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 Assignment of an EEO Investigator for the Complaint** **of govcdm\_firstname govcdm\_lastname, Case No. govcdm\_name, Filed govcdm\_dateformalcomplaintfiled.**

Dear **(Director)**:

1. This is to inform you that firstname lastname of the Office of Resolution Management, Diversity & Inclusion (ORMDI) will be conducting the EEO Investigation concerning the discrimination complaint of firstname lastname**.**

2. This Investigator is authorized to: (a) investigate all accepted claims of this complaint; (b) require all employees of the Department of Veterans Affairs to cooperate with the investigation; and (c) require employees of the agency having any knowledge of the matters accepted for investigation to furnish testimony without a pledge of confidence.

3. Pursuant to 29 C.F.R. §1614.108(c)(2), the Investigator’s authority to administer the oath is automatic during the course of this investigation.

4. Advance preparation for the investigation will begin as soon as possible. This preparation includes securing all documents identified in the attachment to the original acceptance letter. The investigator will determine if supplemental documentation is needed. Failure to submit documents may result in an adverse inference/sanction by the Equal Employment Opportunity Commission. Documentation should be sent to: Department of Veterans Affairs, Office of Resolution Management, Diversity & Inclusion emailaddress **email/sharepoint**).

5. The Investigator will be contacting your EEO liaison to arrange for logistical support and assistance. You will be provided a copy of the investigative summary at the end of the investigation.

6. If you have any questions, please contact firstname lastname at address1\_telephone3 **XXX-XXX-XXXX or** internalemailaddress **(email address)**. **You are *strongly encouraged* to use email to submit your correspondence and/or documents to ORMDI.**

Sincerely,

firstname lastname

District Manager

cc: EEO Program Manager and email