



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

MEMORANDUM FOR DEOMI STAFF, FACULTY, AND STUDENTS

FROM: DEOMI/CC

SUBJECT: Policy Memo (PM) 013 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. The purpose of this policy memorandum is to identify the process for addressing student grievances at the Defense Equal Opportunity Management Institute (DEOMI) in a prompt and equitable manner.

Applicability. This policy memorandum applies to all students attending DEOMI.

Policy. DEOMI students are encouraged to address their questions, concerns, or issues directly with the relevant faculty member. If it is not possible to come to resolution with the faculty member, or the student is uncomfortable addressing them directly, the student may report the matter to the applicable supervisor or Department Head.

A formal written grievance may be submitted to the supervisor or the applicable Department Head for unresolved academic grievances. The supervisor or Department Head will consider all details and offer resolution. If the student is dissatisfied with the resolution, a formal appeal process is available as outlined in DEOMI Standard Operating Procedure 5819.01.

This policy supersedes all previous DEOMI grievance policies.

AIMEE L. STORM  
Colonel, USAF  
Commandant