**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**

**Recruitment Bonus**

**[]** 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.

**[]** Summary of all employees within the organizational unit who received a recruitment bonus for the two year period prior to the action in question and the amount received (include percent of salary). Provide employee name and EEO category(s), position (title, series, and grade), date of the bonus, reason for the bonus, length of agreement, whether employee completed his/her obligation, if not, reason was not completed, amount owed and whether employee was required to pay, and name, position, and EEO category(s) of the deciding official(s).

**[]** Applicable regulatory guidelines and local policies and procedures in effect at the decision.

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)