In reply refer to: 08

January 22, 2024

VIA: **(Delivery Method)** internalemailaddress

firstname lastname, EEO Investigator

Office of Resolution Management, Diversity & Inclusion

address1\_line1 address1\_line2

address1\_city, address1\_stateorprovince address1\_postalcode

**SUBJECT: Assignment of Investigation**

Dearfirstname lastname:

1. You are hereby assigned to investigate the following discrimination complaint:

**govcdm\_firstname govcdm\_lastname, Case No. govcdm\_name, govcdm\_stationname**

2. This letter will be your authorization to: (1) investigate the accepted claim(s) in this complaint; (2) require all employees of the Department of Veterans Affairs to cooperate with the investigation; and (3) require employees of the agency having any knowledge of the matter accepted for investigation to furnish testimony without a pledge of confidence. 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.

3. Advanced preparation and investigative work are to begin immediately. A copy of the list of documents requested from the facility is **(enclosed in the attached copy of the administrative file).** The resulting report of investigation is to be completed and submitted prior to the 175th day of the formal filing date. If this complaint has been amended or consolidated with another complaint, the investigation must be completed within the earlier of 175 days after the filing of the last amendment/complaint or not later than 360 days after the filing of the original complaint. If the complaint is amended and it becomes a mixed case, the investigation must be completed within 120 from the date of the mixed amendment request.

4. For questions or assistance, please call me at address1\_telephone1**(Case Manager’s telephone number) or** internalemailaddress **email**.

Sincerely,

|  |
| --- |
| firstname lastname |

ORMDI Case Manager

Enclosure: Assignment Letter to Complainant

Assignment Letter to Facility Director