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EQUAL EMPLOYMENT OPPORTUNITY OFFICE

**DEFENSE DISTRIBUTION CENTER
2001 Mission Drive
New Cumberland, PA 17070-5000
DSN 771-4128 or Comm (717) 770-4128
TDD: DSN 771-2923 FAX: DSN 771-8753**

**PATRICIA A. COMPTON
EQUAL EMPLOYMENT MANAGER**

DDC HQ EEO Specialists/Special Emphasis Program Managers:

Betty Durham: Black Employment Program, Hispanic Employment & Persons w/Disabilities Program Manager, DSN 771-4805

JoAnn Schopman: Federal Women's Program, American Indian/Alaskan Native Employment Program and Asian Pacific Employment Program Manager, DSN 771-7460

**If You Believe You Have Been Discriminated Against Because Of:
Race, Sex (including sexual harassment), Color, Religion, National Origin,
Handicap (including disability/disabling condition), Age (at least 40 years of age),
or Reprisal for prior EEO activity, YOU THE COMPLAINANT:**

1. **Must** consult with an EEO Counselor within **45 Calendar Days** of the date of the discriminatory act.
2. **Must** provide a written statement of the allegation(s), identifying the specific issue(s) to be counseled, and the discriminatory basis(es) for filing the complaint.
3. **Must** initiate and complete the pre-complaint process before a formal complaint of discrimination can be filed.
4. Shall have the right to be represented by a representative of your choice.

Employees must contact their local EEO Counselor to schedule an initial appointment for EEO pre-complaint counseling.

DDAA, DDAG, DDBC, DDCN, DDCT, DDDC, DDDE, DDHU, DDJF, DDMA, DDNV, DDOO, DDPH, DDPW, DDRT, DDRV, DDWG, DDYJ: Counter Technology, Inc.,
Gertrude Brittingham-Bowman, Phone: 1-800-783-4284 TDD: (301) 907-7534

DDJC: Richard Maldonado Phone:(209) 832-9014/9015 DSN 462

DDC HQ, DDSP, DDTP: Mattie Taylor & Jim Campbell, Phone: (717) 770-6981/8130 DSN: 771

**FORMAL COMPLAINTS OF DISCRIMINATION MUST BE MAILED OR FAXED TO:
DEFENSE DISTRIBUTION CENTER, ATTN: DDC J-1E, 2001 MISSION DRIVE,
NEW CUMBERLAND, PA 17070-5000**