



NNSA EEO Counselor Program

Counselor Tidbits

Presented by: Service Center EEO and Diversity Office
Vol. I, Issue II
January 2007

EEO and Diversity, Collaborating for Mission Success





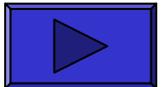
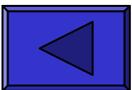
Welcome

...To the second issue of *Counselor Tidbits*

- Inside this issue: The Importance of the 30 day Counseling Timeframe; iComplaints and update on the iComplaints training session; Complainant selection between EEO and Grievance procedure; updates to the EEO Counselor website.
- The action buttons ← → in this volume will take you to the previous or to the next slide.
- As always, I close with a sincere thank you for taking on the role of EEO Counselor for the NNSA.

Yolanda Girón

Manager, EEO and Diversity Program

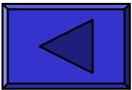




The 30-day counseling timeframe

29 CFR 1614 and MD110 require that counselor's complete the pre-complaint counseling process in 30 days. You can go beyond the 30 days **only if you have the complainant's agreement in writing**. Please make sure you are using the 30 day extension request in your counseling. You can extend for an additional 30 days, making a total of 60 days. YOU CANNOT GO BEYOND 60 days, per the CFR and MD110.

Once the 60 days arrives, you must then issue the Notice of Final Interview and Right to File. This includes if mediation is elected and does not conclude within the 30-60 days. The Extension; mediation brochure with election form and Notice of Final Interview are on the counselor web site.





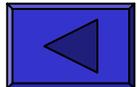
iComplaints

In the first issue of *Counselor Tidbits* we asked you to send your preferences for an iComplaints training session. Thank you to all who responded. At this time, DOE Office of Civil Rights and Diversity wants to conduct the training, but is yet to set a date. Please in the meantime, enter your informal counseling contacts into the system.

- MAKING iComplaints entries: the key to iComplaints, once you are logged in is to note the tabs across the top:

Complaint Complainant Contacts Claims Events Corr Action Statues Documents Fees Closure

- As a counselor you will initially click on and make entries in:
Complaint Complainant Contacts Claims Events
- Under "Complainant" do not enter the SSN, enter the first 9 digits of the work or home phone.
- If Mediation is elected, you make these entries under the "Events" tab, using the drop-down for "ADR"
- If the complaint is settled through mediation or your informal counseling you will enter that in "Events" (ADR drop-down) and "Corrective Action" (if any).
- To close out your informal counseling, click on "Closure" and enter the date of the letter, "Notice of Final Interview and Right to File," from the drop down menu.
- Call the EEO Office and ask for one of the Specialists if you need help: (505) 845-5517.





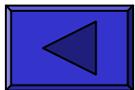
EEO Counselor Webpage

The page has been updated so you may need to make a new bookmark. The new tab to the left of the main EEO and Diversity Programs page now has "Counselors Information". This is where you will find the current version of the documents that are used for pre-complaint counseling. You will also note that the tab "Complainant's Information" is where your contacts can find documents and information for their use during Pre-Complaint Processing.

- [Contact Us](#)
- [Complaints](#)
- [Complainants Information](#)
- [EEO Counselors](#)
- [Counselors Information](#)
- [EEO Counselor Tidbits](#)
- [Mediation](#)
- [EEO Annual Training](#)
- [EEO/Diversity Business Process](#)
- [EEO Policies & Guidance](#)
- [EEO Plans & Reports](#)
- [EEO Statistics](#)
- [EEO & Diversity Video Library](#)
- [Reasonable Accommodations](#)
- [Special Emphasis Programs](#)
- [Links](#)

Equal Employment Opportunity & Diversity Office

The mission of the EEO & Diversity Office (EEO) is to promote and advocate Equal Employment Opportunity/Affirmative Action (EEO/AA) and Diversity for all NNSA SC employees and to create an environment that embraces and values diversity and is devoid of discrimination. EEO is responsible for planning, coordinating, and implementing the EEO/AA and Diversity Program objectives and policies in accordance with DOE Headquarters; Equal Employment Opportunity Commission (EEOC); and the Office of Personnel Management (OPM) guidelines; and providing NNSA SC management and employees with advice on all matters relating to the NNSA SC EEO Program





Questions and Answers

Contract Employees?

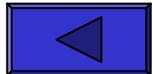
- A federal employee wants to name a contractor as the alleged responsible management official for an action yet to take place?
- *You can hear the issue and advise the individual that a term or condition of employment has to take place. While they can go through counseling with you; at the formal stage, the complaint has the potential of being dismissed where no employment action, term or condition of employment has taken place.*
- A contract employee wants to pursue EEO Counseling through me?
- *There are a number of criteria that must be met for us to handle contract employee complaints. Please contact Debbie Allison or Karen Harger at (505) 845-5517. Normally, we will refer the employee to 1) their company's Human Resources department or EEO Office; or 2) the local EEOC office.*

EEO or Grievance?

- The complainant mentions in the initial session that they are considering filing a grievance, but doesn't want to lose their right to EEO. What do I respond?
- *Let the individual know that if they file a grievance, we will hold the EEO Counseling in abeyance, but only within the 30-60 day timeframe mentioned on page 3 of this issue. The 45 days for initial contact starts with the date complainant became aware of the incident. And your 30 day counseling starts with their initial contact date. Further, if they elect EEO first, the grievance will not be heard.*

Counselor Feedback and Q&A:

- In the future this page is for Counselor questions. Also, any suggestions, tips, skills that you've developed over your course as a counselor that might be of help to other counselors. Please share your questions, ideas, and suggestions via email to: kharger@doeal.gov We'll be sure and get them posted.



Hit "Enter" to exit

