**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**

**Assignment of duties**

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

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) involved in the action in question as of the date of the action. Provide name, position (title, series, and grade), and EEO category(s) as checked above.

**[]** Data on assignment of duty issue(s) (see Acceptance Letter) within the organizational unit involved in the action in question for the two-year period prior to the action(s). 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 assignment of duty in effect at the time of the action at issue.

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

**[]** Pertinent article(s) of negotiated union agreement, if applicable.

1. Organizational unit is defined as the section where complainant was employed (or sought employment if complaint was filed by an applicant for employment) when the complaint was filed. For example, if complainant worked for Human Resources Management (HRM) Service/Division in the Labor Relations Section, the organizational unit is the Labor Relations Section. [↑](#footnote-ref-1)