

<b>EEO COUNSELING REPORT</b>	REPORTS CONTROL SYMBOL <b>AAD-15.1</b>
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<b>1. COMPLAINANT</b>		<b>2. EEO COUNSELOR</b>	
(GRF) COMPLAINANT-NAME		(G1X) EEO-COUNSELOR-NAME	
(G1B) COMPLAINANT-POSITION-TITLE		(G1Y) EEO-COUNSELOR-SSAN	
(GA#) GRADE-CIVILIAN	(JQP) OCC-SERIES	(G1Z) EEO-COUNSELOR-REGION	
(G4U) ORG-STRUCT-ID-SHRED-GSA		(G2A) EEO-COUNSELOR-ORGANIZATION-LOCATION	
(G4T) REGION-CODE-GSA		DATE OF INITIAL CONTACT WITH COUNSELOR	
(GVR) NAME-OF-COMPLAINANT'S-REPRESENTATIVE		(GRU) DATE-OF-FINAL-INTERVIEW	

**3. SUMMARY OF COMPLAINT**

(G3U) COMPLAINT-BASIS

e. RACE/COLOR, BLACK	f. HANDICAP, MENTAL	k. SEX, MALE
b. RACE/COLOR, WHITE	g. HANDICAP, PHYSICAL	l. AGE
c. RACE/COLOR, OTHER	h. REPRISAL	n. COLOR
d. NATIONAL ORIGIN - HISPANIC	i. RELIGION	
e. NATIONAL ORIGIN - OTHER	j. SEX, FEMALE	

(G3S) ALLEGED-ISSUE

a. APPOINTMENT	i. HARASSMENT (NON-SEXUAL)	p. SEXUAL HARASSMENT
b. ASSIGNED DUTIES	j. PAY	r. SUSPENSION
c. AWARDS	k. PROMOTION	s. TIME AND ATTENDANCE
d. CONVERSION TO FULL-TIME	l. REASSIGNMENT	t. TRAINING
e. DUTY HOURS	m. REINSTATEMENT	u. WORKING CONDITIONS
f. EVALUATION - MERIT PAY	n. REPRIMAND	v. DETAIL
g. EVALUATION - NON-MERIT PAY	o. RETIREMENT	w. REPRISAL
h. EXAMINATION TEST	p. SEPARATION	x. OTHER

ISSUE(S) IN COMPLAINT (Give specific details concerning action or actions giving rise to the complaint. Specify dates, names, etc., including last instance of alleged discrimination and the date on which it occurred).

COMPLAINANT'S REQUESTED RESOLUTION

**4. SUMMARY OF EEO COUNSELOR'S EFFORTS TO INFORMALLY RESOLVE THE COMPLAINT**  
THIS SECTION MUST BE LIMITED TO A REPORT OF FACTS UNCOVERED WITH NO JUDGMENTS OR CONCLUSIONS INCLUDED

SPECIFIC EFFORTS TO RESOLVE COMPLAINT, THAT IS, PERSONS INTERVIEWED, CONTENT OF CONVERSATIONS, ACTIONS AND ADVICE TO THE AGENCY AND AGGRIEVED PERSON CONCERNING THE ISSUE(S) IN THE MATTER

**5. DISPOSITION**  
INDICATE WHETHER AND TO WHAT EXTENT, ANY OR ALL OF THE ISSUES WERE RESOLVED. IN INSTANCES IN WHICH RESOLUTIONS WERE REACHED, PROVIDE DETAILS OF THE TERMS OF THE RESOLUTIONS.

(G2N) NUMBER-HOURS-COUNSELED	(G2L) NUMBER-EMPLOYEES-COUNSELED	(G2M) NUMBER-INFORMALLY-RESOLVED	
PREPARED BY	TITLE	TELEPHONE NO.	DATE