**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-Promotion and Non-Referral to the Nursing Board**

**[]** Organizational chart for the organizational unit in which the non-promotion/non-referral 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-promotion/non-referral. Provide name, position (title, series, and grade), and EEO category-basis(es) as checked above of all employees and supervisors.

**[]** Summary of all boarding and promotion activities regarding **(identify position)** at the **(identify organizational unit/location)** going back two years from the date of the action in question. The summary is to include, at a minimum:

**[]** A copy of all board actions regarding **(identify position).**

**[]** Name and EEO category of the officials who serve on the board.

**[]** Name and EEO category(s) of the officials who approve the board actions.

**[]** Name and EEO category(s) of all **(identify position)** boarded and their title, series and grade.

**[]** Breakdown of all **(identify position)** promoted based on EEO category(s) and a copy of the SF-50’s documenting the promotion actions.

**[]** Regulatory guidelines and local policies and procedures concerning the boarding and promotion of **(identify position).**

**[]** A copy of the complainant’s request for an explanation of the fact that she has not been boarded since 1993 and a copy of management’s response.

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

**[]** Copies of documentation related to reasons for non-promotion/non-referral to the Nursing Board.

**[]** 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)