



United States
Department of
Agriculture

Natural
Resources
Conservation
Service

P. O. Box 2890
Washington, D.C.
20013

<Name / Address>

Dear <Name>:

On <date>, you contacted the Civil Rights Division regarding issues of concern to you. You stated that your issues were <issues>

If you believe you have been discriminated against on the basis of race, color, religion, sex, national origin, age, sexual orientation, marital status, physical or mental disability; or that a reprisal action has been taken against you for an EEO related matter, you have the right to file a formal discrimination complaint with the Department of Agriculture within 15 calendar days after your receipt of this notice.

The complaint must be in writing and signed by you. It must be specific and contain only those issues discussed with me. It must also state whether you have filed a grievance under negotiated or administrative grievance procedures or an appeal to the Merit Systems Protection Board on the same matters. You may use the enclosed form to file your complaint. You may file your complaint with the following official:

USDA, Civil Rights
Employment Complaint Division
Reporters Building, Room #607
300 7th Street, SW
Washington, DC 20024

If you retain an attorney or any other person to represent you, you or your representative must immediately notify this office or the Employment Complaints Division in writing. In order to designate a representative, you must complete the enclosed Notification Of Representation form and return it to the Department along with your request to initiate a formal complaint.

Please refer to the information you were previously provided on your rights and responsibilities and the steps and time limits of the complaint process. You may contact us at (301) 504-2181 if you have questions and about this notice, the informal counseling process or the formal complaint processes.

Respectfully,

<Counselor>
EEO Counselor/Mediator

Enclosures