**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 Special Pay**

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

**[]** 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.

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

**[]** Documentation in reference to requesting, granting and/or the denial of special pay entitlement.

**[]** Decision effecting the termination of the complainant’s special pay.

**[]** Complainant’s response to the termination of her special pay.

**[]** Pertinent regulatory guidelines and local policies and procedures used to determine that complainant’s fellowship was not creditable towards the physician’s special pay entitlement and concerning Special Pay Administration in effect at the time in question issue.

**[]** List of employee’s in complainant’s service that have had special pay terminated during the two year period prior to the action in question, identified by name, EEO category(s), date special pay terminated, reason for termination, and name and EEO category of management official who terminated special pay.

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)