**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 Salary Retention Bonus (DSRB)**

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

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) where the DSRB 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 employees within the organizational unit who received a salary retention bonus (SRB) and the amount received (include percent of salary) going back two years from the action in question. Provide employee name and EEO category(s), position (title, series, and grade), date of the SRB, reason for the SRB, and name, position, and EEO category(s) of the deciding official(s).

**[]** Summary of all **denied** SRB’s within the organizational unit in question going back two years from date of the DSRB. Provide employee name and EEO category(s), position (title, series, and grade), date of the DSRB, reason for the DSRB, and name, position, and EEO category(s) of the proposing and deciding official(s). If reprisal is a basis, indicate which employees or management officials have had prior EEO activity.

**[]** 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.

**[]** Applicable regulatory guidelines and local policies and procedures in effect at the decision.

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)