



# Pre-Complaint Inquiry for Employment Discrimination Involving a Federal Contractor or Subcontractor

OMB: 1250-0002

Expires: X/XX/XXXX

Read the instructions below before completing this form.

**Submitting this form to OFCCP is not the same as filing a complaint.**

## Instructions

It is illegal for companies doing business with the Federal Government to discriminate against you based on your race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or because you asked about, disclosed, or discussed your pay or, in certain instances, the pay of other applicants or employees. Additionally, it is illegal for these companies to retaliate or otherwise take negative employment action against you because you filed a pre-complaint inquiry or complaint, opposed acts or practices made unlawful by OFCCP's authorities, or assisted or participated in a compliance evaluation or complaint investigation.

You can contact OFCCP if you think you have been discriminated against in employment, or in applying for employment, by a company doing business with the Federal Government because of your race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or for asking about, discussing, or disclosing your compensation or that of others. You can also contact OFCCP if you believe the employer retaliated or otherwise took negative employment action against you because you filed a pre-complaint inquiry or complaint, opposed acts or practices made unlawful by OFCCP's authorities, or assisted or participated in a compliance evaluation or complaint investigation, or if you think a company doing business with the Federal Government is in violation of other OFCCP contractor obligations. You do not need to know with certainty that the employer is a federal contractor or subcontractor to contact OFCCP or to submit a pre-complaint inquiry. OFCCP can provide information about your workplace rights and protections to inform your decision on whether to file a complaint with OFCCP.

So that OFCCP can assist you, please complete the information below. OFCCP will review your inquiry to determine whether OFCCP is the right federal agency to handle the matter. If you have questions or need assistance, contact the OFCCP Help Desk at 1-800-397-6251.

## Important Deadlines

**Submitting this inquiry form to OFCCP does not constitute filing a complaint. If you do not file a complaint of discrimination within the time limits noted below, you will lose your rights to proceed through OFCCP. Submitting this inquiry form does not extend the period for filing a complaint. If you have 60 days or fewer in which to file a timely complaint, visit OFCCP's website for special instructions (INSERT WEB ADDRESS).**

Complaints based on your race, color, religion, sex, sexual orientation, gender identity, or national origin must be filed with OFCCP within **180 days** of the action(s) taken by the employer that you think was either discrimination or retaliation.

Complaints alleging discrimination for discussing, disclosing, or inquiring about pay must be filed with OFCCP within **180 days** of the action(s) taken by the employer that you think was either discrimination or retaliation.

Complaints based on your disability or status as a protected veteran must be filed with OFCCP within **300 days** of the action(s) taken by the employer that you think was either discrimination or retaliation.

## How and where do I submit a pre-complaint inquiry?

To submit a pre-complaint inquiry, complete all sections on this form. If you do not know the answer to a question, write "not known." If a question is not applicable, write "N/A."

If you are submitting online, fill out the fields and click Submit. If you are not submitting online, send the completed form to OFCCP by mail, fax, or e-mail. Send the form to the OFCCP regional office that covers the state where the events

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occurred. You may also complete the form in person at an OFCCP office. A list of regional offices and the states that each office covers can be found on the [OFCCP website](http://www.dol.gov/ofccp/contacts/regkeyp.htm): (<http://www.dol.gov/ofccp/contacts/regkeyp.htm>).

### How can we reach you?

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Who can we contact if we cannot reach you?

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**If you are represented by an attorney, another person, or an organization, provide their contact information:**

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Give the most recent date you believe you were discriminated or retaliated against.

Date: \_\_\_\_\_

### Do you think the discrimination includes or affects others?

Yes  No  I'm not sure

### What is the name of the employer that you believe discriminated against you?

Employer Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Is this the same location where the discrimination occurred? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, where did the discrimination occur? \_\_\_\_\_

### On what basis do you believe the employer discriminated against you?

**Check all that apply:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Religion                  | <input type="checkbox"/> Gender Identity          | <input type="checkbox"/> Discussing Pay      |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex (including pregnancy) | <input type="checkbox"/> Protected Veteran Status | <input type="checkbox"/> Inquiring About Pay |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Sexual Orientation        | <input type="checkbox"/> Disability               | <input type="checkbox"/> Disclosing Pay      |

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- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Retaliation<br>o Filing a discrimination complaint | <input type="checkbox"/> Contacting a government agency to complain about discrimination | <input type="checkbox"/> Participating in OFCCP investigation                               |
|                                       |   | <input type="checkbox"/> Complaining to the employer about discrimination                | <input type="checkbox"/> Participating in someone else's complaint about job discrimination |
|                                       |   |  | <input type="checkbox"/> Other: _____   |

**What employment practice do you believe was discriminatory?**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Discharge, firing, or lay-off                               | <input type="checkbox"/> Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance, or practice | <input type="checkbox"/> Requesting or disclosing medical information of employees  |
| <input type="checkbox"/> Harassment (including unwelcome verbal or physical conduct) |   | <input type="checkbox"/> Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding |
| <input type="checkbox"/> Hiring or promotion   | <input type="checkbox"/> Benefits   |   |
| <input type="checkbox"/> Assignment  | <input type="checkbox"/> Job training   |   |
| <input type="checkbox"/> Pay (unequal wages or compensation)                         | <input type="checkbox"/> Classification   | <input type="checkbox"/> Other: _____   |
|  | <input type="checkbox"/> Referral   |   |

**Have you filed this allegation of employment discrimination with another federal or local agency (e.g., Equal Employment Opportunity Commission or state or local Fair Employment or Human Rights Commission)?**

- Yes    No    I'm not sure

If yes, which agency? \_\_\_\_\_ When did you file? \_\_\_\_\_  
 Agency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Case Number (if known): \_\_\_\_\_

**How did you learn that you could ask OFCCP for help?**

- Internet    Poster    Community Organization    OFCCP Meeting/Event    Brochure    Other: \_\_\_\_\_

**Privacy Act Statement**

The collection of information using this form is authorized by the legal authorities OFCCP enforces as well as by Title VII of the Civil Rights Act of 1964 (Title VII), as amended, and Title I of the Americans with Disabilities Act of 1990 (ADA), as amended, which the U.S. Equal Employment Opportunity Commission (EEOC) enforces. OFCCP uses this information to assist you in determining whether OFCCP is the appropriate agency to investigate your complaint. **Providing this information to OFCCP is not the same as filing a complaint. If you do not file a complaint of discrimination within the time limits described above, you will lose your rights to proceed through OFCCP.** The information collected may be disclosed to other agencies that may have jurisdiction over your allegations such as the EEOC.

Providing this information is voluntary; however, failure to provide the information may delay or prevent OFCCP from helping you file your complaint.

**Public Burden Statement**

The estimated time to complete this form is 15 minutes, including time for reviewing instructions, filling out the form and sending it to OFCCP. Please note that you are not required to respond to this collection of information unless it displays a currently valid OMB Control Number.

If you have comments regarding the estimated burden or any other aspect of this pre-complaint inquiry form, including suggestions for reducing the burden, send them to the OFCCP Policy Division (1250-0002), 200 Constitution Avenue,

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N.W., Room C3325, Washington, D.C. 20210. **Please do not send the completed pre-complaint inquiry form to this address.**

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