



CIVIL WRITES

SPECIAL ACHIEVEMENT AWARD



Left to Right: Vienna Drago, ACT-9, Richard Newman, Officer of Civil Rights, ACT-9, Kimberly Tweedle, ACT-9

Congratulations to Kimberly Tweedle, Civil Rights Staff, ACT-9. Richard Newman Manager, Civil Rights Staff presented her with a

Special Achievement Award on August 28, 2002. This was in recognition for an outstanding job in support of the Model Work Environment.

Kimberly's exceptional performance was in her role as the Editor of the Civil Writes Newsletter. Mr. Newman also cited her hard work to heighten fellow employees' awareness around issues and challenges faced by people with disabilities in the workplace.

Congratulations to Vienna L. Drago, Civil Rights Staff, ACT-9. Richard Newman, Manager, Civil Rights Staff presented her with a Special Achievement Award on

August 28, 2002. This was in recognition for an outstanding job in support of the Model Work Environment.

Vienna's exceptional performance was in her steadfastness and perseverance in promoting mediation and its benefits in the workplace. Mr. Newman also cited her consistent writing and placement of articles in the Center News, Center Intercom and the Civil Writes Newsletter.

Congratulations to Lee Whilden, Information Technology Division, ACX-20. The Civil Rights Officer, Richard Newman, presented him with a Special Achievement Award on September 9, 2002. This was in recognition of an outstanding job in support of the Model Work Environment.

Lee's exceptional performance was in support of Information Technology within the Office of Civil Rights. Specifically, Mr. Newman cited his work in developing the Civil Rights Information Technology (CRIT) Committee Charter and his involvement on the National Complaint Tracking System team.



Left to Right: Richard Newman, Officer of Civil Rights, ACT-9 Lee Whilden, ACX-20



CIVIL RIGHTS OFFICER

Richard Newman

EDITORS/ CONTRIBUTORS

Kimberly Tweedle
ACT-9

Vienna Drago
ACT-9

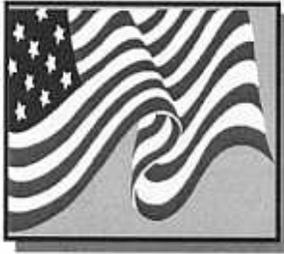
Tammy Lusk
ACT-9

Lee Whilden
ACX-20



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“Displaying The America Flag”



September 11, 2001 was a great travesty. That day left an indescribable sadness in the hearts of America, even the world.

Since September 11, many Americans have displayed their patriotism by waving the flag - the great red, white and blue.

This is a visual picture that reflects and represents the love and unity of our country - the United States of America.

Love and unity for our country can be greater visualized and elevated if we individually commit to love and respect each citizen in our country. Do not forget to say a kind word, share a smile, help a brother, be honest, encourage a friend, give someone a chance, forgive, do not try to repay your enemy, love your enemy, make a difference, pray for the leaders of our country and recognize the value of those around you. Don't just wave your flag, but change your heart.

EEOC REASONABLE ACCOMMODATION PROCEDURES

By Tammy Lusk

1. Request the Accommodation: Often times individuals with disabilities need accommodations. These individuals can request reasonable accommodations from their supervisor, another supervisor or Disability Program Manager. An oral request should be followed up by a written request to the Disability Program Manager. If a person with a disability feels uncomfortable speaking with their manager about accommodations, they should contact the Disability Program Manager. It is critical that both parties facilitate communication. If it is apparent that the employee is having difficulty performing essential job tasks, the employer may start this communication.

The staff member receiving the request must determine who will be responsible for handling it and forward it, if necessary, to that person within 5 business days.

2. Assess the Situation: It is important to communicate with each other to try and find ways of dealing with a particular situation to figure out what accommodations may work. There are resource centers with specialists who can help determine what accommodations may be appropriate. Accommodation may take the form of assisted devices, flexible scheduling, modifying job locations or restructuring of job duties. The Disability Resource Center provides assistive devices at no cost to the organization to federal employees.

3. Obtain Medical Documentation When Necessary And Consulting with Professionals: Management has a right to know that an applicant has a covered disability that requires a reasonable accommodation and they have a right to request that documentation. It is helpful if the employer asks the physician specific questions relating to the exact nature of the accommodation needed and how functional limitations affect job performance.

