

ALASKA LEGISLATURE SPECIAL COMMITTEE / SUBJECT FILES 86 / 2

788 SCOM124: SENATE SPEC. COMM. ON MINORITY RELATIONS 1979

**SCOMM 24: SENATE SPECIAL COMMITTEE ON MINORITY RELATIONS, 1979**  
**LIST OF FILES (PAGE 1)**

**MICROFICHE #**

**1. SENATE SPECIAL COMMITTEE ON MINORITY  
RELATIONS, 1979 (ONE FOLDER ONLY)**

SCOMM

#24:1

PLEASE NOTE: THE FOLLOWING PAGES WERE TREATED  
AS A UNIT IN THE ORIGINAL DOCUMENT.

10<sup>th</sup> *Adeline*

2<sup>nd</sup> *John C. Candler*  
444 H. Street  
278-1583

269 B HRC abridges

43<sup>rd</sup> *Ch. Hutton*

5<sup>th</sup> *Ruby Phillips*

7<sup>th</sup> *Stinson* 1515 Hyden

---

Collector ?

---

1 Feb year

2+3 Sick and  
Lays

18 17 16

~~4-6 Hutton~~

Senate Committee: Unemployment Relations —

11/17 Employment Opportunities

— Crime  
— Education  
— Public Accommodations

1 Bernie Schwind, D/14-55 [Dip. of Labor Committee]

Home/Kotzebue —

Good difference GRief percentages — Wiley

Opening bar on T-bill — after 1/1/80 — \*

See your program in local wedding —

Ki P for application —

"No possibility to notify" — never accord to

Federal Regulation —

Dependent created by the social services system

Use of K to  
circumvent  
this

2 Robert Williams: [PERSONAL CHAIRMAN]

HRC complaint not properly handled —

|| not expeditiously handled: presents 1-2 weeks in receiving  
ALSC — held 3-4 mos.

3 Jean Van Dorman [SP]:

elimination of reference to  
minority women in TR statute

|| Proposal for statewide conference participation  
led by Black Women 11/30-1/1

Alaska Native Women's Comm. (5/79)  
w/ ANF/Kallag & support

Investigate funding —

Figure Woods  
Carolyn Jones  
Dorothy Spauldy (County)?

4 Jim Boudin:

Loc. 578/ALC — "A" Line

Celebrating Constitution ~~with~~ <sup>with</sup> division not to depict women  
Illegal taking things in halls alleged — no (prostitution)  
no (accommodation)

Book been done — Miklakis / Cook Index

No work w/ black — 7 yrs

→ Ask for speed investigation of this situation —

5 Neil Thomas — [STATEMENT SUBMITTED] —  
Elaborate report given in Corollary on Enforcement —  
FY 81: Gov. Lee's conversion of T- lines to  
permanent

Not to support dependent on legislation by which  
cases are handled —

6 Cliff Black — Chair, Air Plan Policy Board <sup>CONSTRUCTION INDUSTRY</sup>

The need to open up communication between and  
between — requires the cooperation of

"Our job is monitoring" — to determine whether  
there is systemic discussion. Occurs —  
usually, sufficient —

EQUIVALENCY PRINCIPLE — to determine whether  
represents guidelines from joint membership —

— [State as party to the plan]

Refers on to such agencies which can  
render enforcement — accomplishment of  
direct responsibility of the —

FY 81: # — despite FY 80 request

→ Clear determination of the role of plan;  
recognize a better funding mechanism that  
allows security —

7 Marie-Car Chabre (SR.) —

LABORERS LOCAL 341 [ANC] — present present

Looking for support for some agencies —  
Primary security on gas pipeline —

8 Carol Smith: Off Chair — H/ANC —

Admitted Obstacles, Off Chair plan

Egon  
Case Order  
under the  
party  
plan & →

9

Lynne Woods - Status of Women { <sup>status</sup> was upcoming }  
 Recovery of data difficult, to support  
 lines of studies

UNFINISHED WORK NOW IN PROGRESS -

Court problems: Court system and women  
 (legal)  
 Handbook of women's rights under Alaska state law  
 "Women in Law" series -

- H. C. -

10

Bar Holberg: Dir, Div of Social Services  
 { Indian Child Welfare Act of '76  
 AS 47.10.220 -

Adoption and juvenile services are the first priority  
 Proposed Children Code Revision - 1977 ~~will~~

11

Dave Stout - State EEO [ <sup>decision from</sup> Govt EEO Policy Committee ]  
 EXEC. BRANCH

[1] Identity - collect data - demographics

[2] Why not hired?

[3] Act - 1. correct

[4] Immediate for counsel

Analysis of the case surrounding person

Some competent mediation and counseling

Adequate resources for staffing - needed

U/A - own EEO officers

Judiciary - two-level complaint  
 leg - non-existent

→ Submission of statistics - demographics - to ~~leg~~  
 executive and legislation on higher basis (current)

12

Robert Jones - Planned meeting w/ HRC

Case instance of preliminary hearing (resolution  
 conference @) without his knowledge - 1/79 he  
 believed was the date of the hearing -

Thompson DAI office of HRC -

13 Richard Frank, Tamara Chiefs

Non-recognition of traditional forms of government  
on a form of discrimination by the state -  
First line: Definition and enforcement  
Of and apprenticeship should be abolished and maintained

\* 14 Vince Casey, Adc Equal Rights Commission

SUBMITTED WRITTEN TESTIMONY

\* 15 Bob Kemp, Pr. Adc Branch NAACP

Definition of discrimination — does not favor  
elimination of one or other

Defiant enforcement seen as "abysmally low" —  
Believed on state efforts don't fulfill  
Requirements of Title VII

Call for adequate staff for HRC

No superior funds held by HRC under system  
Inability to give early resolution  
of charge of discrimination

Public education issue on discrimination is inadequate

Vol A — not covered by state EEO

16 Mawa Williams, Alaska Plan Policy Board { covers 17  
Curriculum FY 240,000 → 5 figs 7 FF  
MINISTRIES to principal purpose, covering 120-150 contractors  
per month

Rodriguez: → Out-of-state contractors are covered by the A Plan -  
LOCAL TFF: Evaluation of their Apprentices Action Plans  
as a requirement to allow their participation

— SUBMITTED STATEMENT —

17 Helen Fisher, ANC Women's Resource Center  
[MISSING THE TESTIMONY]

18 Jeff M. Jackson AIM [ANC RAMP METRICS]  
Alaska Plan on permanent part of state budget

State investment in pipeline — equity position —  
[REDACTED] sufficient to warrant addition to the  
Alaska Plan

19 Sylvia Carlson - CINA

Cite § 703(i) 1964 Civil Rights Act

Test the effectiveness of the institutional mechanisms  
that prompt & address discriminatory practices  
inforcement, etc. mechanisms vs. advocacy entities

20 Sharon Wallace, Member of Alaska Plan Policy Board

"Confidence workers ... do not suffer from harassment  
on the job."

21 Lawrence Day — Bd. member A.P.P.Bd

Chosen 1947 Training Coordinator, Education Apprenticeship  
Alaska Plan ~~part of~~ EEOC under fed. gov.  
"Project Outreach" — process of recruitment  
into apprenticeship training slots

Linda Lind: Chosen, inserted in Billed under KS

\* 22 Dominic Lee — Engineer

M. Smith Institute at Professional Level —

J/T PF joint system on K and L

Assignment of joint assigned —

11625 — When is the plan

on [107] [salary] set aside

policy  
CALIF. MO.  
OK'd how  
Tox all-  
action  
bond or  
- federal

23

William

Kim

Ambassador

[Stimulus given]

Selection procedure in process of  
being revamped by a Design Council group  
for the selection system - at request  
of D/TPR

24

Geo. Williams

~~Person~~ <sup>Minority</sup> ~~CONFIDENTIAL~~ ASD

The mechanism to merge minority contractors

US D/Commerce - Office of Minority Business Enterprises

Lack of information - W/Smith

Who are receiving from the US to state

~~Some~~ ~~personnel~~ under D/Adm. -

no other state does it this way

ANC office - Charles Le Charge, Director

AFN continue for US office - technical assistance

Chris Eggen -

25

Ann Harty - Alaska Gay Community Center

"Sexual orientation" not covered by AS 18.80

Support discrimination at ANC -

CFDA funding not recommended by municipal committee;  
but no decision until the last because of  
lack of standing

26

Joyce Jenkins

Alaska to give - ~~Person~~ <sup>Person</sup> ~~Person~~

NRC - Circuit rider(s) on pipeline program

27

Dan Perry

Alaska Plan Policy Board

11/24/81 reg, par 1 - ~~Person~~ <sup>Person</sup> (not binding)

Not successful into state Alaska -

Need to differentiate 1/1 APPBD succession and  
union - several success

A process that is given by state and matched  
by an effort to ~~add~~ <sup>address</sup> state Alaska

③

28 Ronald Jenkins Tupper add'l steel corp.

29 Jack Rivers LOCAL 751 - 1800 W. 1st St. [?]  
No apprenticeship program or training program  
for workers in the state at the  
time

30 Ed Bogus Second concern w/ use of  
the Fairview Co. facility and building

31 Lisa Rudd  
Access to apprenticeship  
'76 exemption from age discrimination for apprenticeship  
programs

Under EEO

Needs to be done on "recruitment"

Local level - on an element of self learning/contract

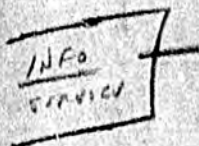
Monitoring of K compliance

On plan funding -

32 John Porter — Memphis Bus Services

Robert Williams II

Alvin Casey - Legislation approval of the  
State's apprenticeship act - plan -



Minority Policy Riddance  
no / enforcement  
effort

State = off compliance

HRC = state (policy) — enforcement NO MONITORING  
EEO — state / (policy) enforcement  
ADEEAA — v. non-enforcement — not limited to public emp

Ade Equal Rts

State Human Rts Commission

On P P Bd

Ade Human Rts

Outside

Ade Outside

US HEW — EEO

D/Labor

EEO (EEOC)

ASNA (Agency)

Wanting to testifier confirm

2 Mr. [unclear] &  
[unclear] Chy.

Doc One - George Williams 272-2063  
278-4641 ext 284

[ Sylvia Carlson Cinn, AFN, Native Caucus  
Mike Semianki AFN

Pat Reeve 263-1525 EEOC

AWK Center Helen Fischer Director 276-0528

Joe Jackson 278-3678

James Bounder 337-5370

Mr. Lee Klamenic - Eng prof

Bill Hem - Arch prof

Ad. Plan 6 speakers

Black Caucus

ABLC

Robert Williams

Reggy Williams

[ ① Health & Social Services 274-6524 Bernie Schwind

[ ② Minors, Family Parent Program Art Holmberg

[ ③ State Human Rights Commission

[ ④ Carol Kachley 465-4890 Dept of Community & Regional  
Affairs (State Econ Opportunity Service)

[ ⑤ State EEO office: Joan Alexander / Joan Stow  
Contract Counsel

[ ⑥ Municipal EEO - Charles Friege 264-4343

[ ⑦ Equal Rights Commission Vince Casey

[ ⑧ Status of Women Lynn Woods Thelata

[ ⑨ Anita Robinson Status of Women - Gov. Commission

no federal person -

representative in other commission [ ]

\_\_\_\_\_

---

~~\_\_\_\_\_~~



7/11/1914

10/10/10 10:10 AM  
10/10/10 10:10 AM

T. ...

75-  
Joe Alexander

off - 1-2nd Contract

JK 11-11-31

211A — By 411  
Carlson

RFN —

Senator Terry Stimson - Chairman  
Senator John Sackett  
Senator Pat Rodey  
Senator Tim Kelly



mailing address  
1315 Hyder  
Anchorage, Alaska 99501  
(907) 272-0954

SENATE MINORITY RELATIONS COMMITTEE

October 27, 1979

Billy G. Berrier  
Director  
Division of Legal Services  
Pouch Y  
Juneau, Alaska 99811

Dear Billy,

We are holding a public hearing on November 17, 1979 at the Fairview Community Center in Anchorage. The purpose of the hearing is to receive testimony from the representatives of the Boards, Commissions and Committees dealing with discrimination problems. In addition, members of the general public will testify on personal experiences they've had working with the various Boards, Commissions and Committees.

Jack Chenoweth has been working with our committee and I am requesting his presence at our hearing. In addition, I'd like to have him in Anchorage a day earlier in order to review and prepare for the hearing.

Should you have any questions please contact my office. If I'm not in, my assistant Licia Piceno will answer any questions you may have.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Terry Stimson".  
Terry Stimson  
Chairman

Where: Fairview Community Center  
940 LaTouche  
Anchorage, Alaska 99501  
272-6734

When: November 17, 1979

Time: 9:00 a.m. to 4:30 p.m.

TS:1fp

Senator Terry Stimson - Chairman  
Senator Pat Rodey  
Senator John Sackett  
Senator Tim Kelly



mailing address  
1315 Hyder  
Anchorage, Alaska 99501  
(907) 272-0954

MINORITY RELATIONS INTERIM STUDY

M E M O R A N D U M

TO: Jack Chenoweth  
FROM: Licia Piceno for Senator Stimson  
DATE: October 2, 1979  
SUBJECT: Work Draft Order

As per your telex the particulars are as follows:

- 1) Need for any State requirement on the Northwest gasoline for effective enforcement of state laws.
- 2) Equal employment for minorities in respect to:
  - a. Minority business hire, run and owned
  - b. Minority hire
- 3) Effective means of assuring compliance for the gasoline. *See report*
- 4) Possible funding for effective enforcement thru (i.e., Human Rights).

I will be having a meeting this Friday, October 5, 1979 with Ms. Marva Williams of the Alaska Plan Policy Board. If there is any information pertinent to the above that will be helpful in this work order I will forward it to you.

I realize that there are many possibilities to consider in regards to item four (4). Senator Stimson and I will be discussing this item in more detail after my meeting with Ms. Williams. Should you have any further questions please feel free to contact me at 272-0954.

Thank you for your assistance in this matter.



— 11 27 2 30 100

File 880

Page/Date

May 1915

7. 1890

eff. 1888

- L I C I A -

EMP  $\frac{2.47}{5.224}$

272-  
0954



Mistakes:

not say to insure

no enforcement today

in the law —



up over

# STATE OF ALASKA

## THE LEGISLATURE

1979

Source

Legislative  
Resolve No.

SCR 25

17



Directing the legislature to carry out a study of minority relations.

### BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF ALASKA:

WHEREAS specific problems relating directly to the racial status of persons exist in minority relations with government at all levels, with business, and in human relationships; and

WHEREAS a legislative study to coordinate the efforts to meet these problems is needed in the interest of more efficient government;

BE IT RESOLVED by the Alaska State Legislature that under the provisions of AS 24.20.090 and Uniform Rule 48(c) the legislative council is directed to establish an interim committee of the council to study the problems of uncoordinated and overlapping efforts of various committees, boards and commissions focusing on discrimination and minority relations in a variety of fields of human relationships, to seek means to foster cooperation and conciliation among the groups and elements of the population of the state, and to recommend policies or legislation which in its judgment will assist in coordinating the efforts of the many groups which function to meet problems unique to minorities.

Introduced: 3/20/79  
Referred: Finance

1 IN THE SENATE

BY STIMSON

2 SENATE CONCURRENT RESOLUTION NO. 25  
3 IN THE LEGISLATURE OF THE STATE OF ALASKA  
4 ELEVENTH LEGISLATURE - FIRST SESSION

5 Directing the legislature to carry  
6 out a study of minority relations.

7 BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 WHEREAS specific problems relating directly to the racial status of  
9 persons exist in minority relations with government at all levels, with  
10 business, and in human relationships; and

11 WHEREAS a legislative study to coordinate the efforts to meet these  
12 problems is needed in the interest of more efficient government;

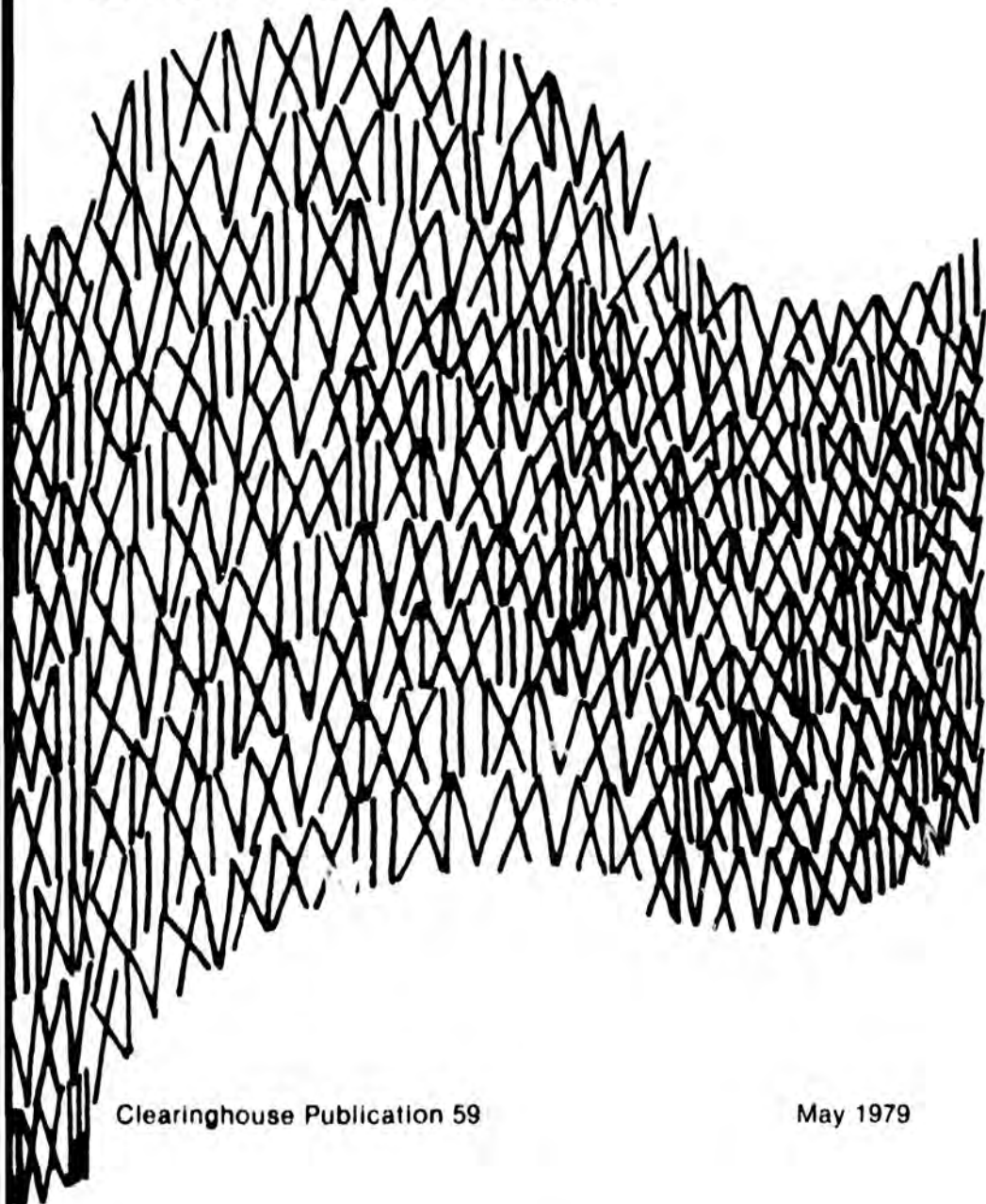
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18 fields of human relationships, to seek means to foster cooperation and  
19 conciliation among the groups and elements of the population of the state and  
20 to recommend policies or legislation which in its judgment will assist in  
21 coordinating the efforts of the many groups which function to meet problems  
22 unique to minorities.

