**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**

**Termination of Probationary or Temporary or Term Appointment**

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

**[]** Breakdown of the organizational unit[[1]](#footnote-1) 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 of probationary, temporary, or term appointments made within the organizational unit going back two years from the date of the action in question. Provide employee name, position (title, series, and grade), and EEO category(s), type of appointment, date of appointment, date of termination, reason for termination, 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 recruitment and termination for position in question.

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

**[]** Written notice of termination of probationary, temporary or term appointment.

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

**[]** If termination is performance related, complainant’s performance standards, performance rating of record and any documents related to counseling sessions.

**[]** Regulatory guidelines and local policies and procedures concerning termination of probationary, temporary or term appointments 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 terminated.

**[]** If 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.

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)