It is also helpful to know whether the condition is static, progressive or unpredictable. It may be more cost effective to buy a more expensive device if the device can handle a progressively deteriorating condition rather than a cheap device which may only work for a shorter period of time.

If the employer denies an accommodation, they must include specific reasons for the denial and why the accommodation would not be effective or why it would result in an undue hardship. Thereafter, the individual may request a prompt reconsideration of the issue such as a union grievance procedure, mediation, EEO complaint or MSPB complaint.

4. Monitoring the Situation: Medical conditions may improve and worsen over time. Maintain open communication to determine how the accommodation is helping or not helping and what may be done to improve the situation.

5. Exploring Alternative Placement Options: If accommodations are not adequate to help an employee fulfill his or her duties which are essential to the job, that individual may be placed in another position. Reassignment is possible if there is a vacancy for which the individual is qualified. Reassignment may also be made within the entire agency or department, even if that is outside of the original duty station.

PWDP- People With Disabilities Program: Co-Program Mangers, Kenneth L. Stroud, ACH-001 (609) 485-6565, and Samuel L. Wilson, ACB-820, (609) 485-6249



What do you know about the EEO Discrimination Complaint Process at the Technical Center?

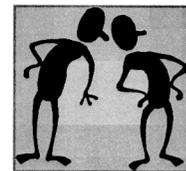


Mediation

The traditional method for resolving discrimination complaints at the Technical Center is the Equal Employment Opportunity Commission's (EEOC) administrative complaint process. The definition of resolve in this context is to find the solution or an answer to the issue or problem raised by an employee. Also, the solution or answer must completely satisfy the employee. An employee, now formally referred to as the complainant, enters this process by contacting a collateral (part time) Equal Employment Opportunity (EEO) counselor. The EEO counselor then conducts an initial interview with the complainant and describes the resolution processes available. An informal resolution is attempted. If an informal resolution is unsuccessful, the complainant may file a formal complaint. This filing results in a full investigation taking place. An investigator who works for the Departmental Office of Civil Rights conducts this investigation. The investigator reviews documents and takes depositions from the complaint, witnesses, and anyone else he or she thinks is pertinent. Once the Report of Investigation is complete, the complainant has the option of requesting an agency decision or a hearing before an EEOC Administrative Judge. Records indicate that approximately three out of five complainants choose the hearing option. Ninety percent of the hearings are conducted on-site, however, they last for two to four days depending on the severity of the allegations and the number of witnesses to be called. There are appeal processes and under certain circumstances the complaint can be filed in federal district court.

The EEO Discrimination Complaint Process is expensive. The FAA is in the process of initiating a cost accounting system so that the "cost of doing business" can be more accurately determined. Consequently, the exact cost of processing an EEO complaint is not known. However, estimates range as high as \$50K to process a single complaint from the informal stage through the final adjudication (FAA National Employee Forum, July 2000).

Mediation is an intervention conflict resolution process that is used to promote reconciliation, settlement, or compromise between to conflicting parties. The major advantages of mediation include reduced costs, effective when used, the disputants control outcome, confidentiality, and the process avoids antagonism. Want to know more? Please contact Vienna Drago at 5-5730/6675.



Vienna L. Drago, ACT-9, is available to speak at All Hands Meetings on the benefits of using mediation to resolve conflicts at the lowest level possible.

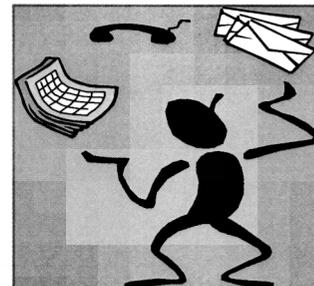
Please contact her at 5-5730/6675 or via cc:mail with the date and time of your next All Hands Meeting.

Thank you!



Disability Resource Center

The Disability Resource Center, Department of Transportation, Washington DC can provide for reasonable accommodations for employees and the cost is paid by the Disability Resource Center. Please call (202) 493-0625 or TTY: (202) 366-5273 or assistance. You may also visit their Website at www.drc.dot.gov. For more information you can call Kenneth Stroud at (609) 485-6565 or Samuel Wilson at (609) 485-6249, People with Disabilities Co-Program Managers or the Civil Rights Staff, ACT-9 at (609) 485-6675.



