaint process and the negotiated and administrative grievance procedures. RESOLVE covers a variety of common workplace disputes and issues, such as terms and conditions of employment, requests for reasonable accommodation and allegations of employment discrimination.

In most instances, mediation is the type of ADR that will be used to handle disputes submitted to the RESOLVE Program. However, the Chief Mediation Officer may attempt to facilitate a resolution of a dispute before the dispute is referred to mediation.

Mediation is an informal process in which a trained neutral mediator assists the parties in reaching a negotiated resolution of a dispute. The mediator does not decide who is right or wrong and has no authority to impose a settlement on the parties. Instead, the mediator helps the parties jointly explore and reconcile their differences.

Mediation is voluntary for employees. However, Chair Berrien has requested that managers and supervisors in good faith participate in mediation if the employee chooses to mediate a dispute through RESOLVE. The mediation process is confidential and settlement agreements are enforceable.

There are many benefits to mediation. Disputes are resolved more quickly than in the formal complaint or grievance processes. In addition, mediation allows the parties to develop their own resolution to a dispute, and thus often leads to more creative solutions. Because the parties are encouraged to focus on the underlying causes of a dispute, mediation can open the lines of communication and clarify misunderstandings, which can lead to a more harmonious workplace.

The RESOLVE Program uses trained and experienced mediators from a variety of sources. Victor Voloshin is Chief Mediation Officer for the RESOLVE Program. Cheryl B. Few is the Program Analyst. For more information about the RESOLVE Program, please see the RESOLVE Handbook and the Frequently Asked Questions and Answers about the RESOLVE Program, or you may contact the program at 202-663-4545, 202-663-4897 (TTY), or via e-mail at "RESOLVE Program."

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Files

- [RESOLVE FAQ](#)
- [RESOLVE Handbook](#)
- [RESOLVE Survey](#)
- [Chair's Statement on RESOLVE](#)
- [Chair's Non-Retaliation Statement](#)

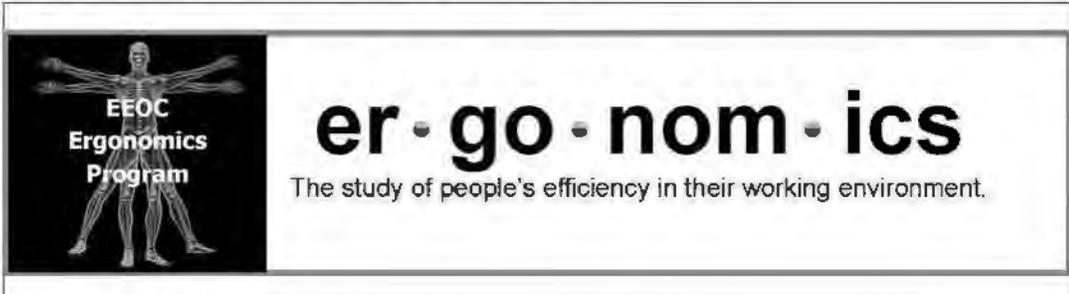
[Anti-Retaliation Procedures](#)

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**EEOC Ergonomics Program**

# er-go-nom-ics

The study of people's efficiency in their working environment.



**Program Information**

**Ergonomics Program Manager**  
 202-663-4222  
[ERGONOMICS@EEOC.GOV](mailto:ERGONOMICS@EEOC.GOV)

**Additional Contact Information**

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**Ergonomics Process & Procedures**

[Work Flow Chart](#)

[Program Purpose](#)

[Program Goals](#)

**Featured Items**

[Workstation Self Help Checklist](#)

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**Media Links**



**Note:** If you're using Firefox, copy and paste this path into the URL address window **file:///G:/Videos/Ergonomics/Ergo\_p.mp4**

**Other Resources**

- Introduction
- MOUSE & KEYBOARD
- MONITOR RISERS / STAND UP DESK
- FOOTRESTS

**IT ERGONOMIC EQUIPMENT**

On the following tabs are a few examples of available IT ergonomic equipment approved for this program. The item list is subject to change.

Tool kits have been sent to each office containing a few ergonomic keyboards and mouse devices to "try".

	Department of Labor
	Mayo Clinic Article
	Mayo Clinic Article
	Computer/ Electronic Accommodations Program
	University of Riverside

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**Emergency Planning & Evacuation**

TITLE	DOCTYPE
Emergency Relocation Group(ERG) List 7-5-17	pdf
FY 2017 Annual Safety, Physical Security and Emergency Preparedness Training	pdf
Continuity Operation Plan Appendix 06-2010	pdf
Field Office COOP Development Plan	pdf

**COOP - Continuity of Operations  
Field Office COOP Plans**

**SIP - Shelter In Place**

TITLE	DOCTYPE	DATEADDED
EEOC SIP Crisis Response Team (CRT) Duties/Responsibilities 5-01-15	pdf	4/16/2013
SIP Procedural Guidance with SIP Station Locations	pdf	4/16/2013

**SIP Station Rosters by Office**

**EEOC HQ OEP**

TITLE	DESCRIPTION	DOCTYPE
[View] Occupant Emergency Plan (OEP) Monitors List 10/26/16	Occupant Emergency Plan (OEP) Monitors List 10/26/16	pdf
[View] O-180.001	EEOC Headquarters Occupant Emergency Plan 6/2014	pdf
[View] EEOC HQ External Staging Area Relocation	EEOC HQ External Staging Area Relocation	pdf

**Safety/Security Inspection Review**

TITLE	DOCTYPE	DATEADDED
Safety/Security Self-Inspection Checklist	pdf	5/21/2013
Field Office Safety-Security Representatives (REVISED) 05-01-2015	pdf	5/12/2011

**Fire**

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The query did not return any results.

**Communications**

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**Building Management**

**One NoMa Station OEP**

TITLE	DESCRIPTION	DOCTYPE	DATEADDED
[View] One NoMa Station Occupant Emergency Plan	OEP for One NoMa Station building	pdf	11/2/2012
[View] One NoMa Station Occupant Emergency Plan (Change 1)	One NoMa Station New External Staging Areas	pdf	11/2/2012
[View] One NoMa Station OEP Signature Page	One NoMa Station OEP Signature Page	pdf	11/2/2012
[View] Form 634	Telephone Bomb Threat	pdf	11/2/2012
[View] EEOC Bomb Threat Checklist	EEOC Bomb Threat Checklist	pdf	11/2/2012

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**Areas of Interest**

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- [Emergency Preparedness](#)
- [Oracle Federal Financials \(OFF\)](#)
- [Travel Procedures](#)
- [Transit Benefits and Parking](#)
- [EEOC Administrative Manual](#)
- [SAG \(Space Allocation Guidelines\)](#)

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**ystem**

	DESCRIPTION	DOCTYPE	DATEADDED ^
on Guide	EEOC Alert Member Portal Registration Guide	pdf	2/29/2016

**C Security Team**

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## Enterprise-wide EEOC Applications

The following list of application systems is a sub set all of applications used at the EEOC.

EEOC Apps Desktop Apps Training Apps

AT&T Connect  
DMS  
E2 Travel  
ECOMP  
EEOC BI Reporting  
EEOC ServiceNow  
EEOC Videostream  
EEOC.gov  
EEOSTAT3  
Employee Express  
eOPF  
FedSEP  
FOIA Tracking  
FOIA Express  
FPPS  
HQ\_Voicemail  
IMS Virtual Client  
inSite  
JPrint Server List  
Oracle Financials  
Quicktime  
TDCS  
Transit Benefits DOT  
Westlaw  
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### Blogs

FollowIT - OIT Newsletter  
OIT Town Hall

### Areas of Interest

ACT-Digital  
EEOC Help Desk  
Hall of Fame  
Initiatives  
IT Policies & Guidance  
IT Security  
IITRB  
Mobile Workforce Tools  
Savings on IT Products  
Telework Technology

### Applications

AT&T Connect  
DMS  
E2 Travel  
ECOMP  
EEOC BI Reporting  
EEOC ServiceNow  
EEOC Videostream  
EEOC.gov  
EEOSTAT3  
Employee Express  
eOPF  
FedSEP  
FOIA Tracking  
FOIA Express  
FPPS  
HQ\_Voicemail  
IMS Virtual Client

inSite  
iPrint Server List  
Oracle Financials  
Quicktime  
TDCS  
Transit Benefits DOT  
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All EEOC officials and employees must conform to standards of ethical conduct. The Legal Counsel is EEOC's Designated Agency Ethics Official (DAEO) and, with the assistance of the Advice & External Litigation Division (AELD) in the Office of Legal Counsel, administers EEOC's ethics program.

## ETHICS LAWS AND REGULATIONS

All EEOC employees must comply with:

### (1) Criminal statutes prohibiting

- bribery and illegal gratuities (18 U.S.C. § 201)
- representation before the federal government (18 U.S.C. §§ 203 & 205)
- certain postemployment activities (18 U.S.C. § 207)
- financial conflict of interest (18 U.S.C. § 208)
- supplementation of salary (18 U.S.C. § 209)

### (2) Executive Order 12731 promulgating principles of ethical conduct for government officers and employees.

### (3) The regulations issued by the U.S. Office of Government Ethics at 5 C.F.R. Part 2635 which establish standards of ethical conduct applicable to all employees of the executive branch. The regulation contains rules on:

- gifts from outside sources (5 C.F.R. § 2635.201 et seq.)
- gifts between federal employees (5 C.F.R. § 2635.301 et seq.)
- conflicting financial interest (5 C.F.R. § 2635.401 et seq.)
- impartiality in performing official duties (5 C.F.R. § 2635.501 et seq.)
- seeking other employment (5 C.F.R. § 2635.601 et seq.)
- misuse of position (5 C.F.R. § 2635.701 et seq.)
- outside activities (5 C.F.R. § 2635.801 et seq.)

### (4) EEOC's supplemental standards of conduct at 5 C.F.R. Part 7201 concerning outside employment and activities. This regulation prohibits certain types of outside employment and requires prior approval for non-prohibited outside employment.

## GUIDANCE ON ETHICS QUESTIONS

### Employees may seek ethics guidance from the following sources:

- Deputy Ethics Officials - the District Director is the Deputy Ethics Official for all field employees within his or her District, and HQ office directors (other than the General Counsel) are the Deputy Ethics Officials for employees in their HQ offices. For the HQ employees of the Office of General Counsel, the Deputy General Counsel is the Deputy Ethics Official.
- Alternate Designated Agency Ethics Official - the Assistant Legal Counsel for the Advice & External Litigation Division in the Office of Legal Counsel
- AELD attorneys in the Advice & External Litigation Division of the Office of Legal Counsel can provide informal ethics advice by telephone or e-mail.

## FINANCIAL DISCLOSURE REPORTS

Employees in certain positions are required to file public or confidential financial disclosure reports with the Office of Legal Counsel when first occupying covered positions, annually thereafter, monthly for certain covered transactions, and upon leaving certain covered positions. The covered positions are identified in the appendices to EEOC Order 680.001.

**Public financial disclosure reports, 5F-278e**, must be filed by employees appointed by the President with the consent of the Senate and by members of the Senior Executive Service. The report is filed electronically in the Office of Government Ethics new secure electronic filing system called **Integrity**. Integrity presents filers with a

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### OLC's Field Liaisons

### [EEO Statutes Liaison List](#)

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### [Ethics/Subpoena/External Litigation Liaison List](#)

Every field office has an assigned OLC attorney to assist in answering questions related to ethics, third party subpoenas, and external litigation against the EEOC.

context-dependent questions to help filers identify all of their reportable interests correctly. Log in to Integrity at <https://integrity.gov>. An icon is found at that webpage. To access Integrity, filers must use their Max.gov (first name and last name) and password. All EEOC employees are registered Max.gov users. If you are not a Max.gov user, you must create a Max.gov account. Enter your e-mail address as your ID and click on the "forgot, set, or change your password" link to create a password. When a filer submits a report in Integrity, it is filed electronically and electronically alerts the OLC reviewing officials that it is available for review.

Reports, SF-278T, must be filed by employees appointed by the President with the rank of GS-15 or above in the Senior Executive Service in Integrity to report any purchase, sale, or lease of real estate, stocks, bonds, futures, and other securities if the amount of the transaction exceeded \$1000.

Confidential financial disclosure reports, SF-450, must be filed by General Schedule employees in covered positions. The report must be filed at this link: [https://www.oge.gov/Web/oge.nsf/0B655/\\$FILE/oge450%20%28June%202015%29%20%28fillable%29.pdf](https://www.oge.gov/Web/oge.nsf/0B655/$FILE/oge450%20%28June%202015%29%20%28fillable%29.pdf).

Reports must be saved electronically but cannot be filed electronically. The report must be signed by the filer and the original signature of the Deputy Ethics Counselor. Confidential financial disclosure reports should provide their signed paper reports to the District Director (or District Office Director) who is the Reviewing Official. The Reviewing Official ensures that the filer files SF-450 forms with the Reviewing Official by the due date. Reviewing Official performs a technical review of the reports before signing and mailing them to OLC for review. The Reviewing Official conducts a conflict of interest analysis and certifies each report.

Reports, which can be delegated to the Deputy Director or District Resource Officer, must be filed by the filer. Steps of the following steps: 1) ensure that all personal information (top 6 lines) is correct; 2) ensure that the filer has responded "yes" or "no" to each of the required statements in the report; 3) ensure that the filer has completed the schedule for each statement checked "yes"; 4) ensure that the report is dated the report (no e-signatures permitted); 5) sign the report as the filer (at the bottom of the page) and mail or deliver it to OLC as soon as possible; and 6) ensure that both the filer and the Reviewing Official appear on the same report. (A filer may choose to e-mail or fax a report as it will not contain the original signature of the filer. However, the Reviewing Official must e-mail or fax a report to OLC, other than as an information copy.)

Reports, SF-278, must be filed by May 15.

Confidential reports, SF-450, must be filed by February 15.

Reports by public or confidential financial disclosure reporting requirements must file reports within 30 days of assuming the new position. This includes employees serving on an acting position for a period of time that does not exceed 60 days.

Confidential reports, SF-278, of persons who terminate employment or otherwise leave a position must be filed within 30 days of leaving the covered position.

Reports, SF-278T, must be filed within 30 days of receiving notification of a transaction but not later than the date of the transaction.

## FEDERAL SOURCES

Travel expenses for EEOC employees on official travel in certain circumstances:

Reimbursement from a federal source may reimburse EEOC for the travel expenses of an EEOC employee. Reimbursement would not be a conflict of interest.

Reimbursement from nonfederal sources which are either exempt from taxation under section 501(c)(3) of the Internal Revenue Code or are state and local governments may reimburse employees for travel expenses if the reimbursement would not be a conflict of interest.

Reimbursement from nonfederal sources can be accepted and the procedures for accepting them are set forth in the OGE Standards of Conduct. An employee may accept, or agree to accept, reimbursement from a nonfederal source if the employee obtains an ethics clearance from his or her AELD liaison (a link to the AELD liaison is provided above in the last bullet in "Guidance on Ethics Questions").

