



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Chief Academic Office
Albuquerque, NM 87104

SECTION 504 HOW TO FILE A COMPLAINT

Any person with a disability who believes that the Agency has discriminated against him or her on the basis of disability in any Agency program or activity may file a complaint with the Department of Interior's Office of Diversity, Inclusion and Civil Rights (ODICR).

The responsibility for implementation and operation of this section is vested with the Department's Public Civil Rights Division, ODICR. Complaints to ODICR may be sent to:

Director
Office of Diversity, Inclusion and Civil Rights
Department of the Interior
1849 C Street NW, MS #4353
Washington, DC, 20240

The Department will accept and investigate all complete complaints for which it has jurisdiction. Jurisdiction extends to complaints made by any persons who believe that they have been discriminated against on the basis of disability in any program or activity conducted by the Department.

Complete complaint means a written statement that contains:

- Complainant's name and address
- Description of the Agency's actions in sufficient detail to inform the Agency of the nature and date of the alleged violation of Section 504.
- Signature of the complainant or authorized designee to do so on his or her behalf.
- Complainant or behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

All complete complaints must be filed within 180 days of the alleged acts of discrimination. The Department may extend this time period for good cause.

If the ODICR receives a complaint that is not complete, it will notify the complainant of the incomplete complaint, that additional information is needed. If the complainant fails to complete and submit the requested information, the ODICR may dismiss the complaint without prejudice.