**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**

**Time and Attendance**

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

**[]** Statistical breakdown of the organizational unit 1where 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 data on leave use by employee’s in complainant’s section who are subordinates of the Responding Management Official (RMO) going back two years from the date of the action as follows:

If time and attendance issue relates to a disciplinary action:

**[]** For the two year period prior to the action in question, provide name, position  (title, series, and grade), and EEO category(s) of employee(s) affected, action  taken based on leave use, date of action, and name position, and EEO  category(s) of the agency official(s) who initiated the action.

If time and attendance issue is **not** related to a disciplinary action:

**[]** For the two year period prior to the action in question, provide name, position  (title, series, and grade), and EEO category(s) of employee(s) who requested  leave, if the leave was granted or denied, reason for leave denial and name,  position, and EEO category(s) of the agency official(s) effecting the decision.  Complainant’s leave request(s) as well as leave requests for comparable  employees.

**[]** Documentation of any counseling provided concerning complainant’s leave usage or  leave usage pattern for complainant and subordinate employees comparable to  complainant.

**[]** Complainant’s time and attendance or leave records for the two-year period prior to the action in question.

**[]** Pertinent regulatory guidelines and local policies and procedures concerning leave  administration in effect at the time of the action in question.

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