

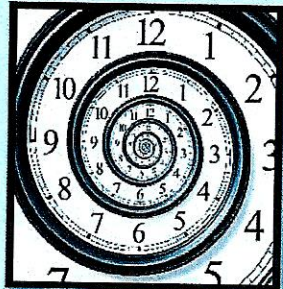


United States Department of Agriculture

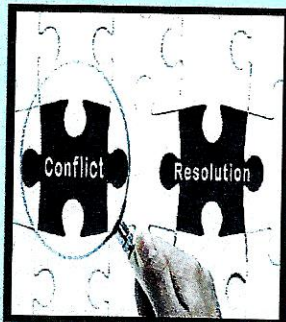
## Natural Resources Conservation Service (NRCS) Equal Employment Opportunity (EEO) Notice of Procedures for Filing a Complaint of Discrimination



All NRCS employees, former employees or applicants for employment who believe they have been discriminated against on the bases of race, color, religion, national origin, sex (including gender identity and expression), age, disability, political beliefs, sexual orientation, marital status, familial status, parental status, genetic information, receipt of public assistance, or reprisal for prior EEO protected activity, have the right to file an Equal Employment Opportunity (EEO) complaint.



If you believe you have been subjected to unlawful discrimination, you must initiate contact with an EEO Counselor within **45 calendar days** of the date of the alleged discriminatory act or event or, in the case of a personnel action, within **45 calendar days** of the effective date of the personnel action. It is your responsibility, as an aggrieved person, to seek EEO counseling in a timely manner.



If your complaint is appropriate for Alternative Dispute Resolution (ADR), you may elect the ADR process in lieu of traditional counseling. If the complaint has not been resolved at the informal stage, you will be issued a "Notice of the Right to File (NRF)" a formal EEO complaint. If you decide to file a formal complaint, you must submit it to the Office of Assistant Secretary for Civil Rights, USDA within 15 calendar days from the date of receipt of the NRF.

### CONTACT INFORMATION

#### Civil Rights Division

Director: Selina Lee  
Phone: (301) 504-2181/0105  
Federal Relay at 1-800-877-8339  
Email: [NRCS.CivilRights@wdc.usda.gov](mailto:NRCS.CivilRights@wdc.usda.gov)  
Fax: (301) 504-2336  
Address: 5601 Sunnyside Avenue, Rm 1-2184  
Beltsville, MD 20705



For assistance in ADR, please call (301) 504-2181/0105.

This poster is prominently posted on the agency's official bulletin boards and is also publicized on the agency's website  
USDA is an equal opportunity provider, employer, and lender.