

INSTRUCTIONS FOR COMPLETING EEO INFORMAL REPORT OF EEO COUNSELING FORM

The EEO Counselor is responsible for completing the EEO Counseling Report. Items 1 through 21 of the form must be completed and uploaded into ETK EEO within five (5) business days of the issuance of the Notice of Right to File. If you cannot obtain requested information, please make a note of this and attach it to this form. If the employee/ applicant files a formal EEO discrimination complaint, you should forward to the Counselee, and/or Counselee's representative, a copy of this report, plus appropriate attachments. Note: The counselor is responsible for redacting any PII/sensitive information provided by the Counselee and/or their representative, if included as part of the Counseling Report.

The EEO Counselor is not the custodian of the EEO Counselor report system of records under the Privacy Act. Therefore, you must not for any reason or purpose keep a copy of the Report, or any enclosures, attachments, or notes, after you have been notified of the filing of an EEO complaint and have uploaded the originals into the Department's electronic tracking system, or after a period of 45 calendar days from the date of final interview. You should conduct the final interview within 30 calendar days after the date of initial contact with the employee/applicant, unless an extension has been granted. If an extension has been granted, EEO counseling must be completed and the Notice of Right to File a Formal EEO Discrimination Complaint must be issued within 90 calendar days of the date of initial contact.

A COPY OF THE EEO COUNSELING REPORT PLUS APPROPRIATE ATTACHMENTS MUST BE DELIVERED TO COUNSELEE, OR COUNSELEE'S REPRESENTATIVE, WHEN THE COMPLAINT IS FILED.



Privacy Act Statement

AUTHORITY: 29 U.S.C. § 206(d); 29 U.S.C. § 791; 42 U.S.C. § 2000e; 42 U.S.C. § 2000ff-(2); 29 U.S.C. § 633a; 5 U.S.C. § 1303-1304; 5 CFR § 5.2-5.3; 29 CFR § 1614.105, .107; Executive Order 11478, as amended; and Executive Order 13152 and Management Directive 110 (August 2015).

PRINCIPAL PURPOSE(S): This information is being collected for the sole purpose to record a pre-complaint allegation of employment discrimination with the Department of the Treasury on the grounds of race, color, religion, sex (including pregnancy), national origin, age, disability, protected genetic information, parental status, or retaliation. An employee or applicant must participate in pre-complaint EEO counseling to informally resolve the allegation(s) per § 1614.105, prior to filing a formal EEO complaint of discrimination. Information provided on this form will be used by the employee/applicant at the end of pre-complaint counseling to determine if she/he wants to pursue filing a formal EEO complaint of discrimination against the Department of the Treasury. The information captured on this form will be reviewed by the Department of the Treasury when a formal EEO discrimination complaint is filed to determine whether allegations are within the purview of 29 CFR Part 1614, or the Executive Orders identified above.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in Treasury .013--Department of the Treasury Civil Rights Complaints and Compliance Review Files – 81 FR 78266 (Nov. 7, 2016).

PAPERWORK REDUCTION ACT STATEMENT: In accordance with the Paperwork Reduction Act of 1995, The Department of the Treasury may not conduct or sponsor, and the respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. The valid OMB Control Number for this information collection is 1505-0262. The collection of this information is voluntary. However, the information is necessary to determine if your complaint of employment discrimination is acceptable for further processing in accordance with EEOC, 29 C.F.R. §1614. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the form. Send comments regarding this burden estimate or any other aspects of this collection, including suggestions for reducing this burden, to Department of the Treasury, Office of Civil Rights and EEO, 1500 Pennsylvania Avenue, N.W., Washington, DC 20220.



