



CIVIL RIGHTS ON DECK

A monthly publication of the
U.S. Coast Guard
Civil Rights Directorate
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Fourth Annual Federal Hispanic Career Advancement Summit

Theme: Change, Challenge and
Opportunities

One of the greatest skills any professional can possess is the ability to lead. The Fourth Annual Federal Hispanic Career Advancement Summit will offer training on effective leadership skills. The training is sanctioned by United States Office of Personnel Management, is open to all federal employees, and is provided at no cost to participants. For details, visit: <http://federalhispanicsummit.org/summitinfo.html>

When: Tuesday and Wednesday, September 20-21, 2011 - 8:00 am to - 4:30 p.m.

Where: National Institutes of Health (Bethesda, Maryland) at the Natcher Conference Center.

Registration: Opened on Tuesday, August 16th. Prospective attendees must provide an email from your supervisor confirming your authorization to attend.

CIVIL RIGHTS DIRECTORATE

Ms. Terri Dickerson
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Planning and Resources

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Office of Civil Rights Operations

Ms. Barbara Stewart, Chief,
Solutions and Complaints Division

Ms. Arlene Gonzalez, Chief,
Compliance and Procedures
Division

CDR Kirby Sniffen, Chief,
Planning and Resource
Management Division

CDR Pedro Jimenez,
Executive Assistant

It's that time again: The Command Checklist Due Date is Approaching...

The Command Checklist is a management tool designed to assist Commanding Officers/Officers in Charge with understanding and complying with their civil rights responsibilities in accordance with the U.S. EEOC's Management Directive - 715. Commands with 50 or more civilian positions are required to complete the checklist assessment. Over the next few weeks, servicing Civil Rights Service Providers (CRSPs) will be contacting their respective Commands to provide guidance and support with the checklist. The Command Checklist is due October 31st.



Submitted by Ms. Floretta Cabiness

CRD Welcomes New Shipmates!



Commander Kirby Sniffen reported onboard as Division Chief of the Civil Rights Planning and Resource Management Division (CG-00H12), June 2011.

Previous tours included Coast Guard Reserve Affairs - Information and Evaluations, Assistant Commandant for Resources (Transformation Staff), ISC Portsmouth Force Optimization Branch, LANTAREA Major Cutter Forces, Marine Safety Office (MSO) Hampton Roads, MSO Jacksonville, MSO Tampa, Coast Guard Group Eastern Shore, Coast Guard Presidential Honor Guard and the Coast Guard Cutter NORTWIND. Commander Sniffen holds a BBA Kent State University and a MBA from Nova Southeastern. (Continued Shipmates, page 2.)

COMPLAINTS CORNER



Tick-Tock! Tick-Tock! What's Known as the "45 day Clock"

Pursuant to 29 C.F.R. § 1614.105(a)(1), a complainant must contact an EEO Counselor within 45 days of the action giving rise to the complaint; however, does the 45 day time frame also apply to amendments? In an October 2010 decision, the U.S. Equal

Employment Opportunity Commission (EEOC) held that the 45 day timeframe applies only to Counselor contact and not to subsequent attempts to amend a complaint. In the subject case, the Complainant contacted the EEO Counselor on December 25, 2007, and filed a formal complaint on April 7, 2008. Subsequently, the Complainant filed an amendment for five additional claims that occurred between June 15th and August 3rd 2008. The United States Postal Service (hereinafter Agency) dismissed the Complainant's additional claims citing that the additional claims were beyond the 45 day time limit. The EEOC stated that the 45 day time frame does not apply to attempts to amend a complaint. The EEOC cited that 29 C.F.R. § 1614.106(d) permits amendment of a complaint at any time prior to the conclusion of an investigation without restriction to time. The decision further supported its finding by noting that the Agency's decision acknowledged there is no requirement for a complainant to seek counseling for an amendment. Consequently, with no requirement for additional counseling there is no requirement to adhere to the 45 day time frame for adding additional claims. The EEOC found the Agency erred in dismissing the additional five claims and therefore ordered the agency to process them. The case is Braxton v. United States Postal Service, EEOC Appeal No. 0120102410 (October 29, 2010).

Submitted by Ms. Erika Selmon

Civil Rights Training Suite

A workforce that receives mandatory training is essential to eliminating discrimination, and resolving complaints at the lowest level. Managers are responsible for ensuring that all personnel are trained in laws and procedures for Equal Opportunity.

