**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**

**Accommodation (Religion)**

* Organizational chart for the organizational unit in which complainant is assigned and in which action occurred, if the units are different.
* Appropriate data and documents for the specific action(s) in question. Refer to the claim and evidence described in the attached Acceptance Letter.
* Documentation concerning accommodation requested.
* Documentation concerning undue hardship by facility if accommodation was not approved.
* Pertinent regulatory guidelines and local policies and procedures in effect at the time of the action at issue.