

**COMPLAINTS PROCESSING INFORMATION FOR EMPLOYEES AND
APPLICANTS THAT DO NOT HAVE ACCESS TO SSA's NETWORK**

You may view an incident or action taken by management as discriminatory. Before filing a complaint of discrimination, however, you must seek timely EEO counseling. That is, you must seek counseling within 45 calendar days from the date of the alleged offending decision, event or act; or within 45 days of the offending personnel action; or within 45 days after you first became aware of the alleged offense. SSA employees without remote access to the agency network and applicants for SSA employment may initiate EEO counseling or file a formal EEO complaint electronically.

To initiate counseling, file a formal EEO complaint, or for general questions about EEO at SSA, contact the SSA EEO Staff by sending an email to SSA.EEO@ssa.gov or by calling 1-866-744-0374 (800-877-8339 TTY).