23  
24 *Source of authority*

PLEASE NOTE: THE PRECEDING PAGES WERE TREATED  
AS A UNIT IN THE ORIGINAL DOCUMENT.

# **Getting Uncle Sam To Enforce Your Civil Rights**

United States Commission on Civil Rights



Clearinghouse Publication 59

May 1979

## **U.S. COMMISSION ON CIVIL RIGHTS**

The U.S. Commission on Civil Rights is a temporary, independent, bipartisan agency established by Congress in 1957 and directed to:

- Investigate complaints alleging that citizens are being deprived of their right to vote by reason of their race, color, religion, sex, age, handicap, or national origin, or by reason of fraudulent practices;
- Study and collect information concerning legal developments constituting discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, handicap, or national origin, or in the administration of justice;
- Appraise Federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, handicap, or national origin, or in the administration of justice;
- Serve as a national clearinghouse for information in respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, handicap, or national origin;
- Submit reports, findings, and recommendations to the President and Congress.

## **MEMBERS OF THE COMMISSION**

Arthur A. Flemming, *Chairman*

Stephen Horn, *Vice Chairman*

Frankie M. Freeman

Manuel Ruiz, Jr.

Murray Saltzman

Louis Nuñez, *Staff Director*

---

Front cover: Civil rights for minorities and women are based on the Thirteenth, Fourteenth, Fifteenth, and Nineteenth Amendments to the Constitution. These Amendments inspired the design for the front cover of this publication.

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# **Getting Uncle Sam To Enforce Your Civil Rights**

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**United States Commission on Civil Rights**

**Clearinghouse Publication 59**

**May 1979**

Single copies of this report are available free of charge by contacting:

Publications Division

U.S. Commission on Civil Rights

Washington, D.C. 20425

Telephone: (202) 254-6600

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## Acknowledgment

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This booklet was written by Mary Elizabeth Hartley, based on a 1968 Commission pamphlet on the same subject. Barbara Hulin and Jeanette Johnson typed the drafts. The booklet was reviewed for content by Cynthia Graae, Emily Marwell, Christopher G. Bell, and Eileen Bradley and for editorial style by Laura Chin.

The Commission is grateful to Jeffrey Miller, Director of the Civil Rights Task Force of the President's Reorganization Project, for his time and efforts to ensure the booklet's accuracy. It also appreciates the assistance of many other people throughout the Federal Government who were kind enough to answer our questions and give us their comments.

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# 1. Introduction

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There are many Federal laws against discrimination. They were passed to protect people who, because of their race, color, religion, sex, national origin, age, handicap, or other characteristics, are denied their rights.

This might occur when they try to vote, rent or buy a home, use a public place, get a job, an education, or a bank loan, or do many other things.

Discrimination is treating someone differently from another person because of a particular characteristic. Not all kinds of discrimination are illegal or even unfair; for example, States allow only their own residents to vote in State elections. There are also many kinds of unfair treatment which are not discrimination.

If you believe you have been discriminated against for the reasons listed in the first paragraph and want to file a complaint with the Federal Government, this booklet is intended to help you. It is not intended to tell you how to get assistance from numerous special programs the Government has set up to help Indians, minority businesses, veterans, handicapped children, and others.

How do you make out a complaint? Where do you send it?

It's not hard. It's your right, and your duty, too, for by acting on your own behalf, you are helping others who may suffer the same kind of discrimination.

If you have a complaint, you should first decide if you want to take it up with the Federal Government. States, counties, and municipalities also have laws against discrimination, and these are sometimes stronger than Federal ones. Frequently, these governments act on complaints more quickly. If they have applicable laws, you can file a complaint with them instead of, or in addition to, filing one with the Federal Government. The Federal Government has arrangements with some State governments to refer certain kinds of complaints to them.

The Civil Rights Act of 1964, the Voting Rights Act of 1965, the Age Discrimination in Employment Act of 1967, the Civil Rights Act of 1968, and the Rehabilitation Act of 1973 are among the Federal laws which require that people be treated equally.

Many Federal agencies are responsible for enforcing these laws and regulations to implement them. Sometimes the Government must get a complaint from someone who has been discriminated against before it can act against an individual or organization which violates people's

---

rights. Because laws and regulations frequently require that complaints be filed within certain time limits, it is important to file as soon as possible after the discriminatory act occurs.

The U.S. Commission on Civil Rights has no power to enforce the law and hence cannot resolve individuals' complaints of discrimination. If, after reading this booklet, you are still not sure which agency you should contact, send your complaint to

**Complaint Referral  
U.S. Commission on Civil Rights  
Washington, D.C. 20425**

## **2. How to File a Complaint**

---

Your complaint should be in writing (typed or printed neatly), dated, signed, and should include the following information:

- your name
- your address and telephone numbers at home and at work
- the name and address of the person(s) and/or establishment you believe to have discriminated against you
- a description of the action or actions of discrimination. This should include the date and place of the action, what you believe to be the basis for discrimination (race, sex, etc.), and the names of persons who have information concerning your complaint.

When your complaint is investigated, you may also be asked for copies of receipts, contracts, or other records supporting your claim of discrimination. Do not send materials which you want returned with your initial complaint.

## **3. Where to File Complaints About Discrimination Because of Race, Color, Sex, Religion,**

---

## or National Origin

---

Some agencies handle complaints only at their Washington headquarters; others want to get them at regional or local offices.

Some handle them both places. If complaints are to go to regional or local offices, you are referred to the list in chapter 7, where the headquarters address is also listed, in case you want it. If complaints can go either to headquarters or to regional or local offices, the headquarters address is listed in the main text and you are also referred to the list in chapter 7.

### **Credit**

If you think you have been discriminated against by a bank, savings and loan association, credit union, store, or other creditor

- in being discouraged from applying for credit or a loan,
- in being given unfair terms for credit or a loan,
- in being denied credit or a loan,

write to the agency in charge of enforcing equal credit practices of that lender. You should also complain if you think a lender is "redlining"—refusing to make loans or setting different conditions for loans on property in a certain place because of the area's racial, religious, or ethnic makeup. You should complain, too, if you think someone has denied you credit because of characteristics, like race or religion, of persons with whom you deal.

A creditor must give you the name and address of the appropriate enforcement agency when he or she turns down the terms you request or denies you credit. If a lender does not offer you this information or refuses to give it to you, write to the appropriate agency in the list which follows. Some of these agencies may not investigate individual complaints, although they may take action against a lender because of a number of complaints against it.

If the creditor is

- a **nationally-chartered bank** ("national" or "N.A." will be in its name), write to the appropriate national bank region branch of the Office of the Comptroller of the Currency (see page 36).
- a **State-chartered bank and a member of the Federal Reserve System**, write to

**Division of Consumer Affairs  
Federal Reserve Board  
Washington, D.C. 20551**

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● a State-chartered bank insured by the Federal Deposit Insurance Corporation (it will display the FDIC symbol) and not a member of the Federal Reserve System, write to the appropriate FDIC regional office (see page 32).

● a savings and loan institution insured by the Federal Savings and Loan Insurance Corporation (it will display the FSLIC symbol), write to the appropriate Federal Home Loan Bank (see page 33).

● a federally-chartered credit union ("Federal" will be in its name) write to the appropriate regional office of the National Credit Union Administration (see page 35).

● a stock and bond broker or dealer, write to

Office of Consumer Affairs  
Securities and Exchange Commission  
Washington, D.C. 20549

● a Federal land bank, Federal land bank association, Federal intermediate credit bank, or production credit association, write to

Office of Supervision  
Farm Credit Administration  
Washington, D.C. 20578

● a retail store, department store, small loan and finance company, gasoline or other non-bank credit card issuer, State-chartered credit union, or other creditor, write to

Equal Credit Opportunity  
Federal Trade Commission  
Washington, D.C. 20580

or to the appropriate FTC regional office (see page 34).

The Justice Department may sue lenders who show a pattern or practice of equal credit violations. It may also file suit in cases referred by the agencies which initially investigate complaints. You may write to

Chief, Housing and Credit Section  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530

In addition to the reasons for discrimination mentioned in the introduction to this booklet, the Equal Credit Opportunity Act forbids discrimination because of marital status, because applicants receive public assistance, or because they have acted to protect their rights

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under equal credit laws. The ECOA does not cover discrimination because of handicap.

Write to the Federal Trade Commission at the address listed above for more information about the ECOA, including your right to bring suit under this law (see also "Legal Action," page 21).

## **Education**

If you think you or your child has been discriminated against by a **public school, school system, college, or university, or a private school, college, or university** which gets Federal benefits, write to the appropriate regional office of the Department of Health, Education, and Welfare (see page 23).

Complaints to HEW should be in writing, signed, and filed within **180 days** after the discriminatory act takes place. You should include the information outlined on page 2 and also say if you think a whole group of students or teachers are being discriminated against. If the victim is an elementary or secondary student, list her or his name, grade, school, and school district.

According to a 1974 Supreme Court decision, discrimination may also include failure to provide instruction to non-English-speaking students.

Certain kinds of complaints should also be sent to the U.S. Attorney General, who may bring suit after receiving a written and signed complaint from:

- a parent (or group of parents), stating that his or her child is one of a group being discriminated against by a school board;
- an individual, or his or her parent, stating that he or she has been denied admission to or dismissed from a public college, university, or postsecondary vocational or technical school because of race, color, religion, sex, or national origin.

These should be sent to

**Assistant Attorney General  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530**

If you think you or your child has been discriminated against because of race, color, or national origin by a **vocational, technical, elementary, or secondary school** which is **privately-owned, operated**

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for profit, and not run by a hospital, you should also write to

**Office of Human Goals  
Veterans Administration  
Washington, D.C. 20420**

VA can act if it pays benefits for any veteran enrolled at the school, or otherwise assists the school, even if the person discriminated against is not a veteran.

If you think you or your child has been discriminated against by a private, nonprofit school, you may also write to the nearest district office of the Internal Revenue Service (see page 35). IRS can revoke a school's tax exemption for discriminatory policies.

Federal law prohibits all institutions of vocational and professional education and graduate higher education which get Federal funds from admitting students of only one sex. It forbids public institutions of undergraduate higher education to admit students of only one sex unless they have always had this policy.

Federal law does not prohibit unequal treatment of the sexes in schools whose main purpose is training for U.S. military or merchant marine service and in religious schools when anti-sex discrimination law conflicts with religious doctrines.

## ***Employment and training***

If you think you have been discriminated against

- by an **employer** in being hired or tested for a job, in being promoted or fired, in work opportunities or conditions, in pay or benefits, or in apprenticeship or training programs;
- by a **labor union** in its apprenticeship or training programs, hiring hall procedures, or membership requirements;
- by an **employment agency**, including a State employment service, in its job testing, referrals, or fees;

write or call the nearest office of the Equal Employment Opportunity Commission (see page 30). They will give you instructions and forms for filing a charge. Complaints must usually be filed within **180 days** after the discriminatory act takes place.

Although EEOC prefers that its forms be used, you can also file a charge by writing a letter containing your name and address and that of the employer, union, or employment office you think has discriminated. You must date the letter and briefly explain what the discriminatory act was and when it occurred.

A Presidential order also forbids discrimination by **companies which**

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**hold contracts with the Federal Government and by firms working on construction projects which get Federal funds. If you think the employer who has discriminated against you holds a contract with a Federal agency, write to the appropriate regional office of the Department of Labor (see page 25). Complaints must usually be filed within 180 days.**

If your complaint is the only one against that employer, it will probably be referred to EEOC. If it is one of several, or if many other persons are also affected, the Labor Department may step in.

The Equal Pay Act requires that **men and women** who work in the same establishment (which could be a company or a branch of one) must be given equal pay if they are performing jobs under similar conditions that require equal skill, effort, and responsibility, unless the difference is for non-sex-related reasons.

If you think you have been given lower pay because of your sex, write to the appropriate area office of the Wage and Hour Division of the Department of Labor (see page 26). Equal Pay Act enforcement will be transferred to EEOC in July 1979. After that time, see page 6.

If you're a **Federal employee or an applicant for Federal employment** and think you have been discriminated against, within **30 days**, contact the equal employment opportunity director of the agency involved for information on filing a complaint. If the agency rules against you, you should ask the equal employment opportunity director what appeal rights you have and what the time limits are for filing an appeal.

If your complaint concerns an action that may not be appealed to the Merit Systems Protection Board (such as most instances of refusing hire or promote you), you may appeal directly to EEOC. Obtain a complaint form from the agency and file it with

**Office of Appeals and Review  
Equal Employment Opportunity Commission  
Washington, D.C. 20506**

If your complaint concerns an action that may be appealed to the MSPB (such as being fired), you may take your appeal there, or you may instead take the matter to court (see "Legal Action," page 21). MSPB complaint forms should be obtained from the agency and filed with

**Merit Systems Protection Board  
Washington, D.C. 20419**

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If the MSPB rules against you on the discrimination aspect of your case, you may then ask EEOC to review the MSPB decision, or you may go to court.

If you think you have been discriminated against by a **State employment service** (also covered by EEOC) or **unemployment benefits office**, or by **Comprehensive Employment and Training Act (CETA) job training or public service employment programs**, write to the appropriate regional office of the Department of Labor (see page 25).

If you think you have been discriminated against by an **apprenticeship program** registered with the Department of Labor or a State apprenticeship agency, write to

**Bureau of Apprenticeship and Training  
Employment and Training Administration  
U.S. Department of Labor  
Washington, D.C. 20213**

If you think you have been discriminated against by a **job training center** which receives Federal assistance, write to the appropriate Federal agency. For example, the Veterans Administration (address on page 6) can act if it pays benefits for any veteran enrolled at the school, or otherwise assists the school, even if the person discriminated against is not a veteran.

If you think you have been discriminated against in employment by a court, jail, prison, police department, or other **law enforcement agency**, write to

**Office of Civil Rights Compliance  
Law Enforcement Assistance Administration  
U.S. Department of Justice  
Washington, D.C. 20531**

LEAA can act if it provides funds or assistance to the program or activity.

Numerous other Federal agencies, such as the Department of Agriculture, the Federal Communications Commission, the Department of the Treasury, and the Environmental Protection Agency, enforce statutes which contain prohibitions against discrimination by particular groups of employers. In almost all cases, EEOC also has jurisdiction. It may be to your advantage to file complaints with all agencies you think may enforce laws covering your situation.

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EEOC is responsible for coordinating Federal enforcement of laws against employment discrimination. If you believe a complaint filed with another agency has not been properly handled, you should write to

**Office of Interagency Coordination  
Equal Employment Opportunity Commission  
Washington, D.C. 20506**

If you have questions concerning employment discrimination laws, you should write to EEOC's Office of Public Affairs at the city and ZIP code above.

## ***Housing***

If you think you have been discriminated against

- in trying to **buy or rent a house or apartment**,
- in getting a **housing loan** (see also the section on credit),
- in real estate **broker services**,

or if you wish to complain about

- **advertisements** that housing is available only to persons of a certain race, color, sex, religion, or national origin,
- **"blockbusting"**—persuading owners to sell or rent housing by telling them that minorities are moving into a neighborhood, in order to make a profit,

call 755-5490, if you live in the Washington, D.C., area, or 800-424-8590 (toll-free), if you live elsewhere. You may instead write to the appropriate area office of the Department of Housing and Urban Development (see page 23).

Complaints must be written, signed, and filed with HUD within **180 days** after the discriminatory act.

You may also complain to the Justice Department, which may step in if a pattern or practice of discrimination appears to exist, or if the denial of rights to a group of persons raises an important public issue. Write to

**Chief, Housing and Credit Section  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530**

Neither HUD nor the Justice Department has authority to act in some instances of discrimination, such as those which occur in the sale

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or rental of a single-family home by a private individual who owns three or fewer such units and does not advertise or use a broker, or in the rental of a room or apartment in a dwelling containing four or fewer units, if the owner lives in one of them. However, the Civil Rights Act of 1866 forbids racial discrimination in the actual sale or rental of property; you may protect your rights by taking legal action (see page 21).

## **Law enforcement**

If you have a complaint about police brutality or abuse of your rights by the police or other public officials, contact the nearest office of the Federal Bureau of Investigation (FBI), listed in the front of your phone book under "police," or write to the Justice Department at the address on page 5.

Because the Law Enforcement Assistance Administration gives funds to State and local governments to improve law enforcement and criminal justice, it can also act. If you think you have been discriminated against by a court, jail, prison, or other law enforcement agency in employment or failure to provide police protection, you may also write to LEAA at the address on page 8.

Because law enforcement programs may receive revenue sharing funds, in cases of discrimination, you may also write to the Office of Revenue Sharing at the address on page 13.

## **Other federally-funded programs**

A number of Federal laws prohibit discrimination in programs that get federal money or other assistance. The 1964 Civil Rights Act forbids discrimination because of race, color, or national origin, the 1973 Rehabilitation Act bars discrimination because of handicap, and the 1975 Age Discrimination Act prohibits age discrimination.

The 1972 Education Amendments forbid sex discrimination in federally-funded education programs, and other laws bar sex and religious discrimination in various other activities the Government funds.

The law barring discrimination in a program is normally enforced by the agency that runs it. Although you may not be compensated for being discriminated against, the agency should cut off funds to the program if it continues to discriminate.

Information on where to file complaints about education, job training, housing, and law enforcement programs is contained in other

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sections of chapter 3. Programs in agriculture, health and welfare, recreation, transportation, environmental control, and other fields are covered in this section.

If you think you have been discriminated against because of sex or religion, but are not sure if a law covers your situation, go ahead and file a complaint on the chance that it does.

Many agencies have time limits (usually **180 days** after the discriminatory act) on when complaints can be filed.

The law barring discrimination because of race, color, or national origin in federally-funded programs covers benefits and services, but not employment by the program, unless a main purpose of the operation is to provide employment, or unless discrimination in employment could cause discrimination in benefits and services.

In the event that employment is covered, you should file such a complaint with the agency funding the program. However, job discrimination is covered by other laws, and complaints should also be filed as described in the employment section.

If you think you have been discriminated against by an **agricultural** or **rural** program, such as the Cooperative Extension Service or the Farmers Home Administration, or by a local welfare office in applying for **food stamps**, write to

**Secretary of Agriculture  
Washington, D.C. 20250**

If you think you have been discriminated against by an **antipoverty** project such as the Community Action Program, write to

**Office of Legal Affairs and General Counsel  
Human Rights Division  
Community Services Administration  
Washington, D.C. 20506**

or to the appropriate CSA regional office (see page 22).

If you think you have been discriminated against by a program operated under a **community development grant**, write to the appropriate area office of the Department of Housing and Urban Development (see page 23). You may instead call one of the phone numbers listed on page 9.

If you think you have been discriminated against by the National Guard, the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), or by other **defense** programs, such as those of

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the U.S. Army Corps of Engineers or the Defense Civil Preparedness Agency, write to

**Deputy Assistant Secretary of Defense  
for Equal Opportunity  
Room 3E318, The Pentagon  
Washington, D.C. 20301**

If you think you have been discriminated against by any program funded or assisted by the **Economic Development Administration**, write to

**Office of Civil Rights  
U.S. Department of Commerce  
Washington, D.C. 20301**

If you think you or your community have been discriminated against in trying to get benefits under programs for sewage treatment plants and other measures to improve the **environment**, write to

**Director, Office of Civil Rights  
Environmental Protection Agency  
Washington, D.C. 20460**

or to the appropriate EPA regional office (see page 30).

