In reply refer to: 08

January 24, 2024

VIA: **(Delivery Method)** emailaddress3

govcdm\_firstname govcdm\_lastname

govcdm\_address1\_line1 govcdm\_address1\_line2

govcdm\_address1\_city, govcdm\_address1statepicklist govcdm\_address1\_postalcode

**SUBJECT: Notice of Amendment of Complaint No. govcdm\_name, Filed on govcdm\_dateformalcomplaintfiled**

Dear govcdm\_firstname govcdm\_lastname:

1. This acknowledges receipt of an amendment request **dated**, received in our office on **date**, to your 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 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) you 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) you have raised represent additional evidence to support the existing claim **OR** The matter(s) you have raised represent a new claim like or related to the original complaint. Your 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 your amendment request is not like or related to your 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 original complaint has no involvement with the matter you 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 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 your amendment request is not like or related to the 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. You 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 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 directly in order to obtain information or evidence you may wish to offer. You 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 directly in order to obtain information or evidence you may wish to offer. You will be provided a copy of the investigative file upon completion.

8. As a result of this notification of an amendment to your 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 to seek a mutual agreement to extend the period so that the investigation can be completed before you seek an EEOC hearing or a final agency decision (FAD) from OEDCA.Your 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 you are 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: **Facility Director and email**