

EEO COMPLAINT PROCESS CHECKLIST*

- 45 days** An aggrieved individual must contact the EEO office within this amount of time from when they knew or should have known of the alleged discrimination
- 30 days** Traditional counseling begins (can be extended **60 days** if both parties agree for a total of **90 days**)
- 90 days** If aggrieved individual elects Alternative Dispute Resolution
- 15 days** If no resolution results from either EEO counseling or ADR, then a notice of right to file a discrimination complaint is issued and the aggrieved has this amount of time to file a formal complaint
- 180 days** If a formal complaint is filed an investigation will be completed within this amount of time (with up to a total of **360 days** if the complaint is amended)
- 30 days** Once the investigation is complete, the EEO office issues a report of investigation notification letter and the complainant has this amount of time to request either a hearing before the EEOC or a Final Agency Decision (FAD). If an election is not made within the 30-day period, a FAD will be issued by default.

*This timeline would vary for "mixed case" complaints that are appealable to the MSPB