



Case No.

# Allegations of Discrimination Based on Age

To: (Full Name and Address)

The Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination in employment on the basis of age (40 years or older). The ADEA allows persons claiming age discrimination to go directly to court without going through an agency's administrative complaint procedures. The following information is being provided to you to explain the procedures concerning age discrimination.

If your complaint alleges age discrimination, you may bypass the administrative complaint process by electing not to file a formal complaint and instead filing a civil action in an appropriate U.S. District Court. Before filing suit in U.S. District Court, you must file a notice of intent to sue with the Office of Federal Operations, Equal Employment Opportunity Commission. You must file the notice within 180 calendar days of the date of the alleged discriminatory action. Once you have filed a timely notice of intent to sue with the EEOC, you must wait thirty (30) calendar days before filing a civil action.

**A. Notices of intent to sue must be mailed to the EEOC at the following address:**

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
OFFICE OF FEDERAL OPERATIONS  
FEDERAL SECTOR PROGRAMS  
PO BOX 19848  
WASHINGTON DC 20036-9848

*or delivered to:*

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
OFFICE OF FEDERAL OPERATIONS  
FEDERAL SECTOR PROGRAMS  
1801 L ST NW  
WASHINGTON DC 20507-0001

*or faxed (if no more than 10 pages) to:*

OFFICE OF FEDERAL OPERATIONS  
FEDERAL SECTOR PROGRAMS  
202-663-7022.

**B. The notice of intent to sue should be dated and must contain the following information:**

- (1) Statement of intent to file a civil action under 29 U.S.C. 633a of the Age Discrimination in Employment Act of 1967, as amended;
- (2) Your name, address, and telephone number;
- (3) Name, address, and telephone number of your designated representative, if any;
- (4) Name and location of the Postal facility where the alleged discriminatory action occurred;
- (5) Date on which the alleged discriminatory action occurred;
- (6) Statement of the nature of the alleged discriminatory action(s); and
- (7) Your signature or your representative's signature.

C. If you choose to file a formal EEO complaint, you must exhaust your administrative remedies before you can file a civil action. 29 C.F.R. §1614 provides that you exhaust administrative remedies under the ADEA: (1) 180 days after filing a complaint, if the Postal Service has not taken final action and you have not filed an appeal; or (2) within 90 calendar days after receiving a final action by the Postal Service; or (3) 180 days after filing an appeal with the EEOC, if the Commission has not issued a final decision; or (4) within 90 days after receiving the Commission's final decision on appeal.

Signature of Dispute Resolution Specialist	Date Issued	Your Signature	Date Received
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