

EEO COMPLAINT PROCESS

Employees **must** contact the EEO Counselor Intake within **45 calendar days**.



If you feel you have been discriminated against in an employment action, you must consult with an EEO counselor and file an informal complaint about the alleged discriminatory act before a formal complaint may be filed. You must contact the above counselor coordinator **within 45 calendar days** of the event you believe to be discriminatory.

