ROLE OF OFFICIALS

The RL/ORP EEO staff has the responsibility for organizing, planning, managing, and evaluating the overall EEO Program. This includes the Affirmative Employment Plan, Special Emphasis Programs and/or committees for Women, Hispanics, Blacks, Asians, and American Indians, and Disabled Veterans; and the processing of complaints of discrimination based on race, color, sex, national origin, religion, and/or physical or mental handicap.

EEO OFFICIALS

EEO OFFICERS:	RL Manager ORP Manager
EEO/DIVERSITY MANAGER EEO/DIVERSITY SPECIALIST	

Role of EEO Counselors
The Equal Employment Opportunity (EEO) Counseling Program provides counsel and assistance to employees on equal employment matters and is the initial step in considering a complaint of discriminatory action or omission. The EEO Counselor does not represent the complainant or management. The Counselor's role is to objectively listen to both sides, gather information, and function as a neutral third party for resolution.

You may see the counselor of your choice, but please do not present your problem to more than one. This may lead to a duplication of effort. The counselor is free to make whatever inquiries he or she believes are necessary to seek resolution on an informal basis. The counselor shall not reveal the identity of a complainant during the period of consultation except when authorized to do so by the complainant.

How to File a Complaint of Discrimination
If you feel you have been discriminated against, please follow the procedures described below.

Individual Complaint
An EEO Counselor must be contacted within 45 days of the alleged discriminatory act or personnel action. The EEO Counselor then has up to 90 calendar days to attempt an informal resolution of the matter.

Class Complaint
An EEO Counselor must be contacted with 90 days of the alleged discriminatory act or personnel action. The EEO Counselor then has 90 days to attempt informal resolution. Class complaints may be filed by persons believing they and other members of their class share common questions of fact, similarity of claims, and other attributes. A class member who acts for the class is considered an "agent of the class." The EEO Counselor will counsel the agent in behalf of the class concerning the issues involved.

Additional information may be found in DOE Order 21600.5, System for Processing Complaints of Discrimination.

Role of Special Emphasis Program Managers
Special Emphasis Program Managers are responsible for assisting and advising management on matters relating to employment opportunities for minorities and women; providing support to the EEO Manager in fulfilling his/her overall responsibilities for EEO Programs and promoting employee awareness of EEO principles and needs by developing special activities.