In reply refer to: 08

January 17, 2024

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

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

Dearfirstname lastname:

1. This acknowledges receipt of an amendment request **dated**, received in our office on **date**, to your client’s EEO discrimination complaint case referenced above.

2. EEO regulations permit a complainant to amend a complaint at any time before the conclusion of the investigation by adding claims that are “like or related” to those raised in the original complaint. The regulations provide that new evidence be reviewed to determine whether it:

a) Provides additional evidence to support the existing claim, but does not raise a new claim in or of itself;

b) Raises a new claim that is “like or related” to the claim raised in the pending complaint; **or**

c) Raises a new claim that is not “like or related” to the claim raised in the pending complaint.

A new claim or additional evidence is considered like or related to the initial complaint if it adds to or clarifies it, or could reasonably be expected to have grown out of the initial complaint.

3. The current accepted claim(s), as indicated in your client’s Notice of Acceptance letter dated (insert date), is(are) (briefly summarize claims accepted in original complaint; i.e., one of hostile work environment consisting of x number of events; three separate claims of nonselction; a claim of suspension; etc.)

4. On (Date) your client requested the following be amended to the existing complaint:

*(Frame claims and/or events for amendment to include dates of occurrence)*

5. (If amendment request is acceptable): The matter(s) raised represent additional evidence e to support the existing claim **OR** The matter(s) raised represent a new claim like or related to the original complaint. Your client’s complaint is therefore amended as follows:

(Restate all claims/events accepted for investigation with amended claims/events inserted so that everything is framed in chronological order)

- If the claim is deemed not “like or related” to the pending complaint, and is not subject to dismissal, paragraph five should be written as follows and omit paragraphs 6, 7, and 8 from this decision.

5. We have determined the amendment request is not like or related to your client’s original complaint and must be returned to counseling for processing as a separate complaint. (Briefly articulate why it is not like or related based on the fact pattern before you; i.e., The management official involved in your client’s original complaint has no involvement with the matter requested to be amended; The matter(s) do not add to or clarify the initial complaint, nor are they matters that one would reasonably expect to have grown out of the initial complaint; etc.) The date of initial contact for the new complaint will be the date of the amendment request. The assigned counselor will contact you and your client directly. **(CM’S MUST MAKE SURE TO FOLLOW THROUGH WITH REFERRING BACK TO COUNSELING)**.

- If amendment request is subject to dismissal, paragraph five should be written as: 5. We have determined the amendment request is not like or related to your client’s original complaint and is subject to dismissal. (Briefly articulate why it is not like or related based on the fact pattern before you prior to articulating a valid argument for dismissal that specifically cites supporting evidence and appropriate 1614.107 reason/s). Decision must include the following: There is no immediate right to appeal the dismissed portion of the complaint. Your client will have the right to appeal the partial dismissal once final action is taken by the agency on the remainder of the complaint. If amendment request is dismissed, omit paragraphs 6, 7, and 8.

**DO NOT GIVE APPEAL RIGHTS IF AMENDMENT REQUEST IS DISMISSED**

6. If you or your client believe that the amended claim(s) is/are improperly formulated, incomplete, or incorrect, a written statement outlining your disagreement may be submitted. If a written statement is submitted, it will be included as part of the official record in the complaint file.

7. The amended complaint will be assigned to an impartial investigator under the supervision of the Office of Resolution Management, Diversity & Inclusion (ORMDI). The investigator will contact you and your client directly in order to obtain information or evidence you may wish to offer. You and your client will be provided a copy of the investigative file upon completion. **or if initial complaint has already been assigned for investigation:** The amended complaint will be assigned to the investigator previously assigned to investigate the original complaint. The investigator will contact you and your client directly in order to obtain information or evidence you may wish to offer. You and your client will be provided a copy of the investigative file upon completion.

8. As a result of this notification of an amendment to the complaint, the time frame for completion of the investigation is adjusted. **The agency must complete its investigation** **within the earlier of 180 calendar days after the last amendment to the complaint or 360 calendar days after the filing of the original complaint.** ORMDI will make every good faith effort to complete the investigation within the prescribed period. However, where workload demands make it impossible to complete a timely investigation, we will work with you and your client to seek a mutual agreement to extend the period so that the investigation can be completed before seeking an EEOC hearing or a final agency decision (FAD) from OEDCA.Your client’s right to elect an EEOC hearing or an agency FAD remain the same as outlined in the original notice of acceptance.

9. The EEOC encourages the use of Alternative Dispute Resolution (ADR) to resolve EEO complaints at the lowest possible level. Agencies and complainants can realize many advantages from using ADR. ADR offers the parties the opportunity for an early, informal resolution of disputes in a mutually satisfactory fashion. If your client is interested in using mediation to address the issues raised in the complaint, please contact the ORMDI Case Manager listed below or the ADR Program Manager at [workplaceadr@va.gov](mailto:workplaceadr@va.gov).

10. If you have any questions concerning the processing of your complaint, please contact firstname lastname, ORMDI Case Manager at address1\_telephone1, internalemailaddress. **You are *strongly encouraged* to use email to submit your correspondence and/or documents to ORMDI.**

Sincerely,

firstname lastname

District Manager

cc: govcdm\_firstname govcdm\_lastname, emailaddress3

**Facility Director and email**