



FEDERAL ELECTION COMMISSION
Washington, DC 20463

Extension of Counseling Agreement

TO:

FROM:

SUBJECT: Agreement to Extend Counseling

1. By signing this agreement, you agree to allow me up to an additional **60 calendar days** to complete counseling. This will extend the counseling period to a maximum of **90 calendar days**. At or before the end of this period, the final interview will be conducted, and you will be further advised of your rights, unless you have entered into a settlement agreement. This extension is requested for the following reason(s):

[State reason(s) why the extension is requested]

2. This voluntary agreement means that counseling on the matters you first brought to my attention (date) will be completed no later than (date) or **90 calendar days** from initial contact.

Aggrieved Person Signature

EEO Counselor's Signature

Date _____

Date _____

Approval:

EEO Director

Notes: 1. This agreement must be signed by the complainant and forwarded to the EEO Director, not later than **25 calendar days** after the date of the initial interview with the complainant.

FEC's policy is to resolve complaints at the lowest possible level in the least amount of time. Extensions will only be approved when extenuating circumstances exist or when it is highly likely that a successful resolution of the complaint will result if the extension is granted.