Contact your OLC liaison for necessary information to your OLC liaison.

## Employees:

New employees must receive a copy of the OGE standards of conduct from his or her servicing OLC liaison for review and orientation. The OGE standards are also available here.

The District Director (or District Office Director) will ensure that the new employee receives an Individual Ethics Orientation course such that the new employee will be able to complete initial ethics training on the employee's entry-on-duty date. New employees will satisfy their orientation requirements by completing the ethics course (which can be accessed on the new employee's laptop computer).

I received access to the Development Center's legal compliance course).

tial ethics orientation, the District Resource Manager/Administrative Officer will  
Is a certification of completion to the Office of Legal Counsel  
3-4679 (fax) within 30 days of entry on duty.

**Incumbent employees:**

public or confidential financial disclosure reports are required to receive annual  
be notified of the required training when it is available each year.

adjudicative functions must abide by the restrictions on ex parte  
or 690.001 in order to maintain fairness for all interested parties.

**ACTIVITIES OF FEDERAL EMPLOYEES**

activities of employees of the Executive Branch. The type of federal appointment  
political activities you may engage in. Click on the following links for summaries  
ities for EEOC employees: (1) Presidential appointees, (2) Career Members of  
all other employees. The Hatch Act is enforced by the U.S. Office of Special  
ulations, and guidance issued by the U.S. Office of Special Counsel can be  
l's website. The Office of Special Counsel has issued a guide to the Hatch Act  
and provisions. In addition, the Office of Special Counsel has issued FAQs for  
h one explaining how the Hatch Act limits federal employees' personal use of  
oyees may contact their OLC ethics liaison with questions about the Hatch Act.

**EEOC**

ty. Order 680.005 contains the procedures for accepting gifts on behalf of  
solicitation and acceptance of gifts on behalf of EEOC after a conflict of interest  
approval by the Chairman or an office director (if the gift is worth less than  
is About Gift Acceptance for further information. If you wish to solicit a gift or  
ct your Advice and External Litigation Division liaison for a conflict of interest

**CONFIDENTIAL INFORMATION**

Confidentiality requirements applicable to enforcement information and provides  
reference materials on the HIPPA Privacy Standard and the Privacy Act.

Case from making public:

ation  
to an investigation of a charge, or  
ords required to be kept or reports required to be filed, such as EEO survey  
t proceedings based on the charge. The laws also provide that nothing said or  
ion may be made public or used as evidence without the written consent of the

VII make it a criminal offense for any employee of the Commission "to make  
such information prior to litigation. The statute provides for a fine of up to  
year.

ulations are at 29 C.F.R. §§ 1601.22 and 1601.26.

respondent are permitted where deemed necessary for seeking appropriate

1626.4) prohibit EEOC employees from disclosing the identity of confidential  
r persons on whose behalf a charge has been filed without prior written  
proceeding.

the EEOC from disclosing any record in any EEOC system of records (such as  
mployee personnel files) without the prior written consent of the individual to  
losure is specifically permitted by the act.

Maintained under all of the statutes enforced by EEOC.

ethics) prohibit government employees from disclosing or using any non-public  
e interests or that of another person.

**EEOC's Access to Medical Information**

the Portability and Accountability Act of 1996 (HIPAA), to ensure the privacy and protection of Health and Human Services subsequently issued a rule, "Standards for Privacy of Health Information" (Privacy Standard), to implement HIPAA's privacy

access to Medical Information, explains how and when the Privacy Standard applies to 'covered entities', 'business associates', 'health care providers', 'potential charging parties', and other individuals' medical information.

The oversight agency provides model language for finding that the EEOC is entitled to request records during an investigation.

to maintain controls over what personal information is collected by the federal government. The act provides:

- to oneself, subject to the act's exemptions;
- is inaccurate, irrelevant, untimely or incomplete;
- is requested for violations of the statute, including unauthorized disclosure of records from a system not permitted by the act.

disclosure of records pertaining to an individual from EEOC systems of records, files, and personnel files. For more information, see:

552a)  
C.F.R. Part 1611)  
Act of 1974  
Records

Information should be directed to the Assistant Legal Counsel/FOIA Programs, or to the Office of Legal Counsel's Advice and External Litigation Division's list of AELD liaisons can be found above in the last bullet in "Guidance on Ethics

When seeking EEOC documents, the procedure in 29 C.F.R. §§ 1610.30 - 36 must be followed unless the EEOC is a plaintiff in the lawsuit. If the EEOC is a plaintiff, the Regional Attorney.

Skip Navigation Links

March 21, 2017 - Tuesday

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inSite Home > Office of Federal Operations > Federal Sector Program

### Federal Sector Programs

- Reports and Evaluation Division
- Agency Oversight Division

### The Vision and Mission for Federal Sector Programs

- Vision - The Federal Government is the Leader in Creating an Inclusive, Barrier-Free Workplace that Empowers Employees to Achieve Superior Results in Service to Our Country
- Mission - To promote a diverse and inclusive federal workforce that is free of discrimination and barriers for all applicants and employees through training, outreach, and the review and evaluation of federal agencies' EEO programs and activities

### Federal Sector Programs Custom Content

The following items are not for public dissemination

Fellows Fact Sheet

### About

- Office Directory
- Organizational Chart
- Functional Statement
- Monthly Reports

### OFO Links

- Officer of the Day
- OFO News and Administrative
- EEOC's Virtual Library
- OFO Internal Operating Manual
- Religious Garb Slide Show
- Section 508 Slide Show

### Applications

-  DMS
-  EEOC.GOV
-  IMS
-  Travel E2
-  Quicktime

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inSite Home > OCHCO > fedID



### Federal ID (fedID)

EEOC is issuing new identity credentials for all employees and contractors located at Headquarters and in the Washington Field Office. These new credentials will be used for building and internal access at One NoMa Station. Issuance of credentials for staff in other field offices is planned to commence in January, 2009.

The new Federal Identity credentials (FedID) comply with a government wide initiative mandated by Homeland Security Presidential Directive 12. HSPD-12 established a mandatory, commonly recognized and reliable form of identifying Federal employees and contractors. It defines the need for a card strongly resistant to fraud and counterfeiting. In addition, it requires a process that insures issuance only to authenticated employees and contractors, who are properly vetted.

EEOC has established an interagency agreement with the General Services Administration for card issuance services that meet the strict requirements of HSPD-12. The process for issuing the new FedID cards will require employees to make two trips to a shared credentialing center: once to enroll and once to activate the card after it has been printed.

To insure legitimate issuance of a FedID card, an individual must be sponsored. The Office of Human Resources (OHR) will manage the flow of employees and contractors through the sponsorship process and will work with coordinators designated by each Headquarters Office Director.

#### Field Offices

The Chief Human Capital Officer's Memorandum (HTML)  
Getting a New ID (HTML)

#### Additional Information

USAccess Web Site (EEOC's FedID card services provider)  
Homeland Presidential Directive 12 (HTML) (PDF)  
(Policy for a Common Identification Standard for Federal Employees and Contractors)  
The Card (PDF) (What it looks like. What's on it.)  
Caring and Feeding Your FedID Card (HTML) Privacy Act Statement  
See the USAccess Privacy Act Statement on the USAccess Training Page  
Additional information is contained in the USAccess Privacy Sign on the USAccess Deployment Page  
EEOC Reporting Adjudicated Actions

#### Critical Enrollment Information

Acceptable Forms of ID for Enrollment (HTML)  
PDF First and Last Names must match FPPS (HTML) (PDF)

e-Quip Initiation Request Form (PDF)

#### About

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#### Featured Items



New OPM video on retirement eligibility and annuity benefits.

#### Quick Links

Employee Assistance Program (EAP)

Employee Express

Employment Verification

e-OPF

USAJOBS

EEOC Vacancies

GSA Credit Union

640 Form IDP

QuickTime

Request to Donate Annual Leave to the Voluntary Leave Transfer Program

Training Request Form (SF-182)

Employee Training Calendar

Access and Print IBC Payroll Calendars for 2006 - 2025

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Click below to view the 2017

USDA FEDS FEED FAMILIES  
KICK-OFF



FEDS FIGHTING HUNGER

Related Links

**Partnerships**

- Capital Area Food Bank
- Feeding America
- Ample Harvest
- Mid-Atlantic Gleaning Network
- Society of St. Andrews



**FFF is a federal food drive organized by USDA in partnership with the CHCO Council.**

Number of Pounds Collected

As of July 31, 2017

### A Little Goes a Long Way When Feds Unite Against Hunger!

When we work together, everyone achieves more. Commonly known as the TEAM mantra, this concept applies to the EEOC Feds Feed Families (FFF) Campaign kick-off. With a small food donation from each person, it will really go a long way to ensure that the agency will beat its best. As an agency, we are shooting to collect 700,000 pounds of food in 2017. While that sounds very overwhelming Individually, the goal, if broken down into smaller pieces, is very much achievable.

Here's how together we can get there...

700,000 pounds of food is divided by approximately 2,100 EEOC staff. Over the course of the campaign, that is about 333 pounds per employee, or 111 pounds each month. We know, this still sounds like a lot, but take a look at the break-down per week:

Feds Feed Families runs a total of 13 weeks. During this time, an individual donation averages approximately 8.5 pounds of food per week. But here's the best news - every dollar donated to a food bank is worth 3 pounds, so when you look at it, it boils down to a little less than \$3.00 a week, at least the base cost of a latte at Starbucks!

If each office works together, the EEOC can make our goal a reality.

In the coming days, members of the First Line Leaders Group (1LLG) will be reaching out to your offices and providing you with the information on how to track your donations, how to participate in the gleaning efforts and help to identify food pantries in your local areas. From the example provided above, it's easy to see how when we work as a TEAM, a little goes a long way to ensure that Feds Unite Against Hunger!

**Your 2017 Feds Feed Families Champions:**

(b)(7)(E)



Traci DiMartini (OCH&D)  
Agency Chair



Lisa Broadway  
St. Louis, Chicago, San Francisco  
and Washington Field Office



Kimberly Smith-Brown  
Charlotte, Miami, Los Angeles  
and Headquarters Offices



Stephanie Garner  
Indianapolis, Dallas, Memphis  
and Headquarters Offices



Khalifah Graff  
Atlanta, Birmingham,  
and Houston



Vanessa Guest  
New York, Philadelphia,  
and Phoenix

Goal  
700,000



167,391  
Raised

0

Provided by  
CoolFundraisingIdeas.net

Office Information Email

**Champion's Toolbox**

- 2017 Flyer
- Sample Volunteer Reporting Form
- Virtual Donation Flyer
- Most Wanted Items
- Regional Area Food Banks
- Gleaning Toolkit
- Gleaning App
- Weight to Volume Converter
- Gleaning Videos
- Hall of Fame Reporting

**Statistics**

Donations by Office



Indianapolis DO



Phoenix DO Warehouse



Hou



(b)(7)(E)

**> FAMILIES!**  
collect can goods and dry foods  
100 copies of food bank form



Office

El Paso Area Office's Kick- Off

[Redacted line]

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inSite Home > OLC > FOIA



**Freedom of Information Act (FOIA) 5 U.S.C. § 552, as amended by the OPEN Government Act of 2007.**

The FOIA is a federal statute which provides that:

- 1) Any person may request access to federal agency records or information.
  - 2) Federal agencies are required to disclose records upon receiving a written request for them unless the records are protected from disclosure by one or more of the nine exemptions or three exclusions from the FOIA.
- more >>

About

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- OLC Organizational Chart
- Functional Statement
- Monthly Reports

OLC's Field Liaisons

EEO Statutes Liaison List

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

Ethics/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics issues and external litigation against the EEOC.



FOIA vs. Section 83 Fees/Pay.gov



Appeals vs. OGIS FOIA Public Liaison



FOIA Regulations, Guidance, FOIA Updates, Order 150.001



Records Retention



FOIA Reports



Training & Charts



DOJ's FOIA Post



FOIA HQ Liaison, FOIA Contacts



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[inSite Home](#) > [OEO](#) > [Handbook & Procedures](#)

- Employee Handbook
- EEO Discrimination Complaint Process
- EEO Guide for Managers and Supervisors



**Meet Our Team**

- Office Directory
- Organization Chart
- Functional Statement
- Employee Guide to OEO 

**Complaint Resolution**

- File a Complaint
- Complaint Resolution Process
- Complaint Process Brochure 

**Affirmative Employment**

- Special Emphasis Programs
- Voluntary Employee Organizations
- Affinity Groups

**Reports**

- No FEAR Act Data 
- MD-715 Reports
- EEO Policy Statements
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Event Calendar

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NAME ▾

DATEADDED

DOCTYPE

HQ Monthly Report 2012 - (11) November	12/20/2012	doc
HQ Monthly Report 2012 - (10) October	11/16/2012	doc
HQ Monthly Report 2012 - (09) September	10/10/2012	doc
HQ Monthly Report 2012 - (08) August	09/14/2012	doc
HQ Monthly Report 2012 - (07) July	08/13/2012	doc
HQ Monthly Report 2012 - (06) June	07/13/2012	doc
HQ Monthly Report 2012 - (05) May	07/12/2012	doc
HQ Monthly Report 2012 - (04) April	07/12/2012	doc
HQ Monthly Report 2012 - (03) March	07/12/2012	doc
HQ Monthly Report 2012 - (02) February	07/12/2012	doc
HQ Monthly Report 2012 - (01) January	07/12/2012	doc
HQ Monthly Report 2011 - (12) December	07/12/2012	doc
HQ Monthly Report 2011 - (11) November	01/06/2012	doc
HQ Monthly Report 2011 - (10) October	11/25/2011	doc
HQ Monthly Report 2011 - (09) September	10/21/2011	doc
HQ Monthly Report 2011 - (07) July	08/02/2011	doc
HQ Monthly Report 2011 - (04) April	07/07/2011	doc
HQ Monthly Report 2011 - (03) March	07/07/2011	doc
HQ Monthly Report 2011 - (02) February	07/07/2011	doc
HQ Monthly Report 2011 - (01) January	07/07/2011	doc
HQ Monthly Report 2010 - (12) December	07/07/2011	doc
HQ Monthly Report 2010 - (11) November	07/07/2011	doc
HQ Monthly Report 2010 - (10) October	07/07/2011	doc
HQ Monthly Report 2010 - (09) September	07/07/2011	doc
HQ Monthly Report 2010 - (08) August	07/07/2011	doc
HQ Monthly Report 2010 - (07) July	07/07/2011	doc
HQ Monthly Report 2010 - (06) June	07/07/2011	doc
HQ Monthly Report 2010 - (05) May	07/07/2011	doc
HQ Monthly Report 2010 - (04) April	07/07/2011	doc
HQ Monthly Report 2010 - (03) March	07/07/2011	doc
HQ Monthly Report 2010 - (02) February	07/07/2011	doc
HQ Monthly Report 2010 - (01) January	07/07/2011	doc

32 Records Returned

Applications

- DMS
  - AT&T Connect
  - EEOSTAT
  - Employee Express
  - EEOC.GOV
  - eOPF
  - FOIA Tracking
  - FPPS
  - IMS
  - Oracle Federal Financials
  - ServiceNow
  - Skillport
  - Travel E2
  - USA Jobs
  - Westlaw Sign-On
  - WTTS
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inSite Home > Services > HQ Building Facilities and Services

Shuttle Bus Schedule	Mailroom	Fitness Center

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- EEOSTAT
- Employee Express
- EEOC.GOV
- eOPF
- FOIA Tracking
- FPPS
- IMS
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- USA Jobs
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inSite Home > Services > HQ Conference Rooms

\*\*\*Important\*\*\*

For Conference Room set-up, the max classroom style is 30 persons. Also, facilities needs a week advance notice on Form 554 for all conference room set-ups; especially for any recording or visual demonstration needs. For assistance, contact the Audio and Video staff at 202-663-4390.

