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:** **Appointment of an Agency Representative for EEOC Hearing Requested by govcdm\_firstname govcdm\_lastname, Case No.** **govcdm\_name.**

Dear **(Director)**:

In accordance with 29 C.F.R. §1614.108(f), the above referenced complainant forwarded a request to the EEOC District Office requesting an EEOC hearing in front of an EEOC Administrative Judge. This letter serves as notification that a complete copy of the investigative file is being forwarded to your attention. **Please designate an agency representative for your facility** and forward the representative's name, address, telephone number, and FAX number to the EEOC District Office listed below and to the ORMDI Field Office.

EEOC District Office

Efile: <https://publicportal.eeoc.gov>  
FAX **Number**

Office of Resolution Management, Diversity & Inclusion  
govcdm\_name

govcdm\_address1\_line1 govcdm\_address1\_line2

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

FAX govcdm\_fax

**Email: (for submission of documents/info)**

Questions concerning this case may be directed to 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

Enclosure: Investigative File

cc: EEO Liaison and email