

1. Complainant name

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2. Date of initial contact

3. Expiration of 30-day counseling period  
(Date shown in #2 plus 30 calendar days)

4. Proposed extension expires

(Date shown in #3 plus no more than 60 calendar days)

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### Agreement to extend counseling/participate in mediation

This form records the agreement by the complainant (#1 above) and the Civil Rights Division to extend counseling beyond the 30-day counseling period authorized under 29 CFR 1614.

The signatures below represents an agreement between the complainant and the Civil Rights Division that the counseling period will or may be extended for a period of no more than 60 days from the expiration date shown in #3 above to the date proposed in #4, to permit mediation to take place in an effort to resolve this complaint.

The counseling period **may not be extended** unless both signatures from the complainant(s) and counselor(s) appear on this form.

The complainant understands that:

1. Participation in mediation is voluntary and he/she may terminate it at any time.
2. The mediator has no authority to make decisions on issues raised nor act as an advocate or attorney for either party in the mediation. The complainant may consult with a designated representative selected by the complainant at no cost to the government.
3. If he/she and the agency are unable to reach a resolution in mediation, unresolved issues may be submitted through the EEO complaint process. The complainant will be issued the Notice of Right to File a Formal Discrimination Complaint letter upon *termination* of the mediation process or on the *60th* day of extended counseling, whichever comes first.

\_\_\_\_\_  
Complainant signature

\_\_\_\_\_  
Counselor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor typed or printed name

\_\_\_\_\_  
Date