In reply refer to: 08

November 30, 2022

VIA: **(Delivery Method)**

**(EEO Program Manager)**

**(Address)**

**(Email)**

**SUBJECT: Notice of Investigation of EEO Complaint filed by firstname lastname, EEO Case No. govcdm\_name.**

Suspense Date: **(Due Date)**

Dear **(EEO Program Manager)**:

1. I have been assigned to investigate the subject complaint. Testimony will be obtained via witness statements under oath or affirmation or by the use of affidavits under penalty of perjury as authorized by 28 U.S.C. 1746. Witnesses will be contacted by telephone and/or email to obtain affidavits.

2. The accepted claim(s) is(are) as follows: **(Insert Claims here)**

3. My role as an ORMDI EEO Investigator is to serve as an impartial fact-finder, to gather evidence related to the claims accepted for investigation, and to prepare a report of investigation.

4. In accordance with 29 CFR 1614.108, I am authorized to administer oaths and to investigate all aspects of this discrimination complaint. I am authorized to identify and require the production of pertinent testimonial and documentary evidence, to require all employees of the agency to cooperate in the investigation, and to require any agency employee having any knowledge of the matter(s) at issue to furnish testimony under oath or affirmation or to submit an affidavit under penalty of perjury without a pledge of confidentiality.

5. I intend to contact the following individuals to obtain their statements:

1. firstname lastname
2. **(RMO 1)**
3. **(RMO 2)**
4. **(RMO 3)**
5. **(Witness 1)**
6. **(SME 1)**

6. I currently possess contact information for: **(NAMES)**. Please provide me with contact information (telephone number and email) for the other individuals no later than the suspense date identified above. I will contact these individuals directly to arrange their participation in this investigation.

7. I require the services of a Subject Matter Expert with knowledge of the facility’s **(PROCESS AT ISSUE)**. Please provide me with the contact information for this individual no later than no later than the suspense date identified above. **OR** At this time, the services of a Subject Matter Expert are not required.  If this changes, I will notify you immediately.

8. I have not received the documents requested at the time of the acceptance of this complaint. Please provide the following documents to me as soon as possible: (**LIST ALL MISSING DOCUMENTS**). **OR** I have received the documents requested and I thank you for your prompt response.

9. If you have any questions or need assistance, please contact me at **(Investigator’s telephone)** address1\_telephone3 or by email at **(Investigator’s email address)**.

10. Thank you for your assistance regarding the investigation of this formal EEO complaint.

Sincerely,

firstname lastname

EEO Investigator

Enclosure: Participant’s Guide to EEO Complaint Investigations