**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-referral**

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

**[]** Copy of merit promotion package for the position in question, to include, at a minimum:

**[]** Request for Personnel Action, SF 52 (both sides), requesting recruitment.

**[]** Job announcement.

**[]** Position description.

**[]** Applications and all other documents submitted for the position in question for all applicants with selectee identified.

**[]** Rating sheets documenting eligibility for each applicant.

**[]** Notifications of non-referral.

**[]** List of all applicants found not qualified/not referred for the position in question identified by name, EEO category(s), and name and EEO category of HR Specialist who made determinations.

**[]** If panel was used to make referral/eligibility determinations, breakdown of panel members, identified by name and EEO category(s).

**[]** Evaluation criteria used by official(s) making referral/eligibility determinations. Include all notes, score sheets, and matrices.

**[]** 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)