

the ADO a copy of the EEOC decision. If the decision of the EEOC reverses or modifies the Army decision with a finding of discrimination, the EEO officer will make the complaint file available to the ADO.

§ 588.67 Representing the ADO.

(a) The ADO has a right to have a representative present to advise him or her any time when the ADO must provide information during the complaint process. This includes the informal stage, the investigation, and the hearing.

(b) The role of the ADO representative at all stages of the EEO complaint process is limited to advising the ADO on how to respond to questions. The representative does not have the right to examine and cross-examine witnesses at the EEOC hearing (as may be done by the complaints examiner and the representatives of the complainant and the Army) because the ADO is not a party to the complaint.

§ 588.68 The ADO's role in class complaints of discrimination.

The principles and procedures in this chapter on the ADO's role in individual complaints of discrimination also apply to class complaints.

§ 588.69 Conflicts of interest.

When a person involved in the EEO complaint process (for example, EEO officer, Activity Commander, MACOM EEO officer) is named as an ADO, the procedures below will be followed in order to avoid a possible conflict of interest:

(a) *EEO Officer.* If an EEO officer is named as an ADO in a discrimination complaint based on actions he or she has taken against the complainant, that officer's function in the processing of that complaint will be performed by the EEO officer at the next higher level. If the EEO officer is named as an ADO merely by virtue of his or her position, then he or she may continue to process the complaint.

(b) *Activity Commander.* If an Activity Commander is named as an ADO in a discrimination complaint based on actions he or she has taken against the complainant, that commander's function in the processing of that com-

plaint will be performed by the commander at the next higher level. If the Activity Commander is named as an ADO merely by virtue of his or her position, then he or she may continue to process the complaint.

(c) *Staff Judge Advocate (SJA).* If the SJA or senior legal officer of the servicing legal office is named as an ADO in a discrimination complaint based on actions he or she has taken against the complainant, legal advice to the command in the processing of that complaint will be provided by the servicing legal office of the next higher level of command. If the SJA or senior legal officer is named as an ADO merely by virtue of his or her position, then he or she may continue to provide advice on the complaint.

(d) *Civilian Personnel Officer (CPO).* If the CPO is named as an ADO in a discrimination complaint based on actions he or she has taken against the complainant, the CPO at the next higher level of command will provide personnel advice to the complaint.

(e) *MACOM EEO officer.* If a MACOM EEO officer is named as an ADO in a discrimination complaint based on actions he or she has taken against the complainant, that officer's function within the processing of that complaint will be performed by a special EEO officer designated by the MACOM commander. If the MACOM EEO officer is named as an ADO merely by virtue of his or her position, then he or she may continue to process the complaint.

(f) *MACOM commander.* If a MACOM commander is named as an ADO in a particular discrimination complaint based on actions he or she has taken against the complainant, that commander's function within the processing of that complaint will be performed by the Vice Chief of Staff of the Army. If the MACOM commander is named as an ADO merely by virtue of his or her position, then he or she may continue to process the complaint.

(g) *Director of EEO/Secretary of the Army.* If the Secretary of the Army or the Director of EEO is named as an ADO in a discrimination complaint based on actions he or she has taken against the complainant, the Secretary

of the Army will designate a DA official to perform the functions of the official named as an ADO. If the Secretary of the Army or the Director of EEO is named as an ADO merely by virtue of his or her position, then he or she may continue to process the complaint.

Subpart H—Witnesses, Representation, Administrative Procedures, and Reports

§ 588.70 Arranging for witnesses.

(a) Army military and civilian personnel requested as witnesses by the EEO officer, the investigator, or the EEOC complaints examiner will be made available unless it is administratively impractical. If a needed Army witness is not under local administrative control, the Activity Commander or the EEO officer may ask the witness' commander to make that person available. Denials will be promptly referred to the EEO officer of the next higher level command of the requested witness. If the denial is not justified, the next higher level command will direct the organization to make the witness available.

(b) If a needed witness is employed by another Federal agency or has left Federal employment, he or she will be contacted by the EEO officer. The EEO officer will make every reasonable effort to ensure the presence of the witness. If the witness refuses to appear, the EEO officer will refer the matter to the investigator or the complaints examiner.

(c) A Federal employee is in an official duty status when he or she appears as a witness or is required to provide a statement under oath or affirmation.

§ 588.71 Complainant's and class agent's representative.

(a) A complainant or an agent in a class complaint has the right to be accompanied, represented, and advised by a representative of his or her own choice at any stage of the complaint process, including the informal counseling stage. No employee or military member is obligated to serve as a representative.

(b) The complainant or the class agent will designate the representative

in writing. Any change will be reported in writing to the EEO officer, with copies to the counselor, investigator, or complaints examiner, as appropriate.

(c) The Army must be notified when an attorney is retained to represent a complainant or class agent. Written submissions to the Army that are signed by the representative are deemed to constitute notice of representation. This notice is required to establish the attorney's eligibility to claim fees and/or costs.

(d) After consulting with the SJA or senior legal officer of the servicing legal office, the Activity Commander or his or her designee may deny permission to an Army employee or military member to serve as a representative if this would constitute a conflict of interest. This denial will be made in a letter to the complainant stating the reasons. The letter must tell the complainant that an appeal of the denial may be filed with the EEO officer within 5 working days after receipt of the denial. The denial and the appeal are then sent immediately to the Director, EEOCCRA, ATTN: SFCR, WASH DC 20310-1813, for decision.

§ 588.72 Representing the Army in individual complaints.

(a) The Army is represented in complaint proceedings by the labor counselor (a judge advocate or a civilian attorney from the SJA or legal office). The labor counselor's role is to ensure that the Army's position is based on a sound legal theory and supported by competent evidence at both the investigative and hearing stages. The labor counselor does not represent the ADO.

(b) The labor counselor may have a CPO technical adviser at the hearing.

§ 588.73 Representing the Army in class complaints.

(a) The EEO counselor may seek legal advice from the servicing legal office during the informal stage of class discrimination complaints after consulting with his or her EEO officer.

(b) When an individual or class complaint is filed formally, the Activity Commander will appoint an Army judge advocate or civilian attorney as the labor counselor to represent the