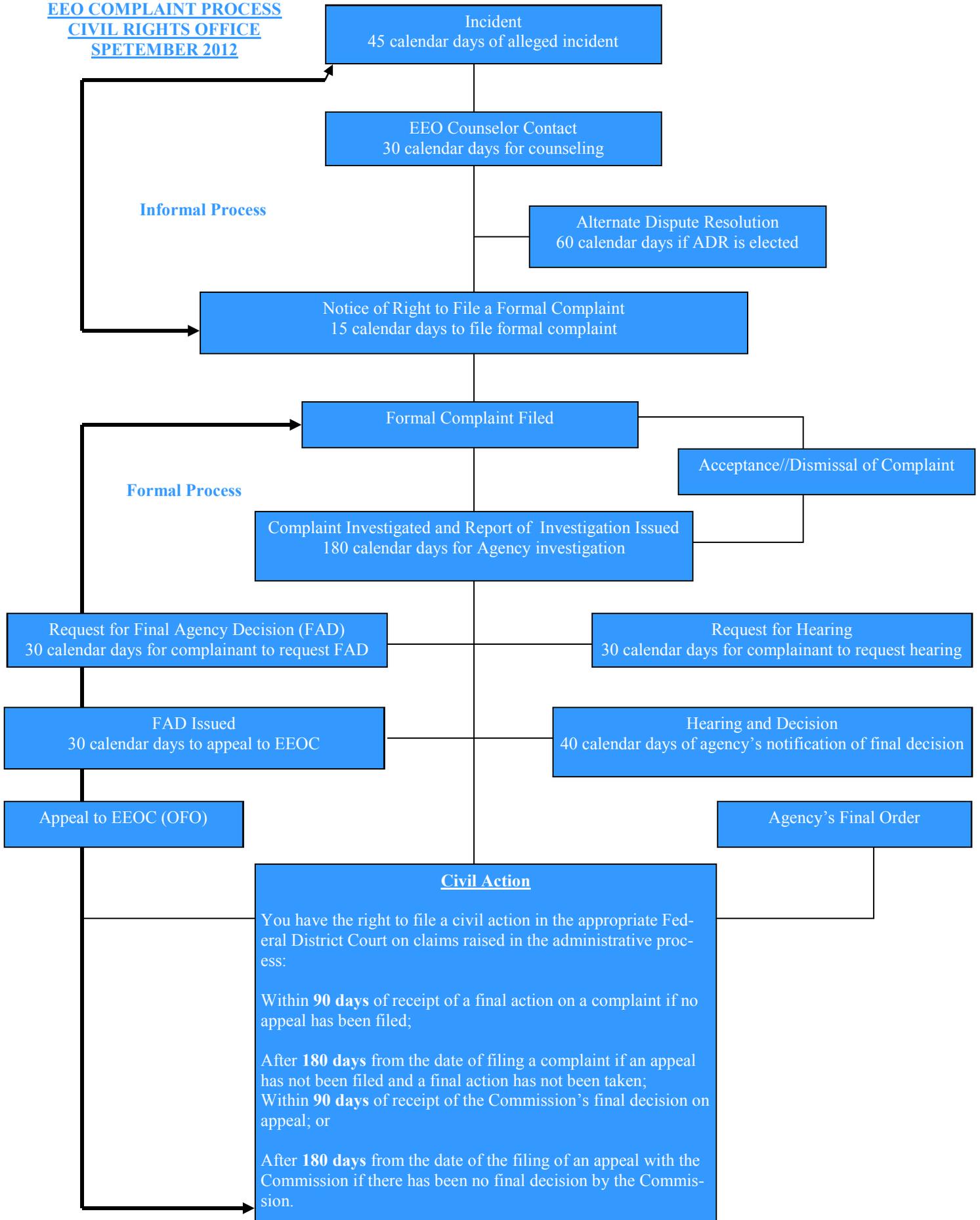


**EEO COMPLAINT PROCESS**  
**CIVIL RIGHTS OFFICE**  
**SPETEMBER 2012**



Incident  
45 calendar days of alleged incident

EEO Counselor Contact  
30 calendar days for counseling

Alternate Dispute Resolution  
60 calendar days if ADR is elected

Notice of Right to File a Formal Complaint  
15 calendar days to file formal complaint

Formal Complaint Filed

Acceptance//Dismissal of Complaint

Complaint Investigated and Report of Investigation Issued  
180 calendar days for Agency investigation

Request for Final Agency Decision (FAD)  
30 calendar days for complainant to request FAD

Request for Hearing  
30 calendar days for complainant to request hearing

FAD Issued  
30 calendar days to appeal to EEOC

Hearing and Decision  
40 calendar days of agency's notification of final decision

Appeal to EEOC (OFO)

Agency's Final Order

**Civil Action**

You have the right to file a civil action in the appropriate Federal District Court on claims raised in the administrative process:

Within **90 days** of receipt of a final action on a complaint if no appeal has been filed;

After **180 days** from the date of filing a complaint if an appeal has not been filed and a final action has not been taken;

Within **90 days** of receipt of the Commission's final decision on appeal; or

After **180 days** from the date of the filing of an appeal with the Commission if there has been no final decision by the Commission.