



**FEDERAL ELECTION COMMISSION**  
Washington, DC 20463

**MEMORANDUM**

TO:

FROM:

SUBJECT: NOTICE OF RIGHT TO FILE A DISCRIMINATION COMPLAINT

This is to inform you that because the dispute you brought to my attention has not been resolved to your satisfaction, you are now entitled to file an individual or class-based discrimination complaint based on race, color, religion, sex, national origin, physical or mental disability, age, reprisal, marital status, political status and/or sexual orientation. If you file a complaint, it must be in writing, signed and filed within fifteen (15) calendar days after receipt of this notice, with any of the following officials authorized to receive discrimination complaints.

A complaint shall be deemed timely if it is received or postmarked before the expiration of the 15-day filing period, or, in the absence of a legible postmark, if it is received by mail within five days of the expiration of the filing period.

The complaint must be specific and contain only those issues either specifically discussed with me or issues that are like or related to the issues that you discussed with me. It must also state whether you have filed a grievance under a negotiated grievance procedure or an appeal to the Merit Systems Protection Board on the same claim(s).

If you retain an attorney or any other person to represent you, you or your representative must immediately notify the EEO Officer, in writing. You and/or your representative will receive a written acknowledgement of your discrimination complaint from the appropriate agency official.

If you file a complaint you should name David Mason, FEC Chairman.

Signature: \_\_\_\_\_

EEO Counselor

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