DEPARTMENT OF THE TREASURY EQUAL EMPLOYMENT OPPORTUNITY INFORMAL REPORT OF COUNSELING

Name of EEO Counselor Filing Report: Bu				Bureau n	Bureau name:				
EEO Counselor's E-mail Address:				Informal	Informal Pre-Complaint Number:				
1. Formal Complaint Processing Office: 2. EEO Officer				3. Resolution Program Manager: 4. Date Couns			Counseling First Sought:		
Office of Civil Rights and EEO Department of the Treasury 1500 Pennsylvania Avenue, NW Washington, DC 20220						5. Date of Initial Interview:			
6. Em	nployee or Ap	oplicant:	'	7. N	7. Matter Causing Complaint or Issue:				
Name:			Appointment/Hire			Pay Including Overtime			
	Title:				Assignment of Duties		Promotion/ Non-Selection		
Grad	le & Series:				Awards		Reasonable		
	Office:				Class Complaint		Accommodation (Disability)		
	Mailing			Conversion to Full-time			Reasonable Accommodation		
	Address:			Disciplinary Action: Dem		ion	(Religious)		
Tele	ephone No.:				Disciplinary Action: Removal		Reassignment (Denied)		
8. Ba	sis or Type o	of Discrimination:			Disciplinary Action: Reprimand		Reassignment (Directed)		
	Age:	Month/Year:			Disciplinary Action: Suspension		Reinstatement		
	Race:				Duty Hours		Retirement		
	Color:				Equal Pay		Termination		
	National Origin:				Examination/Test		Terms/Conditions of Employment		
	Religion:				Evaluation/Appraisal		Time and Attendance		
	Disability:	Disability: [] Mental [] Physical			Harassment (Non-sexual)		Training		
	Retaliation/	•	oation		Harassment (Sexual)		Working Conditions		
	[] Opposition Protected Genetic Information				Medical Examination	Other (Please describat the space provided at the bottom of this page)			
		Male	Female	_					
	Sex	Pregnancy	remale						
		Tregnancy							
	Parental With respect to an individual who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: a biological status parent, an adoptive parent, a foster parent, a custodian of a legal ward, in loco parentis over such individual or actively seeking legal custody or adoption of such an individual.								
	(Other: Please describe below) Maximum characters and spaces is 1064. If additional space is required, please continue on								
	a separate sheet of paper and attach it to this form.								
9. Date Counselee signed the Notice of Rights and Responsibilities:									



10. An EEO Counselor cannot reveal the identity of a person who has come for EEO counseling, except when authorized to do so by the person counseled.							
Is Counselee willing to have their name revealed during the EEO counseling stage? If answer is "Yes," Counselee must consent on the Rights and Responsibilities sheet YES NO							
11a. Date the Alleged Discrimination Occurred:		12a. Date Counselee became aware of alleged discrimination	I				
11b. Organization Where Alleged D	iscrimination Occurred:	12.b Explain if the date in 11a is dif	ferent than the da	ite in 12a.			
13. If complaint appears to be untim	nely, what explanation is offered	to explain why EEO Counselor was r	not contacted with	nin 45 days?			
14. Report of EEO Counseling and information developed during inquiry (Identify the source of each fact; attach relevant documents provided by employee/applicant, management officials involved, other witnesses, personnel, etc., or those obtained by the Counselor.) Attach separate page(s) if more space is required.							
The maximum number of characters and spaces allowed is 1482. If additional space is needed, continue on a separate sheet of paper and attach it to this form.							
15. Remedial Action Desired by Counselee:							



16. Has Counselee raised the same matter under another procedure? If "yes", please attach supporting documentation.									
• On th	YES	NO							
• On th	YES	NO							
• Has	YES	NO							
If a grievance or appeal has been filed, what is its status and grievance number?									
17. Does Cou	nselee elect to have a re	presentative?	18. Was the C	ounselee offered ADR?	YES	NO			
			W (NO) in director	400	d				
	YES	NO	If NO, Indicate	reason ADR was not offere	a;				
_	provide Representative	contact information:	Did Counselee Elect to Participate in ADR? YES No						
Name: Telephone Num	ber:								
Address:			Date Request for	or ADR was Submitted:					
Email Address:			Date Mediation	n Occurred					
19. EEO Countit to this form		If additional space is require	ed, please continue	e on a separate sheet of pap	er labeled "Conta	acts" and attach			
Date of Contact	Name	Position Title	Position Title		Contact Information - Work email address/tele number				
20. Respondin	g Manager Official(s):								
20b. Management's Response: (If additional space is required, please continue on a separate sheet of paper labeled "Management's Response", include the responding official's name and attach it to this form.)									
21. Date of Final Interview with Counselee/Notice of Right to File EEO Discrimination Complaint Issued:									
Signature of EEO Counselor									
Date Signed									