

Date \_\_\_\_\_  
DA Docket Number(s) \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Agreement to Extend Investigation

1. By signing this agreement, you (you, on behalf of your client) agree to allow the investigator up to an additional 90 calendar days to complete the investigation. This will extend the investigation period to a maximum of 270 calendar days.

2. This voluntary agreement means that the investigation of your complaint filed on \_\_\_\_\_ will be completed no later than \_\_\_\_\_, 270 calendar days from the filing of your formal EEO complaint.

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
EEO Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant's representative

\_\_\_\_\_  
Date

NOTE:

1. This agreement must be presented to complainant prior to the end to the 180-day period beginning with the date the EEO complaint was filed.
2. The original copy of the agreement will be filed in the complaint file under Tab "Investigation", and a copy provided to the complainant/representative, the agency representative and the OCI investigator.

Figure 4-9. Sample Agreement Between Complainant and EEO Officer to Extend Investigation