**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**

**Change to Lower Grade (CLG)**

**[]** Organizational chart for the organizational unit in which the CLG in question occurred.

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

**[]** Summary of all CLG’s affected within the organizational unit of the CLG in question going back two years from date of the CLG. Provide employee name and EEO category(s), positions (title, series, and grade) to which assigned before and after the CLG, date of the CLG, reason for the CLG, and name, position, and EEO category(s) of the proposing and deciding official(s).

**[]** Applicable regulatory guidelines and local policies and procedures in effect at the time of the CLG at issue, e.g., discipline, performance, medical, reduction in force, etc.

**[]** Personnel Actions, SF 52 (both sides), and SF 50(s) requesting and affecting the CLG in question.

**[]** Notice of proposed CLG and supporting documentation.

**[]** Complainant’s written reply to the proposed CLG. If verbal, any memorandum documenting verbal reply.

**[]** Decision implementing the CLG and appeal correspondence, if applicable.

* If the CLG resulted from a reduction-in-force, retention registers, annotated to include EEO category(s). If reprisal is a basis, indicate which employees have had prior EEO activity.
* Any documentation of performance discussion held with complainant during previous two years.
* If the CLG is based on performance, performance improvement plan and documentation relative to performance improvement period.
* If the CLG resulted from medical disqualification, medical documentation upon which CLG is based.
* Position descriptions or functional statements for positions held before and after the CLG.
* Performance appraisals for previous two years.
* If complainant’s position was subsequently filled, the name and EEO category(s) of the selectee and date of appointment.

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)