



MEMORANDUM OF UNDERSTANDING
BETWEEN THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
AND
FEDERALLY EMPLOYED WOMEN

PREAMBLE

This document establishes an agreement between the parties specified below for mutual benefit and support. Both parties enter into this agreement freely and without reservation.

I. PARTIES

The U.S. Equal Employment Opportunity Commission (hereinafter referred to as "EEOC" or "Agency"), enters into this Memorandum of Understanding (MOU) with Federally Employed Women (hereinafter referred to as "FEW").

II. BACKGROUND

The EEOC is a Federal agency charged with responsibility for enforcing civil rights employment laws which prohibit discrimination on the bases of race, national origin, color, religion, sex, age, disability and reprisal.

The EEOC is committed to the principles of equal employment opportunity (EEO), diversity, and inclusion. EEOC strives to attain and maintain a diverse, highly competitive workforce and inclusive workplace environment, free of discrimination.

Federally Employed Women (FEW) is a private, non-profit organization that works to end sex discrimination and towards the advancement of women in federal service by:

- encouraging diversity and equity in the workplace;
- enhancing career opportunities;
- establishing and maintaining relationships with organizations to advocate the fair application of laws, policies, procedures and practices;
- improving the quality of life for women by influencing legislative actions;

- committing to maintain a unified and diverse membership; and
- providing opportunities for professional growth.

III. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to document a commitment to engage in and sustain a partnership between EEOC and FEW in the recruitment, training, retention, advancement and involvement of women in EEOC's workforce and programs, as well as other areas of mutual interest.

IV. OBJECTIVES AND RESPONSIBILITIES

The objectives of this MOU shall be to coordinate and facilitate activities that are responsive to the needs of EEOC and FEW. In this regard, FEW shall offer recommendations to EEOC on program initiatives that address concerns affecting the recruitment, training, career development, promotion and retention of qualified women in EEOC's workforce, including women employees in the Senior Executive Service. In fulfilling the objectives of this MOU, EEOC and FEW, agree to participate in and be responsible for the following:

A. EEOC will:

1. Assign to the Agency's Office of Equal Opportunity (OEO), the responsibility of coordinating activities, programs and events with FEW under this MOU;
2. Collaborate with FEW in the development of a strategic approach for increasing the participation rates of women at the GS 12-15 grade levels (or equivalent pay structure) and SES, through outreach to the women communities, targeted recruitment, and outreach which includes use of electronic media (e.g., advertise on FEW's official Web site);
3. Collaborate with FEW in the development of innovative approaches to recruit, retain and promote women employees at EEOC;
4. Continue diversity recruitment and retention efforts directed toward outreach to, recruitment, employment and professional development of women;
5. Continue to ensure that women, including minority women, receive full and fair consideration for civilian employment in all grade levels, occupations, and programs, with special emphasis on mid-level and higher grades and executive-level jobs, including the SES and SES candidate pools;

6. Invite FEW to ceremonies, conferences, and meetings that EEOC holds to strengthen relationships with affinity/advocacy groups;
7. Participate in affinity/advocacy group national training programs to the extent feasible, to include providing training and workshops covering employment opportunities, career advancement, leadership, and coaching and mentoring. Encourage and support the attendance of EEOC employees at these programs. When agreed to by both parties, purchase exhibit booth space at FEW's annual training program to further EEOC's policies and program objectives for an inclusive and diverse workforce;
8. Participate in affinity/advocacy group regional/chapter training programs, to the extent feasible, and provide information about the training programs or workshops offered by these groups to EEOC employees to facilitate their participation;
9. Participate in quarterly discussions with FEW to assess progress in building and maintaining a meaningful partnership;
10. Issue agency-wide memoranda providing information about FEW's training program and Federal Women's Program to EEOC employees;
11. Promote EEOC and its commitment to the principles of equal employment opportunity, diversity and inclusion on FEW's official website and annual training brochure.

B. FEW will:

1. Advise its internal and external affiliates about this MOU, and enlist their participation in the implementation of this MOU;
2. Assist EEOC in disseminating information to FEW members to provide feedback when the Agency is considering initiatives affecting women to achieve EEO and affirmative employment objectives;
3. Provide EEOC the opportunity to hold an agency forum in conjunction with FEW's National Training Program. FEW will provide space and logistical support for career fairs, recruitment activities and outreach efforts on a mutually agreed upon basis;
4. Assist EEOC in fostering partnerships with other organizations serving women that have a similar mission and goal to FEW for purposes of networking, outreach, and recruitment;

5. Assist EEOC in its recruitment effort by posting EEOC vacancy announcements on the FEW Home Page for an agreed upon length of time;
6. Initiate and foster efforts to address women participation rates that are below expectations when compared to the relevant Civilian Labor Force availability data for women within EEOC;
7. Participate in quarterly discussions with EEOC staff to assess progress in building and maintaining a meaningful partnership;
8. Support EEOC's strategies to better prepare EEOC's women employees including minority women employees to be highly competitive during the recruitment and hiring process.

V. COST AND IMPLEMENTATION PROCEDURES

Nothing herein shall be construed as obligating EEOC and FEW to expend funds on behalf of the purpose, objectives, and responsibilities set forth in the MOU except as stated herein or agreed to in writing by the signatories or the organizations they represent. All obligations of funds for expenditures by EEOC and FEW are subject to the availability of funds. Before undertaking any collaborative activity that will require the obligation of funds or resources, EEOC and FEW will negotiate and execute an appropriate instrument such as a contract, grant, cooperative agreement, Intergovernmental Personnel Act agreement, or other agreement to document the transaction and identify the legal authority underlying the particular transaction. Each collaborative activity shall be agreed upon and conducted in accordance with all applicable statutes and regulations.

VI. AMENDMENTS AND TERMINATION

This MOU may be amended or terminated by either party with a sixty (60) day written "notice of intent" to the other party.

VII. DISCLOSURE INFORMATION

Subject to the Freedom of Information Act (5 U.S.C. 552), decisions or disclosures of information to the public regarding projects and programs initiated by this MOU will be made following consultations by the parties to the MOU.

VIII. EFFECTIVE DATE

This MOU may be amended or terminated by either party within this MOU and shall be effective on the date when both parties have signed the document.

The following signatures are in witness thereof, and serve to execute the foregoing MOU between EEOC and FEW.

THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Veronica E. Villalobos
Veronica E. Villalobos, Director, Office of Equal Opportunity

7/17/09
Date

Colleen A. Jackson
Colleen A. Jackson, Acting Deputy Director, OEO

7/21/09
Date

FEDERALLY EMPLOYED WOMEN

Sue Webster
Sue Webster, National President

7/21/09
Date