

AGREEMENT TO EXTEND THE COUNSELING PERIOD

I understand that the initial Equal Employment Opportunity (EEO) counseling period is **thirty (30) calendar days**. This agreement extends the counseling period for an additional period of no more than _____ days.* If my claims have not been resolved before the conclusion of the extended counseling period, then the EEO Counselor will issue the Notice of the Final Interview and Right To File a Discrimination Complaint (NOFI). If I decide to file a formal complaint of discrimination, I will have **fifteen (15) calendar days** to file after I receive the NOFI.

If Alternative Dispute Resolution (ADR) is selected the regulations provide for a **ninety (90) day pre-complaint period** where the parties agree to participate in the agency's ADR program. If the matter is not resolved through ADR within **90-days**, the agency must issue the notice of final interview pursuant to 29 C.F.R. 1614.105 (f):

Signature of Aggrieved Person

Date

Signature of EEO Officer

Date

Signature of EEO Counselor

Date

*EEO Counseling may not be extended for more than **sixty 60 additional calendar days** beyond the initial **thirty 30 day period** as described in 29 C.F.R. Section 1614.105 (e).

For Agency Use:

Reasons for the extension: