

EEO COUNSELOR'S REPORT

For use of this form see AR 690-600, the proponent agency is OSA.

1. DA DOCKET NUMBER

PRIVACY ACT STATEMENT (5 U.S.C. §552a)**AUTHORITY:** Public Law 92-261**PRINCIPAL PURPOSE:** Used for processing of complaints of discrimination because of race, color, national origin, religion, sex, age, physical and/or mental disability, or reprisal by Department of the Army civilian employees, former employees, applicants for employment and some contract employees.**ROUTINE USES:** Information will be used (a) as a data source for complaint information for production of summary descriptive statistics and analytical studies of complaints processing and resolution efforts; (b) to respond to general requests for information under the Freedom of Information Act; (c) to respond to requests from legitimate outside individuals or agencies (*White House, Congress, Equal Employment Opportunity Commission*) regarding the status of a complaint or appeal; or (d) to adjudicate complaint or appeal.**DISCLOSURE:** Voluntary, however, failure to complete all appropriate portions of this form may lead to delay in processing and/or rejection of complaint on the basis of inadequate data on which to continue processing.**SECTION I - PRE-COMPLAINT INTAKE INTERVIEW**2. NAME OF AGGRIEVED (*Print-Last, First, Middle Initial*)

3. JOB TITLE

4. PAY PLAN/SERIES/
GRADE5. DUTY ORGANIZATION (*Complete address including office symbol*)

6. WORK TELEPHONE

7. HOME TELEPHONE

8. HOME ADDRESS

9. DATE OF ALLEGED
DISCRIMINATORY ACTION
(*YYYYMMDD*)10. 45TH CALENDAR DAY
AFTER EVENT (*YYYYMMDD*)

11. REASON FOR DELAYED CONTACT BEYOND 45 DAYS, IF APPLICABLE

12. DATE OF INITIAL
CONTACT WITH EEO
OFFICIAL (*YYYYMMDD*)13. 30TH CALENDAR DAY
AFTER INITIAL CONTACT WITH
EEO OFFICIAL (*YYYYMMDD*)14. 90TH CALENDAR DAY AFTER
INITIAL CONTACT WITH EEO OFFICIAL
(*YYYYMMDD*)15. DATE COUNSELING
EXTENSION GRANTED, IF
APPLICABLE (*YYYYMMDD*)16. DATE PRE-COMPLAINT INTAKE INTERVIEW CONDUCTED
(*YYYYMMDD*)

17. PRE-COMPLAINT INTAKE INTERVIEW CONDUCTED:

Telephonically

In-Person

Other (*facsimile/e-mail*)**SECTION II - ORGANIZATION WHERE ALLEGED DISCRIMINATION OCCURRED** (*Complete address including office symbol*)**SECTION III - RESPONDING MANAGEMENT OFFICIAL(S) INFORMATION** (*Include name, complete work address and phone number if known.*)

SECTION IV - BASIS OF COMPLAINT *(Identify specific race, color, religion, national origin, disability, age, sex, or reprisal if alleged.)*

RACE _____ COLOR _____ SEX Male Female

AGE _____ DATE OF BIRTH _____ NATIONAL ORIGIN _____

RELIGION _____ DISABILITY Mental _____ Physical _____

REPRISAL _____

(Date(s) of prior EEO activity)

SECTION V - MATTER (s) GIVING RISE TO COMPLAINT *(Specify who, what, where, and when.) (Use additional sheet of paper if necessary.)*

(This area is intentionally left blank for the complainant to specify the matter(s) giving rise to the complaint.)

SECTION VI - RELIEF SOUGHT

(This area is intentionally left blank for the complainant to specify the relief sought.)