**"CIVIL WRITES"
NEWSLETTER**



**Performance Management Reporting System
(PMRS)**



**Deadline is
October 18, 2002**

If you have any suggestions for an article or would like to submit an article, please cc:mail Kimberly B. Tweedle or write:
FAA William J. Hughes Technical Center
Ms. Kimberly B. Tweedle or Mrs. Tammy Lusk
Civil Rights Staff, ACT-9
Atlantic City International Airport,
NJ 08405

E-mail:

kimberly.tweedle@faa.gov

Tammy.lusk@faa.gov



The PMRS provides valuable FAA Equal Employment Opportunity demographics in summary form, by lines of business, and also by region/centers as generated by the Consolidated Personnel Management Information System. Most of the charts used in this newsletter were taken from the PMRS.

On a quarterly basis, each organization will be able to track its progress in addressing employee under representation and assess the impact of our workforce employment initiatives. PMRS also includes trend data. You can access the PMRS on the FAA intranet web site at:

<http://pmrs.faa.gov/index.htm>

The default browser is Microsoft Internet Explorer. First time users will need to load the system on their computers by following the instructions on the web site.

Lecture on Disabilities & Accommodations



As part of Disability Awareness Month

Lecture given on ADA & Rehabilitation Acts concerning the rights of individual with disabilities and procedures for requesting & granting accommodations

Date: October 30, 2002

Time: 2:00 PM

Place: Auditorium

If you have any questions, please contact Tammy Lusk, ACT-9 at (609) 485-4814



Transportation Security Administration(TSA)
EEO New hotline/online service



FAA WILLIAM J. HUGHES
TECHNICAL CENTER'S
Civil Rights Staff, ACT-9



TSA has established an EEO online/hotline service to address EEO Internal concerns.
TSA Employees and applicants

Address:

Transportation Security Administration
TSA-6 (ATTN: Arlene E. Austin)
400 Seventh Street Southwest
Washington, DC 20590

Toll-free EEO Hotline: 1-877-336-4872
(1-877-EEO 4 TSA)

Online reporting: <http://www.zt-inc.com/complaint>

Please note: **Serviced employees do not include Federal Air Marshall (FAM) employees.**
FAM employee complaints are still being handled by the FAA Civil Rights Office.

Thank you!



Richard Newman
Civil Rights Officer
(609) 485-6675

E-mail:
richard.newman@faa.gov

Kimberly B. Tweedle
Administrative
Support Assistant
(609) 485-7454 (TTY)
Extension for 711 (Relay Service)

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Vienna L. Drago
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Lee Whilden
Computer Specialist
(609) 485-6729

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leon.whilden@faa.gov

Tammy Lusk
Equal Employment
Opportunity Specialist
(609) 485-4814

E-mail:
tammy.lusk@faa.gov



LET'S TALK !



IF YOU WOULD LIKE TO DISCUSS EQUAL EMPLOYMENT OPPORTUNITY ISSUES WITH RICHARD NEWMAN, CIVIL RIGHTS OFFICER, YOU MAY CONTACT HIM AT (609) 485-6675 OR VIA CC:MAIL

EMAIL: RICHARD.NEWMAN@FAA.GOV

CIVIL WRITES

FAA William J. Hughes
Technical Center
Mediators



FAA William J. Hughes Technical Center
Resource Library Lists



*Al Cannizzaro, ACT-10
(609) 485-6627

Butch Dansby, ACT-70
(609) 485-6651

Bill Dawson, ACT-73
(609) 485-8508

Lou Diorio, ACT-601
(609) 485-4429

*Vienna Drago, ACT-9
(609) 485-6675

Al Jefferson, ACT-230
(609) 485-7390

Pat McKernan, AOS-530
(609) 485-6224

Al Oswald, ACT-300
(609) 485-7170

Nancy Proctor, ACT-230
(609) 485-6826

Roger Sherry, AOS-420
(609) 485-5924

Rosanne Weiss, AAR-424
(609) 485-4370

*Cheryl Wilkes, ACT-9
(609) 485-6676

*Leona Wilkes, ACT-9
(609) 485-8897

*Also Serve as ERS Mediators

You may request training videos from the Civil Rights Office at (609) 485-6675 or The Diversity Office at (609) 485-4404.

