



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 reprisal. 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. The information captured on this form will be used by the Department of the Treasury to record the election of the aggrieved to continue with the pre-complaint EEO counseling process or to voluntarily participate in mediation under the EEO Alternative Dispute Resolution (ADR) process.

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 system of notice records notice 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 5 minutes 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

Space Left Blank for Bureau Name

Name of the Counselee: _____

Pre-Complaint Number: _____

ALTERNATE DISPUTE RESOLUTION

I fully explained and offered Alternative Dispute Resolution (ADR) to the Counselee. If available, I provided a copy of the bureau's ADR guide/booklet. I provided the person in the EEO informal stage with the opportunity to elect between EEO Counseling and ADR.

Signature of EEO Counselor

Date

I **elect mediation** instead of EEO Counseling

I **do not want mediation** and wish to continue with EEO Counseling.

Signature of Counselee

Date