**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 Retirement (WITH Buy-Out Option)**

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

**[]** Breakdown of the organizational unit [[1]](#footnote-1)where complainant was employed at the time the request for retirement with buy-out option was denied. Provide name, position (title, series, and grade), and EEO category(s) as checked above for all employees and supervisors.

**[]** Breakdown of retirements within the organizational unit to which complainant was assigned going back two years from when the request was denied. Provide employee name, position (title, series, and grade), EEO category(s), date of retirement, and name, position, and EEO category(s) of the agency official(s) involved in approving the retirements.

**[]** Breakdown of retirements with buy-out option requests made within the organizational unit to which the complainant was assigned going back two years from when the request was denied. Provide employee name, position (title, series, and grade), and EEO category(s), date of request, date of retirement, action taken on request, date of denial or approval, reason for denial, and name, position, and EEO category(s) of the agency official(s) involved.

**[]** 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.

**[]** Complainant’s position description or functional statement at the time of the request.

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)