If you think you have been discriminated against by an institution that gets Federal funds under a **health** or **welfare** program, such as Medicare, Medicaid, Aid to Families with Dependent Children, Family Planning, or Maternal and Child Health Services, write to the appropriate regional office of the Department of Health, Education, and Welfare (see page 23).

If you think you have been discriminated against by **natural resource**, **recreation**, or **wildlife** programs, such as those of the Heritage, Conservation and Recreation Service, the Bureau of Land Management, the U.S. Fish and Wildlife Service, and the National Park Service, write to

**Office for Equal Opportunity  
Office of the Secretary  
U.S. Department of the Interior  
Washington, D.C. 20240**

If you think you have been discriminated against by a company

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which has received or dispenses Small Business Administration funds, write to

**Chief, Compliance Division  
Office of Equal Employment Opportunity  
and Compliance  
Small Business Administration  
Washington, D.C. 20416**

If you think you have been discriminated against by any program or activity of a State or local government such as city services, write to

**Civil Rights Division  
Office of Revenue Sharing  
U.S. Department of the Treasury  
Washington, D.C. 20226**

if you think you have been discriminated against by a road building, mass transit, or other transportation program, write to

**Departmental Office of Civil Rights  
U.S. Department of Transportation  
Washington, D.C. 20590**

Such discrimination could include the provision of better transportation services to one part of a city, where mostly whites live, than to another part of a city, where mostly minorities live.

The Justice Department is responsible for coordinating enforcement of the law barring discrimination because of race, color, or national origin. If you think you have been discriminated against for one of these reasons by a program that gets some kind of Federal assistance, but you don't know which agency to contact, write to

**Chief, Federal Programs Section  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530**

You should also contact the Justice Department if you believe such a complaint has not been properly handled by another agency.

Although direct discrimination by a Federal agency in awarding grants to community organizations, governments, or others is not necessarily barred by Federal statutes, it is prohibited by the U.S. Constitution. Complaints should be filed with the responsible agency, but if it does not act, you may have to bring suit to protect your rights (see "Legal Action," page 21).

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## **Public places and facilities**

If you think you have been discriminated against while using or trying to use

- a hotel, restaurant, theater, sports arena, or other place for use of the general public;

- a courthouse, jail, hospital, park, swimming pool, transportation system, or other facility owned or operated by, or on behalf of, a State or local government (except for educational institutions, see instead page 5),

contact the local office of the Federal Bureau of Investigation (FBI), listed in the front of your phone book under "police," or the nearest office of a United States Attorney (see page 37). If you are not able to locate an FBI agent or U.S. Attorney, write to

**Assistant Attorney General  
Special Litigation Section  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530**

If you think you have been discriminated against while using or trying to use a **Federal facility**, write to the agency in charge of operating that facility. You can find out the name of the agency by calling one of the Federal Information Centers, located in major cities throughout the Nation.

If the agency does not act, the Justice Department has no power to step in, but you may sue privately. (See "Legal Action," page 21.)

Complaints about State and local government facilities may also be made to the Office of Revenue Sharing at the address on page 13.

## **Voting**

If you think you were discriminated against when you tried to vote, immediately complain to local voting officials and contact the nearest office of a United States Attorney (see page 37) or write to the Justice Department at the address on page 5. You should also complain if you experienced discrimination when you tried to **register**, or when you **campaigned for office**, took part in a **political meeting**, signed up **other voters**, or served as an **election official** or **poll watcher**.

You might have been stopped from doing these things, or you might have been beaten, lost your job or your home, or been threatened or

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hurt in some way. You should also complain

- if you are discriminated against in trying to register or vote because you don't know how to read or write or can't speak or read English;
- if you don't know how to read or write and are not assisted in voting;
- if you are an American Indian, Asian American, Alaskan native, or Hispanic, and are not given help you request in voting (although this right depends on how many members of your community need such assistance);
- if you think a change in local voting laws has a discriminatory purpose or effect.

## 4. Other Kinds of Discrimination

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The major civil rights laws do not forbid discrimination on account of age, handicap, or lack of citizenship, but a number of other statutes cover some of the same kinds of discriminatory situations. Age discrimination can affect both young and old people. Handicaps can be mental and emotional, as well as physical.

### **Age**

Federal law forbids age discrimination in **credit**, although a creditor may consider age to the extent that it bears on other things used to determine creditworthiness. For example, an elderly applicant might not qualify for loan terms in which the downpayment is small and the length of time for repayment exceeds the borrower's life expectancy. If you think you have been discriminated against in obtaining credit, see page 3.

Federal law forbids age discrimination in **employment** against most persons age 40 and over by most Federal agencies and against nearly all individuals from ages 40 to 70 by employment agencies and most employers and labor unions. Complaints should be filed within **180 days** after the discriminatory act takes place. Ways in which discrimination can occur are explained on page 6. Most apprenticeship programs are not covered by laws forbidding age discrimination.

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If you are 40 or over and think you have been discriminated against by a Federal agency, follow the Federal employee complaint procedure described on page 7. If you are between the ages of 40 and 70, and think you have been discriminated against by an employer, employment agency, or labor union, until July 1979, write to the appropriate area office of the Wage and Hour Division of the Department of Labor (see page 26). After that time, write to the nearest EEOC local office (see page 30).

With certain exceptions, age discrimination in programs which receive Federal money is forbidden. See sections of chapter 3 on education (pages 5 - 6), housing (page 9), law enforcement (page 10), and other federally-funded programs (pages 10-13) for addresses where complaints should be filed. Please note that other material in these sections may not be relevant; for example, Federal law does not bar age discrimination in housing unless Federal assistance is involved.

The chief law barring discrimination in federally-funded programs, the Age Discrimination Act of 1975, covers services and benefits, but not employment, unless the activity is a CETA public service employment program. See page 8 for where to file complaints concerning CETA programs.

HEW coordinates enforcement of the Age Discrimination Act. If you think you have been discriminated against by a program that gets some kind of Federal assistance, but don't know which agency to contact, write to the HEW headquarters address on page 23. You should also write to this address if you believe your complaint has not been properly handled by another agency.

Mass transit facilities which get Federal funds may be required to make provisions for the elderly and allow them cut-rate fares during nonpeak hours. If you think a mass transit project has failed to meet these requirements, write to

**Office of Civil Rights  
Urban Mass Transportation Administration  
U.S. Department of Transportation  
Washington, D.C. 20590**

If you are elderly and are denied services on an Amtrak train which runs between cities, write to

**Consumer Affairs Officer  
Federal Railroad Administration  
U.S. Department of Transportation  
Washington, D.C. 20590**

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If you are 18 years old or over and think you have been discriminated against in voting, see page 14.

## **Handicap**

If **architectural barriers** limit your use of a building constructed, financed, modified, or leased with Federal funds (except for most private residences and military facilities), write to

**Access America  
Washington, D.C. 20201**

Some buildings are exempt from providing for the handicapped.

States must provide adequate and reasonable **access** for handicapped persons, including those in wheelchairs, **across curbs** built or replaced after June 30, 1976. If a lack of curb-cuts limits your ability to cross at a crosswalk, write to

**Office of Highway Safety  
Federal Highway Administration  
U.S. Department of Transportation  
Washington, D.C. 20590**

Federal law forbids discrimination against the handicapped by any **program receiving Federal money**. The agencies which enforce this law may have time limits (usually **180 days** after the discriminatory act) on when complaints can be filed.

Public school systems must provide education to the handicapped comparable to that given to other students, and no educational institutions receiving Federal funds may discriminate against the handicapped in employment or services.

These institutions must put handicapped students in classes with other students unless a handicap is so severe that the person cannot be educated adequately in such a setting. Tests and other methods used to evaluate and place handicapped students may not be racially or culturally discriminatory. If you think you or your handicapped child has been discriminated against by an educational institution, write to the appropriate HEW regional office (see page 23).

If you think you have been discriminated against in employment or services by federally-funded programs in housing, law enforcement, or

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any other field, see pages 9-15 for addresses for filing complaints. Please note that other material in these sections may not be relevant; for example, Federal law does not bar discrimination against the handicapped in housing unless Federal assistance is involved.

HEW is responsible for coordinating enforcement of the chief law barring discrimination against the handicapped in federally-funded programs. If you think you have been discriminated against by a program that gets some kind of Federal assistance, but don't know which agency to contact, write to the HEW headquarters address on page 23. You should also write to this address if you believe your complaint has not been properly handled by another agency.

If you think you have been discriminated against by a Federal agency in trying to get a job you can perform satisfactorily in spite of a handicap, follow the Federal employee complaint procedure explained on page 7. If you think you have been discriminated against by an employer holding a Federal contract in trying to get such a job, write to the appropriate regional office of the Department of Labor (see page 25). Complaints should be filed within 180 days after the discriminatory act takes place.

If you think you have been discriminated against by a State employment or unemployment benefits office, or by a CETA program, an apprenticeship program recognized by the Department of Labor, or a federally-funded job training center, write to the appropriate addresses listed on page 8.

Mass transit facilities which get Federal funds may be required to make provisions for the handicapped and allow them cut-rate fares during nonpeak hours. If you think a mass transit project has failed to meet these requirements, write to the first Department of Transportation address on page 16.

If you are denied service on an Amtrak train which runs between cities, write to the second Department of Transportation address on page 16.

You may obtain a free pamphlet titled, "Your Rights as a Disabled Person," by writing to

**Handicapped  
U.S. Department of Health, Education, and Welfare  
Washington, D.C. 20201**

For more information on Federal laws and programs affecting handicapped persons, write to obtain "A Handbook on the Legal

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**Rights of Handicapped Persons."** It also covers laws of the District of Columbia, Maryland, and Virginia, and is available from

**Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402**

This publication costs \$1.80. Your request should include a money order or check made out to the Superintendent of Documents and the stock number, 040-000-00355-0.

## ***Lack of citizenship***

The Supreme Court has ruled that the Constitution protects, to some extent, persons in this country who are not U.S. citizens from arbitrary denials of their rights. It has also ruled that, without a compelling reason, states may not deny public benefits, such as education or welfare assistance, to permanent resident aliens, nor restrict benefits only to those aliens who have lived in the U.S. for a certain number of years.

However, the laws which prohibit discrimination because of race, national origin, or other characteristics do not cover lack of citizenship. In some cases, what is claimed to be discrimination against noncitizens is merely a disguise for discrimination because of national origin, and is therefore covered under these laws. Because lack of citizenship is not a prohibited basis for discrimination in the civil rights laws enforced by Federal agencies, it has frequently been necessary for noncitizens to bring legal action to get their rights (see "Legal Action," page 21).

Some federally-funded programs are available to noncitizens, and some are not, depending on the statute governing their operations. Some programs make distinctions between permanent resident aliens and others.

If you are informed that you cannot participate in or receive benefits of a program which receives Federal funds because you are not a citizen, write to the appropriate agency listed in chapter 3 to determine whether the denial is legal. See sections on education (page 5), State employment services and unemployment benefits offices, CETA programs, apprenticeship programs recognized by the Department of Labor, and federally-funded job training centers (page 8), housing (page 9), law enforcement (page 10), and other federally-funded programs (pages 10-13) for agency addresses. Please note that other material in these sections may not be relevant.

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## **5. Special Circumstances**

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### ***American Indians***

If you are discriminated against because you are an American Indian or an Alaskan native, you should file a complaint with the appropriate agency listed in chapter 3 of this booklet. In addition, you should write to

**Office of Indian Rights  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530**

For a more detailed explanation of your rights as a native American, write to obtain a free copy of "American Indian Civil Rights Handbook." It is available from

**Publications Management Division  
U.S. Commission on Civil Rights  
Washington, D.C. 20425**

### ***Institutionalized persons***

If you do not receive treatment or are otherwise deprived of your rights while involuntarily confined to a nonpenal institution, write to the Justice Department address on page 5.

### ***Military personnel***

If you are in the U.S. Navy, and have a discrimination complaint about some aspect of **military life**, it should be handled through the chain of command.

If you are in the U.S. Army or Marine Corps, discrimination complaints are handled through the chain of command and inspector-general channels.

If you are in the U.S. Air Force, a discrimination complaint should first be taken up with your supervisor or commander. If it is not resolved to your satisfaction, you should contact the equal opportunity and treatment officer or the noncommissioned officer at your wing or base social actions office.

If you are in any branch of the service and are discriminated against in **off-base housing**, contact your post or base housing referral office.

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If the discriminatory act took place in the United States, you should also file a complaint with HUD (see page 9).

## **6. More Help**

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### ***Discrimination law guides***

Single copies of "A Compilation of Federal Laws and Executive Orders for Nondiscrimination and Equal Opportunity Programs" may be obtained free from

**U.S. General Accounting Office  
Distribution Section, Room 1518  
441 G St., N.W.  
Washington, D.C. 20548**

Include the order number (HRD-78-138) and date of publication (August 2, 1978).

Single copies of "A Guide to Federal Laws and Regulations Prohibiting Sex Discrimination" are available free from

**Publications Management Division  
U.S. Commission on Civil Rights  
Washington, D.C. 20425**

### ***Legal Action***

It may be necessary to bring a legal suit to enforce your rights. *Brown v. Board of Education*, which resulted in the Supreme Court's 1954 landmark school desegregation decision, was based on a charge that segregated schools violated the 14th amendment of the Constitution. Cases have also been brought against Federal agencies for failing to enforce civil rights laws adequately.

However, if an administrative procedure has been set up to deal with a particular problem, such as employment discrimination, courts may require that process to be exhausted before a case can be filed. In some civil rights cases, attorneys' fees are awarded to the side that wins.

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For legal assistance, you may contact your local legal aid society or bar association, or private groups, such as the American Civil Liberties Union, the National Association for the Advancement of Colored People, the Mexican American Legal Defense and Education Fund, and the National Organization for Women.

## 7. Agency Regional and Local Offices

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Many Federal agencies divide the States into the following areas to be served by regional offices:

- |                    |                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Region I</b>    | Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont                                        |
| <b>Region II</b>   | New Jersey, New York, Puerto Rico, Virgin Islands                                                              |
| <b>Region III</b>  | Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia                                |
| <b>Region IV</b>   | Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee                    |
| <b>Region V</b>    | Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin                                                        |
| <b>Region VI</b>   | Arkansas, Louisiana, New Mexico, Oklahoma, Texas                                                               |
| <b>Region VII</b>  | Iowa, Kansas, Missouri, Nebraska                                                                               |
| <b>Region VIII</b> | Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming                                                   |
| <b>Region IX</b>   | Arizona, California, Hawaii, Nevada, American Samoa, Guam, Trust Territory of the Pacific Islands, Wake Island |
| <b>Region X</b>    | Alaska, Idaho, Oregon, Washington                                                                              |

### **Community Services Administration**

See above for which region your State is in. Address complaints to: Human Rights Chief, Community Services Administration.

- |                  |                                                             |
|------------------|-------------------------------------------------------------|
| <b>Region I</b>  | John F. Kennedy Federal Bldg., Room E-432, Boston, MA 02203 |
| <b>Region II</b> | 26 Federal Plaza, New York, NY 10007                        |

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|                    |                                                          |
|--------------------|----------------------------------------------------------|
| <b>Region III</b>  | 3535 Market St., Philadelphia, PA 19104                  |
| <b>Region IV</b>   | 101 North Marietta St. NW, Atlanta, GA 30303             |
| <b>Region V</b>    | 300 South Wacker Drive, Chicago, IL 60606                |
| <b>Region VI</b>   | 1200 Main St., Dallas, TX 75202                          |
| <b>Region VII</b>  | 911 Walnut St., 16th Floor, Kansas City, MO 64106        |
| <b>Region VIII</b> | 1961 Stout St., 12th Floor, Denver, CO 80202             |
| <b>Region IX</b>   | 450 Golden Gate Ave., Box 36008, San Francisco, CA 94102 |
| <b>Region X</b>    | 1321 Second Ave., Seattle, WA 98101                      |

## ***Department of Health, Education, and Welfare***

See page 22 for which region your State is in. Address complaints to: Office for Civil Rights, U.S. Department of Health, Education, and Welfare.

|                     |                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------|
| <b>Region I</b>     | RKO General Bldg., Bulfinch Place, Boston, MA 02114                                                |
| <b>Region II</b>    | 26 Federal Plaza, New York, NY 10007                                                               |
| <b>Region III</b>   | 3535 Market St., Philadelphia, PA 19104                                                            |
| <b>Region IV</b>    | 50 Seventh St. NE, Atlanta, GA 30323                                                               |
| <b>Region V</b>     | 309 West Jackson Blvd., Chicago, IL 60606                                                          |
| <b>Region VI</b>    | 1114 Commerce St., Dallas, TX 75202                                                                |
| <b>Region VII</b>   | 601 East 12th St., Kansas City, MO 64106                                                           |
| <b>Region VIII</b>  | 1961 Stout St., Denver, CO 80202                                                                   |
| <b>Region IX</b>    | 1275 Market St., 14th Floor, San Francisco, CA 94103                                               |
| <b>Region X</b>     | 6101 Arcade Plaza, 1321 Second Ave., Seattle, WA 98101                                             |
| <b>HEADQUARTERS</b> | Office for Civil Rights, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201 |

## ***Department of Housing and Urban Development***

See page 22 for which region your State is in. Write to the office in your State, or to the nearest one, if there are more than one. If there is no office in your State, write to the nearest one in your region. Address complaints to: Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development.

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|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Region I</b>   | One Financial Plaza, Hartford, CT 06103<br>15 New Chardon St., Boston, MA 02114<br>275 Chestnut St., Manchester, NH 03103                                                                                                                                                                                                                                                                                                                                  |
| <b>Region II</b>  | Gateway Bldg. No. 1, Raymond Plaza, Newark, NJ 07102<br>107 Delaware Ave., Suite 800, Buffalo, NY 14202<br>666 Fifth Ave., New York, NY 10019<br>U.S. Courthouse and Federal Bldg., Room 428, Carlos Chardon Ave., Hato Rey, PR 00918                                                                                                                                                                                                                      |
| <b>Region III</b> | 1875 Connecticut Ave. NW, Washington, DC 20009<br>Two Hopkins Plaza, Baltimore, MD 21201<br>625 Walnut St., Philadelphia, PA 19106<br>Two Allegheny Center, Pittsburgh, PA 15212                                                                                                                                                                                                                                                                           |
| <b>Region IV</b>  | 701 East Franklin St., Richmond, VA 23219<br>15 South 20th St., Birmingham, AL 35233<br>661 Riverside Ave., Jacksonville, FL 32204<br>230 Peachtree St. NW, Atlanta, GA 30303<br>601 South Floyd St., Louisville, KY 40201<br>101 C Third Floor, Jackson Mail, Jackson, MS 39213<br>415 North Edgeworth St., Greensboro, NC 27401<br>1801 Main St., Jefferson Square, Columbia, SC 29201<br>One Northshore Bldg., 1111 Northshore Dr., Knoxville, TN 37919 |
| <b>Region V</b>   | One North Dearborn St., Chicago, IL 60602<br>151 North Delaware, Indianapolis, IN 46207<br>477 Michigan Ave., Detroit, MI 48226<br>6400 France Ave. South, Minneapolis, MN 55435<br>200 North High St., Columbus, OH 43215<br>744 North Fourth St., Milwaukee, WI 53203                                                                                                                                                                                    |
| <b>Region VI</b>  | One Union National Plaza, Suite 1400, Little Rock, AR 72201<br>1001 Howard, Plaza Tower, New Orleans, LA 70113<br>200 NW Fifth, Oklahoma City, OK 73102<br>2001 Bryan Tower, Fourth Floor, Dallas, TX 75201                                                                                                                                                                                                                                                |

|                     |                                                                                                                                                                                                                    |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Region VII</b>   | 410 South Main, San Antonio, TX 78285<br>Two Gateway Center, Fourth and State Sts.,<br>Kansas City, KS 66101<br>210 North 12th St., St. Louis, MO 63101<br>Univac Bldg., 7100 West Center Road, Omaha,<br>NE 68106 |
| <b>Region VIII</b>  | 1405 Curtis St., Denver, CO 80202                                                                                                                                                                                  |
| <b>Region IX</b>    | 2500 Wilshire Blvd., Los Angeles, CA 90057<br>One Embarcadero Cntr., Suite 1600, San<br>Francisco, CA 94111<br>300 Ala Moana Blvd., Room 3318, Honolulu,<br>HI 96850                                               |
| <b>Region X</b>     | 334 West Fifth Ave., Anchorage, AK 99501<br>520 SW Sixth Ave., Portland, OR 97204<br>403 Arcade Plaza, 1321 Second Ave., Seattle,<br>WA 98101                                                                      |
| <b>HEADQUARTERS</b> | Fair Housing and Equal Opportunity, U.S.<br>Department of Housing and Urban<br>Development, Washington, DC 20410                                                                                                   |

## ***Department of Labor (regional offices)***

See page 22 for which region your State is in. Address complaints concerning Federal contractors (page 6) to: Assistant Regional Administrator for OFCCP/ESA, U.S. Department of Labor.

