



### MISSION

The National Endowment for the Arts (NEA) Office of Civil Rights and Equal Employment Opportunity (OCREEO) is responsible for the development, implementation and coordination of two civil rights programs.

For employees and applicants for employment with the NEA, OCREEO is responsible for the administration of nondiscrimination statutes which prohibit discrimination in employment on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 and older), disability (mental or physical), genetic information or reprisal against individuals engaged in EEO activity, and those opposing discriminatory behavior.

For programs and activities receiving Federal financial assistance from the NEA, OCREEO is responsible for the administration of the nondiscrimination statutes which prohibit discrimination on the basis of race, color, national origin, sex, age or disability. The basis of disability is also included in programs conducted by the NEA.

### Civil Rights Staff

Darrell Bogan  
Director of Civil Rights/EEO  
bogand@arts.gov  
(202) 682-5014

Bonnie Webb  
EEO Counselor  
[carterb@arts.gov](mailto:carterb@arts.gov)  
(202) 682-5780

Nicole Phillips  
EEO Specialist (ARP)  
[phillipsn@arts.gov](mailto:phillipsn@arts.gov)  
(202) 682-5578

Please contact us if you require an alternative format of this brochure.



National Endowment for the Arts  
Office of Civil Rights  
400 7th Street, SW  
Suite 2040  
Washington DC 20506

Phone: (202) 682-5454  
Fax: (202) 682-5553

### Website:

<https://www.arts.gov/about/civil-rights-office/applicants-for-employment-and-employees>

**NATIONAL  
ENDOWMENT** for the **ARTS**  
[arts.gov](http://arts.gov)

## National Endowment for the Arts

## Office of Civil Rights and Equal Employment Opportunity (OCREEO)

Inside: Our Mission,  
Our Two Programs,  
Alternative Dispute  
Resolution,  
How to Contact Us



## EQUAL EMPLOYMENT OPPORTUNITY

The National Endowment for the Arts (NEA or the Agency) OCREEO is a **neutral office** responsible for the administration, compliance, and enforcement of the nondiscrimination laws and regulations that covers employees and applicants for employment.

An individual may file a complaint with the NEA OCREEO if they believe that they were subjected to employment discrimination based on race, color, national origin, sex (including pregnancy, gender identity and sexual orientation, age (40 and older), disability (mental or physical), religion, genetic information or in retaliation for participation in a protected activity, as follows:

- ☞ Contact one of the Agency’s EEO Counselors within 45 days\* of the alleged discriminatory event or the effective date of a personnel action;
- ☞ The EEO Counselor has 30 to 90 days\* to attempt resolution of the alleged discriminatory event;
- ☞ If no resolution is reached, the EEO Counselor will conduct a final interview and issue a “Notice of Right to File A Formal Discrimination Complaint.” A formal complaint must be filed within 15 days; \*
- ☞ Upon NEA's receipt of the formal complaint, the Agency will acknowledge receipt and either accept or dismiss the complaint. If accepted, an EEO investigator will be assigned to investigate the accepted issue(s); and
- ☞ After investigation, the administrative process continues including decision and appeal rights.

\* Note all timeframes are in calendar days, not business days.

## ALTERNATIVE DISPUTE RESOLUTION

Alternative Dispute Resolution (ADR) is often a better and faster way to resolve disputes. It is an alternative to the typical administrative EEO process.

ADR can allow for all involved parties to use creative problem solving for win-win solutions. While there are many forms of ADR, NEA generally uses mediation with neutral, non-NEA mediators to facilitate dispute resolution. Typically, the ADR session will last one day in a conference room in attempt to resolve the issues and, if successful, will result in a binding settlement agreement. If unsuccessful, no rights are lost and the individual returns to the typical administrative process. There is a layer of confidentiality over the discussion.

ADR is encouraged for the prompt resolution of issues.



Stop by share your thoughts, viewpoints or chat with the Civil Rights staff. We welcome your ideas and suggestions for proactive prevention of complaints as we continue to strengthen and promote a diverse and inclusive workforce here at the NEA!



## CIVIL RIGHTS

The NEA OCREEO is responsible for the administration, compliance, and enforcement of the nondiscrimination laws and regulations that covers programs and activities receiving assistance.

An individual may file a complaint with the NEA OCREEO if they believe that they were discriminated against based on race, color, national origin, sex, age, or disability by an organization that receives NEA funding. Individuals may contact the Civil Rights Office and request our “Civil Rights Complaint Package”. The NEA OCREEO processes complaints of discrimination as follows:

- ☞ Complaint must be filed within 90 days\* of the alleged discriminatory act;
- ☞ The Civil Rights Office determines if the NEA funded the program or activity;
- ☞ If the NEA has funding jurisdiction, the complaint will be investigated;
- ☞ A letter of Finding will be issued to the recipient organization if the investigation reveals a violation of any civil rights regulations;
- ☞ The NEA will enter into a voluntary compliance agreement with the recipient organization; and
- ☞ The NEA may initiate enforcement actions if the recipient organization is unwilling to voluntarily comply.