
EEO COUNSELOR CREDENTIALS

NAME OF COUNSELOR

DATE

THE ABOVE NAMED INDIVIDUAL, IN THE CAPACITY OF EEO COUNSELOR, IS AUTHORIZED TO CONDUCT AN INFORMAL REVIEW OF CIRCUMSTANCES RELATED TO ISSUES OF DISCRIMINATION RAISED BY A GSA EMPLOYEE OR APPLICANT.

THE INQUIRY SHALL BE MADE IN ACCORDANCE WITH THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REGULATIONS (29 CFR 1614.105). THE COUNSELOR IS AUTHORIZED TO :

GATHER INFORMATION THROUGH INTERVIEWS WITH AGENCY OFFICIALS, SUPERVISORS AND OTHER EMPLOYEES, AND THROUGH EXAMINATION OF PERTINENT RECORDS AND INSTRUCTIONAL MATERIAL, AND

REVIEW OF PERSONNEL RECORDS OF THE EMPLOYEE WHO HAS COME FOR COUNSELING AND THOSE OF OTHER PERSONS SIMILARLY SITUATED OR HAVE KNOWLEDGE OF THE MATTER IN QUESTION.

THE INTERVIEWS ARE CONDUCTED WITHOUT SWORN TESTIMONY. THE COUNSELOR HAS BEEN ADVISED OF THE RESPONSIBILITY TO SAFEGUARD AND PROPERLY USE OFFICIAL PERSONNEL FOLDERS AND OTHER DOCUMENTS.

EXPIRATION DATE

AUTHORIZING OFFICIAL. *(Signature)*

GENERAL SERVICES ADMINISTRATION

GSA FORM 2099 (REV. 8-96)
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