



Office of Equal Employment Opportunity (OEEO)



Complaint Process

Employees, former employees, and applicants who feel they have been discriminated against based on race, color, religion, sex, pregnancy, national origin, age (40 or older), disability (mental or physical), genetic information, or reprisal should present their complaint as outlined below:

For a visual overview of the complaint process, view the [EEO Complaint Process Flowchart](#) .

Additional information is available on the [FAQs](#) page.

- You must contact the Office of Equal Employment Opportunity (OEEO) within 45 calendar days of the alleged discrimination, or within 45 days of the date you were made aware of the matter or incident of alleged discrimination. At this time, the pre-complaint process begins and you will be assigned an EEO counselor.
- The counselor has 30 calendar days to make the necessary inquiries in the allegations of discrimination to attempt to resolve the complaint.
- You can elect between traditional counseling and the [alternative dispute resolution](#) process (ADR).
- If you elect ADR at the pre-complaint stage, your complaint can be extended up to 90 calendar days.
- If the matter is not resolved during the pre-complaint process, the complainant will be issued a Notice of Rights to File a Discrimination Complaint.
- The final counseling report will be issued along with the Acknowledgement Letter after a formal complaint is filed.)
- A formal complaint must be filed within 15 calendar days of receipt of the Notice of Rights to File a Discrimination Complaint.

The formal complaint must be mailed.

MS US11-1EEO
Office of Equal Employment Opportunity
Centers for Disease Control and Prevention
1600 Clifton Road NE
Atlanta, GA 30329-4027

Commissioned Corps Complaint Process

For information related to Commissioned Corps complaints, visit [Commissioned Corps Complaint Process](#).

Contacts

For further information on the EEO complaint process, contact OEEO at 770-488-3210 or EEOSC.EEOinfo@hhs.gov.