



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
San Antonio Field Office

5410 Fredericksburg Road, Suite 200
San Antonio, TX 78229-3555
Intake Information Group: (800) 669-4000
Intake Information Group TTY: (800) 669-6820
San Antonio Direct Dial: (210) 640-7530
FAX (210) 281-2522
Website: www.eeoc.gov

NOTICE TO STAKEHOLDERS

In response to the ongoing coronavirus pandemic, the U.S. Equal Employment Opportunity Commission (EEOC) has implemented agency-wide telework, and all EEOC physical field offices are currently closed. All charge intake processes and interviews are being conducted over the telephone to minimizing the health risks to agency employees and the public, while ensuring that employees and applicants do not lose their rights under the laws we enforce. Please be advised that the San Antonio Field Office will have very limited access to mail and other correspondence via U.S. postal services, FedEx and UPS. Currently, the most effective way to communicate with any staff member in the San Antonio Field Office is to use the staff member's direct email address and office telephone number as we are all working remotely.

If you or your client would like to begin the process of filing a charge of discrimination, you are encouraged to visit the EEOC Public Portal (<https://publicportal.eeoc.gov/>) to schedule an intake appointment by telephone. The system can also be accessed by going directly to our website at www.eeoc.gov. If you would like to submit a pre-drafted charge of discrimination, you can e-mail the completed and signed charge to: sanantonio.intake@eeoc.gov. Once a charge has been received and formally docketed, you can check the status of the EEOC charge by visiting: <https://publicportal.eeoc.gov/portal/EEOC/CheckChargeStatusIMS.aspx>.

Please note that Respondents and their counsel can continue to upload statements of position and related documents and respond to requests for information via EEOC's Public Portal.

Time sensitive documents, including charges of discrimination, can be sent by email to sanantonio.intake@eeoc.gov or by fax to (210) 281-2522.

For more information about reaching any other EEOC field office please visit <https://www.eeoc.gov/field/index.cfm>. Anyone who cannot use the portal can call the EEOC at 1-800-669-4000 to begin the process of filing a charge of discrimination.

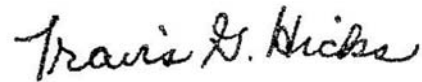
The EEOC is also encouraging federal employees in the federal sector EEO process to file requests for [hearings](#) and [appeals](#) electronically through the EEOC Public Portal.

Individuals who are deaf or hard of hearing can reach the EEOC by videophone at 1-844-234-5122. If you have a disability which prevents you from accessing the Public Portal, or you otherwise have difficulty with accessing the portal, please call 1-800-669-4000.

Thank you for your continued assistance and patience.

March 23, 2020

Date



Travis G. Hicks
Field Director