- hq conferencerooms
- public service announcements
- white noise system

NAME	DATEADDED ^	DOCTYPE
1st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
4st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
5st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
6st Floor Locations and Information (PDF blueprint)	06/28/2011	pdf
Large Video Teleconference (VTC) Room Manual	06/28/2011	pdf
Large Video Teleconference (VTC) Room Tip Sheet (Hard Copy in Each Room)	06/28/2011	pdf
Small Video Teleconference (VTC) Room Manual	06/28/2011	pdf
Small Video Teleconference (VTC) Room Tip Sheet (Hard Copy in Each Room)	06/28/2011	pdf
Conference Rooms Details 1st Floor	06/28/2011	pdf
Conference Rooms Details Spreadsheet	06/28/2011	xls
Conference Rooms Details 4th Floor	06/28/2011	pdf
Conference Rooms Details 5th Floor	06/28/2011	pdf
Conference Rooms Details 6th Floor	06/28/2011	pdf
Conference Rooms Details All Floors	06/28/2011	pdf
Conference Rooms Coordinator and Proxy Access Roles and Information	06/28/2011	doc
Conference Rooms Coordinator and Proxy Access Roles and Information (PDF)	06/28/2011	pdf
Business Rules for Reserving and Using Conference Rooms at 131 M Street (PDF)	06/28/2011	pdf
Business Rules for Reserving and Using Conference Rooms at 131 M Street	06/28/2011	doc
How to Reserve Conference Rooms Using GroupWise (User Guide)	06/28/2011	doc
VTC Q&As	06/28/2011	wmv
Guidance for Requesting Video Teleconference (VTC) Equipment and Services	06/28/2011	doc
travel	07/21/2011	0

22 Records Returned

**Event Calendar**

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  - EEOSTAT
  - Employee Express
  - EEOC.GOV
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  - FOIA Tracking
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  -  [Westlaw Sign-On](#)
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**HEALTH UNIT**

**Location:**

Headquarters - 1st floor  
Room: 1SE075

**Hours:**

Mon., Tues., Wed., Fri., 8:00AM-4:30PM  
Thursdays 8:00AM-12:00PM

**Staff:**

Nurse Coordinator Manijeh Vedadi RN, MSN  
phone: (202) 663-4101

**FITNESS CENTER**

**Location:**

Headquarters/Basement

**Equipments:**

Free weights, balance balls, medicine balls, elliptical machines, weight machines, treadmills, stationary bikes.

**Amenities:**

- Showers and changing rooms
- Lockers
- Towels
- Televisions

To access and use the fitness center, employee must complete and submit the Fitness Center Informed Consent and Waiver and Release of Liability form to building management.

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When bad weather or emergency conditions occur that affect operations at the EEOC Headquarters building or any of the 53 Field Offices, that information is recorded on the EEOC Operating Status Line at (855) 230-8186 and here at inSite. The Status Line and Web site are the best places to check for information about how an emergency event has impacted operations. Information is continually updated, both during and after duty hours, to report measures the Agency may take as a result of winter weather storms or other emergencies.

Please note that when events are significant, updating the Status Line or website may be delayed due to phone lines and internet being inundated with traffic. In some events, it may be a few hours or longer after the emergency before the EEOC's status is updated.

It is important to know how to get the Agency's Operating Status more directly. In addition to your Office Director, the Status Line and Web site, you can also get information that may be of use to you in an emergency from [www.opm.gov](http://www.opm.gov) under Operating Status.

Employees are encouraged to call the Operating Status Line at 1-855-230-8186 for updates.

**EEOC HELPDESK**

Location: EEOC HQ - 4th Floor, Room 4NE25N  
Telephone: (202) 663-4767  
Telefax: (202) 663\_4451  
TTY: (202) 663-7193  
email: [EEOC.HelpDesk@eeoc.gov](mailto:EEOC.HelpDesk@eeoc.gov)

**Hours of Operation**

Normal Hours of Operation are 7:00 AM to 6:00 PM EST, Monday through Friday  
Closed Weekends and all Federal holidays.

For more information and service related forms.

**NOMA BUILDING****BUILDING SECURITY**

Federal Protective Service (Mega Center) 202-708-1111

***NOMA Business Improvement District (BID) Ambassador Escorts, (202) 997-5750***

The NoMa BID offers Ambassador Escort Service to escort you to and from the Metro if you are traveling late etc. Upon request, the NoMa BID Ambassadors will escort people to their vehicle or transit stop within NoMa BID boundaries. The program is offered seven days a week from 4 p.m. to 9 p.m. To request an escort, please call at least 15 minutes prior to departure.

***Federal Protective Security Officers:***

Main Lobby: (202)663-7066  
Rear Lobby: (202)663-7065  
Loading Dock: (202)663-4151

***Building Management Guards***

Allied Barton: (202)682-9421

***Agency Security Specialists***

Jill Lewis: (202)663-4268  
James Tillman: (202)663-4572  
Andre' Gallmon, (202) 663-4031

***Supervisory Security Specialist***

Emmett "Jamie" Whitten, (202) 663-4201.

**Event Calendar**

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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- DMS**
  - AT&T Connect**
  - EEOSTAT**
  - Employee Express**
  - EEOC.GOV**
  - eOPF**
  - FOIA Tracking**
  - FPPS**
  - IMS**
  - Oracle Federal Financials**
  - ServiceNow**
  - Skillport**
  - Travel E2**
  - USA Jobs**
  - Westlaw Sign-On**
  - WTTs**
- >>>MORE >>>

202)663-4600

[Redacted]

ommission

at the Inspector General may not, after receipt of a complaint or information  
y of the employee without the employee's consent, unless the Inspector  
re is unavoidable during the course of the investigation. Further, the statute  
agers to threaten or take action against an employee as a reprisal for making a  
the Inspector General.

[Redacted]

Leave & Earnings Statements at the National Business Center.

[Redacted]

, applicant for employment, or anyone with an employment relationship who  
ninated against because of:

- color
- sex
- retaliation
- disability
- sexual orientation

ns of discrimination

t process, allegations MUST be raised with an EEO Counselor with 45 days of

dent;  
riminatory personnel action; or  
ory action.

-7002

[Redacted]

out Harassment Order 560.005, or report hostile or abusive conduct to the  
e by emailing [harassment\\_prevention@eoc.gov](mailto:harassment_prevention@eoc.gov) or calling (voice)  
t.

[Redacted]

out Procedures for Providing Reasonable Accommodation for Individuals with  
or request an accommodation through Dr. Donna R. Walton, the Disability  
yprogram@eoc.gov or calling (voice) 202-663-4339, (TTY) 202-663-4399.



# U.S. Equal Employment Opportunity Commission

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*The following letters are written by staff in the Office of Legal Counsel. They do not constitute official opinions of the Commission. This collection contains both informal discussion letters that respond to inquiries from members of the public and letters that respond to other federal agencies' and departments' requests for public comment. This collection will be updated monthly.*

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1999

- [Definition of "Disability" - In General; Reasonable Accommodation](#) 11/4/99
- [Definition of "Disability" - Obesity; Health Insurance and Other Benefits](#) 11/4/99
- [EEOC In General](#) 12/99
- [Undocumented Workers](#) 12/27/99

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## INFORMATION, RESEARCH & TRAINING: RESEARCH TOOLS



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## LEGAL RESEARCH

### Government Briefs

#### EEOC APPELLATE AND DISTRICT COURT BRIEFS

This link takes you to the EEOC page of LexisNexis, where you can search EEOC District Court briefs, Appellate briefs, or both.

**Appellate Court Briefs:** Appellate Services' Commission and amicus briefs from October 1990 to the present.

**Decision summaries** are also available on DMS.

**District Court Briefs:** LMS' compilation of pleadings and briefs from more than 1000 EEOC cases from the 1990s to the present.

#### DEPARTMENT OF JUSTICE (DOJ) BRIEFS

**Office of the Solicitor General Briefs:** All briefs from July 1998 to the present, and selected briefs from 1982-1996

**Civil Rights Division Briefs:** All merits briefs filed in the courts of appeals by the Appellate Section since September 1, 1999, as well as selected briefs filed before that date

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#### U.S. DISTRICT COURTS AND OTHER FEDERAL COURTS

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**tory**

urrent legislative materials, and feature searchable databases for the areas

istorical material and may be less comprehensive than some of the sites listed  
 Is beginning legislative history research with **HeinOnline**. HeinOnline is more

**on HeinOnline****(GPO)**

ore extensive than Westlaw or Lexis) (from the 1st Congress)

r of Congress **THOMAS** (very good for current legislative history; links to all

**Online**

ct 1995 forward; information 1973 forward)

95 forward) (more comprehensive than Westlaw or Lexis)

le databases for the areas listed below, but may be more limited in historical  
 ed below.

**.F.R.**

ated electronic version of the C.F.R.)

**l) on HeinOnline**

ed rules, and notices of federal agencies)

ember 1 of preceding year)

**l Resources**

ensive law journal library that goes further back than Westlaw or Lexis. Also  
 will display graphs and charts that do not appear in the Westlaw/Lexis

SMAN, **EMPLOYMENT DISCRIMINATION LAW** (RICHARD J. GONZALEZ,  
 . BOOKS, SUPP. 2009-10)

**PLOYMENT OPPORTUNITY COMMISSION** (OGC- Updated Mar. 2014)

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202-663-4767



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# inSite Feedback Questionnaire

**Tell us what you think about inSite by answering the following questions.**

Please note that "inSite Feedback" is an open opinion forum for inSite users. If you have encountered a critical problem or system error in inSite that needs immediate resolution, please report it to the EEOC Help Desk at [EEOC.HelpDesk@eEOC.gov](mailto:EEOC.HelpDesk@eEOC.gov), (202) 663-4767 or TTY (202) 663-7193.

**1. About how often do you visit inSite? (Choose one)**

- Very Frequently
- Frequently
- Neither Frequently nor Infrequently
- Infrequently
- Very Infrequently

**2. How easy is it to navigate inSite and find information? (Choose one)**

- Very Easy
- Fairly Easy
- Neither Easy nor Difficult
- Fairly Difficult
- Very Difficult

**3. What do you look for most on inSite? (Select up to four)**

- Documentation (*directives, manuals, policy, etc.*)
- eDirectory
- Forms
- Information about EEOC Functions (*Enforcement, Litigation, etc.*)
- Information about EEOC Offices & Organization
- Interactive Features (*blogs, forums*)
- News & Events
- Other (*please specify*):

**4. How accurate is the information that you find on inSite? (Choose one)**

- Very Accurate
- Fairly Accurate
- Neither Accurate nor Inaccurate
- Fairly Inaccurate
- Very Inaccurate

**5. If there was something you would change about inSite, what would you suggest?**

**6. What's the name of your Office? (Please select from the list of Office Names)**

Your Office: 

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**PURPOSE:**

The Clinger-Cohen Act of 1996 requires that agencies use a disciplined Capital Planning and Investment Control process for maximizing the value and managing the risk of information technology (IT) acquisitions. EEOC follows the Government Accountability Office (GAO) IT Investment Management (ITIM) Framework to meet this requirement and ensure that IT resources align with business needs and priorities. ITIM requires that an Enterprise-wide IT investment board composed of senior executives from IT and business units is responsible for defining and implementing the agency's IT investment governance process. These responsibilities include:

- Evaluating, prioritizing and approving the funding for IT project proposals submitted by Executive Sponsors, through the use of pre-defined selection criteria;
- Reviewing the progress and implementation of approved proposals against stated expectations and costs; and
- Periodically evaluating the alignment of EEOC's IT projects and systems with the agency's strategic goals and objectives to recommend corrective action when misalignment occurs.

**ESTABLISHMENT OF BOARD:**

The EEOC IT Investment Review Board (ITIRB) is hereby established to fulfill the above Purpose and provide executive oversight for the EEOC ITIM process.

**MEMBERSHIP:**

The ITIRB membership will include:

- ITIRB Chair – Chief Information Officer
- Chief Operating Officer (COO)
- General Counsel or Deputy General Counsel
- Director, Office of Field Programs
- Director, Office of Federal Operations
- Chief Financial Officer
- District Director Representatives (2)
- Regional Attorney Representative

Decisions of the ITIRB will be consensus-based. In the event of a lack of consensus among ITIRB members, the COO will have the authority to issue final decisions.

**RESPONSIBILITIES/AUTHORITY:**

The ITIRB will have the following responsibilities and authority:

- Review and rank IT project proposals submitted by Executive Sponsors;
- Plan and prioritize new IT initiatives for mid-term funding activities and out-year budget submissions;
- Review the status of approved projects, including post-implementation reports;
- Review and approve revision or termination of existing IT initiatives, based on recommendations from the CIO or other ITIRB members; and

Forward IT funding recommendations to the EEOC Chair for final consideration and approval.

**MEETINGS AND COMMUNICATION:**

The ITIRB will meet quarterly. Special meetings may be called to coincide with budget planning cycles. Additional meetings may be called as needed. CIO staff will provide operational support to the Board, including communications and development of agendas, meeting handouts and meeting minutes.

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ADR/MEDIATION

#### ADR Desktop

ADR Deskbook Table of Contents (DOC)  
ADR Deskbook (DOC)  
ADR Deskbook Exhibits (DOC)

#### ADR External Forms

Agreement to Mediate (DOC)  
Breach Notification Letter (DOC)  
Charging Party Offer Letter (DOC)  
Confidentiality Agreement (DOC)  
FMCS Mediation Information Sheet (DOC)  
FMCS Mediation Outcome and Case Tracking Form (DOC)  
Frequently Asked Questions about Confidentiality  
Mediator Agreement (DOC)  
Mediation Confirmation Letter (DOC)  
Mediation Outcome Form (DOC)  
Mediation Settlement Agreement (DOC)  
National (or Regional) Universal Agreement to Mediate (DOC)  
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For IIRS Only  
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#### Other Resources

Intake Info Group  
OLC Talking Points

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[inSite Home](#) > [OLC](#) > [Memoranda of Understanding](#)

### 2017 Memorandum of Understanding Between Dept. of Health and Human Services' Office for Civil Rights and EEOC

HHS OCR and EEOC have partly overlapping jurisdiction over discrimination in employee health benefits. This MOU clarifies how HHS OCR and EEOC will coordinate complaints over which both agencies have jurisdiction and sets out procedures by which they expect to share information and expertise, as well as coordinate investigations.

