**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**

**Removal**

**[]** Organizational chart for the organization unit in which the complainant was assigned at  the time of the action in question.

**[]** Breakdown of the organizational unit1 of the position in question as of the date of the  action.  Provide name, position (title, series, and grade), type of appointment, and EEO  category(s)(s as checked above for all employees and supervisors.

**[]** Breakdown of terminations or removals made within the organizational unit going back  two years from the date of the action in question. Provide employee name, position    date of and reason for termination or removal, and name, position, and EEO category(s)  of the agency official(s) initiating the action.

**[]** Request for Personnel Actions SF 52 (both sides) and SF 50 requesting and effecting  removal.

**[]** Vacancy announcement and any other documentation citing conditions of employment  for the position in question.

**[]** Written notice of removal.

**[]** If removal is conduct related, documentation related to conduct issue(s).

**[]** If removal is performance related, complainant’s performance standards, performance  rating of record and any documents related to communication with complainant  regarding performance problems.

**[]** Regulatory guidelines and local policies and procedures concerning removals in effect at  the time of the action at issue.

**[]** Complainant’s position description or functional statement for the position from which  s/he was removed.

**[]** If the complainant’s position was subsequently filled, the name and EEO category(s) of  the selectee and date of appointment.  If reprisal is a basis, indicate whether the selectee  has had prior EEO activity.

**[]** Pertinent article(s) of negotiated union agreement, if applicable.