



United States  
Department of  
Agriculture

Office of the  
Assistant  
Secretary for  
Civil Rights

Corporate  
Services  
Division

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**FORMAL EEO COMPLAINT OF DISCRIMINATION  
CASE #**

Name of Complainant (Last, First, Middle Initial)		Name of Representative (Last, First, Middle Initial)	
Address		Address	
Home Telephone No.	Work Telephone No.	Home Telephone No.	Work Telephone No.
Name and Address of Agency Which You Believe Discriminated Against You		Name and Telephone Number of EEO Counselor Who Attempted Resolution	
Responding Official (Alleged Discriminating Official)		Date You Received the Notice of Right to File a Formal Complaint	
Reasons/Bases You Believe You Were Discriminated Against			

How Were You Discriminated Against? (Explain how you were treated differently from other employees or applicants because of your race, color, religion, national origin, marital status, disability, sex, age, reprisal, or sexual orientation. If your complaint involves more than one allegation of discrimination, list and number each allegation separately and furnish specific, factual information in support of each).

(Use additional sheets, if necessary)

Specific Corrective Action You Want Taken on your Complaint (If more than one allegation is being made, state overall corrective action desired and the specific correction action desired for each separate allegation).

If Applicable to This Complaint, Please Check the Statement(s) Below

	I filed a grievance through the negotiated grievance procedure.	
	I filed an appeal with the Merit Systems Protection Board.	
	I filed a civil action in U.S. District Court.	
	Signature of Complainant (You must sign this form unless your representative is an attorney).	Date
	Signature of Attorney	Date

Privacy Act Statement (6 USC 552a)

This form is subject to the Privacy Act of 1974.

Authority: 42 USC 2000E-16

Principal Purpose: To establish the case record and assist in the processing of the complaint

Routine Use: Used by EEO officials, administrative judges, investigators, the Equal Employment Opportunity Commission, and/or the Department of Justice for processing the complaint and appeal.

Disclosure is Voluntary: If the individual does not furnish the information requested, there will be no adverse consequences. However, failure to furnish information requested on the form may delay or impair processing of the complaint.