

## Upcoming Events

December 2024

### World AIDS Day

December 1

### International Day of Persons with Disabilities

December 3

### Pearl Harbor Remembrance Day

December 7

### Human Rights Day/Week

December 10

### Bill of Rights Day

December 15

### Yule

December 21–January 1

### Christmas

December 25

### Hanukkah

December 25–January 2

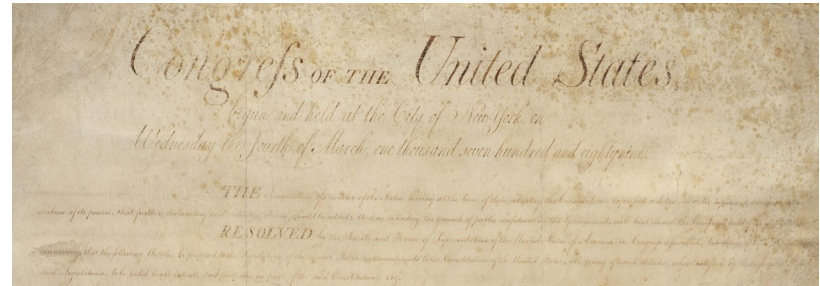
### Kwanzaa

December 26–January 1

## ORMDI

### Steps Toward Conflict Resolution

You can contact ORMDI toll-free at 1-888-566-3982 (TDD/TTY, dial 711 before providing this number) and speak with a specialist regarding equal employment opportunity (EEO) complaint processing or harassment prevention. You must initiate contact with an EEO counselor within 45 days of the date of the alleged act of discrimination by calling 1-888-566-3982 or visiting your local ORMDI Field Office. The harassment prevention procedures do not affect rights under the EEO complaint process. Harassment should be reported immediately to a manager or supervisor, [Harassment Prevention Coordinator](#), or the [ORMDI Harassment Prevention Program](#). For Alternative Dispute Resolution (ADR) services, email the Office of the Chief Human Capital Officer [ADR team](#).



## Commemorate

### Human Rights Day and Week, and Bill of Rights Day

VA joins the Nation in commemorating December 10 as Human Rights Day and the week beginning December 10 as Human Rights Week, and Bill of Rights Day on December 15.

Human Rights Week begins on Human Rights Day, an annual observance marking December 10, 1948, the day that the United Nations General Assembly adopted the Universal Declaration of Human Rights. December 10, 2023, marked the 75th anniversary of this groundbreaking global pledge.

From the [Presidential Proclamation on Human Rights Day and Human Rights Week, 2023](#): “On Human Rights Day and during Human Rights Week, we reaffirm our commitment to upholding the equal and inalienable rights of all...The United States was founded on an idea, at once the simplest and the most powerful idea in the history of the world: that we are all created equal and endowed with certain inalienable rights. Generations later, in the wake of World War II and the Holocaust, the United States joined countries around the world to create the United Nations and enshrine that same idea in the Universal Declaration of Human Rights...Today, the United States — together with our partners and allies — continues to defend fundamental freedoms and human rights wherever they are under threat. We stand with people everywhere defending their rights against the forces of autocracy — demonstrating to the world that the flame of liberty still lights the souls of free people everywhere.”

Bill of Rights Day is a national celebration on December 15 commemorating “the first 10 amendments to the Constitution, which spell out our rights as Americans. It guarantees civil rights and liberties such as freedom of speech, press, and religion. It sets rules for due process of law and reserves all powers not delegated to the Federal Government to the people or the states” ([National Archives](#)).

Visit National Archives for more information and resources such as the [Founders Online](#) website which features James Madison's words about the Bill of Rights.

## Message from the Executive Director

Mr. Dennis McGuire, Acting Executive Director for Resolution Management, Diversity and Inclusion

Federal law required the VA Equal Employment Opportunity Director to realign from under the Assistant Secretary for Human Resources and Administration/Operations, Security and Preparedness. As of October 6, 2024, ORMDI reports to the Deputy Secretary and will continue to provide the same services. Thank you for your continued commitment to I\*DEA!

### Commemorate

#### International Day of Persons with Disabilities

VA joins the Nation in commemorating December 3 as International Day of Persons with Disabilities, first proclaimed by the United Nations in 1992.



International  
Day of  
Persons with  
Disabilities

3 DECEMBER

From the [Presidential Proclamation on International Day of Persons with Disabilities, 2023](#), “On International Day of Persons with Disabilities, we recommit to building a world where disabled people everywhere are treated with the dignity and respect they deserve and are afforded an equal shot at achieving their dreams...Many Americans can still recall when — just over three decades ago — a person could legally be denied service in a restaurant and employers could refuse to hire them on the basis of their disability...Too often, disabled Americans are unable to vote, get to and from school, and enjoy public spaces, and are paid less for doing the same work. Around the world, disabled people continue to face discrimination, harassment, exploitation, abuse, and violence, which inhibits their full participation in society...Today, as we celebrate the dignity, resilience, and immense contributions of disabled people everywhere, we recognize that our progress is not just about protecting disability rights — it is about promoting disability pride. For many of the over one billion disabled people around the world, disability is a source of identity and power — and it is our responsibility to ensure everyone has equal opportunities to reach their full potential.”

