

The U.S. Equal Employment Opportunity Commission

Request for Comments

Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility and Integrity of Information Disseminated by the U.S. Equal Employment Opportunity Commission

The U.S. Equal Employment Opportunity Commission seeks comments on its proposed guidelines ensuring information quality. The Commission publicly announced in the Federal Register the availability of its proposed guidelines for comment. Please use the following instructions to submit a comment:

Important Note:

Do not submit any information, comments or data relating to a charge of discrimination that may have been filed with the agency. This is not a procedure for processing any charge-specific information in the private sector or hearings or appeals in the federal sector. Anything submitted for that purpose will not be considered for the purpose of commenting on these guidelines. If you want to discuss charge, hearings or appeals information, please contact the appropriate field office nearest you. Our offices are listed on the agency's web site (www.eeoc.gov). You can also call 1-800-669-4000 (TTY: 1-800-669-6820) to be automatically connected to the closest Commission office.

To make sure comments are considered

Submit comments so they are *received* at the agency by June 8, 2002. The Commission recommends that you *do not* submit comments by mail at this time. The agency is still experiencing some delays in receiving its mail. It is recommended that you use another procedure for submitting comments, or mail comments in sufficient time to reach the Commission by the deadline.

The Commission's subsequent activities

After comments are reviewed and the guidelines revised, if appropriate, the Commission will submit its proposed guidelines to the Office of Management and Budget (OMB) by July 1, 2002.

Once approved by OMB, the Commission will publish a notice in the Federal Register of its revisions, based on public and OMB comments, and its final guidelines no later than October 1, 2002. It will also make them available at www.eeoc.gov.

Ways to submit comments

Submit comments in any of the following ways:

U.S. Postal Service or Other Delivery Service

Send comments to:

Information Guidelines Comments
U.S. Equal Employment Opportunity Commission
Office of Research, Information and Planning
Room 8219
1801 L Street, N.W.
Washington, D.C. 20507

Facsimile

Use a cover sheet on top of your comments, and indicate the fax is for:

Information Guidelines Comments
U.S. Equal Employment Opportunity Commission
Office of Research, Information and Planning
Room 8219

Fax to (202)663-4093

E-Mail

Send comments by e-mail to:

guidelinecomments@eeoc.gov

If you have any questions, please fax or e-mail your name, telephone number, and hours you can be reached (include the time zone) and a Commission representative will contact you.

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