This issue's recommendations are:

Video:

- ⇒ From Gate to Gate - We're With You All The Way, 11:00 min, 10/26/98 (ACT-9)
- ⇒ Alternative Dispute Resolution Mediation FAA Office of Civil Rights; 30 minutes (ACT-9)
- ⇒ "Were You Expecting Someone Else" - Disability Awareness (ACT-1A)
- ⇒ Preparing for Senior Executive Service 2:03 min (ACT-9)
- ⇒ Attitude Virus (ACT-1A)
- ⇒ American with Disability Act - Dateline, 9/9/97 (ACT-1A)
- ⇒ Preventing Harassment in The FAA, 40:00 min, 1998
- ⇒ Introduction to Mediation - 6/1/99; 1:06 min (ACT-9)
- ⇒ Peer Mediation - 5/24/99; 1:30 min (ACT-9)
- ⇒ The Accountability Board Process - 6/8/00; 16:00 min (ACT-9)
- ⇒ Making Your Point Without Saying a Word (ACT-9)
- ⇒ Discussion of #29 CFR 1614 with James Whitlow (ACT-9)
- ⇒ The Mastery of Speaking as a Leader. Featuring: Terry Pearce (ACT-1A)
- ⇒ Diversity Through Character; 17 min (ACT-1A)
- ⇒ "A few good women" - 20th Century with Mike Wallace; 50 min (ACT-1A)



Any organization who is requesting a video from the Civil Rights Office is required to have this video in closed-caption. The organization making the request is responsible for the costs associated with the video being closed-captioned. Section 508 requires this for all videos.

William J. Hughes Technical Center
Diversity Council

FAA WILLIAM J. HUGHES
TECHNICAL CENTER'S
EMPLOYEE ASSOCIATIONS



The Diversity Council is part of a continuing effort to communicate diversity information across a wider spectrum of the Technical Center population and to define Diversity and why it is so important.

Diversity simply stated, is the awareness of people of different backgrounds not only working together successfully, but also being able to appreciate their differences. The primary goal is not to have a visually diverse workforce, but a productive workforce whose composition is diverse across a wide spectrum. It also requires that we recognize not only peoples' differences but also their similarities. Respect and dignity for our fellow workers and the ability to express his or her own individuality is a fundamental issue of diversity. Our commitment is to create an environment where people can do their best work, and that means building a global organization in which differences are respected and valued. These differences create successful relations for ourselves and with our clients. The FAA believes in fostering an environment that offers the greatest opportunity for everyone, ensuring the full utilization of the work force while reducing barriers to opportunity.

The Diversity Council meets every Wednesday from 10 a.m. to 11 a.m. Among the many tasks of the members is to act as diversity advocates and also as a liaison for their respective organization.

Please regularly read the Diversity Bulletin Board for the latest Diversity issues and to help increase your knowledge base in Diversity. For more information concerning Diversity, contact Rodger A. Mingo , ACT-1A, at 609-485-6489 or Raymond Stover ACT-1A, at 609-485-4404.

We are in for an exciting time and we are looking forward to hearing from you on diversity topics.

APAC - Asian and Pacific American Coalition
President - Paul W. Tan, D.Sc,
AAR-450
(609) 485-6665

GLOBE - Gay Lesbian or Bisexual Employees
Director - Rosanne Weiss,
AAR-424
(609) 485-4370

***NAAN - National Native American/Alaska Native Coalition of Federal Aviation Employees Representative**
Stephen F. Beamer, ACB-720
(609) 485-5823

***NCFaed - National Coalition of Federal Aviation Employees with Disabilities Representative**
Vacancy

NBCFAE - National Black Coalition of Federal Aviation Employees President
Kenneth W. Hitchens, ACX-51
(609) 485-6125

NHCFae - National Hispanic Coalition of Federal Aviation Employees
President - Magda Colon,
ACB-540
(609) 485-8040/6910

NSBE - National Society of Black Engineers
Jamaal Lipscomb,
ACB-730
(609) 485-7812

TWO - Technical Women's Organization
President - Marie Sharpe,
AOS-400
(609) 485-6954

*Currently, there is no local chapter.

