

**EFX PORTAL AGENCY TIPS**

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**PARTICIPATING AGENCIES**

- AGRICULTURE, DEPARTMENT OF  
Headquarters  
U. S. FOREST SERVICE
- AIR FORCE, DEPARTMENT OF  
Hill AFB  
Tinker AFB  
Robins AFB

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**PARTICIPATING AGENCIES (CONT.)**

ARMY, DEPARTMENT OF THE  
Army Reserve-Wisconsin  
Sierra Army Depot  
Headquarters

COMMERCE, DEPARTMENT OF  
DEFENSE LOGISTICS AGENCY  
DEFENSE CONTRACT AUDIT AGENCY

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**PARTICIPATING AGENCIES (CONT.)**

ENVIRONMENTAL PROTECTION AGENCY  
FEDERAL COMMUNICATIONS COMMISSION  
GENERAL SERVICES ADMINISTRATION  
HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL  
HOMELAND SECURITY, DEPARTMENT  
Headquarters, Customs and Border Patrol, FEMA,  
TSA, Citizenship and Immigration, and Immigration  
and Customs Enforcement

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**PARTICIPATING AGENCIES (CONT.)**

INTERIOR, DEPARTMENT OF  
HEADQUARTERS  
LABOR, DEPARTMENT OF  
NAVY, DEPARTMENT OF  
(Europe, Far East, Naval Research Laboratory,  
Navy Exchange, Office of Naval Intelligence,  
Marine Corps, Naval Academy

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**PARTICIPATING AGENCIES (CONT.)**

PENSION BENEFIT GUARANTY CORPORATION  
STATE, DEPARTMENT OF  
TRANSPORTATION, DEPARTMENT OF  
FAA  
TREASURY, DEPARTMENT OF THE  
IRS  
US POSTAL SERVICE  
VETERANS ADMINISTRATION

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## EEOC OFFICES EFX PARTICIPATION

BALTIMORE INDIANAPOLIS ST. LOUIS  
CHARLOTTE MIAMI  
CLEVELAND NEW ORLEANS  
DALLAS NEW YORK  
DENVER PHILADELPHIA  
DETROIT PHOENIX  
HOUSTON SAN ANTONIO

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## EEOC OFFICES EFX PARTICIPATION (CONT.)

OFFICES TO BE ADDED SEPTEMBER 14, 2012

Chicago  
Los Angeles  
Memphis  
Milwaukee  
Washington Field Office

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## COMMONLY ASKED QUESTIONS/CONCERNS

1. SOUNDS LIKE A GOOD PROGRAM! HOW DO I GET MORE INFORMATION?
2. IS THERE WRITTEN INFORMATION ABOUT EFX?
3. I AM PARTICIPATING IN THE PROGRAM, BUT I HAVE DIFFICULTY SUBMITTING FILES – HELP?

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**COMMONLY ASKED  
QUESTIONS/CONCERNS (CONT.)**

4. I RECEIVED A CONFIRMATION E-MAIL INDICATING THAT MY FILE WAS UPLOADED, BUT THE RECEIVING OFFICE TELLS ME THAT THE FILE IS CORRUPT, WHAT DO I DO?

5. I SENT THE FILE TO THE WRONG OFFICE, HOW DO I CORRECT MY MISTAKE?

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**COMMONLY ASKED  
QUESTIONS/CONCERNS (CONT.)**

6. WHAT IS THE MAXIMUM FILE SIZE THAT I CAN TRANSMIT?

7. CAN I COMPRESS THE FILE?

8. I SENT THE FILE TO XYZ DISTRICT OFFICE, BUT ABC DISTRICT OFFICE INFORMS ME THE ROI SHOULD HAVE BEEN SENT TO THEM. WHAT DO I DO?

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**COMMONLY ASKED  
QUESTIONS/CONCERNS (CONT.)**

9. WHEN DO I SUBMIT A CD AND WHEN DO I SUBMIT VIA EFX?

10. IF I HAVE A PROBLEM, WHAT DO I DO?

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## HELPFUL HINTS

1. LOOK CAREFULLY AT YOUR ORDER TO PRODUCE ELECTRONIC FILE.
2. REVIEW THE EFX AGENCY MANUAL.
3. ASK QUESTIONS, PRIOR TO THE SUBMISSION OF THE ROI.

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## HELPFUL HINTS

IF YOU NEED ASSISTANCE, WE CAN HELP:

[EVERICK.BOWENS@EEOC.GOV](mailto:EVERICK.BOWENS@EEOC.GOV)

TECHNICAL QUESTIONS

[JOY.HELPRIN@EEOC.GOV](mailto:JOY.HELPRIN@EEOC.GOV)

DEVELOPMENT QUESTIONS

[ALMA.ANDERSON@EEOC.GOV](mailto:ALMA.ANDERSON@EEOC.GOV)

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