

## REQUEST TO PARTICIPATE IN ALTERNATIVE DISPUTE RESOLUTION

### I. Pre-Complaint Stage

I am requesting to pursue a resolution of my claim(s) of employment discrimination, raised with [Name] EEO Counselor on [Date(s)], through the Agency's Alternative Dispute Resolution (ADR) process. I understand that the pre-complaint stage (EEO Counseling and/or ADR process) must terminate no later than 90 calendar days from the date I initially sought counseling with respect to my claim(s). The EEO Counselor provided me a copy of the Agency's pamphlet on the Discrimination Complaint Process, which includes the ADR process. I understand my rights and responsibilities with respect to these processes. I also understand that ADR cannot occur unless the other party to the dispute voluntarily agrees to participate in ADR, and I submit this request to the EEO Counselor in sufficient time to complete the ADR process within the required 90 calendar-day period.

\_\_\_\_\_  
Name and Title, Aggrieved Person

\_\_\_\_\_  
Date

Date Received by EEO Counselor:  
Date Forwarded to ADR Coordinator:  
Comments:

\_\_\_\_\_  
Name, EEO Counselor

Date Received by ADR Coordinator:  
Comments:

\_\_\_\_\_  
Lori Suto-Goldsby, ADR Coordinator

## II. Formal Complaint Stage

I am requesting to pursue resolution of the claim(s) of employment discrimination, raised in my formal complaint filed with the Agency on [Date] and assigned Agency No. [00 - ], through the Agency's ADR process. I understand that the formal processing of my complaint will be held in abeyance or extended for a specified period of time pending the outcome of the ADR process. The ADR Coordinator provided me a copy of the Agency's pamphlet on the Discrimination Complaint Process, which includes the ADR process. I understand my rights and responsibilities with respect to these processes. I also understand that ADR cannot occur unless the other party to the dispute voluntarily agrees to participate in ADR and I submit this request to the ADR Coordinator in sufficient time to complete the ADR process within the statutory deadlines or period of extension set forth in EEOC regulations at 29 CFR Part 1614.

\_\_\_\_\_  
Name and Title, Complainant

\_\_\_\_\_  
Date

Date Received by the ADR Coordinator:  
Comments:

\_\_\_\_\_  
Lori Suto-Goldsby, ADR Coordinator

\_\_\_\_\_  
Date