



**DEFENSE HUMAN RESOURCES ACTIVITY
DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE
366 TUSKEGEE AIRMEN DRIVE
PATRICK SPACE FORCE BASE, FL 32925-3399**

MEMORANDUM FOR DEOMI STAFF, FACULTY, AND STUDENTS

FROM: DEOMI/CMDT

SUBJECT: Policy Memo (PM) 013 – Student Grievance

References: (a) 29 CFR Part 1614, “Federal Sector Equal Employment Opportunity”
(b) 5 CFR Part 771, “Agency Administrative Grievance System”
(c) DoD Instruction 5145.05, “Alternative Dispute Resolution (ADR) and Conflict Management,” 27 May 2016
(d) DoD Directive 1020.02E, “Diversity Management and Equal Opportunity (EO) in the Department of Defense,” 8 June 2015
(e) DoD Directive 1400.25, “DoD Civilian Personnel Management System: Administrative Grievance System,” 26 December 2013

Purpose. This policy establishes guidance for addressing student grievances at DEOMI in a prompt and equitable manner.

Applicability. All military personnel and federal employees attending DEOMI courses.

Policy. DEOMI students are encouraged to address their questions, concerns, or issues directly with their assigned DEOMI instructor/course faculty. Students are highly encouraged to resolve issues at the lowest level. If a student unable to reach a resolution at the course management level, or if they would like an alternate method of addressing the issue, the student may report the matter to the applicable course manager or Department supervisor. Students may elevate questions, concerns, or issues to the DEOMI Commandant when the issue(s) are not satisfactorily resolved at the Directorate level.

Students who have a grievance against DEOMI regarding non-compliance with standards or policies set forth by the Council on Occupational Education (COE) that could not be resolved by the DEOMI chain of command may address the issue by following COE procedures at <http://www.council.org/>. The mailing address and contact information for the COE is:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081

This policy supersedes all previous DEOMI grievance policies.

Michelle I. Nash
Colonel, USAF
Commandant