In reply refer to: 08

January 29, 2024

VIA: **(Delivery Method)** emailaddress3

govcdm\_firstname govcdm\_lastname

govcdm\_address1\_line1 govcdm\_address1\_line2

govcdm\_address1\_city, govcdm\_address1statepicklist govcdm\_address1\_postalcode

**Subject:** **Subsequent Events and/or Instances of Alleged Discrimination**

Dear govcdm\_firstname govcdm\_lastname:

On **(DATE)**, you contacted the Office of Resolution Management, Diversity & Inclusion (ORMDI) to discuss events that you say occurred after the filing of your initial complaint. Equal Employment Opportunity Commission (EEOC) regulations 29 C.F.R. §1614.106(d) permit a complainant to amend a pending complaint.

However, there is an established procedure to determine the manner in which subsequent incidents, such as those that you described, should be processed. Depending upon the nature of the incidents you raise, they will be handled in one of three ways:

1. They may be added to the pending complaint and processed without the need to amend the complaint.
2. If the incidents raise a claim different from the claim accepted in the pending complaint and if this new claim is “like or related” to the pending complaint, the original complaint will be amended, and both claims will be processed together; or
3. If the subsequent events raise a new claim that is not “like or related” to the pending complaint, then it will be processed as a separate complaint and you will be referred to an EEO Counselor.

In order for ORMDI to evaluate which alternative is appropriate for the matters that you now raise, EEOC procedures require you to submit a letter to this office, describing the new incidents and indicating that you wish to amend your pending complaint to include these new incidents. We will then review your request, determine the appropriate procedures for processing, and notify you in writing of our determination.

You must submit a written description of the incident(s) in question within five days of your receipt of this letter. You may transmit your response via facsimile at (xxx) xxx-xxxx or **email** internalemailaddress Department of Veterans Affairs, ORMDI firstname lastname. Upon receipt and review of this information, we will notify you of our determination.

Please be advised that if a referral to an EEO Counselor is the outcome, this office will automatically assign you to an EEO Counselor. Furthermore, the date you initially contacted our office regarding these new incidents will be considered the date of initial contact for these subsequent events.

If you have any questions regarding this request, please contact me, at address1\_telephone1, internalemailaddress. **You are *strongly encouraged* to use email to submit your correspondence and/or documents to ORMDI.**

Sincerely,

firstname lastname

Case Manager