Address complaints concerning State employment services, unemployment benefits offices, and CETA programs (page 8) to: Regional Administrator, Employment and Training Administration, U.S. Department of Labor.

|                    |                                                    |
|--------------------|----------------------------------------------------|
| <b>Region I</b>    | John F. Kennedy Federal Bldg., Boston, MA<br>02203 |
| <b>Region II</b>   | 1515 Broadway, New York, NY 10036                  |
| <b>Region III</b>  | 3535 Market St., Philadelphia, PA 19104            |
| <b>Region IV</b>   | 1371 Peachtree St. NE, Atlanta, GA 30309           |
| <b>Region V</b>    | 230 South Dearborn St., Chicago, IL 60604          |
| <b>Region VI</b>   | 555 Griffin Square Bldg., Dallas, TX 75202         |
| <b>Region VII</b>  | 911 Walnut St., Kansas City, MO 64106              |
| <b>Region VIII</b> | 1961 Stout St., Denver, CO 80202                   |
| <b>Region IX</b>   | 450 Golden Gate Ave., San Francisco, CA<br>94102   |
| <b>Region X</b>    | 909 First Ave., Seattle, WA 98174                  |

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**HEADQUARTERS** For Federal contractors: Office of Federal Contract Compliance Programs, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210

For State employment services, unemployment benefits offices, and CETA programs: Employment and Training Administration, U.S. Department of Labor, Washington, DC 20210

### ***Department of Labor (Wage and Hour Division area offices)***

See page 22 for which region your State is in. Write to the office in your State, or to the nearest one, if there are more than one. If there is no office in your State, write to the nearest one in your region.

Address complaints to: Area Director, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor.

**Region I** 135 High St., Rm. 305, Hartford, CT 06101  
76 Pearl St., Portland, ME 04112  
100 Summer St., Rm. 1522, Boston, MA 02110  
1200 Main St., Rm. 804, Springfield, MA 01103  
24 Weybosset St., Rm. 103, Providence, RI 02903

**Region II** 970 Broad St., Rm. 836, Newark, NJ 07102  
402 East State St., Trenton, NJ 08603  
Leo O'Brien Federal Bldg., Rm. 264, Albany, NY 12207  
400 East Fordham Rd., Rm. 303, Bronx, NY 10458  
271 Cadman Plaza East, Rm. 631, Brooklyn, NY 11201  
117 West Huron St., Rm. 617, Buffalo, NY 14202  
159 North Franklin St., Hempstead, NY 11550  
26 Federal Plaza, Rm. 2946, New York, NY 10007  
255 Ponce de Leon Ave., Rm. 803, Hato Rey, PR 00917  
105 East Mendez Vigo St., Mayaguez, PR 00708

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**Region III**

Federal Office Bldg., Rm. 1022, Baltimore, MD  
21201  
6525 Belcrest Rd., Rm. 904, Hyattsville, MD  
20782  
228 Walnut St., Rm. 774, Harrisburg, PA  
17108  
600 Arch St., Rm. 4244, Philadelphia, PA  
19106  
1000 Liberty Ave., Rm. 702, Pittsburgh, PA  
15222  
20 North Pennsylvania Ave., Rm. 3329, Wilkes-  
Barre, PA 18701  
400 North Eighth St., Rm. 7000, Richmond,  
VA 23240  
210 Franklin Road SW, Rm. 457, Roanoke, VA  
24008  
22 Capitol St., Rm. 100, Charleston, WV 25301

**Region IV**

1931 Ninth Ave. South, Birmingham, AL 35205  
951 Government Street Building, Rm. 417,  
Mobile, AL 36604  
474 South Court St., Rm. 130, Montgomery,  
AL 36104  
3521 West Broward Blvd., Rm. 215, Ft.  
Lauderdale, FL 33312  
3947 Boulevard Center Dr., Rm. 121,  
Jacksonville, FL 32207  
1150 SW First St., Rm. 202, Miami, FL 33130  
22 West Lake Beauty Dr., Rm. 309, Orlando,  
FL 32806  
700 Twiggs St., Rm. 617, Tampa, FL 33602  
75 Piedmont Ave. NE, Rm. 1100, Atlanta, GA  
30303  
303 15th St., Rm. 202, Columbus, GA 31902  
127 Bull St., Rm. 210, Savannah, GA 31401  
1460 Newtown Rd., Rm. C, Lexington, KY 40505  
600 Federal Place, Rm. 187-E, Louisville, KY  
40202  
210 South Lamar St., Rm. 675, Jackson, MS  
39201  
316 East Morehead St., Rm. 401, Charlotte,  
NC 28202  
324 Market St., Rm. 239, Greensboro, NC 27402

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**Region V**

310 New Bern Ave., Rm. 408, Raleigh, NC  
27611  
2001 Assembly St., Rm. 105-C, Columbia, SC  
29201  
608 South Gay St., Rm. 202, Knoxville, TN  
37901  
167 North Main St., Rm. 486, Memphis, TN  
38103  
1720 West End Ave., Rm. 610, Nashville, TN  
37203  
8020 South Harlem Ave., Bridgeview, IL 60455  
7111 West Foster Ave., Rm. 207, Chicago, IL  
60656  
219 South Dearborn St., Rm. 1638, Chicago, IL  
60604  
528 South Fifth St., Springfield, IL 62701  
U.S. Court House, Rm. 465, Ohio and  
Pennsylvania Sts., Indianapolis, IN 46204  
105 East Jefferson Blvd., Rm. 428, South Bend,  
IN 46601  
231 West Lafayette, Rm. 6047, Detroit, MI  
48226  
110 Michigan St. NW, Rm. 134, Grand Rapids,  
MI 49502  
550 Stephenson Highway, Rm. 400, Troy, MI  
48084  
110 South-Fourth St., Rm. 224, Minneapolis,  
MN 55401  
Two South Main St., Rm. 425, Akron, OH  
44308  
550 Main St., Rm. 1010, Cincinnati, OH 45202  
1240 East Ninth St., Rm. 817, Cleveland, OH  
44199  
200 North High St., Rm. 646, Columbus, OH  
43215  
303 Price Place, Rm. 114, Madison, WI 53705  
517 East Wisconsin Ave., Rm. 601, Milwaukee,  
WI 53202  
700 West Capitol Ave., Rm. 3527, Little Rock,  
AR 72201  
6312 Florida Blvd., Rm. 216-B, Baton Rouge,  
LA 70806

**Region VI**

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**Region VII**

600 South St., Rm. 632, New Orleans, LA  
70130  
421 Gold St. SW, Rm. 307, Albuquerque, MN  
87103  
Post Office Bldg., Rm. 210, Third and  
Robinson Sts., Oklahoma City, OK 73102  
Center Mall Professional Bldg., Rm. 306, 717  
South Houston, Tulsa, OK 74127  
600 Leopard St., Rm. 1025, Corpus Christi, TX  
78401  
555 Griffin Square Bldg., Rm. 503, Dallas, TX  
75202  
1515 Airway Blvd., Rm. 2, El Paso, TX 79925  
819 Taylor St., Rm. 7A12, Fort Worth, TX  
76102  
2320 LaBranch, Rm. 2101, Houston, TX 77004  
727 East Durango, Rm. A-511, San Antonio,  
TX 78206  
Citizens' Tower, Lobby, Fifth and Franklin  
Sts., Waco, TX 76701  
210 Walnut St., Rm. 643, Des Moines, IA  
50309  
300 West Douglas St., Rm. 755, Wichita, KS  
67202  
911 Walnut St., Rm. 2900, Kansas City, MO  
64106  
210 North 12th Blvd., Rm. 563, St. Louis, MO  
63101  
110 North 14th St., Rm. 436, Omaha, NE 68102

**Region VIII**

721 19th St., Rm. 228, Denver, CO 80202  
125 South State St., Rm. 3207, Salt Lake City,  
UT 84111

**Region IX**

1306 North First St., Phoenix, AZ 85004  
115 North Central, Glendale, CA 91203  
300 North Los Angeles St., Rm. 3251, Los  
Angeles, CA 90012  
2800 Cottage Way, Rm. 1603-E, Sacramento,  
CA 95825  
211 Main St., Rm. 341, San Francisco, CA  
94105  
1600 North Broadway, Rm. 440, Santa Ana,  
CA 92706

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**Region X**

300 Ala Moana Blvd., Rm. 5108, Honolulu, HI 96850

1220 SW Third Ave., Rm. 540, Portland, OR 97204

**HEADQUARTERS**

506 Second Ave., Rm. 2008, Seattle, WA 98104  
Wage and Hour Division, Employment  
Standards Administration, U.S. Department of  
Labor, Washington, DC 20210

## ***Environmental Protection Agency***

See page 22 for which region your State is in. Address complaints to:  
Office of Civil Rights, Environmental Protection Agency.

- Region I** John F. Kennedy Federal Bldg., Boston, MA 02203  
**Region II** 26 Federal Plaza, New York, NY 10007  
**Region III** Curtis Bldg., Sixth and Walnut Sts., Philadelphia, PA 19106  
**Region IV** 345 Courtland St. NE, Atlanta, GA 30308  
**Region V** 230 South Dearborn St., Chicago, IL 60604  
**Region VI** 1201 Elm St., Dallas, TX 75270  
**Region VII** 1735 Baltimore Ave., Kansas City, MO 64108  
**Region VIII** 1860 Lincoln St., Denver, CO 80203  
**Region IX** 215 Fremont St., San Francisco, CA 94105  
**Region X** 1200 Sixth Ave., Seattle, WA 98101

## ***Equal Employment Opportunity Commission***

Write to the nearest office (listed below in order by State). Address complaints to: **Equal Employment Opportunity Commission.**

- 2121 Eighth Ave. North, Birmingham, AL 35203  
201 North Central Ave., Suite 1450, Phoenix, AZ 85073  
3255 Wilshire Blvd., Ninth Floor, Los Angeles, CA 90010  
1390 Market St., Suite 325, San Francisco, CA 94102  
1845 Sherman St., Second Floor, Denver, CO 80203  
1717 H St. NW, Suite 402, Washington, DC 20006  
DuPont Plaza Center, Suite 414, 300 Biscayne Boulevard Way,  
Miami, FL 33131  
75 Piedmont Ave. NE, Atlanta, GA 30303  
536 South Clark St., Rm. 234, Chicago, IL 60605  
46 East Ohio St., Rm. 456, Indianapolis, IN 46204

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500 Camp St., Rm. 1007, New Orleans, LA 70130  
711 West 40th St., Suite 210, Baltimore, MD 21211  
150 Causeway St., Suite 1000, Boston, MA 02114  
231 West Lafayette St., Rm. 461, Detroit, MI 48226  
200 East Pascagoula St., Fifth Floor, Jackson, MS 39201  
1150 Grand, First Floor, Kansas City, MO 64106  
1601 Olive St., St. Louis, MO 63103  
505 Marquette NW, Suite 1515, Albuquerque, NM 87101  
744 Broad St., Rm. 502, Newark, NJ 07102  
One West Genesee St., Rm. 320, Buffalo, NY 14202  
90 Church St., Rm. 1301, New York, NY 10007  
403 North Tyron St., Second Floor, Charlotte, NC 28202  
550 Main St., Rm. 7019, Cincinnati, OH 45202  
1365 Ontario St., Rm. 402, Cleveland, OH 44114  
200 NW Fourth St., Rm. 2411, Oklahoma City, OK 73101  
127 North Fourth St., Philadelphia, PA 19106  
1000 Liberty Ave., Rm. 2038A, Pittsburgh, PA 15222  
46 North Third St., Suite 1004, Memphis, TN 38103  
212 North St. Paul, Sixth Floor, Dallas, TX 75201  
109 South Oregon, Rm. 330, El Paso, TX 79901  
2320 LaBranch, Rm. 1101, Houston, TX 77004  
727 East Durango, Suite B-601, San Antonio, TX 78206  
400 North Eighth St., Rm. 6213, Richmond, VA 23219  
710 Second Ave., Seattle, WA 98104  
342 North Water St., Rm. 612, Milwaukee, WI 53202

EEOC will also open offices in a number of other cities during 1979. Check phone listings to see if they have been set up. They will be located in:

Mobile, AL  
Little Rock, AR  
Bakersfield, CA  
Fresno, CA  
Long Beach, CA  
Oakland, CA  
Sacramento, CA  
San Diego, CA  
San Jose, CA  
Jacksonville, FL  
Tampa, FL  
Savannah, GA

Louisville, KY  
Trenton, NJ  
Minneapolis, MN  
Greensboro, NC  
Raleigh, NC  
Columbus, OH  
Dayton, OH  
Toledo, OH  
Tulsa, OK  
Greenville, SC  
Nashville, TN  
Norfolk, VA

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**HEADQUARTERS** Equal Employment Opportunity Commission,  
Washington, DC 20506

## ***Federal Deposit Insurance Corporation***

See the list below to determine which FDIC office covers your State. Address complaints to: Regional Director, Federal Deposit Insurance Corporation.

Alabama, Florida, Georgia: 233 Peachtree St., NE, Suite 2400,  
Atlanta, GA 30303

Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon,  
Utah, Washington: 44 Montgomery St., Suite 3600, San Francisco,  
CA 94104

Arkansas, Louisiana, Mississippi, Tennessee: One Commerce Sq.,  
Suite 1800, Memphis, TN 38103

Colorado, New Mexico, Oklahoma, Texas: 300 North Ervay St., Suite  
3300, Dallas, TX 75201

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island,  
Vermont: 60 State St., 17th Floor, Boston, MA 02109

Delaware, Maryland, Pennsylvania: Five Penn Center Plaza, Suite  
2901, Philadelphia, PA 19103

District of Columbia, North Carolina, South Carolina, Virginia: 707  
East Main St., Suite 2000, Richmond, VA 23219

Illinois, Indiana: 233 South Wacker Dr., Suite 6116, Chicago, IL 60606

Iowa, Nebraska: 1700 Farnam St., Suite 1200, Omaha, NE 68102

Kansas, Missouri: 2345 Grand Ave., Suite 1500, Kansas City, MO  
64108

Kentucky, Ohio, West Virginia: One Nationwide Plaza, Suite 2600,  
Columbus, OH 43215

Michigan, Wisconsin: One South Pinckney St., Rm. 813, Madison,  
WI 53703

Minnesota, Montana, North Dakota, South Dakota, Wyoming: 730  
Second Ave. South, Suite 266, Minneapolis, MN 55402

New Jersey, New York, Puerto Rico, Virgin Islands: 345 Park Ave.,  
21st Floor, New York, NY 10022

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**HEADQUARTERS** Office of Consumer Affairs and Civil Rights,  
Federal Deposit Insurance Corporation,  
Washington, DC 20429

## ***Federal Home Loan Bank Board***

See the list below to determine which bank covers your State.  
Address complaints to: Supervisory Agent, Federal Home Loan Bank  
of (city listed at left).

|                      |                                                                                                                                                                   |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Atlanta</b>       | Alabama, District of Columbia, Florida,<br>Georgia, Maryland, North Carolina, South<br>Carolina, Virginia: 260 Peachtree St. NW, 12th<br>Floor, Atlanta, GA 30343 |
| <b>Boston</b>        | Connecticut, Maine, Massachusetts, Vermont,<br>Rhode Island, New Hampshire: One Federal<br>St., 30th Floor, Boston, MA 02106                                      |
| <b>Chicago</b>       | Illinois, Wisconsin: 111 East Wacker Dr.,<br>Chicago, IL 60601                                                                                                    |
| <b>Cincinnati</b>    | Kentucky, Ohio, Tennessee: 2500 DuBois<br>Tower, Cincinnati, OH 45202                                                                                             |
| <b>Des Moines</b>    | Iowa, Minnesota, Missouri, North Dakota,<br>South Dakota: 907 Walnut St., Des Moines, IA<br>50309                                                                 |
| <b>Indianapolis</b>  | Indiana, Michigan: 2900 Indiana Tower, One<br>Indiana Sq., Indianapolis, IN 46204                                                                                 |
| <b>Little Rock</b>   | Arkansas, Louisiana, Mississippi, New Mexico,<br>Texas: 1400 Tower Bldg., Little Rock, AR<br>72201                                                                |
| <b>New York</b>      | New Jersey, New York, Puerto Rico, Virgin<br>Islands: One World Trade Cntr., Floor 103,<br>New York, NY 10048                                                     |
| <b>Pittsburgh</b>    | Delaware, Pennsylvania, West Virginia: 11<br>Stanwix St., Fourth Floor, Gateway Cntr.,<br>Pittsburgh, PA 15222                                                    |
| <b>San Francisco</b> | Arizona, California, Nevada: P.O. Box 7948,<br>San Francisco, CA 94120                                                                                            |

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**Seattle**

Alaska, Guam, Hawaii, Idaho, Montana,  
Oregon, Utah, Wyoming, Washington: 600  
Stewart St., Seattle WA 98101

**Topeka**

Colorado, Kansas, Nebraska, Oklahoma: P.O.  
Box 176, Topeka, KS 66601

**HEADQUARTERS**

Consumer Division, Office of Community  
Investment, Federal Home Loan Bank Board,  
Washington, DC 20552

## ***Federal Trade Commission***

See the list below to determine which FTC office covers your State. Complaints from the Washington, D.C., metropolitan area and Puerto Rico should be sent to the address on page 4. Address complaints to: Equal Credit Opportunity, Federal Trade Commission.

Alabama, Florida, Georgia, Kansas, Mississippi, North Carolina, South Carolina, Tennessee, Virginia: 1718 Peachtree St., Suite 1000, Atlanta, GA 30309

Alaska, Idaho, Oregon, Washington: 915 Second Ave., 28th Floor, Seattle, WA 98174

Arizona, California (southern): 11000 Wilshire Blvd., Room 13209, Los Angeles, CA 90024

Arkansas, Louisiana, New Mexico, Oklahoma, Texas: 2001 Bryan St., Suite 2665, Dallas, TX 75201

California (northern), Hawaii, Nevada: 450 Golden Gate Ave., Box 36005, San Francisco, CA 94102

Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming: 1405 Curtis St., Suite 2900, Denver, CO 80202

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont: 1301 Analox Bldg., 150 Causeway, Boston, MA 02114

Delaware, Maryland, Michigan, New York (west of Rochester), Ohio, Pennsylvania, West Virginia: 118 Saint Clair Ave., Suite 500, Cleveland, OH 44114

Illinois, Indiana, Iowa, Minnesota, Missouri, Wisconsin: 55 East Monroe St., Suite 1437, Chicago, IL 60603

New Jersey, New York (east of Rochester): 26 Federal Plaza, 22d Floor, New York, NY 10007

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## **Internal Revenue Service**

Write to the nearest office (listed below in order by State). Address complaints to: Chief of Exempt Organizations Division, Internal Revenue Service.