### 2015 Memorandum of Understanding Between DOJ's Civil Rights Division and the EEOC

Sets out provisions for coordination of the investigation of charges of discrimination against state and local governments on the basis of any characteristic protected by Title VII. Also includes provisions for sharing information as appropriate and to the extent allowable under law.

### 2014 Memorandum of Understanding Between U.S. Office of Special Counsel and the EEOC

Promotes interagency coordination in the enforcement of anti-discrimination laws and provides for sharing information as appropriate and to the extent allowable under law.

### 2011 Revised Memorandum of Understanding Between DOL's Office of Federal Contract Compliance Programs (OFCCP) and the EEOC

Sets out procedures for OFCCP and EEOC to coordinate investigation of Title VII and E.O. 11246 complaints. Includes procedures for information-sharing and confidentiality, and requires regular interagency coordination meetings. This MOU supersedes the 1999 MO between EEOC and OFCCP.

### 1999 Memorandum of Understanding Between the Department of Labor's Employment Standards Administration (ESA) and the EEOC About Compensation Discrimination.

ESA and the EEOC seek enhanced enforcement of compensation discrimination laws through a training program for Wage and Hour enforcement staff, charge referrals, and information exchanges between ESA and the EEOC.

### 1998 Memorandum of Understanding Between DOJ's Office of Special Counsel for Immigration Related Unfair Employment Practices, Department of Justice, and EEOC

Prevents overlap in charge filing for national origin discrimination under Title VII and for violations of section 274B of the Immigration and Nationality Act by implementing procedures for referring charges or aspects of charges to the other agency when they fall outside of one agency's jurisdiction.

### 1997 Memorandum of Understanding Between the National Association of Attorney's General and the EEOC

Sets forth mechanisms for information sharing, participation in joint enforcement initiatives, and cooperation in training, to enhance affirmative enforcement of employment discrimination laws between participating state attorney general offices and the EEOC.

### 1993 Memorandum of Understanding Between the General Counsel of the National Labor Relations Board and the EEOC

Provides procedures for processing charges pending before either the NLRB or the EEOC involving discrimination by either an employer or a union, where the issues involved may require one agency's interpretation of a statute enforced by the other agency.

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#### EEO Statutes Liaison List

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

#### Ethics/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics issues and external litigation against the EEOC.



# U.S. Equal Employment Opportunity Commission

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### Overview



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## Newsroom

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Welcome to the EEOC's Virtual Newsroom, which offers a wide range of information and materials on the Commission's history, functions, procedures, programs, actions and staff, on the statutes we enforce, and on related research, data and statistics. We encourage everyone to browse and search through our continually updated Press Kit, which provides extensive background and context for virtually any question.

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If you are a private citizen seeking EEOC information, please call 1-800-669-4000 or e-mail [info@eeoc.gov](mailto:info@eeoc.gov).

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### Recent Releases

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[EEOC Sues Rivers Casino for Firing Employee Who Needed Time Off for Cancer Treatment - 9/21/2017](#)

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[EEOC Sues Rosebud Restaurants for Sexual Harassment and Retaliation - 9/21/2017](#)

[Gulf Logistics Operating Sued For Disability Discrimination By EEOC - 9/21/2017](#)

[EEOC Sues the Village at Hamilton Pointe and TLC Management for Race Discrimination - 9/20/2017](#)

[Lewisville Medical Practice Sued by EEOC for Religious Discrimination and Retaliation - 9/20/2017](#)

[IHOP Restaurants Sued by EEOC For Sexual Harassment - 9/19/2017](#)

[EEOC Sues S&C Electric Co. for Age and Disability Discrimination - 9/19/2017](#)

[EEOC Sues Malcolm S. Gerald & Associates for Sexual Orientation Discrimination - 9/19/2017](#)

[All Star Priority Staffing Sued by EEOC For Disability Discrimination - 9/19/2017](#)

[EEOC Sues City Sports for Race And National Origin Discrimination - 9/18/2017](#)

[Sleneem Enterprises, LLC To Pay \\$22,500 To Settle EEOC Religious Accommodation Suit - 9/18/2017](#)

[Massimo Zanetti Sued by EEOC For Sexual Harassment and Retaliation - 9/18/2017](#)

[EEOC Issues New Guide to Assist Federal Agencies to Provide Personal Assistance Services \(PAS\) - 9/18/2017](#)

[Chipotle Mexican Grill Sued by EEOC For Sexual Harassment, Retaliation - 9/18/2017](#)

[EEOC Sues Wynn Las Vegas for Disability Discrimination - 9/14/2017](#)

[GNT Foods Sued By EEOC For Racial Harassment and Retaliation - 9/14/2017](#)

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## Latest News

Check back later.

### FEDERAL EEO LEGAL AUTHORITY

- Laws enforced by EEOC
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relevant to federal EEO
- Executive Orders
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### MANAGEMENT DIRECTIVES, GUIDANCE and MOUS

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- ANPRM for Rehab Act Regulations
- ANPRM for 29 C.F.R. Regulations

### COMPLAINT PROCESSING

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- Federal EEO process flow chart  
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- EEOC's Virtual Library
- OFO Internal Operating Manual
- Religious Garb Slide Show
- Section 508 Slide Show

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- IMS
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Click [HERE](#) if you would like to give OIT some constructive feedback. To e-mail the Help Desk click [HERE](#).



### BUILDING A DIGITAL WORKPLACE

EEOC's Information Technology efforts are organized around three primary objectives:

- Transform the way the EEOC serves the public by making its charge, complaint, and appeal processes transparent and providing information to its constituents online and on demand.
- Streamline processes to improve customer service for constituents, including individuals, state and local partners, Federal agencies, businesses and other organizations.
- Improve productivity by providing Agency employees ready access to the tools, data and documents they require from anywhere, at any time.

### ACT DIGITAL

The Action Council for Transformation to Digital Services (Act-Digital) is leading the transformation and change to digital files and services.



#### RECENTLY COMPLETED

- **Digital Charge - Respondent Portal:** Allows Respondents to receive an Electronic Notice of the Charge to view online, submit documents, select options to mediate, and designate representatives. Launched January, 2016. See Press Release.
- **Online Charge Status:** Allows Charging Parties and Respondents to check the status of their Charge, possible next steps, and staff contact information online. Launched March, 2016. See Press Release.
- **Federal Sector EEO Portal (FedSEP):** Continued the build-out of FedSEP, including digitizing hearings and appellate processes within FedSEP. As of the end of FY 2016, FedSEP includes 712,756 documents in its digital repository.

Click [HERE](#) for a more complete list of Act-Digital Initiatives.



### INFRASTRUCTURE MODERNIZATION

For digital projects to achieve the goals of increased efficiency and improved service, EEOC must invest in the infrastructure necessary to support a digital environment.

#### RECENTLY COMPLETED

- **Telecommunications Expansion:** Quadrupled the bandwidth capacity of all EEOC field offices and more than doubled EEOC's Internet capacity (completed)

#### COMING SOON

- **Digital Charge - Public Portal:** Includes Pre-Charge Intake, an interview scheduling tool, and capabilities for the CP to upload and download documents. (Pilot March-June 2017, Full Deployment starts late June, 2017).
- **Private Sector Core Digital Charge File:** Will allow the Agency to process charges in a majority digital format, integrated with IMS, removing the paper charge file. (Target June, 2017).
- **Federal Sector Complainant Portal:** Will provide federal complainants with similar capabilities as offered through the Public Portal - online status and the ability to upload and download documents electronically. (Target 4Q 2017)

#### COMING SOON

- **Replace Novell with Active Directory:** Will provide increased security and infrastructure flexibility, allow for single sign-in capabilities and

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January, 2016). This telecommunications expansion laid the foundation for infrastructure modernization initiatives. Extended EEOC's network to MS Office 365 and Azure services.

- **Acquisition of Microsoft Office 365 Licensing:**

Modified EEOC's existing Microsoft contract to migrate from "device based" (per workstation) to "user based" (per individual) licensing, to include 2,700 Office 365 licenses. With this model, EEOC will have access to updated tools and will no longer be paying licenses for devices that are in storage, repair, in shared areas, or assigned for COOP purposes.

- **Upgraded Video Teleconferencing:** Deployed updated video teleconferencing / audio-visual systems to 49 field offices during FY 2016.

- **Enterprise Wireless:** Developed plans to equip all EEOC offices with managed wireless access to provide the infrastructure that a collaborative digital workplace requires. Initial efforts involve field offices that are moving or are undergoing renovation, by incorporating enterprise wireless requirements into the GSA Statements of Work.

- **Enterprise Laptop Acquisition:** Acquired 60 new high-end laptops to meet advanced analytics and accessibility needs. In addition, at the end of FY 2016, EEOC awarded a five-year blanket purchase agreement to acquire new enterprise laptops, funding 2,000 new laptops for deployment during FY 2017.

support required two-factor authentication (in progress, target completion June 2017).

- **Replace GroupWise with Exchange Online/Outlook:** Will provide 50GB cloud-based email storage, support legal compliance and e-Discovery requirements and allow integration with Digital Charge Files (GroupWise Live email in progress, target live completion June 2017. Archive email thru FY 17).

- **Deployment of new Laptops:** Will provide increased workstation performance and lighter mobile use, to support increased digital processing. **New laptops will include the full suite of Office 365 (MS Office 2016) tools.** (targeting completion post GroupWise archive migration, FY 2017).

- **Enterprise Scanning:** During the end of FY 2016, EEOC acquired 94 scanners to meet the increasing needs for file digitalization. These scanners will be provided to offices during the 2Q 2017. In addition, EEOC acquired Enterprise scan management software to better automate scan processing and provide consistent scan results (3Q).

- **One-Drive/Sharepoint:** Will provide backup for current D:\myfiles documents and more secure and configurable storage for shared folders (S:) files. Will allow document access from workstations and mobile devices. (targeted to begin after Outlook migration - selective Sharepoint services in 2017, one-drive/network shares in 2018).

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### OIT Tactical Plan

FY 2017 OIT Tactical Plan (as of 02/09/17)

FY 2016 OIT Tactical Plan - EOY Status (as of 09/30/16)

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inSite Home > OIT > OIT: Getting Technical Assistance

Click [HERE](#) if you would like to give OIT some constructive feedback. To e-mail the Help Desk click [HERE](#).

### Getting Technical Support

#### EEOC Help Desk

Physical Location: EEOC HQ - 4th Floor, Room 4NE25N  
Telephone: (202) 663-4767  
Telefax: (202) 663-4451  
email: EEOC.HelpDesk@eeoc.gov



#### Hours of Operation

Normal Hours of Operation are 7:30 AM to 7:30 PM EST, Monday through Friday  
Closed Weekends and all Federal holidays.

Help Desk Manager: Wesam (Sam) Musa, *Branch Chief, IT Services Branch*

### Meet the Staff

This page is under construction.



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- FollowIT - OIT Newsletter
- OIT Town Hall

### IT Specialists in EEOC Offices in the Field

Contact Info for IT Specialists in the Field

### Getting IT Services from OIT

The old Information Services Request form (ISR f. 553) has been retired. You no longer need to fill out a paper form, sign it, scan it, and email or fax it to the EEOC Help Desk. All employees can now request IT services and support directly thru ServiceNow at: <https://eeoc.service-now.com/>.

[IT Services Guide \(complete guide\) v 3.1](#) (posted 12/09/2010)

[IT Services Summary \(Cliff notes version\) 10/01/2010](#) (posted 12/09/2010)

[IT Service Levels 10/01/2010](#) (posted 12/09/2010)

[Need IT Training or Refresher? 10/01/2010](#) (Needs to be updated 5/2/2014)

[Leaving EEOC? Complete this Form](#) (posted 12/09/2010)

[How to Get Novell Password Resets](#) (Needs to be updated 5/2/2014)

EEOC Ergonomics Program

### Areas of Interest

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**Internal OIT Guidance**

- [eMail & Internet Use](#)
- [IT Inventory Management](#)
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**eMail**

- [Policy on the Utilization of EEOC's Electronic Mail Systems](#)
- [Required Printing and Filing of eMails as Official Agency Records: eMail Non-Deletion Requirements](#)
- [Access Quarantined Email](#)
- [Using Advanced Search to Filter and Locate Quarantined Messages](#)
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- [Release a Quarantined Email and Report it as "Not Junk"](#)
- [Disallowed Attachment File Types](#)
- [Handling Spam and Phishing Email Delivered to Your Mailbox](#)

**Internet Use**

[EEOC Order 240.006 EEOC Internet Policies and Procedures](#)

**Systems Development & Operations Division - National HelpDesk Ticket Resolution Process**

The following Workflow is the guideline for the process used to manage and resolve defects or failure of the EEOC supported systems within the System and Operations Division (SDOD). For tracking and timely resolution, all EEOC users are encouraged to contact the Nationwide Helpdesk to report defects or failure of any EEOC supported systems.

Systems Development and Operations Division (SDOD) Defect Resolution Flowchart 06/30/2011 pdf  
1 Records Returned

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#### EEOC's IT Knowledge Base is Moving to ServiceNow!!!

We are moving EEOC's IT Knowledge Base to ServiceNow. We look forward to providing IT Services and Information to you thru ServiceNow.

What this means for you is that you'll be able to find KnowIT articles easier and faster, and without having to sit in an EEOC office physically or go thru VPN to get to that information. It also means you won't need to fill out a paper ISR and send it thru lengthy paper-intensive processing to get help. Keep checking back for news as we roll out ServiceNow.

OCHCO is EEOC's Office of Primary Responsibility for Training in general. To go to OCHCO's main Training page, click [HERE](#). In general, an Individual Development Plan (IDP) is required to obtain training. In particular, IT Specialists with significant security responsibilities, must complete an **IDP form** annually in order to access the agency's on-line source for training and for specialized IT Security training, called the Employee Development Center (EDC).

Go to [Field IT Specialist Reference Library](#).

Browse By Topic

OIT Policy FAQ

Adobe

Assistive Technology

BYOD Bring Your Own Device

IMS / Brio / DMS

-Systemic Watch List Users Guide - IMSNXG Jan 2013

Password Help and Reset Information (for various applications and systems)

Printers, Copiers, Faxes, Scanners, and Multi-Function Devices (MFD's)

Telephone Quick Tip Sheets

Mobile Conference Connection User Guide Android (April 2013)

Mobile Conference Connection User Guide Apple iPhone (April 2013)

Mobile Conference Connection User Guide Blackberry (April 2013)

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COR Archambeault Tickler

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EEOC Regulations - Code of Federal Regulations, Title 29--Labor, Subtitle B--Regulations Pertaining to Labor, Chapter XIV--Equal Employment Opportunity Commission

**Enforcement Guidances, Policy Guidances, & Policy Statements**

All of the documents on this page represent official Commission policy.

