**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**

**Performance Rating, Performance-Based Disciplinary or Adverse Actions**

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

**[]** Statistical breakdown of the organizational unit [[1]](#footnote-1)where the action in question 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.

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

**[]** Complainant’s position description or functional statement at the time of the action.

**[]** Documentation of performance discussions held with complainant during the rating period.

**[]** Notice of Opportunity to Improve Performance (Performance Improvement Plan (PIP), if applicable.

**[]** Notice of proposed action and supporting documentation.

**[]** Complainant’s written reply to the proposed action. If verbal, any memorandum documenting verbal reply.

**[]** Decision effecting the action.

**[]** Grievance or appeal correspondence, if applicable.

**[]** List of all employees in complainant’s section that have received performance based actions for the two year period prior to the action in question, identified by name, EEO category(s), reason for action, date of action, and name and EEO category(s) of management official who initiated action.

**[]** 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)