**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 Rate of Pay (CLRP)**

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

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) where the CLRP 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 CLRP’s affected within the organizational unit of the CLRP in question going back two years from the date of the CLRP. Provide employee name and EEO category(s), positions (title, series, and grade/step and salary) before and after CLRP. Also provide the name, position, and EEO category(s) of the proposing and deciding official(s).

**[]** Applicable regulatory (OPM) guidelines and local policies and procedures in effect at the time of the CLRP.

**[]** Personnel Actions, SF52 (both sides), and SF50(s) requesting and affecting the CLRP in question.

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

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

**[]** Decision implementing the CLRP and appeal correspondence, 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)