



## Who May File



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 Finance and Operations, Office of Equal Employment Opportunity Services (OFO, OEEOS) of your accommodation need.

## Time Limit



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 OFO's OEEOS to file an EEO Pre-Complaint. If the alleged discrimination involves a personnel action, you must contact OFO's OEEOS within **45 calendar days** of the effective date of the personnel action.

## How to File



The first step is to contact OFO's OEEOS 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 OFO'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 OFO's OEEOS within **15 calendar days** from the date of receipt of the Notice of Right to File.

## CONTACT INFORMATION

OEEOS Director:  
Phone: 202-401-3560 (Voice) or via Federal Relay at 1-800-877-8339  
Fax: 202-205-5760  
Email: ofo\_eeos@ed.gov  
Address: Lyndon Baines Johnson Building  
400 Maryland Ave. S.W., Room 1E-110  
Washington, DC 20202-4550

\*For further information, please contact OFO's OEEOS. For information about ADR services, please contact the ADR Center at 202-245-7520 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.

\*\*Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.