P.O. Box 2350, Los Angeles, CA 90053  
450 Golden Gate Ave., San Francisco, CA 94102  
P.O. Box 35045, Jacksonville, FL 32202  
P.O. Box 632, Atlanta, GA 30301  
P.O. Box 1193, Chicago, IL 60690  
P.O. Box 13163, Room 508, Baltimore, MD 21203  
P.O. Box 9081, JFK Post Office, Boston, MA 02203  
477 Michigan Ave., Detroit, MI 48232  
P.O. Box 3556, St. Paul, MN 55165  
P.O. Box 1123, St. Louis, MO 63188  
P.O. Box 260, Newark, NJ 07102  
G.P.O. Box 1680, Brooklyn, NY 11202  
P.O. Box 3200, Church Street Station, New York, NY 10008  
P.O. Box 476, Cincinnati, OH 45201  
P.O. Box 99182, Cleveland, OH 44199  
P.O. Box 12821, Philadelphia, PA 19106  
P.O. Box 2135, Austin, TX 78767  
1100 Commerce, Mail Code 408, Dallas, TX 75242  
915 Second Ave., Room 2498, Seattle, WA 98174  
**HEADQUARTERS** Exempt Organizations Division, Internal  
Revenue Service, U.S. Department of the  
Treasury, Washington, DC 20224

## **National Credit Union Administration**

See the list below to determine which NCUA office covers your State. Write to the office for the place where the credit union is, not where you are. Address complaints to: National Credit Union Administration.

### **Region I**

Connecticut, Maine, Massachusetts, New  
Hampshire, New York, Puerto Rico, Rhode  
Island, Vermont, Virgin Islands; State  
Street-South Bldg., Rm. 3E, 1776 Heritage Dr.,  
Boston, MA 02171

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Region II</b>    | Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania: 228 Walnut St., Box 926, Harrisburg, PA 17108                                                      |
| <b>Region III</b>   | Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia: 1365 Peachtree St., Suite 500, Atlanta, GA 30309 |
| <b>Region IV</b>    | Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin: 234 North Summit St., Rm. 704, Toledo, OH 43604                             |
| <b>Region V</b>     | Arkansas, Colorado, Kansas, Louisiana, Missouri, Nebraska, New Mexico, Oklahoma, Texas, Utah, Wyoming: 515 Congress Ave., Suite 1400, Austin, TX 78701                 |
| <b>Region VI</b>    | Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Washington: Two Embarcadero Cntr., Suite 1830, San Francisco, CA 94111                      |
| <b>HEADQUARTERS</b> | Consumer Affairs Office, National Credit Union Administration, Washington, DC 20456                                                                                    |

## ***Office of the Comptroller of the Currency***

See the list below to determine which national bank region covers your State. Address complaints to: Administrator, First (or Second, Third, etc.) National Bank Region, Consumer Complaint Department.

|                      |                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>First Region</b>  | Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont: Three Center Plaza, Suite P-400, Boston, MA 02108 |
| <b>Second Region</b> | New Jersey, New York, Puerto Rico, Virgin Islands: 1211 Avenue of the Americas, Suite 4250, New York, NY 10036             |
| <b>Third Region</b>  | Delaware, Pennsylvania: Three Parkway, Suite 1800, Philadelphia, PA 19102                                                  |

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| <b>Fourth Region</b>     | Indiana, Kentucky, Ohio: One Erieview Plaza, Cleveland, OH 44114                                                            |
| <b>Fifth Region</b>      | District of Columbia, Maryland, North Carolina, Virginia, West Virginia: F&M Center, Suite 21-51, Richmond, VA 23277        |
| <b>Sixth Region</b>      | Florida, Georgia, South Carolina: Peachtree Cain Tower, 229 Peachtree St. NE, Suite 2700, Atlanta, GA 30303                 |
| <b>Seventh Region</b>    | Illinois, Michigan: Sears Tower, 233 South wacker Dr., Suite 5750, Chicago, IL 60606                                        |
| <b>Eighth Region</b>     | Alabama, Arkansas, Louisiana, Mississippi, Tennessee: 165 Madison Ave., Rm. 800, Memphis, TN 38103                          |
| <b>Ninth Region</b>      | Minnesota, North Dakota, South Dakota, Wisconsin: 800 Marquette Ave., 1100 Midwest Plaza, East Bldg., Minneapolis, MN 55402 |
| <b>Tenth Region</b>      | Iowa, Kansas, Missouri, Nebraska: 911 Main St., Suite 2616, Kansas City, MO 64105                                           |
| <b>Eleventh Region</b>   | Oklahoma, Texas: 1201 Elm St., Suite 3800, Dallas, TX 75270                                                                 |
| <b>Twelfth Region</b>    | Arizona, Colorado, New Mexico, Utah, Wyoming: 1405 Curtis St., Denver, CO 80202                                             |
| <b>Thirteenth Region</b> | Alaska, Idaho, Montana, Oregon, Washington: 707 SW Washington St., Rm. 900, Portland, OR 87205                              |
| <b>Fourteenth Region</b> | California, Guam, Hawaii, Nevada: One Market Plaza, Steuart Street Tower, Suite 2101, San Francisco, CA 94105               |
| <b>HEADQUARTERS</b>      | Consumer Affairs Division, Office of the Comptroller of the Currency, Washington, DC 20219                                  |

## ***United States Attorneys***

Write to the nearest office in your State or territory. Address complaints to: United States Attorney.

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| <b>Alabama</b>              | 1800 Fifth Ave. North, Rm. 200, Birmingham, AL 35203<br>113 St. Joseph St., Rm. 311, Mobile, AL 36602<br>15 Lee St., Rm. 302, Montgomery, AL 36104                                                                                                                                                               |
| <b>Alaska</b>               | 605 West Fourth Ave., Rm. 249, Anchorage, AK 99501<br>101 12th Ave., Fairbanks, AK 99701                                                                                                                                                                                                                         |
| <b>Arizona</b>              | 230 North First Ave., Rm. 5000, Phoenix, AZ 85025<br>La Placida Village, Acapulco Bldg., Third Floor, 120 West Broadway, Tucson, AZ 85701                                                                                                                                                                        |
| <b>Arkansas</b>             | U.S. Post Office and Courthouse, Sixth and Rogers, Fort Smith, AR 72902<br>600 West Capitol, Rm. 327, Little Rock, AR 72203                                                                                                                                                                                      |
| <b>California</b>           | 1130 O St., Rm. 5311, Fresno, CA 93721<br>312 North Spring St., Rm. 1306, Los Angeles, CA 90012<br>650 Capitol Mall, Rm. 2058, Sacramento, CA 95814<br>940 Front St., Rm. 5-N-19, San Diego, CA 92189<br>450 Golden Gate Ave., Rm. 16201, San Francisco, CA 94102<br>111 West St. John's St., San Jose, CA 95113 |
| <b>Canal Zone</b>           | Box 2090, Balboa, CZ                                                                                                                                                                                                                                                                                             |
| <b>Colorado</b>             | 1961 Stout St., Rm. C-330, Denver, CO 80294                                                                                                                                                                                                                                                                      |
| <b>Connecticut</b>          | 450 Main St., Rm. 250, Hartford, CT 06103<br>270 Orange St., Rm. 310, New Haven, CT 06510                                                                                                                                                                                                                        |
| <b>Delaware</b>             | 844 King St., Rm. 5001, Wilmington, DE 19801                                                                                                                                                                                                                                                                     |
| <b>District of Columbia</b> | U.S. Courthouse, Rm. 3600-E, Third and Constitution NW, Washington, DC 20001                                                                                                                                                                                                                                     |
| <b>Florida</b>              | 311 West Monroe St., Rm. 409, Jacksonville, FL 32201<br>14 NE First Ave., Rm. 300, Miami, FL 33132<br>80 North Hughey Ave., Orlando, FL 32801                                                                                                                                                                    |

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|          | 100 North Palafox St., Rm. 310, Pensacola,<br>FL 32501                      |
|          | 110 Park Ave., Rm. 221, Tallahassee, FL<br>32301                            |
|          | 611 Florida Ave., Rm. 405, Tampa, FL 33601                                  |
| Georgia  | 56 Forsyth St. NW, Rm. 428, Atlanta, GA<br>30303                            |
|          | U.S. Courthouse, Rm. 311, Eighth and Telfair<br>St., Augusta, GA 30903      |
|          | Old Post Office Bldg., Rm. 303, Mulberry and<br>Third Sts., Macon, GA 31202 |
|          | 125 Bull St., Rm. 237, Savannah, GA 31402                                   |
| Guam     | Pacific Nes Bldg., Rm. 502-A, Agana, GU<br>96910                            |
| Hawaii   | 300 Ala Moana Blvd., Rm. C-242, Honolulu,<br>HI 96850                       |
| Idaho    | 550 West Fort St., Box 037, Boise, ID 83724                                 |
| Illinois | 219 South Dearborn St., Rm. 1500 South,<br>Chicago, IL 60604                |
|          | 201 North Vermillion, Rm. 202, Danville, IL<br>61832                        |
|          | 750 Missouri Ave., Rm. 330, East St. Louis, IL<br>62202                     |
|          | 100 NE Monroe St., Rm. 271, Peoria, IL<br>61601                             |
|          | 600 East Monroe St., Rm. 312, Springfield, IL<br>62705                      |
| Indiana  | 1300 South Harrison St., Rm. 220, Fort<br>Wayne, IN 46802                   |
|          | 507 State St., Rm. 312, Hammond, IN 46320                                   |
|          | 46 East Ohio St., Rm. 274, Indianapolis, IN<br>46204                        |
|          | 204 South Main St., Rm. 332, South Bend, IN<br>46601                        |
| Iowa     | 101 First St. SE, Rm. 225, Cedar Rapids, IA<br>52401                        |
|          | 122 U.S. Courthouse, East First and Walnut<br>Sts., Des Moines, IA 50309    |
|          | U.S. Post Office and Courthouse, Rm. 327,                                   |

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|               | Sioux City, IA 51102<br>236 Federal Building, Waterloo, IA 50703                                                                                                                                        |
| Kansas        | 812 North Seventh St., Rm. 148, Kansas City, KS 66101<br>444 Quincy St., Topeka, KS 66683<br>401 North Market, Rm. 306, Wichita, KS 67201                                                               |
| Kentucky      | 326 Federal Bldg., Limestone and Barr Sts., Lexington, KY 40507<br>601 West Broadway, Rm. 211, Louisville, KY 40202                                                                                     |
| Louisiana     | 707 Florida St., Rm. 130, Baton Rouge, LA 70801<br>500 Camp St., New Orleans, LA 70130<br>500 Fannin St., Rm. 3B12, Shreveport, LA 71101                                                                |
| Maine         | 202 Harlow St., Rm. 323, Bangor, ME 04401<br>156 Federal St., Rm. 107, Portland, ME 04112                                                                                                               |
| Maryland      | 101 West Lombard St., Eighth Floor, Baltimore, MD 21201                                                                                                                                                 |
| Massachusetts | 1107 John W. McCormack Post Office and Courthouse, Boston, MA 02109                                                                                                                                     |
| Michigan      | 1000 Washington St., Rm. 204, Bay City, MI 40707<br>231 West Lafayette, Rm. 817, Detroit, MI 48226<br>600 Church St., Rm. 113, Flint, MI 49503<br>110 Michigan Ave. NW, Rm. 544, Grand Rapids, MI 49503 |
| Minnesota     | 110 South Fourth St., Rm. 596, Minneapolis, MN 55401<br>316 North Robert St., Rm. 678, St. Paul, MN 55101                                                                                               |
| Mississippi   | U.S. Post Office and Courthouse, Rm. 324, Capitol and West Sts., Jackson, MS 39205<br>911 West Jackson Ave., Rm. 255, Oxford, MS 38655                                                                  |

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| <b>Missouri</b>       | 811 Grand Ave., Rm. 549, Kansas City, MO<br>64106<br>1114 Market St., Rm. 414, St. Louis, MO 63101<br>870 Boonville St., Rm. 322, Springfield, MO<br>65801                                                                                                                                                   |
| <b>Montana</b>        | 26th St. and Third Ave. North, Billings, MT<br>59103<br>400 North Main, Rm. 173, Butte, MT 59701                                                                                                                                                                                                             |
| <b>Nebraska</b>       | 100 Centennial Mall North, Rm. 530, Lincoln,<br>NE 68508<br>215 North 17th St., Rm. 8000, Omaha, NE<br>68101                                                                                                                                                                                                 |
| <b>Nevada</b>         | 300 Las Vegas Blvd. South, Rm. 4-523, Las<br>Vegas, NV 89101<br>300 Booth St., Rm. 5011, Reno, NV 89509                                                                                                                                                                                                      |
| <b>New Hampshire</b>  | 55 Pleasant St., Rm. 411, Concord, NH 03301                                                                                                                                                                                                                                                                  |
| <b>New Jersey</b>     | 401 Market St., Rm. 330, Camden, NJ 08101<br>970 Board St., Rm. 502, Newark, NJ 07102<br>402 East State St., Rm. 251G, Trenton, NJ<br>08607                                                                                                                                                                  |
| <b>New Mexico</b>     | 500 Gold Ave. SW, Rm. 12020, Albuquerque,<br>NM 87103                                                                                                                                                                                                                                                        |
| <b>New York</b>       | 445 Broadway, Albany, NY 12207<br>225 Cadman Plaza East, Brooklyn, NY 11201<br>502 U.S. Courthouse, Court and Franklin Sts.,<br>Buffalo, NY 14202<br>One Street Andrews Plaza, New York, NY<br>10007<br>100 State St., Rm. 233, Rochester, NY 14614<br>100 South Clinton St., Rm. 369, Syracuse, NY<br>13201 |
| <b>North Carolina</b> | Post Office Bldg., Rm. 310, Otis St.,<br>Asheville, NC 28802<br>401 West Trade St., Rm. 247, Charlotte, NC<br>28230<br>324 West Market St., Rm. 326, Greensboro,<br>NC 27402<br>310 Bern Ave., Rm. 874, Raleigh, NC 27611                                                                                    |

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| <b>North Dakota</b>          | 470 U.S. Post Office and Courthouse, Third and Rosser Ave., Bismarck, ND 58501<br>655 First Ave. North, Rm. 219, Fargo, ND 58102                                                                                                                                                                                                                                             |
| <b>North Mariana Islands</b> | same as Guam                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Ohio</b>                  | 722 U.S. Post Office and Courthouse, Fifth and Walnut Sts., Cincinnati, OH 45202<br>215 Superior Ave. NE, Rm. 400, Cleveland, OH 44114<br>85 Marconi Blvd., Rm. 200, Columbus, OH 43215<br>200 West Second St., Rm. 802, Dayton, OH 45402<br>1704 Spielbusch Ave., Rm. 307, Toledo, OH 43624                                                                                 |
| <b>Oklahoma</b>              | Fifth and Okmulgee Sts., Rm. 333, Muskogee, OK 74401<br>U.S. Courthouse and Federal Office Bldg., Rm. 4434, Oklahoma City, OK 73102<br>333 West Fourth St., Rm. 460, Tulsa, OK 74103                                                                                                                                                                                         |
| <b>Oregon</b>                | Federal Courthouse, Rm. 135, Eugene, OR 97401<br>620 SW Main St., Rm. 506, Portland, OR 97205                                                                                                                                                                                                                                                                                |
| <b>Pennsylvania</b>          | Federal Bldg. and Courthouse, Rm. 314, Sixth and State Sts., Erie, PA 16501<br>Federal Bldg., Third and Walnut Sts., Harrisburg, PA 17101<br>U.S. Post Office Bldg., Market St., Lewisburg, PA 17837<br>Seventh Ave. and Grant St., Rm. 633, Pittsburgh, PA 15219<br>601 Market St., Rm. 3310, Philadelphia, PA 19106<br>U.S. Post Office Bldg., Rm. 426, Scranton, PA 18501 |
| <b>Puerto Rico</b>           | Old Post Office and Courthouse Bldg., Fourth Floor, Comercio St., San Juan, PR 00904                                                                                                                                                                                                                                                                                         |

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| <b>Rhode Island</b>   | 223 Federal Bldg. and Courthouse, Kennedy Plaza, Providence, RI 02903                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>South Carolina</b> | Post Office Bldg., Rm. 308, Meeting and Broad Sts., Charleston, SC 29402<br>1100 Laurel St., Rm. 151, Columbia, SC 29201<br>300 East Washington St., Rm. 318, Greenville, SC 29601                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>South Dakota</b>   | 515 Ninth St., Rm. 321, Rapid City, SD 57701<br>400 South Phillips Ave., Rm. 231, Sioux Falls, SD 57102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Tennessee</b>      | 359 U.S. Post Office and Courthouse, Chattanooga, TN 37402<br>509 Main St., Rm. 201, Knoxville, TN 37902<br>167 North Main St., Rm. 1058, Memphis, TN 38103<br>801 Broadway, Rm. 879, Nashville, TN 37203                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Texas</b>          | 200 West Eighth St., Rm. 309, Austin, TX 78701<br>248 U.S. Courthouse and Post Office Bldg., Liberty and Willow Sts., Beaumont, TX 77704<br>1001 East Elizabeth St., Rm. 120, Brownsville, TX 78521<br>521 Star St., Corpus Christi, TX 78401<br>1100 Commerce St., Rm. 16G28, Dallas, TX 75202<br>511 East San Antonio St., Rm. 353, El Paso, TX 79941<br>310 U.S. Courthouse, Tenth and Lamar Sts., Fort Worth, TX 76102<br>515 Rusk Ave., Houston, TX 77002<br>Federal Bldg., Matamoras St., Laredo, TX 78040<br>1205 Texas Ave., Rm. C-201, Lubbock, TX 79401<br>Hemisfair Plaza, 655 East Durango Blvd., San Antonio, TX 78206<br>221 West Ferguson St., Rm. 402, Tyler, TX 75701 |
| <b>Utah</b>           | 350 South Main St., Rm. 200, Salt Lake City, UT 84101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>Vermont</b>        | Federal Bldg., Rm. 618, Elmwood Ave.,<br>Burlington, VT 05401<br>151 West St., Rutland, VT 05701                                                                                                                                                 |
| <b>Virgin Islands</b> | 56 King St., Second Floor, Christiansted, St.<br>Croix, VI 00820<br>District Court Bldg., Annex, St. Thomas, VI<br>00801                                                                                                                         |
| <b>Virginia</b>       | 117 South Washington St., Alexandria, VA<br>22314<br>U.S. Post Office and Courthouse, Rm. 409,<br>Granby St., Norfolk, VA 23510<br>1102 East Main St., Third Floor, Richmond,<br>VA 23210<br>210 Franklin Road SW, Rm. 325, Roanoke,<br>VA 24008 |
| <b>Washington</b>     | 1010 Fifth Ave., Rm. 1012, Seattle, WA 98104<br>West 920 Riverside, Rm. 841, Spokane, WA<br>99210<br>11th and A Sts., Rm. 324, Tacoma, WA 98402<br>303 Federal Bldg., Third and Chestnut,<br>Yakima, WA 98907                                    |
| <b>West Virginia</b>  | 500 Quarrier St., Rm. 4106, Charleston, WV<br>25301<br>300 Third St., Rm. 336, Elkins, WV 26241<br>Fifth Ave. and Ninth St., Rm. 236,<br>Huntington, WV 25701<br>1125-1141 Chapline St., Rm. 243, Wheeling,<br>WV 26003                          |
| <b>Wisconsin</b>      | 215 Monona Ave., Rm. 241, Madison, WI<br>53701<br>517 East Wisconsin Ave., Rm 330, Milwaukee,<br>WI 53202                                                                                                                                        |
| <b>Wyoming</b>        | 2120 Capitol Ave., Rm. 2139, Cheyenne, WY<br>82001                                                                                                                                                                                               |

