EEO COUNSELING REPORT				REPORTS CONTROL SYMBOL
1. COMPLAINAN	AAD-15.1 2.EES COUNSELOR			
(GRF) COMPLAINANT-NAME		(G1X) EEO-COUNSELOR-NAME		
(G1B) COMPAINANT-POSITION-TITLE		(G1Y) EEO-COUNSELOR-SSAN		
GAR) GRADE-CIVILIAN (JQP) OCC-SERIES		(G1Z) EEO-COUNSELOR-REGION		
G4U) ORG-STRUCT-ID-SHRED-GSA		(G2A) EEO-COUNSELOR-ORGANIZATION-LOCATION		
G4T) REGION-CODE-GSA		DATE OF INITAL CONTACT WITH COUNSELOR		
GVR) NAME-OF-COMPLAINANT'S-REPRESENTATIVE		(GRU) DATE-OF-FINAL-INTERVIEW		
	3. SUMMARY	OF COMPLAINT		
G3U) COMPLAINT-BASIS				
a. RACE/COLOR, BLACK	f. HANDICAP, MENTAL		k. SEX, MALE	
b. RACE/COLOR, WHITE	g. HANDICAP, PHYSICAL		I. AGE	
c. RACE/COLOR, OTHER	h. REPEISAL		n. COLOR	
d. NATIONAL ORIGIN - HISPANIC	i. RELIGION			
e. NATIONAL ORIGIN - OTHER	j. SEX, FEMALE			
G3S) ALLEGED-ISSUE				
a. APPOINTMENT	i. HARASSMENT (NON-SEXUAL)		q. SEXUAL HARAS	SMENT
b. ASSIGNED DUTIES	j. PAY		r. SUSPENSION	
c. AWARDS	k. PROMOTION		s. TIME AND ATTEI	NDANCE
d. CONVERSION TO FULL-TIME	I. REASSIGNMENT		t. TRAINNING	
e. DUTY HOURS	m. REINSTATEMENT		u. WORKING CONE	DITIONS
f. EVALUATION-MERIT PAY	n. REPRIMAND		v. DETAIL	
g. EVALUATION-NON-MERIT PAY	o. RETIREMENT		w. REPRISAL	
h. EXAMINATION TEST	p. SEPARATION		x. OTHER	

ISSUE(S) IN COMPLAINT (Give specific details concerning action or actions giving rise to the complaint. Specify dates, names, etc., including last instance of alleged discrimination and the date on which it occurred).

COMPLAINANT'S REQUESTED RESOLUTION

4. SUMMARY OF EEO COUNSELOR'S EFFORTS TO INFORMALLY RESOLV THE COMPLAINT

THIS SECTION MUST BE LIMITED TO A REPORT OF FACTS UNCOVERED WITH NO JUDGMENTS OR CONCLUSIONS INCLUDED

SPECIFIC EFFORTS TO RESOLVE COMPLAINT, THAT IS, PERSONS INTERVIEWED, CONTENT OF CONVERSATIONS, ACTIONS AND ADVICE TO THE AGENCY AND AGGRIEVED PERSON CONCERNNING THE ISSUE(S) IN THE MATTER

5. DISPOSITION INDICATE WHETHER AND TO WHAT EXTENT, ANY OR ALL OF THE ISSUES WERE RESOLVED. IN INSTANCES IN WHICH RESOLUTIONS WERE REACHED, PROVIDE DETAILS OF THE TERMS OF THE RESOLUTIONS.

(G2N) NUMBER-HOURS-COUNSELED	(G2L) NUMBER-EMPLOYEES-COUNSELED	(G2M) NUMBER-INFORMALLY-RESOLVED	
PREPARED BY	TITLE	TELEPHONE NO.	DATE