**Multi-Statute** (i.e., issues addressed in these documents are not specific to one particular statute)

- Amended Enforcement Guidance on Recent Developments in Disparate Treatment Theory (2009)  
*Discusses the analysis of disparate treatment claims based on either circumstantial or direct evidence of discrimination, and limitations on remedies in cases involving mixed-motives. [note: updated materials - two new pages were added to the end of the guidance]*
- Enforcement Guidance: Unlawful Disparate Treatment of Workers with Caregiving Responsibilities (2007)  
*Explains how to determine whether discrimination against persons with caregiving responsibilities constitutes unlawful disparate treatment under federal EEO law.*
- Enforcement Rescission of Enforcement Guidance on Remedies Available to Undocumented Workers under Federal Employment Discrimination Laws (2002)  
*Explains the Commission's rescission in light of the Supreme Court's decision in Hoffman Plastic Compounds, Inc. v. NLRB, which found that illegal immigrants were not entitled to backpay under the National Labor Relations Act, but otherwise expresses the Commission's continued commitment to protect the rights of all workers without regard to immigration status.*
- Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999)  
*Updates 1990 Guidance as it pertains to employer liability for harassment by supervisors and makes clear that the same principles apply to only to sexual harassment but also to unlawful harassment on any of bases protected under the federal employment discrimination statutes. Discusses application of Supreme Court cases in Burlington Indus. Inc. v. Ellerth and Faragher v. City of Boca Raton.*
- Enforcement Guidance: Application of EEO Laws to Contingent Workers Placed by Temporary Employment Agencies and Other Staffing Firms (1997)  
*Explains that staffing firms and their clients both are obligated not to discriminate against temporary or other contingent workers with regard to their hiring, firing, or other terms, conditions, or privileges of employment.*
- Policy Statement on Mandatory Binding Arbitration of Employment Discrimination Disputes as a Condition of Employment (1997)  
*Sets forth the Commission's opposition to mandatory binding arbitration and explains the basis for its objections.*
- EEOC Enforcement Guidance on Non-Waivable Employee Rights under EEOC Enforced Statutes (1997)  
*Explains that, in order to discharge its responsibilities to enforce the federal employment discrimination laws, the Commission must be able to investigate all allegations of discrimination and that, therefore, an employee has the right to file a charge with the EEOC even if the employee has signed a waiver of such right.*
- Enforcement Guidance: Whether "Testers" Can File Charges and Litigate Claims of Employment Discrimination (1996)  
*Explains that persons who apply for employment for the purpose of testing discriminatory hiring practices, but who do not intend to accept such employment, may challenge any discrimination to which they were subjected while conducting the tests.*
- Enforcement Guidance on After-Acquired Evidence and McKennon v. Nashville Banner Publishing Co. (1995)  
*Discusses the effect of after-acquired evidence on the analysis of a discrimination claim, including the availability of remedies. This issue arises where the investigation includes evidence of a nondiscriminatory reason for a challenged employment decision, but the employer did not acquire the evidence until after the challenged employment decision was made.*
- Enforcement Guidance on the Application of Title VII and the Americans with Disabilities Act to Conduct Overseas and to Foreign Employers Discriminating in the United States (1993)

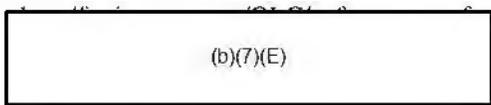
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**EEO Statutes Liaison List**

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(b)(7)(E)

American or American-controlled employers can be liable for discriminating led employers can be liable for discriminating within the United States. It g when an employer is controlled by an American entity and for evaluating when . With regard to foreign employers who discriminate within the United States, which treaty protections can limit the applicability of Title VII and/or the ADA.

ory and Punitive Damages Available under section 102 of the Civil Rights Act of ount of compensatory and punitive damages under § 102 of the Civil Rights Act

e deduction of pension payments from back pay awards (1990) duct from back pay awards pension payments that were made by an employer ed retirement of an employee.

Origin Discrimination (2016) olance Manual Section 13 on this topic, and reflects significant legal i.

y Discrimination and Related Issues (2015) of the previous Guidance issued in July 2014. The changes reflect the PS. Specifically, changes were made to Sections I.B.1 (Disparate Treatment) I.A.5 from the 2014 version was deleted. Since the Young decision did not sections remain the same. The Guidance sets forth the fundamental nination Act and discusses how the ADA may cover pregnancy-related of "disability."

deration of Arrest and Conviction Records in Employment Decisions Under Title amended (2012) es the Commission's Guidance documents on employer use of arrest and yment discrimination based on race and national origin.

if Prescription Contraceptives from Health Insurance Plans (2000)

imination in the Compensation of Sports Coaches in Educational Institutions d Title VII to the issue of sex discrimination in the compensation of sports

Forklift Sys., Inc. (1994) ' need not suffer psychological harm to make out a claim of unlawful

if Sexual Harassment (1990) ifful harassment. For current information on employer liability, refer to 1999 ployer Liability for Unlawful Harassment by Supervisors" (see Multi-Statute,

y under Title VII for Sexual Favoritism (1990) when an employment opportunity or benefit denied to one employee and given mployee who submits to sexual advances or requests.

ence Under Title VII (1990) rgrams adversely affect the employment opportunities of women; that Title VII is Preference programs from Title VII challenge, but that employer-created ily protected and are presumptively unlawful.

Age Discrimination in Employment Act of 1967 (ADEA) and the Equal Pay Act of ias, Their Overseas Subsidiaries, and Foreign Firms (1989)

ational Security Exception Contained in section 703(g) of Title VII of the Civil ablish to show that a position is subject to national security requirements.

ie of Retroactive Relief for Sex-Based Discrimination in Employee Retirement s to use sex-based actuarial tables in calculating employee pension benefits or d circumstances in which retroactive relief for such violation might be limited. y.

oyer with which an Employment Agency or Union Deals Must Have Fifteen or

ncy or Union to be Covered by Title VII (1988)

ice (1988)

*the Indian preference provision in Title VII, which permits businesses on or to prefer to hire Native Americans.*

ing to Bring a Charge of Discrimination Against a Labor Organization (1987)

d Parties Over the Employment Relationship Between an Individual and His/Her

nviction Records under Title VII of the Civil Rights Act of 1964, as amended

uct: Responsibilities of the Department of Justice and the EEOC for Immigration-

*tion Reform and Control Act (IRCA) and its purpose; namely to control ited States. Explains the respective jurisdictions of the EEOC and the Office of Related Unfair Employment Practices (OSC), Department of Justice (DOJ), for the basis of national origin and citizenship. Supplements the Policy Statement Civil Rights Act of the Immigration Reform and Control Act, issued on February*

& 703(h) of Title VII to Unilaterally Created Seniority Systems (1987)

*employers to apply different standards of compensation or privileges of seniority or merit system, applies not only to collectively bargained agreements ally established by employers and to referral systems based on length of ted by unions, so long as the system is bona fide.*

e VII, the ADEA, and EPA to International Organizations (1986)

v. Consolidated Coin Caterers Corp. (1996)

*tion holding that to establish a prima facie case of age discriminatory discharge, acement be outside the protected age group, i.e., under the age of forty.*

. 4(f)(1) 'foreign laws' defense of the Age Discrimination in Employment Act of

Age Discrimination in Employment Act of 1967 (ADEA) and the Equal Pay Act of as, Their Overseas Subsidiaries, and Foreign Firms (1989)

arging parties who have been disqualified by bona fide occupational tory provisions and not given the same options afforded employees disqualified

*d from a position because of an age-based BFOQ must be afforded the same qualified for non-age-related reasons.*

e VII, the ADEA, and EPA to International Organizations (1986)

the appropriateness of front pay as a remedy under the Age Discrimination in

*e the circumstances under which an award of front pay may be necessary and*

y Discrimination and Related Issues (2015)

*r a summary of this Guidance and a link to the Guidance.*

asonable Accommodation and Undue Hardship Under the Americans with

*cerning an employer's obligation to provide reasonable accommodations for including requests for reasonable accommodation and the interactive process, r applicants and employees, and undue hardship. Also includes a resource enforcement guidance with the same name dated 3/1/99.*

of the ADA to Contingent Workers Placed by Temporary Agencies and Other

*Guidance on Application of EEO Laws to Contingent Workers" by explaining that ADA apply to staffing firms and their clients. The guidance focuses on the mmodation; rules concerning the disability-related questions and medical dards, employment tests and other selection criteria.*

-Related Inquiries and Medical Examinations of Employees Under the Americans

*employers to make disability-related inquiries and require medical examinations of*

*Americans with Disabilities Act and Psychiatric Disabilities (1997)*

*of disability, standards on disclosing disabilities and assessing direct threat, and accommodation are applied in the context of psychiatric disabilities. It also issues.*

*Effect of Representations Made in Applications for Benefits on the*

*a "Qualified Individual with a Disability" Under the Americans with Disabilities*

*Act in connection with an application for disability benefits (e.g., social security disability insurance) should not be an automatic bar to an ADA claim.*

*Workers' Compensation and the ADA (1996)*

*the ADA and state workers' compensation laws. Explains how the meaning of a disability within the meaning of the ADA differ from the standards for workers' compensation benefits. Reasonable accommodations, including light duty and non-occupational injuries are discussed.*

*Employment Disability-Related Questions and Medical Examinations (1995)*

*disability related inquiries and medical examinations at the pre and post offer*

*The Application of the Americans with Disabilities Act of 1990 to Disability-Based*

*Health Insurance (1993)*

*employer-provided health insurance plans that may violate the ADA. The document discusses "disability-based" distinctions in health insurance plans and gives examples of how they may violate the ADA. Also discusses how an employer might demonstrate a "subterfuge" to evade the purposes of the ADA.*

*13164: Establishing Procedures to Facilitate the Provision of Reasonable*

*13145: To Prohibit Discrimination in Federal Employment Based on Genetic*

*13145, federal departments are prohibited, with limited exceptions, to collect, use, or disseminate the results of an individual's or family member's genetic tests or the individual's*

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These documents do NOT represent official Commission policy. However, they may offer assistance in understanding particular issues.

**Multi-Statute**

- Background Checks: What Employers Need to Know (2014) (published jointly by EEOC and Federal Trade Commission)
- Background Checks: What Job Applicants and Employees Should Know (2014) (published jointly by EEOC and Federal Trade Commission)
- Employer Best Practices for Workers with Caregiving Responsibilities
- Employment Tests and Selection Procedures (2007)
- Facts About Retaliation (General Information)
- Enforcement Guidance on Retaliation (2016)
- Facts About Equal Pay/Compensation Discrimination
- Prohibited Employment Policies/Practices
- Facts About the Family and Medical Leave Act, the ADA, and Title VII (1995)

**Title VII and EPA**

- Q&A about EEOC's Enforcement Guidance on National Origin Discrimination (2016)
- Q&A about EEOC's Enforcement Guidance on Pregnancy Discrimination and Related Issues (2015)
- Religious Garb and Grooming in the Workplace: Rights and Responsibilities (2014)
- Fact Sheet on Religious Garb and Grooming in the Workplace: Rights and Responsibilities (2014)
- Q&A About the EEOC's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII (2012)
- Facts About Race/Color Discrimination
- Facts About Religious Discrimination
- Best Practices for Eradicating Religious Discrimination in the Workplace
- Facts About National Origin Discrimination
- Employment Discrimination Based on Religion, Ethnicity, or Country of Origin (2001)
- Q&A About Employer Responsibilities Concerning the Employment of Muslims, Arabs, South Asians, and Sikhs
- Q&A About the Workplace Rights of Muslims, Arabs, South Asians, and Sikhs Under the Equal Employment Opportunity Laws
- Sex-Based Discrimination
- Adoption of Questions and Answers To Clarify and Provide a Common Interpretation of the Uniform Guidelines on Employee Selection Procedures (1979)
- Facts About Pregnancy Discrimination
- Facts About Sexual Harassment

**ADEA**

- Q&A: Final Rule on Disparate Impact and the Reasonable Factors Other than Age Defense Under the ADEA
- Facts About Age Discrimination
- Q&A: Understanding Waivers of Discrimination Claims in Employee Severance Agreements

**ADA and ADAAA**

- Q&A about EEOC's Final Rule on Employer Wellness Programs and Title I of the ADA (2016)
- Fact Sheet for Small Businesses: EEOC's Final Rule on Employer Wellness Programs and Title I of the ADA (2016)
- Q&A about EEOC's Enforcement Guidance on Pregnancy Discrimination and Related Issues (2015): *see "Title VII and EPA" subheading, above, for link to this Q&A. The Guidance addresses pregnancy discrimination under both Title VII (PDA) and the ADA when there is a pregnancy-related disability.*
- Facts about the Americans with Disabilities Act
- Q&As on the Final Rule Implementing the ADAAA (2011)
- Q&As for Small Businesses: The Final Rule Implementing the ADAAA (2011)
- Fact Sheet on the EEOC's Final Regulations Implementing the ADAAA (2011)
- Pandemic Preparedness in the Workplace and the ADA (2009)
- Veterans and the Americans with Disabilities Act (ADA): A Guide for Employers (2012)
- Understanding Your Employment Rights Under the Americans with Disabilities Act (ADA): A Guide for Veterans (2012)
- The ADA: Applying Performance and Conduct Standards to Employees with Disabilities (2008)
- Q&A: Health Care Workers and the ADA (2007)
- Q&A: Deafness and Hearing Impairments in the Workplace & the ADA (2014)

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**Pay Schedules**

You can access and print the 2006 through 2025 schedules at the Interior Business Center at the U.S. Department of the Interior.

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**Featured Items**



New OPM video on retirement eligibility and annuity benefits.

**Quick Links**

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- e-OPF
- USAJOBS
- EEOC Vacancies
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- 640 Form IDP
- QuickTime
- Request to Donate Annual Leave to the Voluntary Leave Transfer Program
- Training Request Form (SF-182)
- Employee Training Calendar
- Access and Print IBC Payroll Calendars for 2006 - 2025

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Event Calendar

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Resources

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An employee group for LGBT employees, allies, and friends



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inSite Home > ORIP > Program Research and Surveys



**Mission:** The Program Research and Surveys Division of the Office of Research, Information and Planning (ORIP) fulfills the following functions: it administers the Equal Employment Opportunity Survey (EEO-1 through EEO-6) program; it disseminates data collected in these workforce surveys (described below) to Commission officials at headquarters and in the field, to Congress, to FEPA agencies, and to the public; it provides analytic support for investigations, which involves assisting investigators in obtaining computerized personnel files, constructing large analytic databases, and developing statistical evidence; it conducts research and studies; and it serves as a statistical research source for other areas of the Commission.

