**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-Selection**

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

**[]** Summary of all merit promotion activities in the selecting official’s unit going back two years from the date of the action in question. The summary is to include, at a minimum:

**[]** Name of position.

**[]** Vacancy announcement date and number.

**[]** Series and grade.

**[]** Date of selection.

**[]** Name and EEO category(s) of the selecting official.

**[]** Name and EEO category(s) of the selectee(s).

**[]** Breakdown of all applicants based on EEO category(s). Annotate selectee(s).

**[]** 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.

**[]** Position description.

**[]** Applications and all other documents submitted for the position in question as follows:

If complainant was not referred, submit this information for all applicants. Annotate complainant and selectee(s).

If complainant was referred, submit this information for all referred candidates only. Annotate complainant and selectee(s).

**[]** Rating sheets documenting eligibility for each applicant. (Submit this information only if complainant was NOT referred.

**[]** Documentation designating interview, selection, or recommending panel members and panel instructions.

**[]** Notification of Personnel Action, SF 50(s), effecting selection(s) at issue.

**[]** Documentation of complainant’s notification of non-selection/non-referral.

**[]** Referral certificate and selection method(s) for the position in question annotated to reflect candidates’ EEO category(s). The certificate should clearly identify the selectee(s) and the selecting and approving officials.

**[]** If panel was used, breakdown of EEO category(s) of panel members.

**[]** Evaluation criteria and interview questions used by the panel, selecting official, or approving official. Include notes, score sheets, and matrices.

**[]** Copies of two most recent performance evaluations of complainant if first- or second-line supervisor was the selecting official.

**[]** Regulatory guidelines and local policies and procedures concerning merit promotion in effect at the time of the non-promotion 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)