CLASS COMPLAINT DATA SHEET

For use of this form, see AR 690-600; the proponent agency is the Office of the Secretary of the Army

EEOCCRA DOCKET NO.

NAME (Last, First, Middle Initial)	SSN	RANK/GRADE	ORGANIZATION

INSTRUCTIONS

Item 1 through 12d will be filled out by both the EEO Counselor and the EEO Officer. Items 13a through 24 will be filled out by the EEO Officer only. When an item is not applicable to the particular EEO complaint being reviewed, the proper square will be marked with a diagonal line. All references are to paragraphs of AR 690-600, Equal Employment Opportunity Discrimination Complaints.

	EEO COUNSELOR		EEO OFFICER	
	YES	NO	YES	NO
SECTION A. PRECOMPLAINT PROCESSING (PARA 3-2)				
1. DID THE CLASS AGENT CONTACT A DESIGNATED EEO COUNSELOR WITHIN 90 DAYS OF THE ALLEGED DISCRIMINATION, THE EFFECTIVE DATE OF THE PERSONNEL ACTION, OR THE DATE THAT THE AGGRIEVED PERSON BECAME AWARE OR REASONABLY SHOULD HAVE BECOME AWARE OF THE DISCRIMINATORY EVENT OR PERSONNEL ACTION				
2. WAS THE CLASS AGENT ADVISED IN WRITING OF a. DISCRIMINATION COMPLAINT PROCEDURES				
b. THE CRITERIA FOR THE ACCEPTANCE OF CLASS COMPLAINTS				
c. THE RIGHT TO BE REPRESENTED THROUGHOUT THE PRECOMPLAINT AND COMPLAINT PROCESS				
d. THE RIGHT TO NOT HAVE HIS/HER NAME REVEALED ONLY DURING THE PRECOMPLAINT PROCESS				
3. WAS THE DIRECTOR OF EEOCCRA AND OTJAG NOTIFIED WITHIN 5 CALENDAR DAYS AFTER START OF THE PRECOMPLAINT PROCESS BY THE EEO OFFICER				
4a. DID THE EEO COUNSELOR DEFINE AND RECORD THE SPECIFIC DATES AND FACTS THAT FORM THE BASIS OF THE COMPLAINT				
b. WAS THIS DOCUMENT REVIEWED BY THE CLASS AGENT				
5. WAS AN ADO IDENTIFIED				
6. DID THE COUNSELOR INQUIRE INTO THE SPECIFIC INCIDENTS AND ACTIONS IDENTIFIED BY THE CLASS AGENT				
7. DID THE COUNSELOR INTERVIEW THE ADO, IF NAMED				
8. DID THE COUNSELOR ADVISE THE ADO OF HIS/HER RIGHTS AND THE NATURE OF THE ACCUSATION				
9. IS THE COUNSELOR'S REPORT TABBED IN THE COMPLAINT FILE				
10. WAS AN ATTEMPT AT INFORMAL RESOLUTION MADE				
11a. WAS A FINAL INTERVIEW CONDUCTED WITHIN 30 CALENDAR DAYS AFTER THE MATTER WAS FIRST CALLED TO THE COUNSELOR'S ATTENTION				
b. IS THE NOTICE OF FINAL INTERVIEW TABBED IN THE COMPLAINT FILE				
12. AT THE FINAL INTERVIEW, WAS THE CLASS AGENT INFORMED IN WRITING OF a. THE RIGHT TO FILE A FORMAL COMPLAINT WITHIN THE NEXT 15 CALENDAR DAYS				
b. THE REQUIREMENT THAT THE CLASS AGENT IMMEDIATELY INFORM THE EEO OFFICER IF HE/SHE RETAINS A LEGAL REPRESENTATIVE				
c. THE REQUIREMENT THAT A FORMAL COMPLAINT SPECIFICALLY DESCRIBES THE ACTS OF THE ALLEGED DISCRIMINATION				
d. THE REQUIREMENT THAT ONLY ISSUES DISCUSSED WITH THE EEO COUNSELOR BE CONSIDERED				
SECTION B. FORMAL COMPLAINT PROCESSING (PARA 3-3 TO 3-11) *(Items 13a through 24 will be filled out by the EEO Officer only)*				
13a. DID THE CLASS AGENT FILE A FORMAL CLASS COMPLAINT ON DA FORM 2590-R				
b. IS THE CLASS COMPLAINT SIGNED BY THE AGENT AND HIS/HER REPRESENTATIVE, IF ANY				
c. IS THE CLASS COMPLAINT TABBED IN THE COMPLAINT FILE				
14. WAS THE COMPLAINT FILED WITHIN 15 CALENDAR DAYS AFTER THE CLASS AGENT RECEIVED NOTICE OF THE FINAL INTERVIEW				
15. DOES THE COMPLAINT SPECIFICALLY DESCRIBE IN DETAIL THE POLICY OR PRACTICE THAT GAVE RISE TO THE COMPLAINT AND THE RESULTING PERSONNEL ACTION OR MATTER THAT HARMED THE AGENT				
16. IF THE CLASS AGENT HAS A REPRESENTATIVE, IS THE DESIGNATION IN WRITING AND MADE PART OF THE COMPLAINT FILE				

