**Requested Documents for Pending EEO Investigations**

**Complainant’s Name:** firstname lastname

**Case Number:** govcdm\_name

**Date Filed:** **govcdm\_dateformalcomplaintfiled**

**Instructions:** Please provide documents checked (√) below. This information is due in the ORMDI Field Office within ten (10) days of receipt of request. Documents must be accompanied by a statement from an appropriate official certifying the documents as true and accurate. Statements must be on official stationery, dated, signed and must include the title of the certifying official. The EEO category(s)/bases of this complaint are checked (√) below:

**EEO CATEGORIES (BASES)**

**Race Color Age (DOB)**

**Sex National** O**rigin Disability**

**Religion Reprisal**

**abolishment of position**

**[]** Organizational chart for the unit in which complainant was assigned before and after the action in question.

**[]** Data on positions abolished within the organizational unit involved in the action in question for the two-year period prior to the action. Provide employee name and EEO category(s), position (title, series, and grade or statement of duties) held before and after the action, date of action, and name, position, and EEO category(s) of the agency official(s) initiating the action.

**[]** Documentation, if any, concerning the action in question including notice, response, final decision letters, etc.

**[]** Pertinent regulatory guidelines and local policies and procedures concerning abolishment of positions in effect at the time of the action at issue.

**[]** Complainant’s position description or functional statement before and after the action in question.