**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**

**Board of Investigation**

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) where the Board of Investigation was initiated. Provide name, position (title, series, and grade), and EEO category(s) as checked above of all employees and supervisors.

**[]** Data on patient complaints/patient abuse charges against employees going back two years from the action in question. Provide employee name, position (title, series, and grade), EEO category(s), indicate if Board of Investigation was done, reason if not done and the results of the investigation, offense, penalty, date of action, and name, position and EEO category(s) of agency officials taking the action. If reprisal is a basis, indicate which employees have had prior EEO activity.

**[]** Request for Personnel Actions SF 52 (both sides) and SF 50 as a result of the initiation of the Board of Investigation.

**[]** Supporting documentation in reference to the initiation of the Board of Investigation, e.g., witness statements, report of any management inquiry or investigation conducted.

**[]** Complainant’s written reply to the initiation of the Board of Investigation. If verbal, any memorandum documenting verbal reply.

**[]** Copies of any actions taken against complainant regarding the same or similar conduct during the previous two years.

**[]** Documentation of grievance or appeal, 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/Product Line in the Labor Relations Section, the organizational unit is the Labor Relations Section. [↑](#footnote-ref-1)