Mr. Stephen F. Beamer is the FAA William J. Hughes Technical Center's Representative for the Coalition.

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S UNION OFFICIALS

NFFE Local 1340 - Lucien W. Dansby, ACX-060, (609) 485- 6651

AFGE Local 2335 - Harry Krumaker, ACX-044, (609) 485-8640

AFGE Local 200 - Robert Schwartz, AOS-420, (609) 485-6157

SCHEDULE OF EVENTS

New Visitor Transportation Program

OCTOBER 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Payday	2	3	4	5
6	7	8	9	10	11	12
13	14 Colum- bus day	15 Payday • HHM	16	17	18 CW Newsletter Deadline	19
20	21	22	23	24	25	26
27	28	28 Payday	29	30 DA Awareness Month	31	

Effective July 22, 2002, the Technical Center will transport all visitors on official government business via Center shuttle bus from the Security Operations Center (SOC) to a designated curb-side drop-off location to meet their escorts. An "escort" is a badged federal or contractor employee working at the Technical Center who is receiving the visitor(s). Escorts are required to meet the bus so as not to delay delivery or pick up of other visitors. When the visit is concluded, escorts shall call the SOC at x5-5303 to request a pick-up. Escorts shall remain with their visitors until they are on the bus for their return trip to the SOC. Please do not leave your visitors unescorted at the curb.

Please note that, with a few exceptions, visitors' vehicles will no longer be allowed into the Technical Center. Exceptions are construction and maintenance vehicles and instances where the loading and unloading of large quantities of materials are required.

Center shuttle bus services will be provided Monday through Friday, from 7:00 a.m. to 4:00 p.m. If you wish to meet your visitors at the SOC and transport them to your office, you may continue do so, however, these visitors will be your sole responsibility. As a reminder, all visitors must display their visitor badges and be escorted at all times while on the Technical Center property.

We would like to emphasize that this service is being provided to facilitate the escort process and to remind all employees of your responsibilities in maintaining compliance with current security requirements. Remember, security is everyone's business.



- October 1—Payday
- October 14—Columbus Day
- October 15—Payday

September 15 to October 15—Hispanic Heritage Month (HHM)

October 18—"Civil Writes" (CW) Newsletter—Submit Articles

October 1 to October 31—Disability (DA) Awareness Month

- Breast Cancer Awareness Month



FAA WILLIAM J. HUGHES TECHNICAL CENTER'S SPECIAL EMPHASIS PROGRAMS

FWP- Federal Women's Program: Program Manager, Carolyn Pokres, ACX-020 (609) 485-8944

HEP- Hispanic Employment Program: Program Manager, Anthony Rodriguez, ACB-820, (609) 485-5396

PWDP- People With Disabilities Program: Co-Program Mangers, Kenneth L. Stroud, ACH-001 (609) 485-6565, and Samuel L. Wilson, ACB-820, (609) 485-6249



THE WHITE HOUSE Office of the Press Secretary

August 28, 2002

For Immediate Release: August 27, 2002

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: **Directive to Develop Interagency Disability Web Site**

Twelve years ago, the Congress passed and President George H. W. Bush signed one of the most significant civil rights laws since the Civil Rights Act of 1964 -- the Americans with Disabilities Act of 1990. In doing so, America opened its door to a new age for people with disabilities. Through the New Freedom Initiative, my plan to reduce barriers to people with disabilities, my Administration is committed to ensuring that all Americans have the opportunity to learn and to develop skills, to engage in productive work, to choose where to live, and to participate in community life. This effort will allow America to draw on the talents and creativity of all its citizens. In an effort to remove barriers for people with disabilities, I am instructing Federal agencies to work together to develop a comprehensive Federal web site that serves people with disabilities. This site will provide individuals with access to a single point to go online for Government information and resources related to disabilities and to the New Freedom Initiative. The development of this web site shall be coordinated by the Department of Labor. Information and services for the new web site shall be shared by all Federal agencies. Therefore, I direct executive departments and agencies (agencies) to work together in developing and launching this new citizen-centered and useful web site. I further direct agencies, within 60 days of the date of this memorandum and on an ongoing basis there-after, to work together to provide information about their programs and access to their services to the Department of Labor. The information and services should be relevant to people with disabilities and should include the programs in the New Freedom Initiative. Agencies shall also work with State and local governments, as appropriate, in collecting information about the State and local government programs and access to services for people with disabilities to be included in the web site.