**U. S. COMMISSION ON CIVIL RIGHTS**

**WASHINGTON, D. C. 20425**

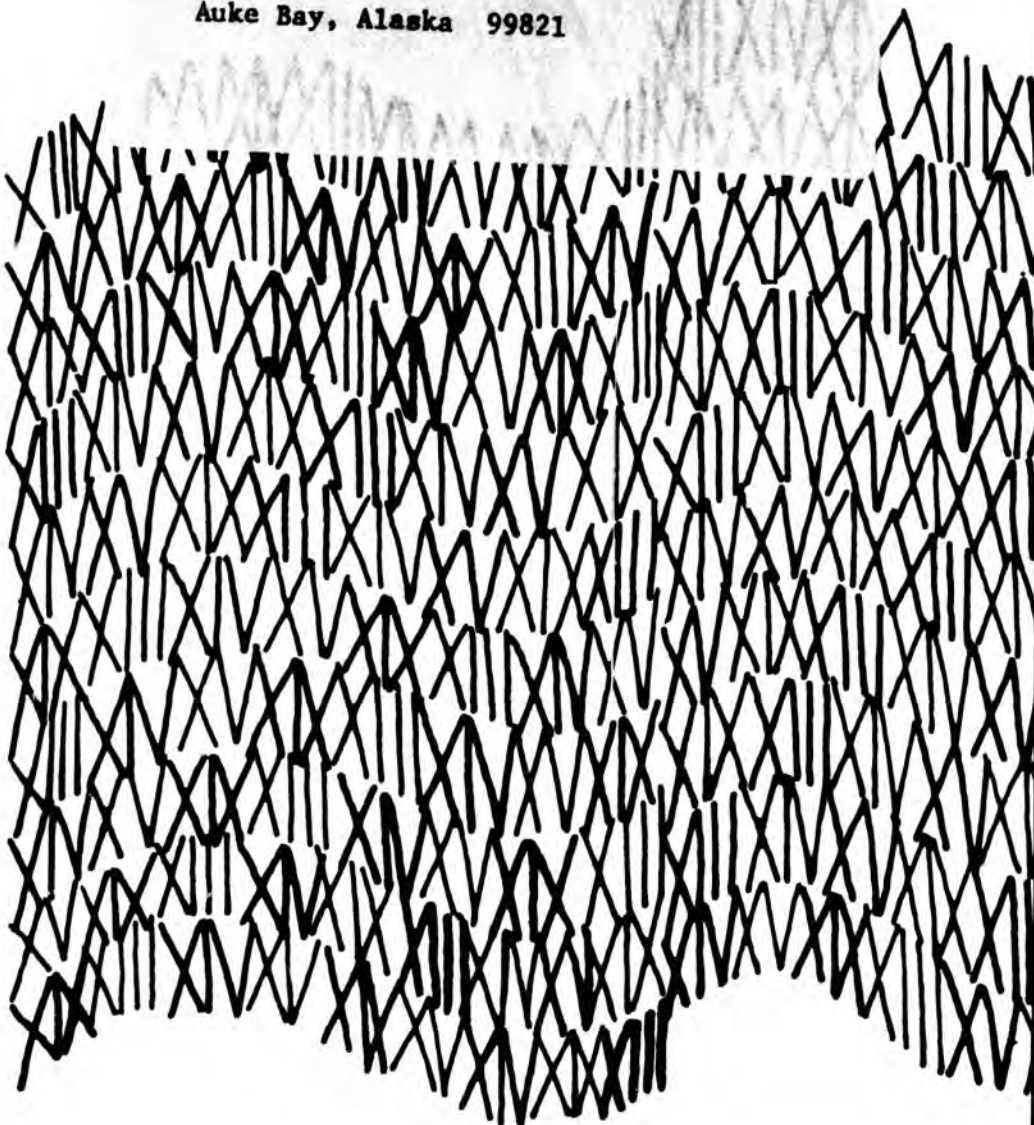
**OFFICIAL BUSINESS**

**PENALTY FOR PRIVATE USE, \$300**



**FOURTH CLASS MAIL  
POSTAGE AND FEES PAID  
U.S. COMMISSION ON CIVIL RIGHTS  
PERMIT NO. G73**

**John B. Chenoweth  
P.O. Box 172  
Auke Bay, Alaska 99821**



Oct Order 15

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U.S. Coast Guard -  
John Enders

6-27-75

action commitment, any or all contracts or subcontracts which contractor has relating to construction by the State of Alaska may be cancelled, terminated or suspended. Further contractor agrees to incorporate all of Paragraph I in all subcontracts awarded under this contract. Contractor also agrees to give notice to the contracting department telling the contracting department of the failure of any of its subcontractors to meet affirmative action commitments.

II. A contractor shall not be held accountable for the failure of its subcontractor to meet its affirmative action commitment if the contractor includes Paragraph I in its contract with the subcontractor and if the contractor, upon learning of its subcontractor's failure, gives notice to the letting department.

III. Any contract containing affirmative action commitments under Executive Order 11246 is exempt from this administrative order.

IV. An affirmative action commitment is not intended and shall not be used to discriminate against any qualified applicant or employee. If the commitment is being used in a discriminatory manner, the contractor shall immediately report that fact to the department which has let the contract.

V. Each department shall review each contractor's and subcontractor's employment practices during the performance of the contract. If the contractor or subcontractor meets its affirmative action commitment or if a contractor or subcontractor can demonstrate it has made every good faith effort to meet its commitment, the contractor or subcontractor shall be presumed to be in compliance with this order. Where the department finds that the contractor or subcontractor has failed to meet its affirmative action commitment, the department shall take such action and impose such sanctions as may be appropriate under this order. When the department proceeds with such formal action, it has the burden of proving that the contractor or subcontractor has not met this affirmative action commitment, but the contractor's or subcontractor's failure to comply with Paragraph I shall shift to it the requirement to come forward with evidence to show that it has met the good faith requirement of this order.

VI. The provisions of this order will be effective with respect to transactions for which the invitation for bids or other solicitations or additions or amendments thereto, are

sent on or after the publication of this order.

VII. The contracting department shall have recourse to the following sanctions and penalties for a contractor's or subcontractor's failure to meet its affirmative action commitment:

1. Cancel, terminate, suspend or cause to be cancelled, terminated, or suspended, any contract or subcontract, relating to construction by the State of Alaska, or any portion or portions thereof, for failure of the contractor or subcontractor to comply with the affirmative action provisions of the contract. Contracts may be cancelled, terminated, or suspended absolutely or continuation of the contract may be conditioned upon a program for future compliance approved by the contracting agency.

2. Provide that the department and all other State departments shall refrain from entering into further contracts, or extensions or other modifications of existing contracts, with any noncomplying contractor or subcontractor, until such contractor or subcontractor has established that he will carry out personnel and employment policies in compliance with this order.

3. The contracting department shall make reasonable efforts within a reasonable time limitation to secure compliance to the contract provisions of this order by methods of conference, conciliation, mediation, and persuasion before any proceedings shall be instituted.

VIII. Each State department which administers a program involving State financial assistance shall require as a condition for the approval of any grant, contract, loan, insurance or guarantee thereunder, which may involve a construction contract, that the applicant for State assistance undertake and agree to incorporate, or cause to be incorporated, into all construction contracts paid for in whole or in part with funds obtained from the State Government or borrowed on the credit of the State Government pursuant to such grant, contract, loan, insurance, or guarantee, or undertake pursuant to any State program involving such grant, contract, loan, insurance, or guarantee, the affirmative action provisions of Paragraph I. Each applicant for State assistance shall also undertake and agree:

1. To assist and cooperate actively with the administering department in obtaining the compliance of contractors and subcontractors with this order, and

  
**STATE OF ALASKA**  
OFFICE OF THE GOVERNOR  
JUL 84

**ADMINISTRATIVE ORDER NO. 18**

By enactment of AS 18.80.200(a), the Alaska State Legislature has declared as a matter of legislative finding that discrimination against an inhabitant of the State because of race, religion, color, national origin, age, or sex is a matter of public concern and that such discrimination not only threatens the rights and privileges of the inhabitants of the State but also menaces the institutions of the State and threatens peace, order, health, safety and general welfare of the State and its inhabitants.

The above legislative policy would be contravened by awarding State and State-assisted contracts to contractors whose practices do not promote equal employment opportunity.

It is the policy of the Executive Branch of the State to encourage, by positive measures, equal employment opportunity for all persons within the State; therefore, by virtue of the authority vested in me as Governor of the State of Alaska by Article III, Section 24 of the Alaska Constitution and by AS 18.80.200(b), it is hereby ordered as follows:

I. In order to insure equal employment opportunity for minority persons, all State construction contracts shall contain in the contract specifications the following affirmative action commitment:

Contractor hereby agrees that for those trades on this contract and on all other construction contracts (State, political subdivision of the State and private) which contractor performs during the term of this contract which are not signatory to and in good faith compliance with the Alaska Plan, contractor will observe the appropriate minority manpower utilization goals established by the United States Department of Labor on all non-exempt Federal and federally-assisted construction contracts to be awarded in the State of Alaska for trades not signatory to and in good faith compliance with the Alaska Plan. A copy of the forementioned minority manpower utilization goals can be obtained from the department letting the contract. Contractor also agrees that if contractor fails to fulfill its affirmative

2. Carry out sanctions and penalties for the violation of such obligations imposed on contractors and subcontractors by this order.

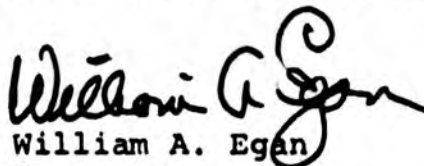
IX. As used in the preceeding sections:

A. Minority persons means Black, American Indian, Eskimo, Aleut, and individuals of Mexican, Puerto Rican and Filipino descent.

B. Construction contract means any contract for the construction, rehabilitation, alteration, conversion, extension or repair of buildings, highways, or other improvements to real property.

Dated at Juneau, Alaska, this 22nd day of November,

1972.

  
William A. Egan  
Governor

**Minority Manpower Utilization Goals for  
Trades Not Signatory To and In Good Faith  
Compliance With the Alaska Plan**

For trades not signatory to and in good faith compliance with the Alaska Plan, a contractor or subcontractor shall observe in terms of man hours the following goals for minority manpower utilization on all contracts (State, political subdivision of the State, and private) as required by Paragraph I of Administrative Order No. 18.

| <u>Trade</u>            | <u>Ranges of Minority Manpower<br/>Utilization Expressed in<br/>Percentage Terms Until<br/>12/31/72</u> |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Asbestos Workers        | 4.2 - 8.5%                                                                                              |
| Carpenters              | 5.6 - 9.4                                                                                               |
| Electricians            | 5.6 - 9.4                                                                                               |
| Ironworkers             | 4.1 - 8.1                                                                                               |
| Operating Engineers     | 10.4 - 13.4                                                                                             |
| Painters                | 7.2 - 10.7                                                                                              |
| Pile Drivers            | 4.1 - 8.1                                                                                               |
| Plumbers & Steamfitters | 4.2 - 8.3                                                                                               |
| Roofers                 | 19.3 - 20.9                                                                                             |
| Sheetmetal Workers      | 5.5 - 9.2                                                                                               |
| Teamsters               | 6.2 - 9.9                                                                                               |

| <u>Trade</u>            | <u>Ranges of Minority Manpower<br/>Utilization Expressed in<br/>Percentage Terms From<br/>1/1/73 Until 12/31/73</u> |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Asbestos Workers        | 8.5 - 12.8                                                                                                          |
| Carpenters              | 9.4 - 13.2                                                                                                          |
| Electricians            | 9.4 - 13.2                                                                                                          |
| Ironworkers             | 8.1 - 12.1                                                                                                          |
| Operating Engineers     | 13.4 - 16.4                                                                                                         |
| Painters                | 10.7 - 14.2                                                                                                         |
| Pile Drivers            | 8.1 - 12.1                                                                                                          |
| Plumbers & Steamfitters | 8.3 - 12.4                                                                                                          |
| Roofers                 | 20.9 - 22.5                                                                                                         |
| Sheetmetal Workers      | 9.2 - 12.9                                                                                                          |
| Teamsters               | 9.9 - 13.6                                                                                                          |

**Ranges of Minority Manpower  
Utilization Expressed in  
Percentage Terms From  
1/1/74 Until 12/31/74**

Trade

Asbestos Workers  
Carpenters  
Electricians  
Ironworkers  
Operating Engineers  
Painters  
Pile Drivers  
Plumbers & Steamfitters  
Roofers  
Sheetmetal Workers  
Teamsters

12.8 - 16.7  
13.2 - 16.7  
13.2 - 16.7  
12.1 - 15.8  
16.4 - 19.2  
14.2 - 17.5  
12.1 - 15.8  
12.4 - 16.1  
22.5 - 23.6  
12.9 - 16.4  
13.6 - 17.0

**Ranges of Minority Manpower  
Utilization Expressed in  
Percentage Terms From  
1/1/75 Until 12/31/75**

Trade

Asbestos Workers  
Carpenters  
Electricians  
Ironworkers  
Operating Engineers  
Painters  
Pile Drivers  
Plumbers & Steamfitters  
Roofers  
Sheetmetal Workers  
Teamsters

16.7 - 20.2  
16.7 - 19.9  
16.7 - 19.8  
15.8 - 19.2  
19.2 - 21.7  
17.5 - 20.4  
15.8 - 19.1  
16.1 - 19.4  
23.6 - 24.7  
16.4 - 19.6  
17.0 - 20.1

**Ranges of Minority Manpower  
Utilization Expressed in  
Percentage Terms From  
1/1/76 Until 12/31/76**

Trade

Asbestos Workers  
Carpenters  
Electricians  
Ironworkers  
Operating Engineers  
Painters  
Pile Drivers  
Plumbers & Steamfitters  
Roofers  
Sheetmetal Workers  
Teamsters

20.2 - 23.4  
19.9 - 22.9  
19.8 - 22.8  
19.2 - 22.3  
21.7 - 24.0  
20.4 - 23.4  
19.1 - 22.6  
19.4 - 22.5  
24.7 - 26.7  
19.6 - 23.0  
20.1 - 23.0

| <u>Trade</u>            | <u>Ranges of Minority Manpower<br/>Utilization Expressed in<br/>Percentage Terms From<br/>1/1/77 Until 12/31/77</u> |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Asbestos Workers        | 23.4 - 26.4                                                                                                         |
| Carpenters              | 22.9 - 25.7                                                                                                         |
| Electricians            | 22.8 - 25.7                                                                                                         |
| Ironworkers             | 22.3 - 25.7                                                                                                         |
| Operating Engineers     | 24.0 - 26.1                                                                                                         |
| Painters                | 23.4 - 25.8                                                                                                         |
| Pile Drivers            | 22.6 - 25.1                                                                                                         |
| Plumbers & Steamfitters | 22.5 - 25.4                                                                                                         |
| Roofers                 | 26.7 - 27.6                                                                                                         |
| Sheetmetal Workers      | 23.0 - 25.6                                                                                                         |
| Teamsters               | 23.0 - 25.6                                                                                                         |

| <u>Trade</u>            | <u>Ranges of Minority Manpower<br/>Utilization Expressed in<br/>Percentage Terms From<br/>1/1/78 Until 12/31/78</u> |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Asbestos Workers        | 26.4 - 28.0                                                                                                         |
| Carpenters              | 25.7 - 28.0                                                                                                         |
| Electricians            | 25.7 - 28.0                                                                                                         |
| Ironworkers             | 25.7 - 28.0                                                                                                         |
| Operating Engineers     | 26.1 - 28.0                                                                                                         |
| Painters                | 25.8 - 28.0                                                                                                         |
| Pile Drivers            | 25.1 - 28.0                                                                                                         |
| Plumbers & Steamfitters | 25.4 - 28.0                                                                                                         |
| Roofers                 | 27.6 - 28.0                                                                                                         |
| Sheetmetal Workers      | 25.6 - 28.0                                                                                                         |
| Teamsters               | 25.6 - 28.0                                                                                                         |

The ranges for all trades to be utilized but which are not included in the above listing shall be as follows:

|                            |             |
|----------------------------|-------------|
| Until 12/31/72             | 8.1 - 11.1  |
| From 1/1/73 Until 12/31/73 | 11.1 - 14.1 |
| From 1/1/74 Until 12/31/74 | 14.1 - 17.1 |
| From 1/1/75 Until 12/31/75 | 17.1 - 20.1 |
| From 1/1/76 Until 12/31/76 | 20.1 - 23.1 |
| From 1/1/77 Until 12/31/77 | 23.1 - 26.1 |
| From 1/1/78 Until 12/31/78 | 26.1 - 28.1 |

In the event that under a contract which is subject to these minority manpower utilization goals, any work is performed in a year later than the latest year for which acceptable ranges of minority manpower utilization have been determined herein, the ranges for 1978 shall be applicable to such work.

The percentages of minority manpower utilization above are expressed in terms of man hours of training and employment as a proportion of the total man hours to be worked by the contractor's and subcontractor's entire work force in that trade on all projects (State, political subdivision of the State and private) in the State of Alaska during the performance of its contract or subcontract. The man hours for minority work and training must be substantially uniform throughout the length of the contract on all projects and for each of the trades. Further, the transfer of minority employees or trainees from employer-to-employer or from project-to-project for the sole purpose of meeting the contractor's or subcontractor's goal shall be a violation of the contractor's or subcontractor's affirmative action commitment.

In reaching the goals of minority manpower utilization required of contractors and subcontractors every effort shall be made to find and employ qualified journeymen. Apprentices or trainees shall be employed on all projects subject to the requirements of minority manpower utilization and, where feasible, 25 per cent of apprentices or trainees employed on each project shall be in their first year of apprenticeship or training.

In order that the nonworking training hours of trainee may be counted in meeting minority manpower utilization goals, such trainees must be employed by the contractor during the training period; the contractor must have made a commitment to employ the trainees at the completion of their training and the trainees must be trained pursuant to established training programs which must be the equivalent of the training programs now or hereinafter provided for in the Alaska Plan with respect to the nature, extent, and duration of training offered.

PLEASE NOTE: THE FOLLOWING PAGES WERE TREATED  
AS A UNIT IN THE ORIGINAL DOCUMENT.

# MEMORANDUM

# State of Alaska

TO: Alaska Legislature;  
Other Interested Persons

DATE: January 21, 1980

FILE NO:

TELEPHONE NO:

 Alaska State Commission for  
Human Rights,  
Niel Thomas, Executive Director

SUBJECT: Proposed Procedural  
Rules

## I. Introduction

The Human Rights Commission is proposing a complete revision of its rules of procedure. The proposal which follows would repeal most existing regulations found in Title 6 of the Alaska Administrative Code. These regulations would be replaced with new ones. The new version readopts some regulations, rewords and rearranges the order of others to make them more clear, adds new regulations where none describe some current case processing procedures, and eliminates those no longer needed.

This proposal implements the October 15, 1979 recommendation of the legislature in a performance audit of the Commission. The auditor urged the Commission to revise its regulations, particularly those governing the hearings process to reflect current procedures and legal standards.

This proposal is the product of consultation with commissioners, the commission's attorney at the Department of Law, hearing examiners and attorneys who represent complainants and respondents before the commission.

