**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**

**Disciplinary Actions**

**[]** Organizational chart for the organizational unit, which issued the disciplinary action.

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) where the disciplinary action occurred. Provide name, position (title, series, and grade), and EEO category(s) as checked above of all employees and supervisors.

**[]** Data on disciplinary actions effected by the Responding Management Official (RMO) going back two years from the action in question. Provide employee name, position (title, series, and grade), EEO category(s), offense, penalty, date of action, and name, position and EEO category(s) of agency officials taking the action.

**[]** Request for Personnel Actions SF 52 (both sides) and SF 50 requesting and effecting the disciplinary action in question.

**[]** Notice of proposed and actual disciplinary action and supporting documentation, e.g., witness statements, report of any management inquiry or investigation conducted.

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

**[]** Decision effecting disciplinary action and rationale used to determine penalty.

**[]** Copies of any actions taken against complainant regarding the same or similar conduct during the previous two years.

**[]** Documentation of grievance or appeal, if applicable.

**[]** Pertinent regulatory guidelines and local policies and procedures concerning disciplinary actions in effect at the time of the action at issue.

**[]** Complainant’s position description or functional statement at time action was issued.

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)