| EEO COUNSELOR CREDENTIALS   |      |
|---|------|
| NAME OF COUNSELOR   | DATE |
| THE ABOVE NAMED INDIVIDUAL, IN THE CAPACITY OF EEO COUNSE CONDUCT AN INFORMAL REVIEW OF CIRCUMSTANCES RELATED TO ISSUES O |      |

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 OF 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

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