

# Equal Employment Opportunity Payments

**Use:** Equal Employment Opportunity (EEO) payments are payments for specific expenses or claims which are expressly identified in EEO settlement agreements. EEO encompasses a combination of laws designed to protect most U.S. employees from employment discrimination based on the employee's (or applicant's) race, color, religion, sex, national origin, age, disability, genetic make-up, military history, and in some instances sexual orientation. Most commonly, these are lump sum payments made to employees, applicants, and/or attorneys to compensate for losses and/or attorney fees. On occasion, EEO payments can also cover court reporter fees, witness fees, medical expenses, and any other claims which are expressly identified in the EEO settlement agreement.

**Note:** Payments related to back pay awards and other personnel actions (leave restoration, legal documents, etc.) required in conjunction with the EEO settlement will be handled by the Human Resources Division.

## **Please note the following instructions:**

1. These instructions were developed for specific agencies of the United States Department of Agriculture (USDA), currently Animal and Plant Health Inspection Service (APHIS). If you work for an agency other than APHIS, please check with your agency for their requirements.
2. The following items are required for Financial Operations Services Team (FOST) to process an EEO payment:
  - **Signed copy of the settlement agreement**
  - **Contact information of the requestor**
  - **FMMI Vendor Code** (if known), or one of the following:
    - Tax Identification Number (TIN)
    - Dunn and Bradstreet Number (DUNS)
    - the last four digits of the vendor's Social Security Number (SSN)
  - **FMMI Master Data**, for each accounting element breakdown, if applicable, including:
    - Fund
    - Fund Center
    - Functional Area
    - WBS Element, if applicable
    - Budget Period
    - Budget Object Code(s) (BOCs)
  - **Amount of payment**
  - **[Electric Funds Transfer \(EFT\) Information](#)**, if new vendor or vendor banking has changed
3. Please be mindful not to submit a request twice, or your accounting code may be charged twice.
4. USDA APHIS staff only:

EEO payment requests may be submitted via mail, fax, or email directly to an assigned staff member.

- FOST staff members who are assigned to process payments and answer questions regarding specific payments can be found at [FOST Assigned Duties](#).
- The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).