#### THE 2017 EEO DATANET CONFERENCE AGENDA

#### DATANET PHOTO

#### CHUCK MCGHEE RECIPIENT OF THE 2017 CHAIR'S HONOR AWARD

#### Articles of Possible Interest

##### Systemic Analysis

We offer analytic support for investigations, including RFI language, data base construction, modeling, development of statistical evidence, class identification, estimates of liability, review of validity documentation, and also training. OFP and OGC personnel should feel free to discuss their investigations and training needs with the ORIP analyst in their district, or ORIP management at headquarters, to determine the type of assistance that we can offer for the particular situation. In instances where investigative assistance is likely to take more than eight hours of an analysts' time, please put together the materials described in the 'Checklist' (see below) and email those materials to Ron Edwards ([ronald.edwards@eeoc.gov](mailto:ronald.edwards@eeoc.gov)) and Kelly Trindel ([kelly.trindel@eeoc.gov](mailto:kelly.trindel@eeoc.gov)) for review and assignment. While investigative assistance will often be assigned to the analyst in your district, this is not always the case due to workload, areas of expertise, and the fact that not every district has an in-house analyst. After an analyst has been assigned to your case this will be your main point of contact for continuing assistance, however we ask that you please copy Ron Edwards and Kelly Trindel on your ongoing email correspondence with the analyst. This allows us to keep up with the status of the case and provide additional help as needed. Throughout the course of your investigation, if you ever have any questions about the status of ORIP's work, please feel free to contact Ron Edwards and Kelly Trindel. See the links below for more detail about the categories of assistance we offer.

- Class Identification/EEO1-Analytics
- Data Requests
- Managing Respondent Data
- Statistical Evidence
- Estimates for Back Pay and Other Relief
- Special Issue

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 FOIA Tracking  
 FPPS  
 EEO-1 Analytics  
 AT&T Connect  
 Oracle Federal Financials  
 Travel E2  
 Westlaw Sign-On

Employee Selection Procedures

ns

t

analytic support for investigators, in the form of constructing databases, and serving as a statistical research source.

es

order to collect workforce data from employees. This data includes employee job categories. There are five different types of surveys, which include the EEO-1 and the EEO-6.

2014)

1 Puerto Rico

Ethnicity Report to EEOC  
Puerto Rico, Briefing Paper

15

mic issues related to discrimination in the workplace, and compile reports on workplace conditions that are not available to the public, in order to assist particular industries at the firm level or particular employees.

DC

classic and oft cited research report, *Black Experience Versus American Expectations*. The major purpose of this study is to measure the penetration and occupational status of Blacks in the labor force since 1969 and determine how the relative status of Blacks has changed over the past 50 years". To celebrate the 50th anniversary of EEOC, we are re-releasing this report with supplemental look at employment changes over the past fifty years, in *American Expectations*. The data tell an interesting story about how our workforce has become increasingly more diverse over the past 50 years.



15

AMERICAN EXPERIENCES  
VERSUS AMERICAN  
EXPECATIONS

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ference, *Building an Interdisciplinary Equal Employment Opportunity*  
apacity, May 14-15, University of Massachusetts, Amherst and the Equal  
mission.

ference in Washington DC was part of an NSF-funded EEO Data and Research  
esent research on equal employment using both EEOC data and other sources,  
ite ideas for future research using EEOC data(EEO-1, EEO-4, EEO-5, lawsuits,  
The conference brought together EEOC, Department of Labor and Department  
scholars. This year included, among our various sessions, a panel celebrating  
vil Rights Act of 1964 which discussed various research efforts relevant to the  
g the 50 years since the EEOC was founded.

**Anniversary of the Civil Rights Act of 1964**

iversity of Massachusetts)  
Legacy of Title VII of the Civil Rights Act of 1964 and Historical Overview of

Employer Survey: What Have They Taught Us About  
")  
Connecticut) (Black-White Wage Evolution in the aftermath of CRA1964)  
ersity) "Using EEO-1 data to Document Desegregation since the Civil Rights

American Expectations

ow can the academic community advance equal employment opportunity

ERENCE.docx

DC(MAY 2014)\_ALLEN LEWIS.pptx  
et meeting.ppt  
14\_AABans\_05\_02\_2013\_SOLE\_Kurtulus.pptx

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t pay and segregation panel.pptx  
ard session.pptx

Y

t Sheets  
mployment by Job  
mployment by Industry  
mployment by State  
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(b)(7)(E)

*Bureau)*

plement investigations. This data can be found on the U.S. Census bureau

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### EEOC STRATEGIC ENFORCEMENT PRIORITIES

EEOC's Strategic Enforcement Plan establishes national priorities to focus and coordinate the agency's work to have a sustainable impact in reducing and deterring discriminatory practices in the workplace. The Commission updated its SEP for Fiscal Years 2017-2021 on September 30, 2016 and provided a webinar training to staff on October 19, 2016. The Commission's first SEP covered Fiscal Years 2013-2016. The pages linked below provide resource materials related to each SEP priority.)

- Eliminating  
Barriers in  
Recruitment  
& Hiring
- Protecting  
Vulnerable  
Workers
- Selected  
Emerging &  
Developing  
Issues
- Ensuring  
Equal Pay  
for All  
Workers
- Preserving  
Access to  
the Legal  
System
- Preventing  
Systemic  
Harassment

Effective strategies for our private and federal sector programs at both the national and local level are critical for the priorities to have a significant impact on workplace practices. District offices developed District Complement Plans (DCPs) to identify local priorities and strategies for private and public sector enforcement and outreach. Similarly, the Federal Sector Complement Plan (FCP) sets forth how the agency's federal sector programs will carry out the SEP and identifies priorities specific to federal employment.

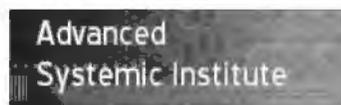
The Research and Data Plan identifies research needs for Strategic Enforcement Plan priorities and promotes an integrated approach to the work of all offices within the Commission. The Communications and Outreach Plan represents renewed attention on what EEOC communicates, to whom, and how-internally as well as externally.



If you have a suggestion or question about implementation of the SEP, contact Cathy Ventrell-Monsees in the Office of the Chair.

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#### Areas of Interest

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- [Strategic Planning Workgroup](#)
- [SEP \(Strategic Enforcement Plan\)](#)
- [Speaker Series](#)

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#### Related Documents

2013 -2016 Strategic Enforcement Plan  
2012 - 2016 Strategic Plan  
2007 - 2012 Strategic Plan  
2013 PAR  
2012 PAR  
2011 PAR

#### Feedback

COMMENTS, QUESTIONS,  
SUGGESTIONS, OR FEEDBACK?  
Complete this form (comments can be  
made anonymously).

#### Areas of Interest

Strategic Planning Workgroup  
Speaker Series  
Memoranda from the Chair  
50th Anniversary of the Civil Rights Act  
of 1964

Left: President Johnson signing Title VII of the Civil Rights Act of 1964 with Dr. Martin Luther King, Jr., and other members of Congress looking on.

Right: President Obama signing The Lilly Ledbetter Fair Pay Act of 2009 with Mrs. Ledbetter (standing to the right of President Obama) and other members of Congress looking on.

**The EEOC approved its Strategic Plan for Fiscal Years 2012 – 2016 on February 22, 2012.** The Strategic Plan establishes a framework for achieving the EEOC's mission to stop and remedy unlawful employment discrimination, so that the nation might soon realize the Commission's vision of justice and equality in the workplace. Implementation of the new Strategic Plan begins in March 2012. Throughout the implementation process, the Commission will seek regular input from the EEOC's internal and external stakeholders, beginning with you, the agency's workforce.

**The Quality Control Plan (QCP) Work Group was established in December 2012.** QCP will establish criteria to measure the quality of investigations and conciliations. As modified in the Strategic Enforcement Plan, the Commission is scheduled to vote on the QCP by April 30, 2013.

*See below for more details.*

**The Strategic Enforcement Plan (SEP) Work Group was established in March 2012.** SEP will establish EEOC enforcement priorities based upon research, charge data, and internal and external stakeholder input. The SEP will also further an integrated, holistic approach to enforcement by: 1) ensuring collaboration through all stages of enforcement (i.e. intake through litigation); 2) incorporating the EEOC's oversight and adjudicatory work in the federal sector; and 3) more effectively integrating the agency's research, policy development, education and outreach activities with its enforcement efforts. The SEP will also address whether a more detailed federal sector SEP and/or local SEPs are needed.

Contact the SEP Workgroup at [strategic.plan@eeoc.gov](mailto:strategic.plan@eeoc.gov) by using the [comment form](#) (comments can be made anonymously).

gan in Summer 2011 with two workgroups. The responsible for developing a strategic plan for FY agency's mission, and the Performance Measurement recommendations to SPW on what measures should be ice.

nce Materials (9.17.14)

is of the Quality Control Plan for Investigations and Conciliations (5.10.13)

rol Plan (5.10.13)

EEOC Investigations Focus of Commission Meeting (3.21.13)

Development of the Quality Control Plan for Investigations and Conciliations

ess of the Strategic Plan for FY 2012-2016 (2.20.13)

Quality Control Plan for Investigations and Conciliations (2.12.13)

Group and Planning Process (1.11.13)

al of the Strategic Enforcement Plan (12.19.12)

ment Plan (12.18.12)

egic Enforcement Plan (9.4.12)

is for Membership on the Quality Control Plan Work Group (8.22.12)

into the Strategic Enforcement Plan (7.18.12)

ategic Enforcement Plan (6.6.12)

pdf)

Strategic Enforcement Planning Process (4.5.12) (.pdf)

l Years 2012 - 2016 (.pdf)

Strategic Plan for Fiscal Years 2012 - 2016 (2.22.12)

ship List

an for Fiscal Years 2012 - 2016 (1.18.12) (.pdf) -- Comments were requested  
visory for more details.

n Vision and Mission Themes (.pdf)

nning Process (.pdf)

an be found in the **RELATED DOCUMENTS** section in the right navigation

**CTIONS, OR FEEDBACK?**

or SEP Workgroup at [strategic.plan@eeoc.gov](mailto:strategic.plan@eeoc.gov) OR complete this  
ously).

# systemic

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 [Systemic Manual](#)

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© 2015 Enter your company name

## Systemic Manual

The EEOC is committed to combating systemic discrimination through a strong, coordinated, nationwide program.

Systemic cases are "pattern or practice, policy and/or class cases where the alleged discrimination has a broad impact on an industry, profession, company, or geographic location." Effectively identifying, investigating and litigating systemic cases is critical to the EEOC's mission of eradicating discrimination in American workplaces.

Analyzing Systemic Cases: A Legal Overview

Identifying Systemic Discrimination

Investigating Systemic Charges

Obtaining and Analyzing Data in Systemic Investigations

Litigating Systemic Cases

Systemic Policy Documents

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**Talking Points**  
*for internal use only*

**PLEASE NOTE:** These documents are intended to provide EEOC staff with basic information about new developments. **They are for internal distribution only.** Although these documents may not be shared outside EEOC, information in them may be helpful to EEOC staff in preparing presentations.

Most of the Talking Points below provide information on Supreme Court decisions involving the laws enforced by EEOC (or related laws that could have an impact on the EEO laws), and are usually posted within 24-48 hours after a decision is issued. (If the Talking Points document does not specify a court then it is a Supreme Court case.)

Some Talking Points provide information on relevant statutes or EEOC regulations, special EEOC initiatives, or Commission actions (e.g., a significant conciliation agreement). Talking Points may also address controversies involving EEOC actions, helping staff to explain the Commission's actions.

#### ADA

- EEOC's Final Rule on Employer Wellness Programs and Title I of the Americans with Disabilities Act (2016): *Discusses the final rule, published May 17, 2016, which amends the ADA and its accompanying Interpretive Guidance (also known as the Appendix). The final rule states that employers may provide limited financial and other incentives in exchange for an employee answering disability-related questions or taking medical examinations as part of a wellness program, whether or not the program is part of a health plan.*
- EEOC Notice of Proposed Rulemaking on Employer Wellness Programs (2015): *Discusses NPRM published 4/20/15, with 60-day comment period, which provides guidance on the extent to which the ADA permits employers to offer incentives to promote participation in wellness programs that require employees to respond to disability-related inquiries or undergo a medical examination.*
- EEOC Enforcement Guidance on Pregnancy Discrimination and Related Issues (2015): *Please refer to the "Title VII, EPA, and PDA" subheading below for a summary of these Talking Points and a link.*
- ADA/Hiring applicant without a high school diploma (2012): *Responds to public/media concern about a technical assistance letter that addressed an employer's ability to use a high school diploma as a job requirement and how the employer, under the ADA, must respond if an applicant informs the employer that she lacks a diploma because of a disability.*
- Final Regulations To Implement The ADA Amendments Act of 2008 (2011): *Explanation of the final regulations, including contrasting the final rule with the proposed regulation.*
- Raytheon Co. v. Hernandez (2003): *Under a disparate treatment analysis, a neutral no-rehire policy is a legitimate, non-discriminatory reason for refusing to rehire an employee who had a record of drug addiction.*
- Chevron U.S.A., Inc. v. Echazabal (2002): *Upholds ADA regulation on direct threat to self.*
- Toyota v. Williams (2002): *Supreme Court decision effectively overturned by the ADA Amendments Act of 2008 (see entry).*
- US Airways, Inc. v. Barnett (2002): *An employer's showing that a requested reassignment conflicts with seniority rules is ordinarily sufficient to demonstrate, as a matter of law, that this accommodation is not "reasonable." However, an employee may present evidence of "special circumstances" that warrant an exception to a seniority rule in a particular case.*

#### ADEA

- Final Rule on Disparate Impact and the Reasonable Factors Other Than Age Defense Under the ADEA (2012): *Discussion of revisions to the ADEA regulations to conform to Supreme Court rulings and to explain the meaning of*



#### EEO Statutes Liaison List

Every field office has an assigned OLC attorney to assist in answering questions about the EEO laws. The first list provides attorney liaisons to assist with questions about Title VII, ADEA, and EPA. The second list provides attorney liaisons to assist with questions about the ADA and GINA.

#### Ethics/External Litigation Liaison List

Every field office has an assigned OLC attorney to assist in answering questions related to ethics issues and external litigation against the EEOC.

an age (RFOA) defense.

09): Reviews a number of issues, including an increase in ADEA complaints, decisions limiting the scope of the ADEA, and recent Commission in employment.

009): A "mixed motives" jury instruction is never proper under the ADEA. It was the "but for" cause of discrimination in all circumstances.

b (2008): An employer defending an ADEA disparate impact claim bears both the burden of persuasion on the "reasonable factors other than age" defense.

Section 633a of the ADEA prohibits retaliation against federal employees who

OC (2008): Disability retirement plan that discriminates on the basis of pension even though pension eligibility is based on age, because the employer was not

Wendelsohn (2008)

1<sup>st</sup> Circuit upholds EEOC's authority under the ADEA to promulgate a narrow rule to coordinate retiree health care benefits with age-based eligibility for a coordinated retiree health benefits program without satisfying the ADEA's

(2005): The ADEA authorizes recovery in disparate impact cases but ADEA in scope than those under Title VII.

