

Metropolitan Washington Airports Authority's Title VI Policy Statement

The Metropolitan Washington Airports Authority (Airports Authority) is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI responsibilities. Any person who believes he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with the Airports Authority within 180 days from the date of the alleged discrimination. Complaints may be filed as follows:

1) In Writing

Complaints may be filed with the Airports Authority in writing and may be addressed to the Metropolitan Washington Airports Authority, Equal Employment Opportunity Office, 1 Aviation Circle, Washington, DC 20001-6000. A copy of the Title VI Complaint Form is available by calling (703) 417-8683. We encourage use of the Title VI Complaint form in English or Spanish.

2) Directly to the U.S. Department of Transportation

A complainant may file a Title VI complaint with the U.S. Department of Transportation, Federal Transit Administration's Office of Civil Rights, 1760 Market Street, Suite 500, Philadelphia, PA 19103-4124.

Handling of Title VI Complaints by the Authority

All complaints will be investigated promptly. Once received, the complaint will be recorded in the Airports Authority's records and assigned to an investigator. In instances where additional information is needed, the investigator will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.

Based upon receipt of all information required, the Equal Employment Opportunity Office will investigate a Title VI complaint within 90 days of receipt. The investigator will prepare a draft written response subject to review by the Airports Authority's Equal Employment Opportunity Manager. The Equal Employment Opportunity Office will make the final determination and approved the final response to the complainant, including notifying the complainant of his/her right to file a complaint externally.

The Equal Employment Opportunity Office will use its best efforts to respond to a Title VI complaint within ninety (90) calendar days of its receipt of the complaint. Receipt of additional relevant information and/or the simultaneous filing of complaints with the Airports Authority and an external entity may expand the timing of the complaint resolution.