GEORGE W. BUSH



**“COMMUNICATION WITH THE DEAF”
VISIT THE FOLLOWING WEBSITES FOR VALUABLE INFORMATION**



- **American Sign Language Resource Center:** Find books, videos and many resources listed including several sites to download the sign language. Also fonts for your computer and stamps for your collection. www.westislandlife.com
- **Want to learn ASL?** The Nations Leading Producer of ASL & Deafness Videotapes & Books www.signmedia.com
- **ASL Fingerspelling:** Yet another WHERE.COM production. American Sign Language. ... Category: Reference > Dictionaries > Sign Languages <http://where.com/scott.net/asl/>



Sprint Internet Relay Frequently Asked Questions

1. When will the Internet Relay feature be ready?

Yes! Sprint has begun the Internet Relay feature, called Sprint Relay Online, starting on July 1, 2002. Leave your TTY behind, Sprint will take you to where your mind can travel. The future of Internet Relay is here. Go Ahead and experience sprint Relay Online.

2. What is the URL (web) address?

The Sprint Internet Relay service is available at www.sprintrelayonline.com

3. Why should we use Internet Relay?

- increased access! We can access it from work, home, libraries, online cafes and anywhere with computers and Internet access. It is great for travelers, students, working professionals and many more!
- Make unrestricted calls, there are no long distance charges for making calls through the Sprint Relay Online. Free calls!
- Open 24 hours a day, 7 days a week.
- Experience the Sprint Relay Online to call anyone anytime, using your web-enabled equipment, such as Personal Computers, PCS handsets and PDA devices.

4. Are there any charges for using Internet Relay?

No, there are no charges for making calls through the Sprint Relay Online. No charges for long distance calls. Free calls!

5. Is it secure? Are my calls private?

Secure! Private! Your calls are handled with full respect to confidentiality. There are security measures to ensure that your calls are made in complete privacy.

6. What language type do you offer on the Internet Relay?

The Sprint Relay Online allows us to make calls, in English, Spanish or French Creole.

7. What is cool about Internet Relay?

With the Sprint Relay Online, you have the free down to customize the look and feel of your call, with several options and capabilities:

- Split-Screen
- Language Preferences
- Text Size
- Text Color
- Background Color
- Dialing Instructions
- Emotion Icons
- Print and Save Option

8. Can I make a Two-Line VCO call with Internet Relay? Yes! You can make a Two-line VCO call. How does it work?

Click on www.sprintrelayonline.com and you will be connected with a Sprint Relay agent.

Ask the Sprint Relay Agent to call to your second phone line. It must have a regular phone, with the three-way capability.

Upon receiving the relay call on your second phone line, connect your outbound party is speaking.

Go ahead and try it out!

9. What are the minimum requirements in accessing Internet Relay?

Here are the requirements in order to access the Sprint Relay Online.

- Personal Computer/Laptop
- Microsoft internet Explorer or Netscape Communicator
- Online Hookup: Cable, DSL, Dial-Up

For additional information, click on www.sprintrelayonline.com/instructions. Enjoy!

CIVIL WRITES

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S OFFICE OF CIVIL RIGHTS, ACT-9

EEO COUNSELORS - SEPTEMBER 2002

NAME:	TELEPHONE NUMBER:	ORGANIZATION:
James L. Crawford	(609) 485-8626	ACX-051
Luci Holemans	(609) 485-6590	ACB-540
Carolyn S. Pokres	(609) 485-8944	ACX-020
Alanna B. Randazzo	(609) 485-5298	AOS-540
Baxter R. Stretcher	(609) 485-5341	ACB-630
Kenneth L. Stroud	(609) 485-6565	ACH-001
Merkia J. Weathers	(609) 485-5224	ACB-710
Samuel L. Wilson	(609) 485-6249	ACB-820

Federal Law prohibits discrimination against employees and applicants for Federal employment or job opportunities on the basis of race, religion, color, sex, national origin, age (over 40), handicap (physical or mental), or reprisal.

