**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**

**Violation of Equal Pay Act**

**[]** Organizational chart for the organizational unit where complainant was assigned at the time the action occurred.

**[]** Breakdown of organizational unit1 to which the complainant was assigned 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.

**[]** Position descriptions and/or functional statements for complainant and employee(s)  alleged to be receiving higher pay, identified by name, sex, salary, and date that other employee(s) began receiving higher pay.

**[]** Request for Personnel Actions SF 52 (both sides) and SF 50 for initial appointment of  complainant and other employee(s) alleged to be receiving higher pay for the position in question.

**[]** Complainant’s request, if submitted in writing, concerning the action at issue.

**[]** Management’s denial of request, if made in writing, with any supporting documents.

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