



United States
Department of
Education

Equal Employment Opportunity (EEO) Notice of Procedures for Filing EEO Complaints



If you are a federal employee or job applicant, the law protects you from discrimination because of your race, color, religion, sex (gender identity, transgender, transition, sexual orientation and pregnancy), national origin, age (40 or older), disability, genetic information or reprisal for prior EEO activity. There are federal laws, regulations and executive orders that prohibit discrimination based on marital status, parental status, or political affiliation.* If you need a reasonable accommodation to participate in the EEO complaint process, be sure to notify the Office of Management, Equal Employment Opportunity Services (OM, EEOS) office of your accommodation need.



If you believe you have been subjected to unlawful discrimination, you have **45 calendar days** from the date of the incident that gave rise to your complaint to contact OM's EEOS office to file an EEO Pre-Complaint. If the alleged discrimination involves a personnel action, you must contact OM's EEOS office within **45 calendar days** of the effective date of the personnel action.



The first step is to contact OM's EEOS office for counseling within the applicable time limits discussed above. If it is determined that your complaint is appropriate for Alternative Dispute Resolution (ADR), you may elect the ADR process in lieu of traditional counseling. The counselor will discuss this option with you. The ADR process is managed by OM's ADR Center. If your Pre-Complaint has not been resolved at the informal stage, you will be issued a final interview notice indicating your right to file a formal complaint. If you decide to file a formal complaint, you must submit it to OM's EEOS office within **15 calendar days** from the date of receipt of the Notice of Right to File.

CONTACT INFORMATION

EEOS Director: Selina Lee
 Phone: 202-401-3560 (Voice) or via
 Federal Relay at 1-800-877-8339
 Fax: 202-205-5760
 Email: om_eeos@ed.gov
 Address: Lyndon Baines Johnson Building
 400 Maryland Ave. S.W., Room 2W228
 Washington, DC 20202-4550

*For further information, please contact OM's EEOS office. For information about ADR services, please contact the ADR Center at 202-219-0955 or at: ADR_Center@ed.gov. This poster is prominently posted on the agency's official bulletin boards and is also publicized on the agency's website.