

REQUEST FOR MEDIATION OF PRE-COMPLAINT

The proponent of this form is NG-J1-EO, the prescribing directive is CNGBI 9600.01

Privacy Act Statement

AUTHORITY: Title VII of the Civil Rights Act of 1964, as amended 42 USC 2000e and Title 29 Code of Federal Regulations, Part 1614.

PRINCIPLE PURPOSE: Used by National Guard technicians when requesting mediation of an informal complaint of discrimination.

ROUTINE USES Used by National Guard Technicians in requesting mediation of an informal complaint of discrimination from the National Guard Bureau. Used by the State Adjutant General when requesting mediation of an informal complaint from the National Guard Bureau. The form becomes a part of the official complaint file. This information may be disclosed to the Equal Employment Opportunity Commission, state or federal courts for reviews, decisions, and appeals of decisions. The National Guard Bureau Equal Opportunity Office is the official custodian of record.

DISCLOSURE: Voluntary. A complainant requesting mediation of an informal complaint of discrimination must complete this form. It is not mandatory in that requests for mediation of informal complaints of discrimination will be accepted if submitted in other formats. Failure to provide information as specified may result in delay or rejection of the mediation request.

Section I - Complaint Information

1. Date of Request	2. Date of Initial Contact with EEO Office about complaint	3. Local Docket No.
4. Preferred method of mediation <input type="checkbox"/> On-Site <input type="checkbox"/> VTC <input type="checkbox"/> Telephonic	5. Basis: <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Religion <input type="checkbox"/> Retaliation <input type="checkbox"/> Sex (including pregnancy) <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> Genetic Information	
6. Claims/Issues (briefly stated)		

Section II - Complainant Information

7. Name (Last, MI, First)	8. Phone number
9. Address (street, city, zip code)	10. Email address
11. Activity/Major Command Information/Complainant's Activity and Installation (please spell out, with addresses)	
12. Complainant's Major Command	
13. Activity Complaint Against (if different from Complainant's Activity)	
14. Major Command Against (if different from Complainant's Major Command)	

Section III - EEO POC Information

15. Name	17. Phone number:
16. Address (street, city, zip code)	18. Fax
	19. Email address