

FOR OFFICIAL USE ONLY (When filled in)

EQUAL OPPORTUNITY AND TREATMENT (EOT) PRE-COMPLAINT WORKSHEET	TODAY'S DATE
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PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013 and DoD Directive 1350.2 (this worksheet does not replace AF Forms 1587, 1587-1, or 1271)
PRINCIPAL PURPOSES: 1) Pre-screening complainants by collecting and recording essential data for all EOT and non-EOT concerns prior to intake. 2) Ensuring complaints or referrals are handled through best possible means.
ROUTINE USES: Used only as a source document for assistance provided by EOT Staff Advisors.
DISCLOSURE: Information released only to individuals that have a need to know (i.e., CC, First Sgt, JA, IG, etc.)

NAME	GRADE/RANK	UNIT/OFFICE SYMBOL	DUTY PHONE	DUTY AFSC	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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STATUS (Non-Active Duty Military)
 DoD CIVILIAN CONTRACT CIVILIAN RESERVE, ANG RETIRED MILITARY FAMILY MEMBER

RACE
 WHITE (Non-Hispanic) BLACK (Non-Hispanic) HISPANIC AMER IND/ALASKAN ASIAN/PACIFIC ISLE UNKNOWN OTHER

ETHNIC GROUP (If Any) (example: Japanese, Puerto Rican, etc.)

TYPE OF CONTACT
 OFFICE PHONE OFF-BASE OTHER N/A

REFERRED BY
 COMMANDER SUPERVISOR CO-WORKER SELF OTHER N/A

COMPLAINT CATEGORY

<input type="checkbox"/> DISCRIMINATION <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> SEX <input type="checkbox"/> RELIGION <input type="checkbox"/> NATIONAL ORIGIN	<input type="checkbox"/> SEXUAL HARASSMENT <input type="checkbox"/> VERBAL <input type="checkbox"/> NONVERBAL <input type="checkbox"/> PHYSICAL	<input type="checkbox"/> OTHER <input type="checkbox"/> EPR/AWARD <input type="checkbox"/> MGT/SUPV <input type="checkbox"/> POLICY
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SUMMARY OF CONCERN

(Be specific. Use additional sheets, if necessary)

EOT USE ONLY

REFERRAL (Non EOT-related) (AF Form 1271)	CONTROL # _____
EOT OFF-BASE ISSUES (Bond Paper)	CASE # _____
INFORMAL PROCESS (AF Form 1587-1)	CASE # _____
FORMAL PROCESS (AF Form 1587)	CASE # _____
MEDIATION	DATE & TIME _____

EOT ADVISOR	DATE
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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

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