

Notice of Right to File a Formal Complaint

SUBJECT: Notice of Right to File a Formal Complaint (Date)

FROM: (Your name)
EEO Counselor

TO: (Aggrieved person's name)

This is to inform you that because the matter you brought to my attention has not been resolved to your satisfaction, you are now entitled to file a discrimination complaint based on (Basis) . If you file a complaint, it must be in writing, signed, and filed in person or by mail within 15 days after you receive this notice.

If you file a complaint, you should name (Name and title of agency or department head)¹ as respondent.

The formal complaint may be filed with any of the following officials who are authorized to receive discrimination complaints:

- Field Installation Head
(Give name and address)
- Agency Director of Equal Employment Opportunity
(Give name and address)
- Agency Head
(Give name and address)
- Other authorized officials
(Give names, titles, and addresses)

If you file your complaint with one of the officials listed above (other than the EEO Officer), it will be sent to the EEO Officer for processing. Therefore, if you choose to file your complaint with any of the other officials listed above, be sure to provide a copy of your complaint to the EEO Officer to ensure prompt processing of your complaint.

The complaint must be specific and contain only those matters discussed with me during counseling. It must also state whether you have filed a grievance under a negotiated grievance procedure or an appeal to the Merit Systems Protection Board on the same matters.

You and/or your representative will receive a written acknowledgment that your discrimination complaint was received by an appropriate agency official.

If you retain an attorney or other person to represent you, you or your representative must immediately notify the EEO Officer in writing of the representative's name and mailing address.

¹Agency or department means the national organization and not just the local office facility or department in which the aggrieved person might work.