

NOTICE TO ALL EMPLOYEES AND APPLICANTS

In accordance with Equal Employment Opportunity Commission (EEOC) regulation, Title 29 Code of Federal Regulation (CFR) Part 1614, the following procedures apply:

Any employee or applicant for employment who believes that they have been discriminated against based on their race, color, religion, national origin, sex, age (40 or over), mental or physical disability, sexual orientation, genetic information, marital status, parental status or reprisal for having participated in protected EEO activity **MUST** contact an EEO Counselor and initiate informal counseling prior to filing a formal Complaint of Discrimination.

An aggrieved person **MUST** initiate contact with an EEO Counselor **within 45 days** of the date of the matter alleged to be discriminatory or, in the case of a personnel action, **within 45 days** of the effective date of the action.

Once informal counseling is initiated, the EEO Counselor has **30 days** to conduct an informal inquiry into the matter and attempt resolution. The 30-day counseling period may be extended for an additional 60 days: 1) where the individual agrees to such extension in writing; or 2) where the aggrieved person chooses to participate in an Alternative Dispute Resolution procedure.

For more information, contact Debie Chivers, EEO Manager, at (208) 387-5454 or Laura Barclay, EEO Specialist/EEO Counselor, at (208) 387-5711.

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