**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**

**Non-Competitive Promotion**

**[]** Organizational chart for the organizational unit in which the non-competitive promotion in question occurred.

**[]** Statistical breakdown of the organizational unit[[1]](#footnote-1) where the position in question is located as of the date of the non-competitive promotion. Provide name, position (title, series, and grade), and EEO-basis(es) as checked above of all employees and supervisors.

**[]** Summary of all non-competitive promotion activities in the organizational unit going back two years from the date of the action in question. The summary is to include, at a minimum:

**[]** Name of Position.

**[]** Series and grade.

**[]** Date of promotion.

**[]** Name and EEO category(s) of the management official who approved the non- competitive promotion.

**[]** Name and EEO category(s) of employee(s) non-competitively promoted.

**[]** Complainant’s request, if submitted in writing, concerning 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 and the position description or functional statement of the position to which detail or reassignment was requested.

**[]** Copies of complainant’s two previous ratings of record, performance appraisals, or proficiency ratings prior to the action in question.

**[]** Regulatory guidelines and local policies and procedures concerning non-competitive promotion in effect at the time of the action in question.

**[]** 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/Product Line in the Labor Relations Section, the organizational unit is the Labor Relations Section. [↑](#footnote-ref-1)