The Administrative Procedure Act requires the commission to notify the legislature and the public of this proposal, giving them an opportunity to comment in writing or at a public hearing prior to adoption. Subsequent to adoption by the members of the Commission, the regulations are reviewed by the Department of Law before filing with the Lieutenant Governor. They take effect 30 days after filing.

Because the Commission is considering such extensive revisions to its regulations to conform them to its present practices, the Commission has prepared this narrative to explain the nature of the revisions and the Commission's reasoning behind them. Interested persons are invited to comment in writing to the Commission (attention executive director) prior to April 25, 1980. The mailing address is 204 E. 5th Avenue, Room 213, Anchorage, Alaska 99501. On April 26, 1980, at 10 A.M., the Commissioners will conduct a public hearing at the above office location to consider written submissions and accept oral comments. A speaker phone is available where the meeting will be conducted, and testimony will be accepted from members of the public by telephone. The number is (907) 276-7474. The Commission may at the hearing or after it adopt this proposal substantially as described in this narrative without further notice or may decide to take no action on it.

## II. History of Commission Regulations

The Human Rights Law requires the Commission to "adopt procedural and substantive regulations". AS 18.80.050. The last major revision of the Commission's regulations occurred in 1975, in response to the 1974 policy decision of the Commissioners to pursue vigorous enforcement of the Human Rights Law.

Since that time the Commission has significantly refined its procedures for processing cases. It has adopted various policy directives at public meetings and has issued 21 case decisions growing out of hearings it has conducted. The Alaska Supreme Court has issued eight interpretations of the law: one case was decided by the federal district court here and by the Ninth Circuit Court of Appeals; and the Attorney General has issued several opinions. These developments over the course of five years have created the need to harmonize the Commission's regulations with its existing decisions and policies, interpretations by various courts and the Attorney General's opinions.

### III. General Summary of Proposed Regulations

Since 1974 the Commission has processed nearly 3,000 complaints of discrimination, and many more thousand inquiries which it has not accepted as formal filings. Only a very small proportion of these cases are not resolved by the Commission's staff, thus necessitating public hearings and orders by members of the Commission. To handle this volume, the Commission has developed efficient systems for processing new complaints as they are received. The regulations describe these procedures and the obligations of complainants and respondents during case processing.

When the staff investigates cases, it uses a number of investigative tools which are analogous to discovery procedures used in Alaska's courts under the Rules of Civil Procedure. The regulations describe these procedures, and what the staff does in the event that it encounters a lack of cooperation while investigating or conciliating cases.

Those cases reaching the hearing stage may be taking longer to process than necessary because present regulations governing hearing procedures lack detail. In particular, the present regulations do not specifically authorize anyone conducting a hearing to penalize a complainant, a respondent or even the commission's staff if they fail to produce information which is essential to the decision or if they obstruct the hearing process. The new regulations provide due process protections by revising the civil rules to make them applicable to an administrative hearing. They also clarify the various steps in the procedure leading up to a hearing, including the duties and responsibilities of examiners appointed by Commissioners.

Federal anti-discrimination laws recognize the existence of similar laws at the state level. Substantive standards of federal agencies and decisions of federal courts are often instructive in resolving cases under state law. Being aware of these federal standards helps the Commission avoid establishing standards under state law which are conflicting or confusing. The proposed regulations acknowledge this body of federal law and interpretation and pledge that the Commission will render decisions which harmonize with it, to the extent that the Commission is not bound to a broader standard under state law. The Commission also pledges itself to render decisions which harmonize with its prior decisions in like and related cases.

AS 18.80.220(b) requires

"the state, employers, labor organizations and employment agencies [to] maintain records on age, sex, and race that are required to administer the civil rights laws and regulations".

The proposed regulations eliminate many confusing requirements of existing recordkeeping regulations and give these organizations specific examples of the types of records

which Commission representatives must inspect in order to determine discrimination complaints. A new feature of the proposed regulations defines how the Commission's staff gathers information from these records when it conducts studies of employment practices, as authorized by AS 18.80.060(a)(5). The regulations provide for the confidentiality of such information submitted by individual reporting entities in connection with Commission studies.

In the proposed regulations the Commission is striving for plain English and straightforward expression. Present regulations are to a degree hard to read. They use complicated words and phrases. The order in which they appear adds confusion because piecemeal revisions over the years have put the flow of the regulations out of sequence with the customary order of events when cases are processed.

The narrative which follows highlights where the Commission proposes to make changes in existing regulations and where it is proposing to reenact existing regulations with only stylistic revisions. The narrative also gives the Commission's reasoning behind certain key regulations or revisions, and how different sections relate to each other.

#### IV. Section-by-Section Description of Proposed Regulations

##### ARTICLE I. INQUIRIES

The Commission is proposing to divide its regulations into different articles within 6 AAC 30. so as to group the different major features of case processing into places within Chapter 30 which make them more easy to locate. This revision will also enable the Commission to make future revisions to regulations without putting the flow of its regulations out of logical sequence.

##### Sections 011, 021, 031. INQUIRIES

These new sections, which have no counterpart in current regulations, says what the Commission does with the thousands of phone calls, letters and visits to its offices by individuals who seek to file discrimination complaints. In recent years the Commission has been screening these inquiries with care so that only those which legitimately allege violations of the Human Rights Law become complaints.

The proposed regulations say that the Commission's staff will make a record of inquiries but keep those records confidential.

Since the law permits anyone to file a complaint if he or she insists upon it, whether or not the staff thinks a violation is being properly alleged, the regulations say that the staff will dismiss such filings promptly. There is a method of appealing staff-level dismissals to the Chairperson of the Commission, so when these complaints are accepted, the individuals are protected against errors by the staff.

##### Section 041. CORRESPONDENCE

The regulations say how individuals may correspond directly with members of the Commission, even on a confidential basis. They also say that individuals wishing to file complaints who contact Commissioners will have those inquiries forwarded to the staff, because Commissioners must be kept separate from the earlier stages of case processing in order to avoid any appearance of bias if they later have to decide a case after a hearing.

## ARTICLE 2. COMPLAINTS

This article groups regulations governing standards for filing complaints, including certain distinctions between complaints by individuals and complaints by the executive director.

### Section 210. COMPLAINTS BY INDIVIDUALS

This section revises and places in logical sequence the existing regulations about how to file complaints. There are very few substantive changes.

Subsections (a) through (d) are revisions which harmonize the regulations with current practices. They say that complainants must state what harm they are experiencing, what they believe the reason to be for the action being taken against them, what the relevant facts and circumstances are and who else is having a similar problem. This is an expansion of the more general complaint filing standards in present regulations, ensuring that complaints will be sufficiently specific for respondents to understand what is being alleged. These complaints will also meet the filing requirements of federal agencies.

Subsection (e) adds the requirement that an attorney representing an individual complainant must file a notice of appearance with the Commission. This will make it clear to the Commission's staff who it is supposed to keep informed about the progress of a case.

Subsection (g) is a new section which says that the Commission will send to the appropriate federal agency complaints which also allege a violation of federal law. This is an important first step for many complainants, because they might otherwise lose their protection under federal law. Cross-filing is particularly important in Alaska because most federal enforcement agencies do not maintain offices in this state.

### Section 220. COMPLAINTS BY THE EXECUTIVE DIRECTOR

This new section expands upon existing regulations by setting specific requirements for complaints filed by the executive director. The authority for the executive director to file complaints in the nature of class actions was ratified by the Alaska Supreme Court in Hotel, Motel, etc. Local 879 v. Thomas (1975). The standards for executive director complaints give a respondent a description of what the subsequent investigation will cover and what group of people is allegedly being discriminated against. If the complaint reaches the public hearing stage and is to be maintained as a class action, additional requirements designed to meet the due process concern of the Supreme Court in the Local 879 case come into play. These other requirements are found in section 420, Class Action Complaints at hearings..

### Section 230. FILING DATE

This section is a reenactment of the existing regulation that complaints are to be filed within 300 days of the events complained of. The current Commission practice is not to consider a complaint filed until it meets all technical requirements. Sometimes, however, the Commission receives a letter or phone call which meets all substantive standards but which arrives very close to the 300 day deadline. The new subsection (b) describes the current practice of treating such an inquiry as a complaint for timely filing purposes, and says that the failure to meet technical re-

quirements will not be fatal to it if the complaint is "perfected" within 60 days after the 300 day period expires. Although this rarely happens, it is an important protection for those not living within easy reach of a Commission office who must deal with the Commission by mail or telephone.

### ARTICLE 3. INVESTIGATION, DETERMINATION AND CONCILIATION

This article groups together regulations which govern the processing of complaints by the commission's staff before the hearing stage is reached.

#### Section 310. RESOLUTION CONFERENCE PROCEDURES

This section is entirely new and describes the Commission's current practice of setting up a meeting between the parties shortly after a complaint is filed. This "resolution conference" identifies the issues, looks at relevant facts, and sees whether the parties are willing to negotiate a settlement. The Commission's experience in two years of testing this procedure is that approximately half of all complaints filed can be resolved at this early stage. These regulations make explicit that complainants must attend resolution conferences unless excused, but that the respondent's participation is voluntary. The regulation stresses that resolution conferences are entirely different from the more formal hearing process which is reached only after the staff has conducted a full investigation, made a determination, and attempted formal conciliation.

The regulation says that the staff member is in charge of the conference, may testify to what it said (except as to offers and counteroffers of conciliation) and will help with settlement negotiations when the parties wish to.

#### Section 320. INVESTIGATION METHODS BY COMMISSION STAFF PRIOR TO CONCILIATION

Subsection (a) clarifies existing regulations on how the Commission's staff investigates cases to determine whether complaints are supported by "substantial evidence", the standard required by AS 18.80.110. It stresses the impartiality of the process, pledging the staff to hear evidence which supports or disclaims the allegations. It lists the types of evidence which are customarily gathered, including information developed during resolution conferences and material voluntarily offered by the parties or others.

Subsection (b) is a substantial revision of existing regulations on how requests for production and interrogatories are used by the commission's staff. (The second sentence refers to the hearing rules in later sections for the substance of the process and how to object to these staff requests.) The existing regulations describe in considerable and confusing detail a cumbersome procedure for enforcing compliance with Commission staff requests for information during an investigation. These regulations do not clearly describe how the staff decides a case and attempts conciliation prior to moving for a hearing in the face of non-cooperation.

The revisions in subsection (b)(2) say that the staff will close the case if a complainant fails to furnish essential information.

If a respondent fails to produce information, subsection (b)(3), the staff moves for a hearing before the Commissioners if there is enough information in the file at that point to support a finding in favor of the complainant, and the res-

pondent refuses conciliation attempts. At the hearing the respondent is not permitted to offer what should have been given to the staff. If the respondent has a change of heart and comes forward with the information before the hearing begins, the previous adverse staff determination is withdrawn and the case reverts to the investigative stage to be analyzed in light of the information which was previously refused.

If a respondent refuses to produce information and there is not sufficient information in the file to support a determination in favor of the complainant, then the Commission's staff refers the file to Attorney General for enforcement action in Superior Court.

Subsection (c) is new and makes explicit that the commission's staff investigates cases and tries to settle them short of hearing. For this reason, complainants and respondents are not permitted to issue discovery against each other or to witnesses during the investigation/conciliation stage.

#### Section 330. DETERMINATIONS

This section reenacts a portion of an existing regulation, with minor stylistic revisions, and makes a separate section of it to give it more prominence. The last sentence of subsection (b) states how determinations involving class issues are written: it is unchanged from the present regulation.

#### Section 340. CONCILIATION PROCEDURES

This regulation clarifies the conciliation process and the standards by which the executive director determines that conciliation has failed. Conciliation of class actions is also described in a fashion similar to present regulations. A new subsection (f) states that cases will be closed when a respondent offers terms of conciliation which are reasonable but unacceptable to the complainant.

#### Section 350. AMENDMENTS OF COMPLAINTS PRIOR TO CONCILIATION

This is a new section which sets standards for when complaints will be amended during the early stages of processing by the staff. The proposed regulation reflects the current practice of amending complaints only when something is discovered during the course of investigation which is substantially different from what was originally alleged. This ensures that if an investigation enters a new area that the respondent will know what is happening. On the other hand, what the staff finds during the investigation is often different in slight respects from the complainant's original perception of the events as they were stated in the complaint. Such circumstances, the new regulation states, do not require formal amendment of the complaint unless it reaches the hearing stage. Regulations appearing in the hearing section describe how complaints are amended then.

#### Section 360. WITHDRAWALS

This regulation clarifies confusion in the existing regulations over withdrawals. The proposed regulation resolves the occasional situation when an individual raises an important issue which may be affecting many people but later decides that he or she does not wish to pursue it. The regulation states that the executive director may choose to pursue the issue by way of a complaint and requires executive director approval of withdrawals after a staff determination favoring the complainant has been entered.

## **Section 370. CHAIRPERSON REVIEW OF CLOSURES**

With minor revisions, this regulation is unchanged. It permits individuals whose cases have been closed by the staff to seek review by the chairperson. The proposal makes it more clear how the process is used.

## **ARTICLE 4. HEARING PROCEDURES**

This article groups together the regulations governing the hearing process, which is reached after the steps in Article 3 have been completed.

### **Section 410. CONVENING OF HEARING**

These regulations depart from current regulations by identifying the executive director's certification that conciliation has failed as the turning point between impartial investigation and conciliation of a case by the Commission's staff, and the later prosecution of a case in support of a complaint before members of the Commission. This is consistent with the first sentence of AS 18.80.120 which says that the hearing process begins with the failure to conciliate a case: "the executive director shall inform the Commission of the failure...".

This new regulation describes the step-by-step procedures now in effect for convening a hearing. It also revises and amplifies existing regulations which provide for the appointment of hearing examiners and specify their duties.

Subsection (a) describes how hearing commissioners are appointed by the chairperson and that they may be replaced when necessary. No regulation presently codifies Alaska law on replacement of administrative decision makers.

Subsection (b) is a restatement of existing regulations which provide for the appointment of hearing examiners. It adds the requirement that an examiner will notify parties and the executive director after he or she is appointed. This action sets in motion several procedures to get the hearing off the ground. This section also requires a party's attorney to enter an appearance with the examiner, and says that the Commission bears the costs of the examiner. Subsection (a)(4) is new and provides a mechanism for challenging the examiner's appointment.

Throughout the rest of these regulations the word examiner is used almost exclusively. Subsection (b)(1) states that if no examiner is appointed, the hearing commissioners are authorized to use all powers otherwise given to the examiner. Nevertheless, the present practice is for hearing commissioners to appoint examiners in virtually every case.

Subsection (b)(5) implements a recent policy decision of commissioners not to permit examiners simultaneously to represent clients whose cases are at the hearing stage.

The new subsection (c) describes the present practice of organizing a hearing by holding pre-hearing conferences. It directs the examiner to make all procedural decisions in connection with the hearing without the need for step-by-step review by hearing commissioners until the examiner's report is submitted.

Subsection (d) requires the executive director to designate promptly who will present the case in support of the complaint and (subsection (f)) decide what expenses, if any, of the designee will be paid by the Commission if the director designates the complainant's attorney. The current practice

is for the director to designate a member of the Commission's staff to present the case in support of the complaint. In those rare instances where complainant's attorney has served as designee, the Commission has paid only those costs of presentation which it would incur if a Commission staff member presented the case.

AS 18.80.130(e) authorizes the Commission to order costs and attorney fees "to any private party". Private attorneys representing complainants have been advised to seek an order from the hearing commissioners reimbursing costs at the conclusion of a successful case. These awards of costs and fees, which are also available to successful respondents, apply only at the hearing stage of a case and not to costs incurred by complainants or respondents at the investigation/conciliation stages. (See Hotel, Motel, etc. Local 878 v. Commission, (Supreme Court)) (1979).

The new subsection (e) makes specific with whom documents are to be filed. Subsection (g) requires the executive director to amend a complaint to conform to the evidence developed during the investigative stage promptly after appointment of an examiner. If the director wishes to amend later in the process, he or she must file a motion which the parties would then have an opportunity to oppose.

Subsection (h) clarifies existing confusion over when a complaint must be answered. It says that the respondent's answer is due ten days after the complaint, as it may have been amended by the executive director, has been received from the examiner. Subsection (i) restates the existing rule about what an answer must contain, and subsection (j) requires an answer to any later amendments which may have been permitted.

#### Section 420. CLASS ACTION COMPLAINTS AT HEARINGS

This regulation readopts the existing regulation which grew out of the Supreme Court's decision in the Local 879 v. Thomas case. It closely parallels the class action rule of the Federal Rules of Civil Procedure. Regulations governing the investigative stage of case processing define how cases which may ultimately be handled as class actions at the hearing stage are initiated and processed through investigation and conciliation. The due process consideration which mandates more detailed regulations arises at the hearing stage, when a case is to be contested.

Legal authorities generally concede that class actions are extremely complicated, and the seeming complexity of this rule reflects that fact. The goal is to have a procedure by which a respondent defending a class action can first try to show why the case should be limited to an individual's claims. Subsection (a) therefore requires certain initial showings either by the executive director, if the case is filed as an executive director complaint, or by the executive director on behalf of an individual if an individual's case has developed into a class action by the time the hearing stage is reached. If these initial showings can be made, subsection (b) requires proof of additional facts before the case can be maintained as a class action. Discrimination cases commonly fall in the option described at (b)(2). The class allegedly discriminated against is usually seeking to prohibit some practice which affects all its members in the same way. Individual class members may also be entitled to relief, such as back pay, the amount of which may differ from one person to the next.

Subsection (c) says how a class action is agreed to by the examiner and how and under what circumstances individual

members of the class are notified that the case is pending so that they may exclude themselves from the case if they wish. Subsection (d) describes the other powers of the examiner to control the course of the class action as it proceeds toward a recommended decision.

Subsection (e) says that these orders by the examiner are not appealable to Superior Court until after the hearing commissioners issue their final order determining the ultimate result of the case.

As noted earlier, this entire regulation, with few substantive revisions, closely parallels the existing class action regulations.

#### Section 430. NOTICE OF HEARING

This section eliminates confusion in existing regulations over when the notice of hearing is to be issued. In earlier sections of these regulations the certification of conciliation failure becomes the document which initiates the hearing process. AS 18.80.120, however, requires some type of hearing notice, which this regulation says will be issued shortly before the hearing, in most cases well after most preparation supervised by the examiner has been completed.

#### Section 440. CONDUCT OF HEARINGS

This section gathers together various regulations which appear in different parts of the existing regulations. Subsection (a), which is new, says that it is the responsibility of the executive director to prove the allegations of the complaint, and says that the examiner is to control the order in which evidence is offered, and by whom. The other subsections are reenactments of existing regulations, except that subsection (d) adds a means to submit evidence for the record after the hearing is completed, and subsection (h) permits anyone agreeable to the parties and the examiner to operate the recorder which is used at the hearing. This last is an important consideration when a hearing is conducted in a rural community, as it avoids the expense of an urban-based court reporter when the parties and examiner are willing to agree to an impartial local person operating the recorder and keeping custody of the recording.

#### Section 450. AMICUS CURIAE

This is a new section which allows an interested party to file a brief with the Commission as a "friend of the commission". The amicus must indicate to the examiner why its brief would be helpful, and the examiner has the discretion whether to accept the brief.

Under subsection (b), the hearing examiner may also grant leave for the amicus to participate in oral argument, in limited circumstances.

#### Section 460. EVIDENCE

The evidence section is a new one, and will give guidance to parties practicing before the Commission as to what evidence is admissible. The rule at subsection (a) is similar to that of the Washington State Human Rights Commission, and makes it clear that the examiner may go beyond the technical evidence rules of the state and federal courts, and may use evidence which is relied upon by persons in the conduct of their serious affairs.