Visit [VA’s Individuals with Disabilities Employment Program webpage](#) for more information.

## Virtual Aspiring Supervisor Program Applications Open January 6

Expand Your Skill Set and Gain the Knowledge Needed to Succeed in Future Supervisory Roles at VA

Do you have team members who show supervisory potential? The virtual Aspiring Supervisor Program (vASP) is an opportunity to help them succeed.

vASP is a three-month online program that showcases the responsibilities of VA supervisors. During the program, participants will attend weekly webinars, complete a My Development Plan (MDP), and connect with other aspiring supervisors through engaging discussions. Note that webinars occur during the workday and require attendance to graduate the program. Please review the program syllabus for the full program schedule.

Applications are open January 6 at 12:00 p.m. ET via the vASP SharePoint. Supervisors must validate their employees’ applications; applicants without supervisory approval will not be considered for the program.

Here’s why you should say YES and validate your team members’ applications:

1. vASP content was created by VA employees for VA employees, with a curriculum applicable to real-life scenarios VA supervisors face every day.
2. vASP participants create actionable goals and identify steps they can take in the short and long term to achieve them.
3. vASP provides an opportunity to build critical skills – such as communication and time management – that participants can bring to your team immediately.

Please note, the application validation process has changed. Validation notifications will be sent to supervisors via email. More information about the supervisory approval process can be found on the VA Learning Online Resource hosted by the Human Capital Services Center.

To learn more about vASP and other learning opportunities for you and your team members, and for access to the VA Learning Online Resource, **contact the vASP team.**

## Training

### EEO Data & Analytics Training

The ORMDI EEO Data & Analytics Team will conduct virtual Management Directive 715: Barrier Analysis Training on January 23 from noon to 3 p.m. (ET). The purpose of the training is to educate participants on how to conduct a barrier analysis by following four steps: identify triggers, investigate potential barrier, create and implement an action plan and conduct follow-up. This training is not only intended for EEO program managers responsible for conducting barrier analysis but also Human Resources Personnel, Diversity Specialists, Special Emphasis Program Managers, and management. [Register for course 3844925 in the Talent Management System \(TMS\)](#).

The ORMDI EEO Data & Analytics Team will also conduct virtual VHA Support Service Center (VSSC) Training on January 14 from 2 to 3 p.m. (ET). The purpose of the training is to educate participants on how to use VSSC to extract workforce diversity data in HR Smart, VA's human resources information system. This training is open to all. The class is limited to 30 participants and registration is first come, first serve. [Register for TMS course 3823179](#).

### Harassment Prevention Training

ORMDI will host a virtual "Overview of the Harassment Prevention Program (HPP)" class on December 4 from 9:30 to 10:30 a.m. and 1:30 to 2:30 p.m. (ET). All employees and supervisors are welcome. To participate, [register for TMS course 4563938](#), and choose a date and time to register.

ORMDI will also host "Overview of VA Handbook 5979 - Harassment Prevention Program Procedures" on December 18 from 1:00 to 2:00 p.m. (ET). Executives, managers, and supervisors are encouraged to attend. To participate, [register for TMS course 4627175](#), and choose a date and time.

### Workplace Civility and Root Causes of Workplace Disputes for Managers and Non-Managers

The Office of the Chief Human Capital Officer (OCHCO) Alternative Dispute Resolution (ADR) program will be offering the virtual version of their "Workplace Civility and Root Causes of Workplace Disputes for Managers and Non-Managers" training. The training will be held on the last Wednesday of each month. Each training will host up to 40 participants. Register in TMS for VA Supervisors/Managers (VA 4559059), 11 a.m. to 12 p.m. (ET), or for VA Employees (VA 4562623), 1 to 2 p.m. (ET). For more information and guidance pertaining to this training, contact Mr. Leroy Hill, ADR Specialist, OCHCO.

## Other VA Resources

### C20: Take Your 20 for Veteran Health

C20 is a 20-minute live, interactive webinar hosted by Dr. "Chai" Chad Kessler, VA's National Director for Emergency Medicine. It brings together the VA community through discussions about clinical and health care issues facing Veterans and topics related to VA employee wellness, growth and retention. Join C20 every Tuesday and Thursday at 12 p.m. ET (recast Tuesdays and Thursdays at 4:30 p.m. ET). [Past C20 episodes](#) are available online.

## Disaster Relief Fund

### VA and PenFed Foundation Partnership Support VA Employees and Veterans

VA and the PenFed Foundation partnered to support VA employees and Veterans who have been affected by a Federal Emergency Management Agency (FEMA) Declared Disaster. Though the [PenFed Foundation Disaster Relief Fund](#) is not currently accepting new applications as they work to fund the high volume of applications already received, they continue to accept online contributions. The Fund is a tax-exempt 501(C)(3) nonprofit organization (CFC#77273).



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