Course Title	Format	Course Length	Course Audience
No Fear Act (Antidiscrimination, retaliation, and whistleblower protections laws.)	Online https://elearning.uscg.mil/catalog/  DHS NoFEAR Act	1 HR	MANDATORY for all Federal Employees
Civil Rights Awareness (CRA) for Managers & Supervisors (Ongoing Course)	In-Person/Classroom To schedule, contact Local Civil Rights Service Provider (CRSP)	4HRS	Annual Requirement for All Supervisors AND Managers
Civil Rights Awareness (CRA) for employees	In-Person/Classroom To schedule, contact Local Civil Rights Service Provider (CRSP)	4 HRS	Annual Requirement for All Coast Guard Employees
Senior Executive Leadership Equal Opportunity Seminar (SELEOS)	In-Person/Classroom Upcoming Dates To Be Announced	2 Days	Requirement for All Coast Guard Flag Officers, Senior Executives, and Command Master Chiefs
Sexual Harassment Prevention	Online https://elearning.uscg.mil/catalog/  810000 Sexual Harassment Prevention Plus Facilitated Portion	1 HR Plus Facilitated Portion	Triennial Requirement for All Employees
Other Recommended Training by Approved Sources	Defense Equal Opportunity Management Institute http://www.deomi.org/Education&Training/courselist.cfm Equal Employment Opportunity Commission Institute http://www.eetraining.eeoc.gov/viewpage.aspx?ID=030b9cb8-8e56-433c-a410-cc94ccb64b3a The Graduate School http://graduateschool.edu/alpha_course_list.php?alphachar=E EEO for Supervisors and Managers (2 Days) EEO in the Federal Sector (3 Days)	Various	Coast Guard Supervisors and Managers

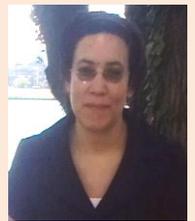
Welcome New Shipmates (Continued from page 1)



◀ **Senior Chief Yeoman (YNCS) Jose Collazo** (pictured top left) joined the Civil Rights Directorate's team as the new Region 2, Zone 8, Equal Opportunity Advisor on June 20, 2011. YNCS Collazo has proudly served in the United States Coast

Guard for over twenty-one years. He enjoys playing basketball, baseball and golf. CRD welcomes Senior Chief Collazo to the team and looks forward to serving with him during his tenure as an Equal Opportunity Advisor. Also joining the Civil Rights Directorate in June 2011

Is ▶ **Ms. Erika Selmon, Esq.** (pictured right) who reported as the new Formal Complaints Manager. Prior to coming to the Coast Guard, Ms. Selmon served as an Equal Employment Specialist with the U.S. Department of Housing and Urban Development. Ms. Selmon holds a Bachelors Degree in International Relations from Wellesley College and a law degree from George Washington University Law School. In her spare time, she enjoys cooking, baking, and reading.



◀ **Chief Petty Officer Samantha Harrell** (pictured bottom left) reported onboard as the LUFs Analyst for the Civil Rights Directorate and its Regional subunits on July 5th, 2011. Past assignments consist of CG ESU Portsmouth, BSU Portsmouth, Sector Hampton Roads, CGC LEGARE, MLCA LANT, and CG Station Oswego. CPO Harrell has an Associate's Degree in Business Administration and will attain a Bachelors Degree in Business Management, December 2011. Submitted by Mr. Sean Dixon, Mr. Versone Dean, and Ms. Barbara Stewart.

Women Voters Unstoppable!

It took only two sentences and less than 40 words to end a 72-year struggle for women to earn the right to vote, the ratification and signing into law the 19th Amendment August 26, 1920. Later, in 1971, Congress officially designated August 26th as Women's Equality Day which is proclaimed annually by Presidential proclamations. Since ratification, women voters have significantly influenced politics and laws in the United States. The Rutgers University Center for American Women and Politics (CAWP) reports that the number of women voters has exceeded men in Presidential elections since 1964; and since 1980, the turnout rate for women in Presidential elections has also exceeded men. In the 2008 election, women voters exceeded men by over 10 million votes. For additional information on women's history and or Women's Equality Day, go to: www.nwhp.org, or the League of Women Voters at www.lwv.org. Submitted by Mr.

Jim Ellison

