

Date: _____

Hearings Unit
Equal Employment Opportunity Commission
_____ Field/District Office
[insert address]

Processing EEO Office:
EEO Office Name:
Office Symbol:
Street Address:
City, State, Zip:
Phone number: Fax number:

Dear Sir or Madam:

I am requesting the appointment of an Equal Employment Opportunity Commission administrative judge pursuant to Title 29, Code of Federal Regulations (CFR), Part 1614.108(g). I hereby certify that either more than 180 calendar days have passed from the date I filed my complaint(s) or I have received a notice from the Department of the Army that I have thirty (30) calendar days to elect a hearing or a final Army decision.

My name: _____

My address: _____

DA Docket Number(s): _____

In accordance with 29 CFR 1614.108(g), I have sent a copy of this request for a hearing to the activity EEO officer at the address shown above.

Sincerely,

Signature of complainant

NOTES:

1. This format should be attached to the notice of acceptance and the Post Investigative Options Notice.
2. The EEO officer should insert the addresses of the appropriate EEOC District Office and the EEO office in the format.

Figure 4-12. Request for a Hearing Format