**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**

**Sexual Harassment**

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

**[]** Appropriate data and documents for the specific harassment at issue (see Acceptance Letter).

**[]** Facility’s and organizational unit’s policy statement on sexual harassment in effect at the time of the alleged harassment and any written procedures used for handling sexual harassment claims.

**[]** Data on sexual harassment prevention training provided employees, supervisors, and managers in the complainant’s organizational unit and the unit in which the incident occurred going back two years from the date of the incident in question. Include formal and informal training, such as briefings at staff meetings, staff conferences, etc., date of training, and list of attendees.

**[]** Publications, e.g., newsletter articles, bulletin board items, etc., issued by the facility on the prevention of sexual harassment for the two-year period prior to the incident at issue.

**[]** Documentation, if any, showing whether the supervisor or any management official was made aware of the alleged sexual harassment.

**[]** Documentation, if any, of corrective action(s) taken subsequent to the alleged sexual harassment.

**[]** A copy of any management inquiry or investigation conducted based on the allegation, along with all supporting documents.

**[]** Where a quid pro quo or hostile environment allegation involved promotion, demotion, reassignment, etc., all documents related to that official personnel action(s).