



**Federal Communications Commission  
Office of Workplace Diversity**

Approved by OMB  
OMB 3060-1237  
Estimated Time Per  
Response: 3.51 Hours

**INITIAL CONTACT and/or COUNSELING SESSION  
for INFORMAL COMPLAINT of DISCRIMINATION**

**PRIVACY ACT STATEMENT:** **1. AUTHORITY** - The authority to collect this information is derived from 42 U.S.C. § 2000e-16; 29 C.F.R. §§1614.106, 1614.108. **2. PURPOSE AND USE** - This information will be used to document the issues and allegations of a complaint of discrimination based on race, color, sex (including sexual harassment), religion, national origin age, disability (physical or mental), genetic information, or reprisal. The signed statement will serve as the record necessary to initiate an investigation and will become part of the complaint file during the investigation or hearing, if any; adjudication and appeal, if one, to the Equal Employment Opportunity Commission. **3. EFFECTS OF NON - DISCLOSURE** - Submission of this information is **MANDATORY**. Failure to furnish this information will result in the return of the complaint without action.

1. NAME (Last, First, Middle Initial)			2. ARE YOU A(N):  Employee          Former Employee          Applicant		
3a. HOME PHONE NO.	3b. WORK PHONE NO.	3c. MOBILE PHONE NO.	3d. ADDRESS (Include City, State, and Zip Code)		
3e. PRIMARY EMAIL			3f. SECONDARY EMAIL		
4. ADDRESS OF YOUR CURRENT POSITION			5. TITLE AND GRADE OF YOUR CURRENT POSITION		
6a. NAME OF INDIVIDUAL(S) YOU BELIEVE DISCRIMINATED AGAINST YOU			6b. DATE ON WHICH MOST RECENT ALLEGED DISCRIMINATION OCCURRED		
6c. SPECIFY BUREAU/OFFICE/DIVISION OF INDIVIDUAL(S) NAMED IN 6a.					

7. REASON YOU BELIEVE YOU WERE DISCRIMINATED AGAINST (Check Below).

a. RACE (State your Race) _____	f. AGE (Specify your Age) _____
b. COLOR (State your Color) _____	g. DISABILITY Mental          Physical
c. RELIGION (State your Religion) _____	h. GENETIC INFORMATION:    Genetic Testing Family Medical History    Genetic Services
d. SEX          Female          Male          Orientation	i. REPRISAL
e. NATIONAL ORIGIN (State your National Origin)	

8. ISSUES IN THE COMPLAINT (CHECK APPROPRIATE BOX/BOXES)	Reinstatement
Accommodation (Medical)	Removal
Accommodation (Religious)	Reprimand
Assignment of Duties	Retirement
Awards	Suspension
Demotion	Telework
Detail	Termination
Disciplinary Warnings	
	Terms/Conditions of Employment
	Training
	Other _____

## INITIAL CONTACT and/or COUNSELING SESSION for INFORMAL COMPLAINT of DISCRIMINATION

9. EXPLAIN SPECIFICALLY HOW YOU WERE DISCRIMINATED AGAINST (Explain how you were treated differently from other employees, former employees or applicants, because of your race, color, religion, sex, national origin, age, mental or physical handicap, genetic information, or reprisal.) (If your complaint involves more than one basis for your dissatisfaction, list and number each such allegation separately and furnish specific, factual information in support of each allegation.) Use additional sheets if necessary.

10. WHAT SPECIFIC ACTION DO YOU WANT TAKEN TO RESOLVE YOUR COMPLAINT? (If more than one allegation is being made, state overall corrective action desired and the specific corrective action desired for each separate allegation.)

11. THE EEO COUNSELOR DISCUSSED THE FOLLOWING SUBJECT AREAS IN THE COMPLAINT PROCESS AND/OR ALTERNATE DISPUTE RESOLUTION (ADR) PROGRAM WITH THE EMPLOYEE/FORMER EMPLOYEE/APPLICANT AND/OR HANDOUTS WERE PROVIDED.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>a. The Role of the EEO Counselor</li> <li>b. The Individual or Class Complaint Process</li> <li>c. The Basis(es) to File a Complaint (Informal/Formal/Class)</li> <li>d. The Right to File a Complaint</li> <li>e. Avenues of Redress</li> <li>f. Rights and Responsibilities</li> </ul> | <ul style="list-style-type: none"> <li>g. 45-Day Requirement to Contact EEO Counselor</li> <li>h. Notify EEO Office of Attorney/Non-Attorney Representative</li> <li>i. Formal Stage Requirement of Attorney to Submit Billing Data</li> <li>j. Witness(es) Rights</li> <li>k. ADR Program</li> <li>l. Informal Complaint Process</li> </ul> |
|---|--|

12. THE EMPLOYEE/FORMER EMPLOYEE/APPLICANT ELECTS THE FOLLOWING OUTCOME:

- a. Traditional Counseling      Yes      No
- b. ADR      Yes      No
- c. Declined to Pursue Matter Under Title VII      Yes      No
- d. Remain Anonymous      Yes      No

13. SIGNATURE OF EMPLOYEE/FORMER EMPLOYEE/APPLICANT

14. DATE OF THIS COUNSELING SESSION  
(Month, Day, Year)

DATE OF COUNSELING SESSION

NAME OF EEO COUNSELOR

SIGNATURE OF EEO COUNSELOR

## FCC NOTICE REQUIRED BY THE PAPERWORK REDUCTION ACT

We have estimated that each response to this collection of information will take 3.51 hours. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PPM, Paperwork Reduction Project (3060-1237), Washington, DC 20554. We will also accept your comments via the Internet if you send them to [pra@fcc.gov](mailto:pra@fcc.gov). Please **DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS**. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-1237.

**THE FOREGOING NOTICE IS REQUIRED BY THE PAPERWORK REDUCTION ACT OF 1995,  
P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507**