



DEFENSE SECURITY SERVICE  
1340 BRADDOCK PLACE  
ALEXANDRIA, VA 22314-1561

Date \_\_\_\_\_

MEMORANDUM FOR (name of aggrieved)

SUBJECT: Agreement to Extend Counseling

1. By signing this agreement, you agree to allow up to an additional 60 calendar days for completion of 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 advised of your further rights unless you have entered into a settlement agreement resolving all issues.
2. This voluntary agreement means that counseling on the matter(s) you first brought to my attention on \_\_\_\_\_ (date of initial contact) will be completed no later than (date), 90 calendar days from initial contact.

\_\_\_\_\_  
Aggrieved

\_\_\_\_\_  
EEO Counselor

\_\_\_\_\_  
Aggrieved Representative (if applicable)