



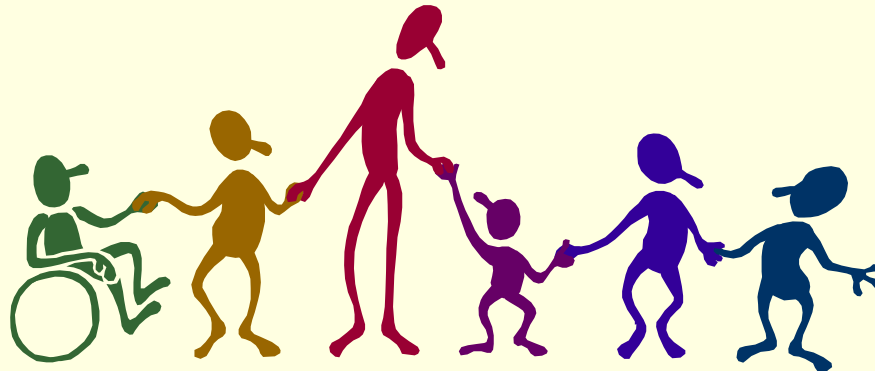
USDA
Natural
Resources
Conservation
Service
Wisconsin

Equal Employment Opportunity Complaint (EEOC) Procedure

Know Your Rights

Who may file an EEO Complaint?

- A federal employee (or recent ex-employee) or job applicant for federal employment who believes that he or she has been retaliated or discriminated against by the agency.



What is an EEO Complaint?

- It is the claim of discrimination against an employee or an applicant for employment based on race, color, religion, sex, national origin, disability or age.



Steps of filing a Complaint

- First Step: Pre complaint counseling
 - (Informal Counseling)

- Second Step:
 - Formal Complaint



How to file the Complaint?

- **Contact an EEO Counselor**
- **Phone (301) 504-2181
(301) 504-2439 (voice or TTY)**
- **1-866-NRCS-395**
- **Federal Relay Service
1-800-877-8339
(voice or TTY)**



Natural Resources Conservation Service

EEO

Equal Employment Opportunity Counseling Program

Discrimination in Employment Is Illegal!

WHO

Any employee or applicant who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age (40+), physical or mental disability, retaliation (for prior participation in the EEO complaint process), sexual orientation, genetic information, political beliefs, parental status, and/or marital status may request EEO counseling.

WHEN

In order to protect your civil rights, you must contact an EEO counselor within 45 calendar days of the alleged discriminatory event.



**Phone: (301) 504-2181 or 1-866-NRCS395
(301) 504-2439 (voice or TTY)**

**Federal Relay Service: 1-800-877-8339
(voice or TTY)**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Webster Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-6964 (voice or TDD). USDA is an equal opportunity provider and employer.

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Are there any time limits for filing?

- Complainants must contact an EEO counselor within 45 days of the effective date of the personnel action or within 45 days of the occurrence of the action which led to EEO contact.



Quiz

There are seven forms or bases of employment discrimination which are covered by the EEO Discrimination Complaint process. Two of them are “Race” and “Color”. The other five are?

- Religion
- Age
- Disability
- National Origin
- Sex



Need more information?

- Visit these websites:

- www.wi.nrcs.usda.gov/about/civil_rights.html
- www.nrcs.usda.gov/about/civilrights/
- www.eeoc.gov/



USDA's Equal Opportunity Statement

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