**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**

**Incentive or Special Contribution Awards**

**[]** Organizational chart for the organizational unit in which complainant is assigned and in which the action occurred if the units are different.

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) involved in the action in question as of the date of the action. Provide name, position (title, series, and grade), and EEO category(s) as checked above.

**[]** Statistical breakdown on incentive awards requested and granted within the organizational unit where complainant was located when s/he requested or was denied an award for the two-year period prior to the date of the action. Provide name, position (title, series, and grade), and EEO category(s) of employee and supervisors, date and type of award.

**[]** Copies of complainant’s two previous ratings of record, performance appraisals or proficiency ratings.

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

**[]** Documentation in reference to requesting, granting and/or the denial of an incentive/special contribution award.

**[]** Decision effecting the action.

**[]** Pertinent regulatory guidelines and local policies and procedures concerning the Incentive and Special Contribution Awards in effect at the time of the rating in question 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 in the Labor Relations Section, the organizational unit is the Labor Relations Section. [↑](#footnote-ref-1)