**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**

**Overtime**

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

**[]** Statistical breakdown of the organizational unit [[1]](#footnote-1)where the action in questions occurred as of the date of the action. Provide name, position (title, series, and grade), and EEO category(s), as checked above, for all employees and supervisors.

**[]** Summary data on overtime assignments of and request for overtime by subordinates of the Responding Management Official (RMO) going back two years from the date of the action as follows: Provide name, position (title, series, and grade), and EEO category(s) of employees who were scheduled to work overtime and requested to work overtime, if the overtime was worked and or if granted or denied, reason for denial and name, position, and EEO category(s) of the agency official(s) effecting the decision. If reprisal is a basis, indicate which employees have had prior EEO activity.

**[]** Complainant’s request(s) to work overtime as well as overtime requests for comparable employees for the two year period prior to the action in question.

**[]** Management’s reason(s) for denying complainant’s request to work overtime.

**[]** Overtime schedule for the two year period prior to the action in question.

**[]** Pertinent article(s) of the 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)