

EEO Complaints Process (At a Glance)

Individual has 45 days from the date of the incident to contact EEO office

Traditional Counseling
30 to 90 days

Alternate Dispute Resolution
90 days

Resolved
Case Closed

Unresolved
Counselor issues Notice
of Right to File

Individual has 15 days to
file a formal complaint

Formal complaint
filed

No formal complaint filed
Case Closed

Department
accepts/dismisses claims

Accepted
claims

Individual may file civil action
180 days after filing formal
complaint if no final action

Dismissed
claims

Investigation
conducted in 180 days

ROI and Election
Notice is distributed

30 days

Hearing Election
before AJ

Final Agency
Decision by USDA