

Marine Corps Installations Pacific Equal Employment Opportunity Office

Pre-complaint Intake Form

(FOR OFFICIAL USE ONLY - This form is subject to the Privacy Act of 1974)

PRIVACY ACT STATEMENT

AUTHORITY: 42 U.S.C. 2000e-16(b) and (c); 29 U.S.C. 204(f) and 206(d); 29 U.S.C. 633(a); 29 U.S.C. 791; Reorg. Plan No. 1 of 1978, 43 FR 19607 (May 9, 1978); E.O. 12106, 44 FR 1053 (January 3, 1979). Title 5, USC, Section 552

PRINCIPAL PURPOSE(S): Information is collected in order to counsel, investigate and adjudicate complaints of employment discrimination and related appeals brought by applicants and current and former federal employees against federal employers.

ROUTINE USE(S): To disclose information to another federal agency, to a court, or to a party in litigation before a court or in an administrative proceeding being conducted by a federal agency when the government is a party to the judicial or administrative proceeding. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual. To disclose to an authorized appeal grievance examiner, formal complaints examiner, administrative judge, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding. For a complete list of routine uses, visit http://www.defenselink.mil/privacy/govwide/eec_govt-1.shtml.

DISCLOSURE: To securing information to make inquiries into the matter presented. Information is voluntary; however, failure to complete all portions of this form may lead to dismissal of complaint on the basis of inadequate data on which to determine if complaint is acceptable for processing.

RULES OF USE: Rules for collecting, using, retaining, and safeguarding this information are contained in Privacy Act System Notice EEOC/Govt-1, entitled "Equal Employment Opportunity in the Federal Government Complaint and Appeal Records" available at http://www.defenselink.mil/privacy/govwide/eec_govt-1.shtml.

Name: _____

Organization/Address: _____

Work Email Address: _____ Phone: _____

Home Mailing Address: _____

Home Email Address: _____ Phone: _____

Date of Alleged Discriminating Action: _____

Date of Initial Contact with EEO Counselor: _____

Name of EEO Counselor: _____ Phone: _____

RESPONSIBLE MANAGEMENT OFFICIAL(S) (RMO):

1. Name: _____

Job Title: _____ Grade/Series: _____

Organization/Address: _____

Phone Number: _____

Email address: _____

2. Name: _____

Job Title: _____ Grade/Series: _____

Organization/Address: _____

Phone Number: _____

Email address: _____

WITNESS(ES):

1. Name: _____

Job Title: _____ Grade/Series: _____

Organization/Address: _____

Phone Number: _____

Email address: _____

2. Name: _____

Job Title: _____ Grade/Series: _____

Organization/Address: _____

Phone Number: _____

Email address: _____

Signature of Aggrieve/Complainant/Date

Signature of EEO Counselor/Date Received