

EEO PRE-COMPLAINT ELECTION FORM

I understand that EEO counseling is intended to address employee and applicant concerns regarding alleged EEO discrimination based on race, color, national origin, religion, sex (including pregnancy), age (40 or older), mental or physical disability, sexual orientation, genetic information, or reprisal (for participating in the EEO complaint process or for opposing any employment practice that the individual reasonably and in good faith believes violates Title VII).

On _____, I presented my issues to Cris Stemler-Ross, EEO Counselor, U.S. Fish and Wildlife Service, Region 1/Region 8, and received information and literature about the complaint process and my rights and responsibilities in the process.

The EEO counselor has neither encouraged nor discouraged the election I have made concerning my participation in the EEO complaint process. I am voluntarily electing (initial statement A or B below):

____ A. To participate in the EEO pre-complaint process. I understand that traditional EEO counseling will include fact finding for the purpose of facilitating neutral resolution assistance to the parties. I also understand that traditional EEO counseling will end 30 calendar days after my first request to participate in the EEO pre-complaint process unless it is mutually agreed upon to extend EEO counseling for no more than 60 additional calendar days. I understand that if I elect to utilize the Alternative Dispute Resolution (ADR) process instead of the traditional EEO counseling process, the EEO pre-complaint will extend to 90 calendar days.

____ B. Not to participate in the EEO pre-complaint process. I understand that by declining to participate in the EEO pre-complaint process, I may be waiving my rights to have a formal complaint accepted as timely on the issues that I presented to the EEO Counselor. The EEO Counselor has explained that 29 C.F.R. Part 1614.105 requires that persons who believe they have been unlawfully discriminated against based on race, color, national origin, religion, sex, age (40+), mental or physical disability or reprisal, must participate in the EEO pre-complaint stage of the process before filing a formal complaint. I also understand that the Equal Employment Opportunity Commission's regulations require that I seek counseling within 45 calendar days of the alleged discriminatory action(s).

Aggrieved Person's Signature

Date