

APPENDIX A-3: INDEX FOR A SUPPLY AND SERVICE REVIEW

Remember to Index and Tab the Materials.

File 1: SCER and Data pertaining to SCER Findings: This file contains the SCER and data pertaining to the findings. This includes worksheets, interviews, contractor records, etc., pertinent to issues investigated. Include all relevant material bearing either for or against the conclusions reached. Cross reference other files, as applicable, for example: collective bargaining agreement in File 3.

Right Side of Folder

- SCER
- Worksheets
- Supporting documents
- Interviews
- Etc.

Left Side of Folder

- Form CC-100
- Extension requests and responses
- Contractor research form and supporting jurisdiction information

File 2: Case Chronology, Correspondence and Meeting Notes: This file will contain all correspondence, including attachments submitted and meeting notes. Correspondence includes any material resulting from contacts with the contractor, union, attorneys, consultants, Congress persons and memos to file (not investigative notes). The closure document will be tabbed. Note that a copy of the closure document is also placed in File 6.

Right Side: Correspondence – The correspondence must be in reverse chronological order (latest correspondence on top). As applicable, cross reference other files.

Left Side: Case Chronology Log – CC-53 (in chronological order and legible).

File 3: Employee Handbooks, Collective Bargaining Agreement and Miscellaneous: This file will contain a copy of any employee handbooks, collective bargaining agreements, fringe benefit information, leave policy booklets, applications, personnel records and any other similar contractor documents. Any documents that do not fit the description of materials to be included in any other file will be placed here.

File 4: SOL Opinions, JRC Memoranda and Post-SCER Update: This file will contain any Solicitor's (SOL) opinions and Joint Review Committee (JRC) memoranda associated with this review.

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Also include in this file any material generated after the CO submits the review, for example: transmittal memoranda, additional conciliation efforts, etc. These materials are other than progress reports (File 5).

File 5: Progress Reports: This file will contain:

Right Side: Any progress reports submitted under a conciliation agreement or consent decree, or other court order, and OFCCP's evaluation of the report and the summary of the reports submitted.

File 6: Historical Review Results: This file will contain a copy of any available closure letters and documents generated by reviews of this establishment, and a copy of the closure letter or document for the current review. If reports are required under the conciliation agreement (CA), this file will also contain a copy of the Summary of Progress Reports.

NOTE: The historical file will be retained in the area office (AO) or district office (DO) pursuant to the agency's records management schedule. If another review of this establishment is scheduled before this case file is retired, the historical file will be pulled from the old case file and moved to the new file. If another review has not been scheduled, the historical file will be pulled and retained in the AO or DO when the rest of the case is retired.

File 7: AAP and Itemized Support Data: This file will contain the contractor's AAP (s) (Affirmative Action Program) and AAP support data evaluated in this review (including the EEO-1 Reports)