



**DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220**



UNITED STATES MINT

Date: _____

TO: _____
(Person Counseled)

(Address)

(City, State, Zip)

FROM: _____
(EEO Counselor)

(Activity/Organization)

Certified/Federal Express Tracking #: _____

Subject: NOTICE OF RIGHT TO FILE A DISCRIMINATION COMPLAINT UNDER 29 CFR PART §1614

On _____ (date of initial contact), you contacted the United States Mint Agency regarding issues of concern to you. Specifically, you have discussed with the EEO Counselor the following claim(s) which you believe evidence you have been discriminated against and you have indicated the following basis(es) for that discrimination.

CLAIM(S)

1. _____
2. _____
3. _____
4. _____

BASIS(ES) check all that apply	
<input type="checkbox"/> 1. Race (Specify):	<input type="checkbox"/> 6. Age (Specify Date of Birth):
<input type="checkbox"/> 2. Color (Specify):	<input type="checkbox"/> 7. Physical Disability (Specify):
<input type="checkbox"/> 3. Religion (Specify):	<input type="checkbox"/> 8. Mental Disability (Specify):
<input type="checkbox"/> 4. Sex (Specify):	<input type="checkbox"/> 9. Reprisal (Dates of prior EEO Activity):
<input type="checkbox"/> 5. National Origin (Specify):	

This is to inform you that because the above matter(s) has/have not been resolved, you are now entitled to file a discrimination complaint. If you believe that you have been discriminated against on the basis of race, color, religion, sex, national origin, age, physical or mental disability, or that a reprisal action has been taken against you for an EEO related matter, you may pursue this matter further and file a complaint of discrimination either in person or by mail **WITHIN 15 CALENDAR DAYS AFTER RECEIPT OF THIS NOTICE**. A complaint shall be deemed timely if it is received or postmarked before the expiration of the 15 calendar day filing period. The complaint must be in writing and signed by you. The formal complaint must contain a signed statement that is specific and include only those issues specifically discussed with the EEO Counselor, which is sufficiently precise to describe generally the actions or practices that form the basis of the complaint. The complaint must also state

whether you have filed a grievance under a negotiated grievance procedure or an appeal to the Merit Systems Protection Board on the same claim(s). In order to expedite the processing of your complaint, please utilize the Department's Individual Complaint Form (TDF 62-03.5 (01/03)) which you have been provided. Your complaint must be filed with the Treasury Complaint Center responsible for the geographic area in which you work, or in the case of a former employee or applicant, where you live. You complaint must be filed with the following Department of Treasury official:

Nicolas Juarez	Operations Director
Name of Director	
Treasury Complaint MegaCenter	
Location of Regional Complaint Center	
4050 Alpha Road, Stop 1015NDAL	
Street Address	
Dallas, Texas 75244-4203	
City, State and Zip Code	
Telephone Number	972-308-1303

If you retain an attorney or designated any other person to represent you, you or your representative must immediately notify the above office and the Agency, in writing of your current telephone number and address where you or your designated representative of record may be contacted. You and/or your representative will receive a written acknowledgement of your discrimination complaint from the above office.

Please refer to the information you were previously provided during the EEO counseling process on your rights and responsibilities, the steps, and time frames during the EEO process for further details.

*****IMPORTANT*****

This notice was delivered on the date indicated to the complainant named above by the following method:

Hand Delivered	Date Delivered	Complainant's Signature
Certified/ Registered Mail	Date Mailed	Certified/Registered Number
		Counselor's Signature

NOTE: If yours is a class complaint of discrimination, your complaint must be filed with:

Director,
Office of Equal Opportunity Program
Department of Treasury
Washington, D.C. 20220