1<sup>st</sup> v. Cline (2004): The ADEA does not prohibit employers from favoring older employees in the protected age group.

1<sup>st</sup> for People with Disabilities in Federal Employment (2017): On January 3, 2017, the EEOC issued a new rule amending the regulations at 29 C.F.R. section 1614.203 implementing Section 501 of the Rehabilitation Act. The Rule explains what federal agencies must do to satisfy their Section 501 obligation in employment for individuals with disabilities. The Rule does not affect the federal agency has engaged in disability discrimination. Also, the Rule has no effect on state and local governments.

1<sup>st</sup>: Supreme Court holds that while student body diversity continues to be a compelling interest for a university, the Fifth Circuit failed to conduct a sufficiently searching inquiry to determine whether the university's race-conscious admissions program was "narrowly tailored" to satisfy the strict scrutiny challenges to governmental racial classifications.

1<sup>st</sup>: Supreme Court holds in a 4-3 decision that the University of Texas at Austin's admissions program was lawful under the Equal Protection Clause of the U.S. Constitution. The Supreme Court in 2013 had vacated the Fifth Circuit's ruling in favor of the appeals court to determine whether the University had made a sufficiently searching inquiry to determine whether the University's admissions plan was narrowly tailored to achieve educational benefits that flow from diversity. The Court held that the admission plan was constitutional and in this decision the Supreme

1<sup>st</sup> v. Restatement (2013): Supreme Court holds that an arbitration agreement that waives the right to bring a class arbitration is enforceable under the Federal Arbitration Act unless the party shows that costs related to the proof of their claim would make it economically infeasible to bring a claim.

1<sup>st</sup>, No. 09-497 (2010): Where an arbitration agreement delegates the authority to resolve disputes to an arbitrator, challenges to that delegation are for the courts to decide, but challenges to the merits of the dispute are for the arbitrator.

1<sup>st</sup>: A collectively bargained mandatory arbitration agreement that includes claims arbitration is enforceable even though a conflict of interest may exist between the union's interest in vigorous enforcement of antidiscrimination rights and the union's interest in resolving disputes through arbitration.

1<sup>st</sup>: An agreement to arbitrate between an employee and an employer does not

1<sup>st</sup>: An employee who files a timely charge of discrimination. Relief may include backpay, reinstatement, and other equitable relief.

11): *Plaintiffs seeking injunctive and declaratory relief and backpay on behalf of the employees could not pursue a class action under Federal Rules of Civil Procedure because they do not satisfy the "commonality" requirement of Rule 23(a).*

May Data from Certain Employers: The Office of Management and Budget (OMB) issued **may data collection aspects of the EEO-1 form** as revised on September 29, 2016. For more information, contact Chair Victoria A. Lipnic on EEOC's website and discard the Talking Points on October 1, 2016.

Subject to a Commission Vote (2016):

*Final Bulletin for Agency Good Order 12067. The Commission will not cover issuance of technical assistance documents that are not subject to public notice and comment period under the Administrative Procedures Act or public comment as required under OMB's Final Bulletin for Agency Good Order 12067.*

in, et al. v. AT&T Inc, et al. (2011): *Corporations do not have "personal information" protected by the Freedom of Information Act exemption at 5 U.S.C. section 552(b)(7)(C) for law enforcement purposes, and therefore, could reasonably be expected to constitute an unwarranted invasion of privacy.*

9): *New Section 83 supersedes earlier versions and applies to all statutes that require that any request for charge file disclosure that references FOIA be granted if the requestor agrees it can be handled under section 83.*

Wellness Programs and the Genetic Information Nondiscrimination Act (2016): *Final rule published May 17, 2016, that amends the regulations implementing the Genetic Information Nondiscrimination Act (GINA). The final rule states that employers may offer incentives (also called inducements) in exchange for an employee's spouse to provide current or past health status as part of a wellness program, whether or not the employee is currently enrolled in the plan.*

GINA Implications of Employer Incentives For Spouses to Provide Current or Past Health Status (2016): *Discusses NPRM published October 30, 2015, for 60-day comment period, under which an employer may offer an employee an incentive for the employee to complete a health risk assessment under the employer's group health plan, to complete a health risk assessment. The rule addresses what is meant by an HRA, the maximum incentive that may be offered, and how the incentive may be apportioned between the employee and the spouse.*

Genetic Information Nondiscrimination Act of 2008 (2009)  
Final Regulation to Implement the Genetic Information Nondiscrimination Act of 2008

les  
Please scroll down to "Title VII" to find a link to the Talking Points for United States v. Windsor. *This is the Supreme Court's 4-4 decision which results in affirming the Fifth Circuit's decision on the implementation of elements of the Obama Administration's policy. This outcome leaves unresolved the distinction between legislative rules with the force of law, and interpretive rules which need not be published through notice-and-comment rulemaking.*

IOU)

Department of Health and Human Services' Office for Civil Rights (2017): *The EEOC and HHS have entered into a Memorandum of Understanding (MOU) regarding jurisdiction over discrimination in employee health benefits. This MOU clarifies the agencies' respective jurisdictions and sets out procedures for handling information and expertise, as well as coordinate investigations.*

MSPB)

*Final rule regarding employee "mixed-case" appeals from the MSPB involving both employment and health benefits.*

*m Act claims are appealable to the federal district court instead of the Federal Circuit. The Commission decided the case only on procedural grounds.*

*Under one statute -- e.g., Title VII or ADEA -- the holding would apply to both types of statutory text. Similarly, the subject addressed raises issues under two or more statutes. For example, see the Talking Points on Ebola, issued in 2014, which discuss Title VII and ADEA.*

*Harassment (2017): This proposed Enforcement Guidance was released on 12/14/17 to provide the Commission with input. This public input period will close on 1/11/18. The Commission will review the comments and make changes accordingly.*

*Retaliation and Related Issues (2016): This Enforcement Guidance replaces the Enforcement Guidance issued in 1998. Since that time, the Supreme Court has issued seven decisions interpreting Title VII and the ADEA. The new guidance provides a legal analysis and an explanation of retaliation issues that the Commission has addressed in previous guidance.*

*Retaliation (2016): Supreme Court held in a unanimous opinion that a Title VII defendant may be liable for retaliation even if the "court's final judgment rejects the plaintiff's claim for*

*discrimination. In University of Texas v. EEOC (2015): Relying on its decisions interpreting Title VII and the ADEA, the Supreme Court held in a 5-4 decision that the ADEA is enforceable under the Fair Housing Act.*

*The Supreme Court held in a unanimous opinion that a court may review whether the employer attempted to attempt conciliation before filing a lawsuit, but the scope of that review is limited to whether the EEOC informed the employer about the specific allegation and whether the EEOC attempted to facilitate a form of discussion.*

*Workplace Concerns (2014): Title VII, and Ebola in the Workplace (2014): These Talking Points are to help employers understand how to manage workplace concerns involving the Ebola virus and Title VII.*

*Vicarious Liability (2014): Supreme Court holds that an employer may be vicariously liable for a discrimination claim if the employer has empowered that person to take tangible employment*

*actions. In Garcetti v. Ceballos (2017): A "ministerial exception" based on the Establishment Clause bars employment discrimination claims by ministers. A minister within the meaning of this exception.*

*Statute of Limitations (2017): Reviews major provisions of the new law regarding determining whether a filing is timely. The 180/300 day filing period begins to run with each paycheck that the employer issues following a discriminatory decision or other discriminatory practice affecting the employee. The new law also provides that the 180/300 day period begins to run with the discriminatory decision or practice initially occurred more than 180/300 days before the filing. This provision overturns Ledbetter v. Goodyear Tire & Rubber Co. (see below).*

*Timeliness (2017): (2008): A filing with the EEOC constitutes an ADEA charge if it meets the requirements of 29 C.F.R. section 1626.6, i.e., it is in writing, it includes an allegation of discrimination, it is filed within the 180/300 day period, and it is reasonably construed as a request for the EEOC to take remedial action to resolve the dispute or otherwise settle a dispute between the employer and the employee.*

*Ledbetter v. Goodyear Tire & Rubber Co. (2007): Supreme Court decision overturned by the Lilly Ledbetter Fair*

*Workplace Fairness Act (2009). (2004): A plaintiff alleging constructive discharge in response to supervisory harassment or a hostile work environment was so intolerable that his/her resignation was a "fitting response." The Faragher/Ellerth affirmative defense where a constructive discharge arises from a hostile work environment but the defense is not available where an official act underlies the discharge.*

*Employee Definition (2003): P.C. v. Wells (2003): Determination of whether a particular individual is an employee under the common law definition of "employee," focusing on the extent to which the individual is subject to the employer's control.*

*Mixed-Motive (2015): Direct evidence is not required for a plaintiff to receive a mixed-motive award under Title VII, which provides that "an unlawful employment practice is established if the plaintiff proves that race, color, religion, sex, or national origin was a motivating factor for the practice, and the employer proves that other factors also motivated the practice."*

NLRB (2002): *The Immigration Reform and Control Act of 1986 (IRCA)* is Board from making a backpay award to an undocumented alien who had : in the United States.

rgan (2002): *An employer may be held liable for all acts constituting a hostile* ibuting to that environment occurred within the applicable 180/300 day filing recover for discrete acts of discrimination or retaliation that fall outside the ) doctrines may limit or toll the time period.

ct

#### nce Programs (OFCCP)

ew U.S. Dept. of Labor Regulations Do Not Violate the ADA (2014): *New Rehabilitation Act, published by OFCCP, require federal contractors to use a if-identification of disability by applicants and employees. EEOC has determined the ADA's rules on disability-related inquiries.*

ment of Labor's Office of Federal Contract Compliance Programs (OFCCP) Rules of Understanding (2011)

me Court unanimously held that a district court's decision as to whether to reviewed by the court of appeals for abuse of discretion.

e Court, in applying the "standard rule" of construction for analyzing limitations when a plaintiff has a "complete and present cause of action" on which she or olds that the limitations period in a constructive discharge case starts when an

Court holds that recess appointments to the NLRB were not valid because they only three days long and therefore did not fall within the scope of the Recess ould have a future impact on a presidential recess appointment of a

edical Center v. Nassar (2013): *Supreme Court holds that the "but for"* l's anti-retaliation provisions.

ess, L.P. (2011): *Title VI provides a cause of action to an employee who was his fiancée's protected activity.*

e Plastics Corp. (2011): *The anti-retaliatory provision of the Fair Labor written complaints.*

nt of Nashville and Davidson County, Tennessee (2009): *The opposition clause protects individuals who provide information as part of an employer's*

ailway Co. v. White (2006): *Title VII's anti-retaliation provision (section 704(a)) s affecting a term, condition, or privilege of employment and therefore it is rimination provision (section 703(a)). The anti-retaliation provision protects an at a reasonable person would find "materially adverse," which in the retaliation ave deterred a reasonable person from opposing discrimination or participating*

Origin Discrimination (2016): *The Commission approved this Enforcement places Compliance Manual Section 13 which was issued in 2002. There have r the intervening years including, among other things, the definition of "national ge access. The Guidance also addresses topics that are new or were not fully section, including human trafficking and job segregation.*

Talking Points discuss the Supreme Court's 4-4 tie in this case, resulting in the gment upholding a preliminary injunction on the implementation of the Obama igration policy. This result does not affect EEOC's substantive legal powers or Title VII's prohibition on national origin discrimination applies to citizen and ie laws enforced by the EEOC apply to covered employees regardless of

Inc. (2015): *The Talking Points discuss the Supreme Court's 8-1 decision of Abercrombie & Fitch, holding that Title VII's disparate treatment provision requires an employer to avoid accommodating a religious practice, whether or not the employer offers a religious accommodation.*

5): *The Talking Points discuss the Supreme Court's 6-3 decision reversing the Ninth Circuit's decision holding that a pregnant worker wishing to show disparate treatment through the application of the McDonnell Douglas framework.*

Pregnancy Discrimination and Related Issues (2015): *These Talking Points review the Commission's new Guidance on pregnancy discrimination that supersedes the 2014 version. The 2014 version is a result of the Supreme Court's decision in Young v. UPS. The Commission's new Guidance reflects the Supreme Court's decisions in I.B.1 (Disparate Treatment) and I.C.1 (Light Duty) to reflect the Young decision. Since most of the Guidance was not impacted by the Young decision, no further revisions were made. The Talking Points explain the background that led the Commission to issue a new Guidance, the PDA, the ADA and how pregnancy-related impairments may meet the requirements of the Young decision and the revisions made to the current version of the Guidance to address review questions that may arise concerning the Guidance and offer answers.*

Contraception (2014): *These Talking Points review the Supreme Court's 5-4 decision that the Affordable Care Act regulation requiring employer-provided health insurance to cover contraceptives violated the Religious Freedom Restoration Act rights of closely held for-profit corporations to covering four of those contraceptives because they operate after the EEOC's enforcement of Title VII laws, but may prompt questions about the EEOC's enforcement of Title VII laws applied to employer health coverage of contraception for women.*

Religious Garb and Grooming in the Workplace: Rights and Responsibilities (2014): *These Talking Points consist of a Q&A and a Fact Sheet on Religious Garb and Grooming in the Workplace. The Talking Points are written in user-friendly terms and give many real-life examples. They do not announce any new legal principles. The Talking Points explain, among other things, why EEOC issued the two new Talking Points and where more information may be obtained.*

Religious Garb and Grooming (2014): *This is a list of cases addressing religious garb and grooming. Each Talking Point above explains the Q&A and Fact Sheets on this topic. Each case is for Internal Use only and may not be shared.*

CVS (2014): *These Talking Points discuss EEOC's lawsuit against CVS that alleges that CVS employees sign a Severance Agreement that contains numerous provisions that restrict employees' ability to file charges and communicate with the EEOC, thus violating Title VII's prohibition on employment discrimination or who participate in the Commission's processes.*

Employment of LGBT (2012): *These Talking Points review how Title VII may cover LGBT employees and EEOC enforcement actions.*

Equal Employment Opportunity Commission Decision No. 0120120821 (2012): *This unanimous Commission decision finds that gender identity claims, also referred to as claims of discrimination based on gender identity, are covered by Title VII's sex discrimination prohibition and therefore may be processed under EEOC's procedures.*

Use of Criminal Records in Employment Decisions (2012): *This Talking Point updates and supersedes the Commission's 1987 and 1990 policy statements on this issue in Section VI.B.2 of the Race & Color Discrimination Compliance Manual.*

Arrest and Conviction Records in Hiring (2012): *Hiring decisions made on the basis of arrest and conviction records may violate Title VII because their neutral use can have a disparate impact on African-Americans. The Commission found in the Pepsi case that 300 African-Americans were adversely affected by a hiring policy that excluded black applicants at a much higher ratio than non-blacks.*

Supervisory Animus (2012): *Reversing the Seventh Circuit's restrictive "cat's paw" analysis, an employer can be held liable for the discriminatory animus of a supervisor who did not make the hiring decision.*

Retaliation (2012): *An employer who does not challenge the adoption of an allegedly discriminatory hiring policy cannot claim in a timely charge challenging the employer's application of that policy.*

Equal Pay Act

Equal Pay Act (2012): *An employer does not violate the Pregnancy Discrimination Act by paying pension benefits to a female employee who took pregnancy leave before the employee's pension plan that provided less service credit for pregnancy leave taken before the employee's pension plan than for short-term disability leave.*

*prohibits an employer from discarding the results of a promotion test that has employer can demonstrate a strong basis in evidence to believe that relying on it to disparate impact liability.*

*2): Upholds validity of EEOC's relation-back rule, interpreting section 706 of use timely filed charge could be verified after the expiration of the filing period.*

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- [Youth@Work](#)
- [Backgrounder on Weight Discrimination](#)
- [Backgrounder on Tattoos](#)
- [Dollar General Talking Points](#)
- [BMW Talking Points](#)
- [Dollar General and BMW Communications Strategy](#)
- [Chair Berrien's Wall Street Journal Letter](#)
- [Arrest & Conviction Records](#)

**Fact Sheets & Q&A Documents**

- [Multi-Statute](#)
- [Title VII and EPA](#)
- [ADEA](#)
- [ADA and ADOAAA](#)
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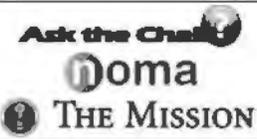
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## Training and Employee Development

- Training
- Employee Development Center (EDC)



### Online Training

- The Employee Development Center
- EDC Procedural Guidelines
- EDC Knowledge Base
- Federally Mandated Training

Click on "EEOC Employee Training Calendar" to be redirected to Training offerings by or at EEOC.

