

# DEPARTMENTAL MANUAL



## TRANSMITTAL SHEET

PART 373 DM 7	SUBJECT Personnel Management Equal Opportunity Procedures for Processing Complaints of Discrimination Based on Sexual Orientation	RELEASE NUMBER No 3 969
FOR FURTHER INFORMATION, CONTACT Office of Civil Rights		DATE JUN 5 2013

### EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release updates the Procedures for Processing Complaints of Discrimination Based on Sexual Orientation (373 DM 7). Significant revisions to the chapter include:

- Eliminating hearings before the Office of Hearings and Appeals to ensure consistency with the Department of the Interior Administrative Grievance Procedures.
- Advising aggrieved persons and complainants during EEO counseling of the option to raise complaints based on sexual orientation with the Office of Special Counsel or the Merit Systems Protection Board.
- Requiring an aggrieved person and a complainant who selects Alternative Dispute Resolution to sign a form extending the informal complaint process by sixty (60) days, for a maximum period of ninety (90) days.
- Incorporating the Equal Employment Opportunity Commission ruling of April 20, 2012, that permits persons who believe they are discriminated against based on sex discrimination and sexual orientation to file a complaint under both Title VII of the Civil Rights Act and the Agency's procedures for processing complaints based on sexual orientation.
- Removing the Appendix containing a chart for processing complaints of discrimination based on sexual orientation.

Secretary of the Interior

### FILING INSTRUCTIONS:

Remove:

373 DM 7  
(8 Sheets)

Insert:

373 DM 7  
(6 Sheets)