The regulation at subsection (b) is an informer privilege not found in present regulations. It says the staff will

not reveal the name of an informer unless the informer's name is already known or unless maintaining secrecy could seriously affect the outcome of the case.

The new regulation at subsection (c) is a restatement of a section of the state Administrative Procedure Act (AS 44.62.470). It allows for the use of an affidavit as if it were testimony, unless the opposing party asks to cross examine the person who made the affidavit. If there is no cross-examination, the affidavit may only used to supplement or explain direct evidence.

#### Section 470. EXAMINER'S RECOMMENDED DECISION

This is a reenactment of existing regulations governing the scope of authority of the examiner and his or her duty to prepare a recommended decision for the hearing commissioners. Language has been added to clarify who gets copies of the examiner's proposal and any objections which are filed. Subsection (d) also permits the examiner to reconsider the proposal in light of objections, before the hearing commissioners receive the case. Subsections (e) and (f) relax the rule that objections be filed within ten days when it is obvious that preparing objections necessitates having a transcript which will take a while to prepare.

#### Section 480. ORDERS BY HEARING COMMISSIONERS

This is largely a reenactment of existing regulations, pulling together into one section regulations which are now scattered in different sections. A lengthy statement in existing regulations about the types of relief which the hearing commissioners may award has been eliminated since it simply restates those powers already set forth at AS 18.80.130(a)(1) and (2). Subsection (b) is new and states the Commission's position concerning its authority to award different types of damages. This issue, as to public accommodations cases, is presently pending before the Alaska Supreme Court in McDaniel v. Cory et. al. The Commission recognizes that the Court's decision in this case may require revision of this regulations or even a proposal to amend AS 18.80.130(a). Subsection (d) notes the practice recently established of maintaining all hearing commissioner decisions in state law libraries, as well as offices of the Commission and the Department of Law.

#### Section 490. EXPENSES

This is a new section which clarifies the responsibility of the complainant to pay his or her own expenses in coming to the hearing and/or a deposition, and for other expenses associated with the hearing. This section allows the complainant to spend money in preparing the case for hearing which is outside the financial capabilities of the Commission. The executive director, however, has discretion to pay some or all of these expenses depending on the public interest nature of the case.

#### Section 492. ATTORNEY FEES OR COSTS

This section is new, and sets a time limit for the filing of motions for attorney fees or costs. Subsection (b) states the standards under which an award of costs would be made against a complainant. This departs from the decision of Christianburg Garment Co. v. EEOC, 434 U.S. 412 (1978), which was adopted by the commission in earlier hearing cases because the commission now believes that a complainant should not be penalized in instances where the commission's staff proceeded with a case at the hearing stage which was later found not to be meritorious. On the other hand, a

penalty logically should go against a complainant who, in bad faith or through material misrepresentations, causes the staff to pursue a case which it otherwise would not have taken to hearing.

#### Section 495. SANCTIONS

This section is new, allowing sanctions against a party or counsel who misuses the Commission procedures or fails to comply with them.

#### Section 497. HEARING RECORD

This section reenacts an existing regulation defining what constitutes the record of the hearing. The only substantive change is to eliminate the requirement that a written transcript of the recording of the hearing be prepared, unless the hearing commissioners believe it to be necessary. Any party or the executive director can have transcripts prepared if he or she pays for them, but this proposal eliminates the cost of preparing transcripts when the hearing commissioners do not believe they need them.

### ARTICLE 5. HEARING DISCOVERY

This article groups regulations which spell out how the complainant, respondent and the commission's staff obtain information about a case from each other prior to commencement of a hearing. The regulations also define the powers of the examiner to preside over the process. It was particularly on this subject that the absence of detailed regulations prompted a recommendation for regulations by the Legislative Audit Division.

#### Section 510. DISCOVERY METHODS

This section is an administrative revision of Alaska Civil Rule 26 which states general provisions governing discovery. Outlined in this section is the scope of discovery and the procedure for obtaining a protective order. Additionally, the section permits the examiner to order discovery under any reasonable method, including methods used under the Alaska Rules of Civil Procedure, modified as necessary. The latter provision simplifies the regulations, because discovery procedures which are rarely used can be deleted, but are still available in the discretion of the examiner.

#### Section 520. PERSONS BEFORE WHOM DEPOSITIONS MAY BE TAKEN

This section is an administrative revision of Civil Rule 28(a) and (d). Under this section a deposition may be taken before a notary public, generally a court reporter.

#### Section 530. STIPULATION REGARDING DISCOVERY PROCEDURE

This section is an administrative revision of Civil Rule 29, and allows for flexibility in the discovery procedures.

#### Section 540. DEPOSITIONS UPON ORAL EXAMINATION

This section is an administrative revision of Civil Rule 30, and allows for use of deposition upon oral examination. A deposition may be taken of any person. The only new provision is contained in subsection (n) which will put the deponent's cost of traveling to the deposition on the person seeking the deposition if the deponent resides out of the state.

#### **Section 550. USE OF THE DEPOSITION AT HEARING**

This section is an administrative revision of Civil Rule 32. This section specifies when depositions can be used as part of the record in hearing proceedings. In addition to the uses provided in the civil rules, the parties and the executive director can stipulate to use the deposition in place of "live" testimony.

#### **Section 560. INTERROGATORIES TO PARTIES**

This section is an administrative revision of Civil Rule 33 and allows written questions to be served on parties and the executive director.

#### **Section 570. PRODUCTION OF DOCUMENTS**

This section is an administrative revision of Civil Rule 34, and allows the parties and the executive director to request documents from each other. A new subsection (c) allows the person seeking discovery to require that it be produced at the office of that person. The section of Civil Rule 34 providing for entry on land for inspection purposes has been left out because the use of this kind of discovery is so rare. When needed, it would be more appropriate to seek such discovery by motion under section 510, on discovery methods.

#### **Section 580. REQUEST FOR ADMISSION**

This section is an administrative revision of Civil Rule 36, and allows a party or the executive director to require another party or the executive director to admit or deny the truth of any matter.

#### **Section 590. FAILURE TO MAKE DISCOVERY: SANCTIONS**

This section is an administrative revision of Civil Rule 37. Under this section a party and the executive director can apply to the examiner for an order compelling discovery, and sanctions can be ordered against a party or the executive director who has failed to comply with discovery.

#### **ARTICLES 6, 7 [RESERVED]**

These articles are reserved for future regulations as required by changes in agency practice or new or amended statutes.

#### **ARTICLE 8. REPORTS AND RECORDKEEPING**

The Commission's existing regulations on reports and record-keeping implement AS 18.80.220(b) which requires the state, employers, employment agencies, and labor unions to "maintain records" on age, race and sex "that are required to administer the civil rights laws and regulations". These regulations do not clearly specify what records are to be kept, for how long, under what circumstances, and when such records are to be submitted to the Commission.

#### **Sections 810, 820, 830. RECORDS OF EMPLOYERS, LABOR UNIONS AND EMPLOYMENT AGENCIES**

The proposed new regulations repeal the old regulations and substitute specific lists of records separately for employ-

ers, employment agencies, and labor organizations. For the most part, these are records which these organizations typically keep in the ordinary course of business, and for that reason this regulation will impose no additional recordkeeping duties on most.

The Commission often receives inquiries as to whether it is proper to ask the race, sex or age of people who apply for employment or apprenticeship training, or services of an employment agency. These regulations invite the keeping of such records where the purpose of making the record is to comply with the law by insuring equal opportunity. The language adopted is that which was used by the U.S. Supreme Court in its Weber decision upholding the validity of voluntary affirmative action by employers.

#### Section 840. RETENTION OF RECORDS

This section requires these records to be maintained for two years so that cases can be determined by obtaining relevant information.

#### Section 850. RETENTION OF RECORDS WHEN A CASE IS FILED

This section requires that when a complaint is filed, records necessary to determine the case be available until the case is closed.

#### Section 860. FAILURE TO KEEP RECORDS

This section is new and addresses the common problem the Commission has experienced when it is unable to reach a determination in a case because the respondent has failed to keep relevant records. Subsection (b) reflects the current practice: when an individual's case cannot be proved because substantial evidence is not available, the staff finds a violation of the recordkeeping law, and works with the employer to establish proper records in the future. Although it has never been necessary to do so, the regulation anticipates that enforcement action may be necessary if an employer refuses to establish a viable recordkeeping system.

#### Section 870. COMMISSION STUDIES

This section is new and describes how the Commission gathers information from records which are required to be kept by the Human Rights Law. This information is used to plan the Commission's enforcement program. The Commission also publishes studies about potential discrimination as authorized by AS 18.80.060(a)(5). This proposed regulation responds to some Legislative concern in early 1979 over requests from the public for access to such study materials. It codifies an opinion of the Attorney General which advised against the release of data given the Commission for study purposes by individual reporting entities, while pledging to release compilations in reports which do not identify any individual sources of data.

### ARTICLE 9. GENERAL PROVISIONS

The regulations in this article apply generally to interpretations of AS 18.80 or to the regulations in the previous articles.

#### Section 910. SUBSTANTIVE STANDARDS

This section largely reenacts existing regulations in which the Commission binds itself to the guidelines of the major federal agency in the employment discrimination field. The Commission has noted some objection to binding itself to

complicated Federal regulations which are hard to locate and difficult to understand. Therefore in this proposed revision the Commission says instead that it will "accord substantial weight in relevant cases to the guidelines" and pledges to make those guidelines available to the public.

The Commission's intent is to express its awareness of guidelines which Alaskans must follow anyway under federal law and render determinations which are not inconsistent with those federal standards.

One guideline is added to the existing list: the affirmative action guidelines which EEOC adopted early in 1979. This important guideline affords employers with legal protection from so-called "reverse discrimination" charges when they engage in affirmative action in good faith to avoid or eliminate "conspicuous imbalance" in a workforce. The approach of this guideline was recently approved by the U.S. Supreme Court in the Steelworkers v. Weber case.

This regulation also says the Commission will render decisions which are "harmonious" with the pattern of decisions which the Commission has previously entered, and with the Commission's own guidelines, regulations, policy statements and interpretations by federal and state courts.

Subsection (d) defines the phrase "reasonable demands of the position" contained in AS 18.80.220(a) as a defense to a discrimination complaint. The federal courts use an equivalent phrase, "business necessity," which was defined in Robinson v. Lorillard Corp., 444 F2d. 791, 798 (4th Cir., 1971). The language in this subsection is taken from the Robinson case, as adopted by the commission in its decision in Bell v. Parker Drilling Co., (1977).

#### Section 920. CASES FILED IN SUPERIOR COURT

This new regulation specifies what happens when an individual does not file with the Commission but chooses instead to go directly to Superior Court with his or her discrimination complaint. It reflects the current discretion the Commission exercises either to become a party to the court case or to close or not process a case further if the issue is already pending before the Commission.

#### Section 930. SUBPOENAS

The provisions on subpoenas now clearly distinguish who issues subpoenas: the staff issues them before the notice of conciliation failure is issued; the examiner after such notice is issued.

#### Section 940. REOPENING

This section eliminates confusion in the present regulations over who reopens a case and under what circumstances. Subsection (a) says that the executive director reopens a case which did not reach the hearing stage; subsection (b) gives this authority to the hearing commissioners if a case was closed after reaching the hearing stage. Petitions to reopen cases decided at hearing must be filed in 60 days, a new requirement. This responds to one case in which a motion was filed to reopen it two years after it had been closed following a hearing.

#### Section 950. PUBLICATION OF CASE RESULTS

This is a new regulation which puts into effect an earlier policy decision of the Commissioners that the public is educated when the Commission publishes the results of cases. A distinction is made between cases settled before reaching the hearing stage, and those in which the staff enters a determination and conciliation fails. In the former instance, the terms of settlement are publicized without naming the parties, unless the parties agree to do so. However, where cases reach the hearing stage they enter a more public arena. When cases settle at that time, the names of the parties are released. In publicizing terms of settlement, however, no one is required to admit that a violation of the law occurred.

#### Section 960. LOCAL HUMAN RIGHTS COMMISSIONS

This new regulation interpretes AS 18.80.290 in a fashion consistent with a section of the federal employment discrimination law which defines the relationship between federal and state anti-discrimination agencies. The goal is to eliminate duplicate processing of complaints.

#### Sections 970, 975, 980. AVAILABILITY OF REGULATIONS, CONSTRUCTION OF REGULATIONS, VALIDITY OF REGULATIONS

These sections reenact existing regulations. The last sentence of the "construction of regulations" section is new and recognizes that in relatively simple cases at the hearing stage, some parties may choose not to hire a lawyer. The Commission's intent is to make the process as simple as possible for such individuals, and not to give any one party an advantage over another solely because a non-lawyer may not be at ease with technical requirements.

#### Section 990. DEFINITIONS

A number of definitions which are part of present regulations are to be repealed because they either restate definitions in the law, or are unauthorized by law, such as a present definition of "sex" which includes "sexual preference". The definitions which have been preserved and rewritten in this section define words and phrases in the regulations to clarify their use.

*See index*  
The definition of marital status discrimination in subsection (a)(8) is new and expresses the Commission's present orientation toward the subject, in the absence of definition by the Legislature. This three-part definition includes, first, the overt refusal to hire because a person is divorced, for example. The next part codifies the Commission's decision in Scholle v. City of Fairbanks, which nullified a local ordinance which refused employment in all circumstances to spouses of city workers. The final part of the definition is an open question which is becoming increasingly common in cases on file, none of which has yet reached the hearing stage for decision by Commissioners. It adopts a position taken by regulation in several other states, but research by the Attorney General has failed to disclose any court decisions clarifying whether "marital status discrimination" includes, for example an employer's refusal to hire someone because the applicant lives with someone to whom he or she is not married. The Commission believes that this interpretation is consistent with the legislature's recent repeal of the criminal statute against cohabitation, and with the privacy provisions of the state constitution.

The definition of "executive director" at (a)(9) is to clarify that hearing regulations, which repeatedly refer to the

executive director, apply with equal force to the commission staff person the director designates to present the case at hearing.

Subsection (b) of the definitions section is based upon the definition of "physical handicap" contained in the newest state human rights law, Montana and on the Rehabilitation Act of 1973. The Commission recognizes that the Legislature has not to date chosen to define physical handicap in AS 18.80. The current term of the Legislature may chose to do so in response to a recommendation to this effect from the Division of Legislative Audit. Depending on what the Legislature may adopt by way of a definition of physical handicap, this regulation may need to be revised thereafter.

PART 2  
State Commission for  
Human Rights

CHAPTER  
30.

Rules Governing Practice and  
Procedure Before the State  
Commission for Human Rights  
(6 AAC 30.011 -- 6 AAC 30.990)

Article

1. Inquiries (6 AAC 30.011 -- 6 AAC 030.041)
2. Complaints (6 AAC 30.210 -- 6 AAC 30.230)
3. Impartial Investigation, Determination and Conciliation  
(6 AAC 30.310 -- 6 AAC 30.370)
4. Hearing Procedures (6 AAC 30.410 -- 6 AAC 30.497)
5. Hearing Discovery (6 AAC 30.510 -- 6 AAC 30.590)
6. (Reserved)
7. (Reserved)
8. Reports, Recordkeeping and Studies (6 AAC 30.810 --  
6 AAC 30.860)
9. General Provisions (6 AAC 30.910 -- 6 AAC 30.990)

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ARTICLE 1. INQUIRIES.

Section

11. Acceptance of Inquiries
21. Record of Inquiries
31. Counseling of Inquirers
41. Correspondence

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6 AAC 30.011 ACCEPTANCE OF INQUIRIES. Persons may inquire about their rights or secure technical assistance to comply with AS 18.80 by telephoning, writing, or visiting any office of the Commission. The commission's staff will accept collect calls, subject to available appropriations.

Authority: AS 18.80.050  
AS 18.80.060(a)(4)  
AS 18.80.060(b)(1)  
AS 18.80.100

6 AAC 30.021 RECORD OF INQUIRIES. The commission's staff will make a written record of each telephone and personal inquiry. Anonymous inquiries will be accepted. The purpose of this record is to document the volume of inquiries and to establish the date of initial contact with the staff in the event that the inquirer subsequently files a complaint. The Commission will not disclose records of individual inquiries, except where required by law or in response to court order.

Statistical compilations of inquiries will be released periodically.

Authority: AS 18.80.050  
AS 18.80.060(a)(4)  
AS 18.80.060(b)(1)  
AS 18.80.100

6 AAC 30.031 COUNSELING OF INQUIRIES. The commission's staff will counsel inquirers seeking to file complaints and will advise against complaint filing if the inquirer does not relate facts and circumstances which constitute a violation of AS 18.80. The staff will accept complaints in such circumstances only after advising the inquirer that the case will be closed for lack of jurisdiction.

Authority: AS 18.80.050  
AS 18.80.060(a)(4)  
AS 18.80.060(b)(1)  
AS 18.80.100

6 AAC 30.041 CORRESPONDENCE. Inquiries and correspondence to members of the Commission may be sent in care of the executive director. Confidential correspondence will be forwarded unopened. Commissioners will not consider inquiries concerning potential violations of AS 18.80 or of pending complaints until a case is before them at the hearing stage. Names and addresses of Commissioners and all Commission offices are available from any office of the Commission.

Authority: AS 18.80.050  
AS 18.80.060(a)(4)  
AS 18.80.060(b)(1)  
AS 18.80.100

## ARTICLE 2. COMPLAINTS.

### Section

- 210. Complaints by Individuals
- 220. Complaints by Executive Director
- 230. Filing Date

6 AAC 30.210 COMPLAINTS BY INDIVIDUALS. An individual claiming to be aggrieved by any practice or practices which are contrary to AS 18.80 may file a complaint with the commission's staff which shall be in writing.

(a) Complaints may be filed in person at any office of the commission or by mail.

(b) The commission's staff will assist in drafting and filing complaints.

(c) Complaints must be verified. The commission's staff will furnish notarial service at no charge. If no notary or postmaster is available, the complainant shall state in the complaint that the statements contained therein are true and correct to the best of his or her knowledge, under penalty of perjury and that no notary or postmaster is available.

(d) Complaints must contain:

(1) The complainant's full name and address.

(2) The full name and address of the person or entity against whom the complaint is made (known as "respondent").

(3) A statement of the harm the complainant alleges he or she has experienced or is experiencing.

(4) A statement of the reason complainant believes the respondent took or is taking action which is alleged to be discriminatory.

(5) A statement of any reason given complainant by respondent for the alleged adverse action taken.

(6) Where appropriate, a statement that one or more persons are allegedly aggrieved in the same manner as the complainant. The statement must be with sufficient specificity to enable the commission's staff to identify the individuals through investigation.

(7) The date or dates when the alleged discriminatory practices occurred. If the practice is continuing, the complaint must state when the practice began, if known to the complainant.

(8) A statement of any other action, civil or criminal, instituted in any other forum based upon the same facts, together with a statement as to the status or disposition of the other actions.

(e) An attorney may represent a complainant who has filed a complaint by filing a notice of appearance with the commission's staff. Unless otherwise directed by the complainant, information about the progress of the case will then be sent to the attorney. An attorney who has entered an appearance will be notified if a complainant subsequently directs that any information not be furnished to the attorney.

(f) Complaints will be served promptly upon respondent in person or by certified mail, return receipt requested. The complainant will receive a copy of the complaint.

(g) If the acts or practices complained of also constitute a violation of federal law, the commission's staff will give to the appropriate federal enforcement agency a copy of the complaint, unless the complainant directs otherwise. The commission's staff will assist in filing complaints with federal agencies which enforce federal laws similar to AS 18.80,