



DEFENSE SECURITY SERVICE
1340 BRADDOCK PLACE
ALEXANDRIA VA 22314

SUBJECT: Notice of Right To File A Discrimination Complaint

TO:

1. This is to inform you that because the matter you brought to my attention has not been resolved to your satisfaction, you are now entitled to file a discrimination complaint based on race, color, religion, sex, national origin, physical or mental disability, age and/or reprisal. If you file a complaint, it must be in writing, signed, and filed, in person or by mail within 15 days after receipt of this notice, with either of the following officials authorized to receive discrimination complaints:

- Mr. Stanley Sims ,Director, Defense Security Service
- Ms. Carolyn N. Lyle, Equal Employment Opportunity Manager

Address: Equal Employment Opportunity Manager
Office of Human Resources & Security
Defense Security Service
1340 Braddock Place
Alexandria, VA 22314-1651

2. Your complaint will be sent to the EEO Manager for processing. Therefore, if you choose to file your complaint with the Director of the agency, be sure to provide a copy of your complaint to the EEO Manager to ensure prompt processing of your complaint.

3. The complaint must be specific and encompass only those matters discussed with me. It 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 matters.

4. If you retain an attorney or any other person to represent you, you or your representative must immediately notify the EEO Manager, in writing. You and/or your representative will receive a written notice of receipt of your discrimination complaint from the appropriate agency official.

Name of Aggrieved/Date

EEO Counselor/Date