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# Privacy Act Statement

**AUTHORITY:** 29 U.S.C. § 206(d); 29 U.S.C. § 791; 42 U.S.C. § 2000e; 42 U.S.C. § 2000ff-(2); 29 U.S.C. § 633a; 5 U.S.C. § 1303-1304; 5 CFR § 5.2-5.3; 29 CFR § 1614.105, .107; Executive Order 11478, as amended; and Executive Order 13152 and Management Directive 110 (August 2015).

**PRINCIPAL PURPOSE(S):** This information is being collected for the sole purpose to record a complaint allegation of employment discrimination with the Department of the Treasury on the grounds of race, color, religion, sex (including pregnancy), national origin, age, disability, protected genetic information, parental status, or reprisal. An employee or applicant must participate in pre-complaint EEO counseling to informally resolve the allegation(s) per § 1614.105, prior to filing a formal EEO complaint of discrimination. The purpose of this form is for the aggrieved to withdraw their connection with any and all currently pending complaints (informal or formal) EEO discrimination complaints unless indicated otherwise. The information captured on this form will be used by the Department of the Treasury to record the voluntary decision of the aggrieved to withdraw their EEO complaint of discrimination.

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in Treasury .013--Department of the Treasury Civil Rights Complaints and Compliance Review Files – 81 FR 78266 (Nov. 7, 2016).

**PAPERWORK REDUCTION ACT STATEMENT:** In accordance with the Paperwork Reduction Act of 1995, The Department of the Treasury may not conduct or sponsor, and the respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. The valid OMB Control Number for this information collection is 1505-0262. The collection of this information is voluntary. However, the information is necessary to determine if your complaint of employment discrimination is acceptable for further processing in accordance with EEOC, 29 C.F.R. §1614. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the form. Send comments regarding this burden estimate or any other aspects of this collection, including suggestions for reducing this burden, to Department of the Treasury, Office of Civil Rights and EEO, 1500 Pennsylvania Avenue, N.W., Washington, DC 20220.

**TD F 62-03.9**  
**Revised 02/2026**



## Department of the Treasury

### United States Mint

**Name:**

**Complaint Number:**

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### Notice of Withdrawal from Participation in the EEO Complaint Process

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I wish to voluntarily withdraw my EEO counseling or formal complaint and all allegation(s) of employment discrimination, which I initiated on \_\_\_/\_\_\_/\_\_\_ . I hereby confirm that I was not coerced, threatened or intimidated by anyone into withdrawing from the process.

I understand that my voluntary withdrawal terminates the processing of this counseling or formal complaint and I will not pursue an EEO discrimination counseling or complaint on this matter. I understand that I still retain the right to enter the EEO complaint process for future matters.

I understand that, if I want to file an EEO discrimination complaint in the future, I must contact an EEO Counselor within 45 days from when I first became aware of the potential discriminatory action.

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**Signature of Counselee or Complainant**

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**Date**

For informal counseling/pre-complaints withdrawals:

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**Signature of EEO Counselor**

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**Date**