

## **Tips on Use of Official Time and Tips on Requesting Official Time**

The EEO and Diversity [24/7 website](#) features information on the [complaints process](#), including timeframes and counselors' names and phone numbers. The website also contains information on the Mediation process and Special Emphasis Programs. Certainly, you are always encouraged to pick up the phone and call the EEO and Diversity Office for advisory service on any EEO or Diversity issues (505) 845-5517.

Did you know: [DOE Order 203.1](#) Limited Use of Government Property outlines the limited use of government property including official time, paper, use of government letterhead, envelopes and other supplies, computer use and more. Additionally, the Order outlines that there should be no expectation of privacy when choosing to use government property. Further, the Equal Employment Opportunity Commission (EEOC) [MD-110 Chapter 6](#), Section VIII, states that the complainant's or complainant's representative, if a federal employee, use of government property (copiers, telephones, word processors) must be authorized by the agency and must not cause undue disruption of agency operations.

Did you know: The [Code of Federal Regulations](#) (or type in [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/29cfr1614\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/29cfr1614_03.html) and go Section 605) outlines the processing of complaints filed with the Equal Employment Opportunity Commission (EEOC). In 29 CFR Section 1614.605, the CFR, while allowing a reasonable amount of official time to prepare your complaint, specifically excludes change of schedule, overtime pay, and the payment of travel expenses to confer with a specific representative. Further, the MD-110 supports a reasonable amount of official time stating, ***the complainant and the agency should arrive at a mutual understanding as to the amount of official time to be used prior to the complainant's use of such time.*** To request official time to process your EEO Complaint, contact your immediate supervisor.