



Office of
Equal Employment
Opportunity

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Filing an EEO Complaint

To file an EEO complaint, you must contact and initiate an informal EEO complaint with an EEO counselor. Employees and applicants must contact an EEO counselor within **45 calendar days** of when the alleged incident occurred, or in the case of an alleged adverse personnel action, within **45 calendar days** of the effective date of that action.

Step-by-Step Instructions

To file an EEO complaint at OPM:

1. Contact an EEO Counselor at office number (202) 936-0359; send an email to EEO@opm.gov; or visit the Office of Equal Employment Opportunity (OEEO), 1900 E Street NW, Room 1458, Washington, D.C. 20415.
2. The OEEO will assign you an EEO Counselor. The EEO Counselor serves as a neutral party whose main role is to explore options for resolution of the issues involved.
3. During counseling, the EEO Counselor will advise you in writing of your rights and responsibilities, explain the complaint process, and conduct a limited inquiry into the allegations presented. This inquiry may involve interviews with employees,

management officials, or persons the Counselor determines may have some firsthand knowledge of the allegations. Counseling is normally completed within 30 calendar days.

The period for counseling may be extended for an additional 60 calendar days upon the written request of the employee and the agreement of the servicing EEO office.

4. In most cases, the EEO Counselor will give you the choice of participating either in EEO counseling or in an Alternative Dispute Resolution (ADR) program. OPM has selected mediation as its form of ADR. If resolution is not achieved, the Counselor plays a vital role in ensuring prompt and efficient processing of the discrimination complaint.

If a resolution is not made, you will be given a Notice of Right to File a Formal Discrimination Complaint. You must file with the OPM OEEEO within 15 calendar days after your notice is received.