17. WAS THE COMPLAINT SENT TO EEOC FOR RECOMMENDATIONS ON ACCEPTANCE OR REJECTION WITHIN 10 DAYS AFTER RECEIPT		
18a. WAS THE COMPLAINT ACCEPTED OR REJECTED WITHIN 10 DAYS AFTER RECEIPT OF EEOC'S RECOMMENDED ACCEPTANCE OR REJECTION		
b. IS THE ACCEPTANCE/REJECTION TABBED IN THE COMPLAINT FILE		
19. DID THE EEO OFFICER MAKE A REASONABLE EFFORT TO NOTIFY ALL CLASS MEMBERS OF THE EXISTENCE OF A CLASS COMPLAINT WITHIN 15 DAYS AFTER ITS ACCEPTANCE		
20. DID THE NOTICE TO CLASS MEMBERS INFORM THEM OF THEIR RIGHT TO REMOVE THEMSELVES FROM THE CLASS WITHIN 30 DAYS AFTER RECEIPT OF NOTICE		
21a. WAS A LABOR COUNSELOR DESIGNATED BY THE ACTIVITY COMMANDER		
b. IS THE APPOINTMENT TABBED IN THE COMPLAINT FILE		
22. WAS THERE ANY ATTEMPT AT INFORMAL ADJUSTMENT OR SETTLEMENT		
23a. WAS THERE AN INFORMAL ADJUSTMENT REACHED BETWEEN THE PARTIES		
b. IF SO, WERE THE TERMS OF THE RESOLUTION PUT IN WRITING AND SIGNED BY THE PARTIES		
c. DOES THE RESOLUTION INCLUDE ANY CORRECTIVE ACTION AGREED UPON		
d. HAS A COPY OF THE RESOLUTION BEEN GIVEN TO THE AGENT OF THE PARTIES		
e. WAS NOTICE OF THE RESOLUTION GIVEN TO ALL CLASS MEMBERS IN THE SAME WAY AS THE NOTIFICATION OF ACCEPTANCE OF THE CLASS COMPLAINT		
f. DOES THE NOTICE OF THE CLASS CONTAIN THE TERMS OF THE CORRECTIVE ACTION, IF ANY		
g. WERE THE TERMS OF THE ADJUSTMENT FIRST COORDINATED WITH THE EEO OFFICER, LABOR COUNSELOR, AND THE CPO		
h. DID THE ADJUSTMENT INCLUDE AN AWARD OF ATTORNEY'S FEES AND/OR COSTS		
i. IS THE ADJUSTMENT AND CLASS NOTICE TABBED IN THE COMPLAINT FILE		
24. WAS A HEARING CONDUCTED BY THE EEOC HEARING EXAMINER		

REMARKS *(Continue on white bond paper if necessary)*

DATE	SIGNATURE OF EEO COUNSELOR
DATE	SIGNATURE OF EEO OFFICER

FINAL ARMY ACTION

DATE	ACTION

SIGNATURE OF EEOCCRA REVIEWING OFFICIAL