SECTION VII - RIGHTS AND RESPONSIBILITIES

THE AGGRIEVED WAS PROVIDED WITH THE AGGRIEVED PERSON'S RIGHTS AND RESPONSIBILITIES NOTICE AND WAS SPECIFICALLY ADVISED OF THE FOLLOWING:

- The basis (es) for filing pre-complaint, formal complaint, and/or class complaint, and of right to file a formal complaint of discrimination.
- The pre-complaint, formal and/or class complaint process.
- The 45-day calendar requirement from effective date of personnel action or of the date of the matter alleged to be discriminatory.
- The role of the EEO counselor, including that the counselor is not an advocate for either the aggrieved person or the agency and acts strictly as a neutral.
- The activity's Alternate Dispute Resolution (ADR) Program and right to elect either ADR (if offered) or traditional EEO counseling.
- The right to remain anonymous during the pre-complaint process.
- The right to representation throughout the complaint process.
- Responsibility of the aggrieved to notify the EEO office in writing of any change in address and/or phone number.
- Responsibility of the aggrieved to notify the EEO office in writing of non-attorney or attorney representation, including address and phone number.
- The possible election requirement between a negotiated grievance procedure, MSPB procedure and the EEO complaint process.
- The election options in age and wage-based discrimination complaints.

SECTION VIII - ELECTION OF REPRESENTATION

ATTORNEY NON-ATTORNEY NON-REPRESENTATIVE

NAME OF REPRESENTATIVE

ADDRESS

TELEPHONE NUMBER

FAX

E-MAIL

SECTION IX - ALTERNATE DISPUTE RESOLUTION (ADR)

- Matter determined not appropriate for ADR _____
(Aggrieved must sign and date)
- Matter determined appropriate for ADR _____
(EEO Officer must initial and date)
- Wishes to participate in ADR, if offered _____
(EEO Officer must initial and date)
- Date of written offer of ADR _____
- Date of Agreement to Participate in ADR _____
- Name of assigned ADR facilitator/mediator _____
- Date ADR facilitator/mediator assigned _____

Result of ADR:

- ADR was successful. Negotiated settlement agreement, signed on _____ (YYYYMMDD), is attached.
- ADR was not successful. The aggrieved was issued a Notice of Right to File a Formal Complaint of Discrimination on _____ (YYYYMMDD) and notified of requirement to file a formal complaint within **15 calendar days** after receipt of Notice of Right to File. The aggrieved was provided a DA Form 2590, Formal Complaint of Discrimination.

SECTION X - TRADITIONAL EEO COUNSELING (EEO official to complete only those which apply.)

- Election of traditional counseling.
Name of assigned EEO counselor _____
Date EEO counselor assigned _____
- Election to remain anonymous.
- Election to waive right to remain anonymous.
- Declined to pursue matter under Title VII.

SECTION XI - WITNESS INQUIRY

a. Witness Information *(List all witness data here. Number sequentially and include name, title, organization, phone number, and relevant basis(es) information.)*

b. Witness Statements

SECTION XI - WITNESS INQUIRY (Cont'd)

Witness Statements (Cont'd)

c. Documents Reviewed (List)

d. Reviewed Documents Revealed

SECTION XII - OUTCOME OF PRE-COMPLAINT INQUIRY

- Resolution was not accomplished, therefore, I conducted the final interview with aggrieved on _____ (YYYYMMDD) at which time I informed the aggrieved of the full scope of my inquiry and the reason(s) articulated by management for action(s) taken. I provided the aggrieved with a Notice of Right to File a Formal Complaint of Discrimination and a DA Form 2590, Formal Complaint of Discrimination. The aggrieved is aware of the requirement to file a formal complaint within **15 calendar days** of the final interview if not satisfied with the results of my inquiry.
- Resolution was accomplished. Negotiated settlement agreement, signed on _____ (YYYYMMDD), is attached.

PRINTED NAME OF EEO COUNSELOR

SIGNATURE OF EEO COUNSELOR

Attachments:

- 1. Extension of counseling (if applicable)
- 2. Copies of reviewed documents

DATE SUBMITTED TO EEO OFFICER (YYYYMMDD)