

THE CMS OFFICE OF EQUAL OPPORTUNITY & CIVIL RIGHTS (OEOCR)

The Model of Quality EEO and Civil Rights Services

EQUAL EMPLOYMENT OPPORTUNITY (EEO) IS THE LAW

Federal laws prohibit discrimination against CMS employees, former employees, and applicants because of their race, color, religion, national origin, sex, age (40 years and older), disability, genetic information, and retaliation for prior EEO activity or opposing a discriminatory practice.



HOW TO INITIATE THE EEO PROCESS

Current and former employees of CMS as well as applicants for employment may initiate an EEO complaint. Contact an EEO Counselor or the CMS Office of Equal Opportunity and Civil Rights (OEOCR) within 45 calendar days of the date of the alleged discriminatory act. Failure to make timely contact may result in a loss of rights.

WHAT HAPPENS AFTER CONTACTING AN EEO COUNSELOR?

The EEO Counselor can provide you information about the traditional EEO Counseling process and the Agency's Alternative Dispute Resolution (ADR) process for EEO complaints. If you decide to enter the EEO complaint process you will be provided forms that will have to be returned to the OEOCR EEO Counseling/ADR Coordinator.

U.S. PUBLIC HEALTH SERVICE

COMMISSIONED CORPS OFFICERS (USPHS)

Commissioned Corps officers assigned to CMS can also contact an EEO counselor and file Equal Opportunity (EO) complaints with OEOCR. EO rights and timeframes for the USPHS Commissioned Corps differ from those that apply in the civil service. Commissioned Corps officers should consult the Commissioned Corps Instruction (CCI) 211.03, "Equal Opportunity: Discrimination Complaints Processing" issued by the Assistant Secretary for Health for the U.S. Department of Health and Human Services. The Instruction can be found in the electronic Commissioned Corps Issuance System (eCCIS) and on the Division of Commissioned Personnel's (DCP) website at http://dcp.psc.gov/ccmis/POLICY_eeo_m.aspx.



FOR MORE INFORMATION

Information regarding EEO counseling and other programs such as the Prevention of Workplace Harassment Program, the Reasonable Accommodation Program, and EEO Training may be obtained by contacting OEOCR at 410-786-5110 or eeocomplaints@cms.hhs.gov

The Centers for Medicare & Medicaid Services • Office of Equal Opportunity & Civil Rights
7500 Security Boulevard • Mail Stop: N2-22-16 • Baltimore, Maryland 21244-1850 • Main Number: 410-786-5110
<http://intranet.cms.gov/Component/OEOCR/Index.html>