**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 Locality Pay Increase**

**[]** Organizational chart for the organizational unit in which the denial of locality pay increase occurred.

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) where the locality pay increase was denied as of the date of the denial. Provide name, position (title, series, and grade), and EEO category-basis(es) as checked above of all employees and supervisors.

**[]** Statistical breakdown as described above for the next higher level organizational unit[[2]](#footnote-2). Provide this information for individuals who are directly supervised by the supervisor of the next higher-level unit.

**[]** Summary of all locality pay increases denied within the organizational unit in question going back 2 years from date of the denied locality pay increase. Provide employee name, position (title, series, and grade), and EEO category-basis(es) as checked above of all employees and supervisors, date of the locality pay increase, reason for the denied locality pay increase, and name, position, (title, series, and grade), and EEO category-basis(es) as checked above of the proposing and deciding official(s).

**[]** Summary of pay increases provided to the **(identify position)** and effective date going back two years from date of the denied locality pay increase.

**[]** All documents pertaining to rationale for granting pay increases to **(identify position)**; to include the pay increases given.

**[]** Copy of policy and regulations used to make decision regarding locality pay increases for **(identify position).**

**[]** Copy of pay schedules for **(identify position).**

**[]** Regulatory guidelines and local policies and procedures concerning the locality pay increases for **(identify position).**

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

**[]** Increases in pay schedules for **(identify position)** going back two years from date of the denied locality pay increases.

**[]** Explanation of recruitment and retention problems that were used to determine pay increases for **(identify position).**

**[]** Rationale used for establishing **(identify position)** specialty schedule.

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)
2. Using the same example as described above, the higher-level organizational unit is the HRM Service/Division/Product Line. [↑](#footnote-ref-2)