



U.S. DEPARTMENT OF TRANSPORTATION

Subject: **NOTICE OF RIGHT TO FILE A DISCRIMINATION COMPLAINT**

From:

To:

This is to inform you that because the matter you brought to my attention has not been resolved, you are now entitled to file a formal discrimination complaint based on race, color, religion, sex (gender; sexual harassment; pregnancy; sexual orientation, or gender identity or transgender status), national origin, age (40 and over), physical or mental disability, equal pay/compensation, genetic information, and/or reprisal.

If you file a complaint, it must be in writing, signed, and filed via the electronic portal, **WITHIN 15-CALENDAR DAYS AFTER RECEIPT OF THIS NOTICE**, using the following DOT web address:

<https://secure.dot.gov/form/eeoc>

Please note that when using the E-Formal Filing¹, you must complete the form and its submission in one session, the information you input cannot be saved, but you may upload attachments to be included with your electronic submission.

A complaint shall be deemed timely if it is received on or before the expiration of the 15-calendar day filing period.

The complaints must be specific and contain only those claims discussed with me. The complaint should have dates for each allegation you make. It must also state whether you have filed a grievance under a negotiated grievance procedure, or an appeal with the Merit System Protection Board on the same claim(s). For your review, a copy of the DOT Individual Complaint of Employment Discrimination form is provided.

If you retain an attorney or any other person to represent you, you or your representative must immediately notify the Associate Director, Equal Employment Opportunity Complaints and Investigations Division, Departmental Office of Civil

¹ Due to limited Federal building access, all notices and correspondence concerning your EEO complaint will be sent via electronic transmission until further notice. We ask that you or your representative notify DOCR if your work or personal email address(es) change at any time during the course of processing your EEO complaint. Please send notification of email address changes to patricia.fields@dot.gov

Rights, in writing to the following staff member: Patricia Fields,
patricia.fields@dot.gov. You and/or your representative will receive a written
acknowledgment of your discrimination complaint from the Departmental Office of
Civil Rights.

Signature, EEO Counselor

Date

Enclosure

I acknowledge receipt of this letter **(DATE RECEIVED)**.

Signature, Aggrieved Individual

Date

Delivery method of this Notice:

☐ Hand Delivery

Date

☐ Certified Mail

Receipt Tracking Number

☐ Facsimile

Date (please attach confirmation sheet)

☐ Other