Federal Law prohibits restraint, interference, coercion, discrimination, or reprisal against persons who pursue discrimination complaints, against their representatives, or because of opposition to unlawful discrimination.

An employee or applicant who believes that he/she has been discriminated against, must first consult with an EEO Counselor within 45 calendar days of the incident, or if a personnel action, within 45 calendar days of its effective date.

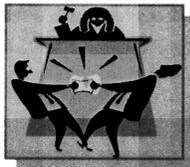
An employee or applicant who wishes to be an agent for a class of present and/or former employees or applicants and who believes he/she has been discriminated against, must first consult with an EEO Specialist, Civil Rights Staff, ACT-9, within 45 calendar days of the matter or, if a personnel action, within 45 calendar days of its effective date.

Effective March 7, 1998, non-bargaining unit employees may file a complaint of discrimination based on Sexual Orientation. This may be initiated through contacting an EEO Counselor within the same timeframes described above. This is not Federal Law. These new procedures are pursuant to the Secretary's Equal Employment Opportunity Policy Statement and were issued by the Department of Transportation on November 7, 1997. Bargaining Unit Employees that feel they have been discriminated against based on Sexual Orientation should contact their designated unions for information on the grievance process.

If you have any questions regarding the Discrimination Complaint Process, please contact a member of the Civil Rights Staff, ACT-9, at (609) 485-6675.



Executive Order 13160 Outreach Materials by Tammy Lusk, ACT-9



Executive Order 13160: Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs

On June 23, 2000, the President signed Executive Order 13160 prohibiting discrimination in federally conducted training programs. This Order is intended to supplement existing laws and regulations already in place. However, the order does specifically exclude certain populations and training programs from the terms of the order. Excluded are programs specifically and lawfully designed for a particular group of people, members of the armed forces, affirmative action programs and age-based admissions if for reasons related to health or national security.

Any person believed to be aggrieved by a violation of the order can file a complaint. Complaints filed under both this Executive Order and existing EEO laws should be consolidated and adjudicated under the relevant EEO statutes. If a person initially files a complaint under this Executive Order and then later wants to file another related EEO complaint, the two should be consolidated and transferred.

If you feel you have been discriminated against in a federal training program you must file a complaint within 180 days of the discrimination, however, for an EEO case the complaint must be within 45 days. A complaint should include your name, address and phone number. The complaint should also address whether you are a federal employee and whether involvement in the educational program was related to your employment. Also needed is a description of the discriminatory conduct in detail to inform the agency as to the nature and approximate date of alleged violation. Finally, the COMPLAINT MUST BE SIGNED.

For employees at the WJHTC, the complaint should be sent at this time to:

Tammy J. Lusk, EEO Specialist
Civil Rights Office, ACT-9
William J. Hughes Technical Center
Atlantic City Airport, Atlantic City, NJ 08401
(609) 485-4814

At this time, formal procedures for handling these complaints are still in development, however, the following guidelines below must be met.

Upon receipt of complaint, the investigating office considers whether the complaint is complete and timely or whether it should be consolidated. Additional information may be required. Cases may be dismissed if the complainant fails to provide additional information within 30 days.

If an informal resolution cannot be reached within a reasonable period of time (generally 45 days), you should initiate a formal investigation. The complainant should be notified of the formal investigation. The investigation should only take 180 days to complete and a report written. The report may make recommendations for any corrective and or remedial actions and be sent to the appropriate agency official. If there has been a determination that no violation has been made, a copy of the report is sent to the complainant and the respondent as well as the agency official.

The appropriate agency official has the authority to order corrective and or remedial actions, where appropriate. Complainant is entitled to all appropriate non-monetary, equitable relief such as placement in the next available educational program, development of an individualized training opportunity, cancellation of an unwarranted personnel action or the expungement of adverse materials from agency records, awarding of certificate, etc.

For further information on this Executive Order, please see the guidance materials provided online at <http://www.usdoj.gov/crt/cor/13160> or request a copy from an EEO counselor or the Civil Rights Office.