

**OFFICE OF GOVERNMENT ETHICS PROCEDURES
FOR FILING COMPLAINTS UNDER EXECUTIVE ORDER 13160,
SECTION 504 OF THE REHABILITATION ACT,
AND SECTION 508 OF THE REHABILITATION ACT**

The Office of Government Ethics (OGE) is a Federal agency. As part of its function, OGE provides ethics training to Federal employees in the executive branch. Executive Order 13160 mandates equal opportunity in all Federally conducted education and training programs. Under the Executive Order, discrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation and status as a parent is prohibited in Federally conducted training programs and activities. Section 504 of the Rehabilitation Act states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by any Executive agency. Section 508 of the Rehabilitation Act requires that Federal agencies' electronic and information technology is accessible to people with disabilities, including employees and members of the public. The Office of Government Ethics fully subscribes to these policies.

In support of these authorities, OGE is providing information about the proper procedures for filing a complaint that alleges that OGE has violated Executive Order 13160, Section 504 of the Rehabilitation Act, or Section 508 of the Rehabilitation Act. Anyone wishing to file a complaint that alleges a violation of Executive Order 13160, Section 504 of the Rehabilitation Act or Section 508 of the Rehabilitation Act may use the procedures described below.¹

Complaint Procedures Under Executive Order 13160, Section 504 of the Rehabilitation Act or Section 508 of the Rehabilitation Act

Filing a Formal Complaint

Anyone wishing to file a complaint may submit a written

¹Additional information concerning the mandate of Executive Order 13160 may be found in guidance implementing the Executive Order that was published by the Department of Justice. 66 Fed. Reg. 5408 (January 18, 2001). Additional information concerning Section 504 of the Rehabilitation Act and Section 508 of the Rehabilitation Act are available on the Internet at the following site maintained by the Department of Justice:
<http://www.usdoj.gov/crt/ada/cguide.htm#anchor65310>

complaint in any form to OGE's EEO Officer at U.S. Office of Government Ethics, 1201 New York Ave., Suite 500, Washington, DC, 20005-3917.

In order to be accepted by the Agency, the complaint must be "complete." A "complete" complaint includes the complainant's name, address, and phone number and provides sufficient detail to inform the Agency of the issue. Additionally, the complaint must be signed by the complainant or by someone authorized to sign on the complainant's behalf.

Alternative Dispute Resolution

In some instances, the Agency may determine that alternative dispute resolution (ADR) is appropriate. If the complainant agrees, the Agency may provide a mediator at the election of the Agency. The mediator may be an employee of another Federal agency.

Decision

If the complaint cannot be resolved informally, the Deputy Director for Administration and Information Management will issue a decision in writing, determining whether remedial or corrective action is warranted. The complainant will receive a copy of the decision.

Request for Reconsideration

If you believe the decision was in error or if you wish to submit new information that was not previously considered, you must request reconsideration of the decision. Reconsideration is not automatic, but will be granted in appropriate cases where circumstances warrant it.