In reply refer to: 08

September 13, 2022

VIA: **(Delivery Method)**

Department of Veterans Affairs

Office of Employment Discrimination

Complaint Adjudication (00D)

810 Vermont Ave., NW

Washington, DC 20420

**SUBJECT: Referral of Complaint for Final Agency Decision** **for firstname lastname, Case No. govcdm\_name, Date Filed govcdm\_dateformalcomplaintfiled.**

1. We are referring this matter to your office for a FAD because: (select appropriate choice and delete the rest)

Complainant expressly requested a FAD in writing. ORM received complainant’s FAD request on **[date request received]**. Copies of the *Notice of* *Advisement of Rights* dated **[date of the notice]** and complainant’s FAD request are enclosed.

OR

The complaint is a **mixed case complaint**, and to the best of our knowledge, complainant has not filed an appeal with the Merit Systems Protection Board. We will notify you immediately if such an appeal is filed.

OR

Complainant waived the right to request a hearing by failing to respond within 30 days of receipt to the *Notice of* *Advisement of Rights* dated **[date of the notice]**.

According to our records, the notice and investigative file was delivered to complainant’s last known address on **[date]**. Copies of the *Notice of* *Advisement of Rights* dated **[date of the notice]** and documentation establishing the delivery date are enclosed.

**OR**

Although we do not have documentation establishing the delivery date, we contacted complainant who confirmed to us **[in writing]** **[over the telephone]** **[in person]** that he or she received the notice and investigative file **[on]** **[or about] [date]** and did not respond to the notice. **[The complainant’s written confirmation of receipt] [A memo outlining the substance of our conversation with the complainant concerning this matter]** along with a copy of the *Notice of* *Advisement of Rights* dated **[date of the notice]** are enclosed.

OR

**[An EEOC administrative judge] [An MSPB administrative judge]** has remanded this matter to the Department for issuance of a FAD. Documentation pertaining to the remand is enclosed.

OR

**Other (specify)**

2. ***[Include here any comments about this case you feel OEDCA should be aware of. For example, if you are referring part of the complaint to an AJ for a hearing on a nonmixed case matter, and part of it to OEDCA for a decision on a mixed case matter, mention that here rather than in the first or second paragraph so that OEDCA’s intake clerks are not confused about why you are sending them the file.] Change paragraph numbers below accordingly if this paragraph is not used.***

2. or 3. We will notify you immediately if the matter is settled, if complainant withdraws the complaint(s), if complainant files a civil action that appears to raise some or all of the matter(s) alleged in this complaint, or if we learn that complainant requested a hearing without notifying us of that fact.

3. or 4. Questions concerning this referral should be directed to: firstname lastname, ORDMI Case Manager at address1\_telephone1 and internalemailaddress.We have advised complainant of this referral by copy of this letter. **You are *strongly encouraged* to use email to submit correspondence and/or documents to ORMDI.**

Sincerely,

firstname lastname

District Manager

cc: firstname lastname, emailaddress3

Director (00) and email