### EHRI Reporting - Training Data Collection System (TDCS)

- [EHRI-TDCS Guidance and Procedures](#)
- [TDCS Frequently Asked Questions](#)
- [TDCS User Guide](#)
- [TDCS Users and Roles](#)

### Training Directives & Guidance

- [FY18 1st Quarter Memorandum](#)
- [FY18 1st Quarter Guidance for Submission of IDP Training](#)
- [FY17 IDP Training Data](#)
- [OPM's Discontinuation of Issuing Memoranda Regarding Conferences Qualifying as a Training Activity](#)
- [Employee Training and Development](#)
- [Training for Supervisors, Managers, and Executives](#)
- [Individual Development Plan Process](#)

### Request for National Training Funds

[National Training Funds Request Form](#)

- [Plan for EEOC Executive Development](#)
- [EEOC Leadership Succession Management Plan](#)

### Tools for the Individual Development Plan Process

- [640 Form-IDP](#)
- [Sample IDP for New Mediators](#)
- [Sample IDP for New Investigators](#)
- [Administrative Judge Competency Definition](#)
- [Trial Attorney \(Civil Rights\) Competency Definition](#)
- [Investigator \(Entry Level\) Competency Definition](#)
- [Investigator Competency Definition](#)
- [Mediator Competency Definition](#)

### Training Request Forms

- [Sample SF-182](#)
- [Sample 2-Page SF-182](#)
- [Sample IDP/SF-182 Request Excel Spreadsheet](#)

### TEDD Presentations

- June 26-28 Pre-Retirement Training Documents**
- [2017 CSRS Retirement Document](#)
- [2017 FERS Retirement Document](#)
- [2017 Thrift Savings Plan Document](#)
- [2017 Federal Long Term Care Insurance Document](#)
- [2017 Social Security Document](#)
- [2017 Estate Planning Document](#)
- [2017 Retirement by Design Document](#)
- [2017 Outlook & Opportunities Document](#)

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## INFORMATION, RESEARCH & TRAINING: TRAINING & PRACTICE MATERIALS



- [Attorney Powerpoint Presentations](#)
- [OGC Training Materials](#)
- [EEOC Practice Manuals](#)

### Attorney PowerPoint Presentations

#### EXTERNAL PRESENTATIONS

PowerPoint presentations developed and used by Commission attorneys nationwide at outreach events to various groups.

- **Attorney Outreach Presentations Folder (DMS).** *Note: You may navigate to documents of interest or use the DMS search tool to refine your search. To return to inSite, hit the back button.*
- Presentations created by EEOC HQ and field attorneys for outreach events.
- Office of Field Programs' Outreach/TAPS **PowerPoint Slide Shows.**
- Office of Legal Counsel's Public Training: **PowerPoint Presentations.**

#### INTERNAL PRESENTATIONS (ALL)

iClass Systemic Training PowerPoint presentations for EEOC attorneys, paralegals and/or investigators nationwide.

#### AMERICANS WITH DISABILITIES ACT

- **The Commission's ADA Regulations (Training for Investigators and Attorneys)**  
Presentation on the EEOC's final Regulations under the ADA Amendments Act of 2008. [July 2011]  
April 2011]

- **Reasonable Accommodation Cases (Training for Investigators and Attorneys)**  
Presentation on investigating and developing cases involving ADA reasonable accommodation claims. [Oct. 2011]

#### EQUAL PAY ACT & WAGE DISCRIMINATION

- **Investigating Wage Violations (Training for Investigators and Attorneys)**  
Presentation on investigating and developing wage discrimination claims, with special emphasis on the Equal Pay Act. [May 2010]

- **Advanced Wage Discrimination Issues (Training for Attorneys)**  
Presentation on how to investigate and litigate equal pay violations, on wage determinations and the measurement of wage differentials, and the Equal Pay Act's catch-all defense of "any factor other than sex." [April 2011]

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#### Legal Research Tools

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inSite Home > OCFO > Transit Benefits

**Transit Benefits and Parking**

- [Transit Benefits](#)
- [HQ Parking \(West Lot\)](#)

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**Areas of Interest**

- Charge Card Programs
- Emergency Preparedness
- Oracle Federal Financials (OFF)
- Travel Procedures
- Transit Benefits and Parking
- EEOC Administrative Manual
- SAG (Space Allocation Guidelines)

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**Travel**

Find travel resources for federal employees, including travel regulation, hotels with government rates, mileage reimbursement, and per diem rates.

- Check Flights, Hotels, Cars and other Federal Travel Information
- Employee Travel System: E2 Travel
- Federal Traveler's Quick Reference Guide
- Federal Travel Regulation
- Hotels with Government Rates (FedRooms)
- Hours of Work While on Official Travel
- Mileage Reimbursement Rates
- Per Diem App for Domestic Travel
- Per Diem Rates, Domestic
- Travel and Compensatory Time
- Travel and Purchase Card Management (OMB)
- Travel Credit Card Training
- Travel Policies and Programs
- Use of Frequent Traveler Benefits (airlines, car rentals, buses, hotels, motels) While on Official Travel
- Vehicle Acquisition and Leasing Services

**EEOC Travel Policy Documents**

[Purchasing Commercial Airfare](#)

[Car Rental Policy and Contacts](#)

[EEOC Policy for Premium Class Transportation](#)

[EEOC Order 345.001 EEOC Travel Manual](#)

**Travel Training**

**E2 Traveler and Arranger Training / October 2015:**  
<http://carlson.adobeconnect.com/p8czngbafnb/>

**E2 Approver and Reports Training / October 2015:**  
<http://carlson.adobeconnect.com/p90qmrutaar/>

**Event Calendar**

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  - EEOSTAT
  - Employee Express
  - EEOC.GOV
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  - FOIA Tracking
  - FPPS
  - IMS
  - Oracle Federal Financials
  - ServiceNow
  - Skillport
  - Travel E2
  - USA Jobs
  - Westlaw Sign-On
  - WTTTS
- >>>MORE >>>



### Who We've Helped

"OSC's comprehensive response to my whistleblower claim reassured scientists here that we can come forward with public health concerns because retaliation will not be tolerated. In the end scientific integrity wins!"

- Dr. Robert Lanciotti



### NOTICE: ALL OSC PHONE NUMBERS HAVE CHANGED

New Main Ext: 202-804-7000

For more information: <https://osc.gov/News/pr17-17.pdf> (/News/pr17-17.pdf)

### Featured Items



OSC Obtains Stay in Department of Interior Case



Despite Safety Assurances, Whistleblower Concerns About Flood Risks at Nuclear Power Plants Persist



OSC Welcomes New Principal Deputy Special Counsel; Tristan Leavitt to serve as Acting Special Counsel

## Federal Whistleblower Rights and Protections



## Federal Whistleblower Rights and Protections

An explanation of the rights of federal government employees who have blown the whistle on government wrongdoing, explained by the U.S. Office of Special Counsel.

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[What We Do \(/Pages/WhatWeDo.aspx\)](/Pages/WhatWeDo.aspx)

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[Hatch Act \(/Pages/HatchAct.aspx\)](/Pages/HatchAct.aspx)

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[Alternative Dispute Resolution \(/Pages/ADR.aspx\)](/Pages/ADR.aspx)

[Outreach Training \(/Pages/Outreach.aspx\)](/Pages/Outreach.aspx)

[Resources \(/Pages/Resources.aspx\)](/Pages/Resources.aspx)

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[Reports and Information \(/Pages/Resources-ReportsAndInfo.aspx\)](/Pages/Resources-ReportsAndInfo.aspx)

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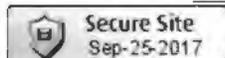
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inSite Home > OIT > Telephone/Audio-Visual/Video Teleconferencing Technology

## Telephone/Audio-Visual/Video Teleconferencing Technology



Everything you never wanted to know about telephones, A/V, and VTC @ EEOC; including Audio-Video services that we offer.

### VTC at HQ

[Large VTC Room User Guide v1.3 02/06/2009](#) (posted 12/10/2010)

[Large VTC Room Tip Sheet 02/10/2009](#) (posted 12/10/2010)

[Small VTC Room User Guide v1.3 02/06/2009](#) (posted 12/10/2010)

[Small VTC Room Rip Sheet 02/10/2009](#) (posted 12/10/2010)

### Telephone User Guides

[Forwarding your Voice Mail to GroupWise Mail Box also known as Call Pilot](#) (posted 05/19/2011)

### Telephones at HQ

#### FEATURES:

#### Corporate Directory and Express Directory:

The Corporate Directory provides an alphabetical list of HQ and Washington Field Office employees. Express Directory provides an alphabetical list of all EEOC employees, including HQ, WFO, and Field Office employees. They both enable you to find any employee's phone number from your office telephone. Send requests for updates via ServiceNow.

#### - Instructions for Using Corporate Directory:

1. Press Directory Button (Corporate Directory will appear).
2. Press the button under **Select** (far right).
3. Type in the last name of the person you're calling, using the telephone's keypad
  - a. For the second or third letters on the digit-button, press the button 2 or 3 times until the letter you want appears on the display panel.
4. Then press the button under **Search**.
5. Press the button under **Dial** to call the person.
6. Press the Directory button to end search.

#### - Instructions for Using Express Directory:

1. Press the blue Expand Button.
2. "Express Directory" will appear, press the button under **Select**
3. Type in the last name of the person you're calling, using the telephone's keypad.
  - a. For the second or third letters on the digit-button, press the button 2 or 3 times until the letter you want appears on the display panel.
4. Use arrow directional key to select the desired user.
5. Press the button under Return (far right) then press the button under exit.

### Voice Call:

The Voice Call feature allows staff to talk through the speaker of a Nortel telephone from another telephone. It's like having an intercom right at your desk. If you would like this feature, please submit a request via ServiceNow.

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The People Behind the Machines

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### Blogs

FollowIT - OIT Newsletter  
OIT Town Hall

### Areas of Interest

ACT-Digital  
EEOC Help Desk  
Hall of Fame  
Initiatives  
IT Policies & Guidance  
IT Security  
IITRB  
Know IT/Training Materials  
Mobile Workforce Tools  
Savings on IT Products  
Telework Technology

### Applications

AT&T Connect  
DMS  
E2 Travel  
ECOMP  
EEOC BI Reporting  
EEOC ServiceNow  
EEOC Videostream  
EEOC.gov  
EEOSTAT3  
Employee Express  
eOPF  
FedSEP  
FOIA Tracking  
FOIA Express  
FPPS  
HQ\_Voicemail

**- Instructions for Using Voice Call**

1. Press the "Voice Call" button (Assigned by a Telecomm Administrator).

Note: The called party does not have to lift the handset to hear or conduct a two-way conversation. The called party must lift the handset to de-activate "Handsfree". If the called telephone is busy on another Directory Number (DN), the caller hears continuous ringing. The called party hears a single beep and the Voice Call DN key flashes. If the telephone is busy on the Voice Call DN, the caller hears a busy tone.

TMS Virtual Client  
inSite  
iPrint Server List  
Oracle Financials  
Quicktime  
TDCS  
Transit Benefits DOT  
Westlaw  
WTTS

**Mobile X:**

With Mobile X, when a person is calling your office phone and you do not answer the phone after a certain number of rings, an alternate phone will simultaneously ring. This phone will ring on either the Government issued Blackberry device or your personal cell phone when your office phone receives a call. This will allow you to answer your office calls from any location. If you would like this feature, please submit a request via ServiceNow.

**Soft Phone:**

Soft Phone is a virtual telephone that will allow HQ staff to remotely use your office phone from your EEOC issued laptop. It requires special software loaded on your EEOC laptop and will require you to submit a request via ServiceNow if you want this feature. After submitting your request, you will be scheduled to bring in your laptop and have the soft-ware installed.

For questions regarding these features or to receive training, please contact the EEOC Help Desk.

[User Guide for Telephones at HQ \(posted 12/10/2010\)](#)

**Telephones Related Policies/Forms**

[Order 350.002 EEOC Telephone Service 08/15/2002 \(posted 12/10/2010\)](#)

- - [Exhibit 1 - ISR Form 553, Information Services Request \(posted 12/10/2010\)](#)
- - [Exhibit 2 - Form 123, Requisition for Supplies, Equipment, Services, Furniture \(posted 12/10/2010\)](#)
- - [Exhibit 3 - GSA SF 145, Telephone Service Request \(posted 12/10/2010\)](#)



# **EEOC Administrative Manual**

*Office of the Chief Financial Officer*

Approved by: Germaine P. Roseboro  
Germaine P. Roseboro, Chief Financial Officer

9/16/2016  
Date



# COMMUNICATIONS HANDBOOK

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*A Guide to  
Media Relations*

*Office of Communications & Legislative Affairs  
Sept. 2007*

**INVENTORY MANAGEMENT  
BEST PRACTICES HANDBOOK**  
for Senior Level Managers



**2012**

# **REGIONAL ATTORNEYS' MANUAL**



**OFFICE OF  
GENERAL COUNSEL**



**APRIL 2005**

**CASE MANAGEMENT BEST PRACTICES**  
**Desk Reference for Investigators**

**2011**

