In reply refer to: 08

January 22, 2024

VIA: **(Delivery Method)**

**Director (00)**

Department of Veterans Affairs

govcdm\_stationname

govcdm\_facilityaddress govcdm\_facilityaddress2

govcdm\_facilitycity, govcdm\_facilitystate govcdm\_facilityzip

**SUBJECT:** **Notice of Completion of EEO Investigation of EEO Complaint** **of govcdm\_firstname govcdm\_lastname, Case No. govcdm\_name, Filed govcdm\_dateformalcomplaintfiled.**

Dear **(Director)**:

1. We have provided complainant a copy of the EEO investigative file and a letter outlining their rights for further complaint processing. Your office will be notified of complainant’s election for further processing.

The EEO investigation and summary are protected by the Privacy Act. If you need the EEO investigation or summary for the purposes of settlement or disciplinary action you must request it through the FOIA office at [ORMFOIA@va.gov](mailto:ORMFOIA@va.gov). Your request must explain why you need the document(s) and what documents you are requesting.

Only sections of the EEO investigation/summary that are relevant to settlement or disciplinary action can be released under FOIA. If documents are released to your office under the Privacy Act, these documents can be shared with the EEO Program Manager only on a need-to-know basis and is not to be shared with anyone else.

2.The Equal Employment Opportunity Commission (EEOC) encourages the use of Alternative Dispute Resolution (ADR) to resolve EEO complaints. Mediation offers the parties an opportunity to create an outcome to the complaint that satisfies their interests. At this stage in the EEO complaint process, the complainant can elect mediation, a hearing before the EEOC, or a decision on the merits of the case from the Department. If the complainant is not satisfied with an EEOC or Agency decision, complainant may appeal or file suit in District Court. At this point in the process, mediation can save time and resources that would otherwise continue to be spent on processing the complaint. Mediation could also lead to a more satisfying outcome for the parties. If you are interested in using mediation to address this dispute, please contact firstname lastname, ORMDI Case Manager at address1\_telephone1andinternalemailaddress, the ORMDI ADR Program at [workplaceadr@va.gov](mailto:workplaceadr@va.gov) or you may visit the Workplace ADR website at <https://www.va.gov/adr/WorkplaceADR.asp>. **You are *strongly encouraged* to use email to submit your correspondence and/or documents to ORMDI.**

3. We appreciate your cooperation in the processing and exploration of resolution of this complaint.

Sincerely,

firstname lastname

District Manager

Enclosure:

cc: EEO Program Manager and email

***What To Expect During the Complaint Process***

***Why Did I Receive this Notice?***

You received it because ORMDI has completed the investigation of this complaint.

**What actions should I take?**

We have not attached a summary of the investigation. If you are in settlement negotiations or evaluating possible disciplinary action you must request a copy of the EEO Investigation/Summary through FOIA at ORMFOIA@va.gov. ADR can be elected at any time in the process and can occur even if ADR was used during the EEO counseling phase. ORMDI is available to consult or provide a mediator at this stage.

**What occurs Next?**

Complainant can elect an Equal Employment Opportunity Commission (EEOC) hearing or a final agency decision from VA’s Office of Employment Discrimination Complaint Adjudication (OEDCA). If a hearing is elected, your management officials will work with the agency representative (usually Regional Counsel attorney) to prepare for the hearing. We will advise you of the election.

**When does the process end?**

Complainant can also file in U.S. District Court after 180 days have elapsed from the formal filing date or after the case has been adjudicated. If that occurs Regional Counsel works with a U.S. Attorney from the Department of Justice.