**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**

**Denial of Request for Buy out Retirement Benefits**

**[]** Organizational chart for the organizational unit where complainant was assigned at the time the action occurred.

**[]** Breakdown of organizational unit[[1]](#footnote-1) to which complainant was assigned as of the date of the action. Provide name, position (title, series, and grade), and EEO category(s) as checked above for all employees and supervisors.

**[]** Appropriate data and documents for the specific action(s) in question (see attached Acceptance Letter).

**[]** Summary of all denied requests for buy out retirement’s benefits effected within the organizational unit in question going back two years from the date of the action in question. Provide employee name and EEO category(s), positions (title, series, and grade/step and salary). Also provide the name, position, and EEO category(s) of the deciding official(s).

**[]** Complainant’s position description or functional statement at time of alleged action.

**[]** Request for Personnel Actions SF52 (both sides) and SF50 requesting and effecting retirement.

**[]** Complainant’s request, if submitted in writing, concerning the action at issue.

**[]** Management’s denial of request, if made in writing, with any supporting documents.

**[]** Regulatory guidelines and local policies and procedures concerning retirement, specifically buy out benefits in effect at the time of the action at issue.

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