Smithsonian Institution

All timeframes in the EEO Complaints Process are calendar days.

Alleged Discriminatory Action or Event

Must Contact
EEO Counselor within 45 days of the action or event.

Informal Stage

Pre-Complaint Activities

- Traditional Counseling within 30 days; with possible extension up to 60 days
- Alternative Dispute Resolution within 90 days (Mediation)

Final Interview

Formal Stage

15 Days to File Formal Complaint

180 Days to Investigate and Issue Report

30 Days to Request EEOC Hearing or Final Agency Decision

- If Hearing → 40 Days from Receipt of Admin Judge's Finding to Issue Final Agency Decision → 30 Days from Receipt of Final Agency Decision to Appeal to EEOC
- If No Hearing → 60 Days from Request to Issue Final Agency Decision → 30 Days from Receipt of Final Agency Decision to Appeal to EEOC

30 Days from Receipt of Office of Federal Operations Decision to Request Reconsideration

90 Days from Receipt of Final Agency Decision or Office of Federal Operations to File Civil Action