**EEO Complaint filed by** **firstname lastname**

**EEO Case No.** **govcdm\_name**

**Table of Contents**

**A. ORMDI Guidance for Index and Investigative File:**

1. **Structure: The Index to the Investigative File should follow the EEO-MD-110 groupings (Chapter 6) and headings and should list all important documents referenced in the Summary. See EEO-MD-110, Chapter 6, Part VIII, Paragraph E.**
2. **Usefulness of Entries: The description of each Section in the Index should enable the reader to access the most significant documents quickly. Each entry will be in sufficient detail that the content of the exhibit is clear.**
3. **Sub-Sections: When there are important documents within a Section, the Index should list the most important ones on separate lines under the Section labeling them as 7-1.1, 7-1.2, etc.**
4. **Source of Evidence: It is important that the source of the document or data be clear to the reader. In most instances, it will be self-evident (e.g., affidavits and memoranda).** 
   1. **When the source is not clear, identify it in the title, e.g., “Documents provided by complainant on DATE.”**
   2. **With respect to items received in response to ORMDI’s data request, it is often a good practice to exhibit the agency’s response (the documents provided along with the agency’s transmittal memo) within a single exhibit and list the various items provided labeling them as 7-1.1, 7-1.2., etc. This avoids the necessity for identifying the facility source for separate exhibits and the confusion sometimes caused by separating the facility’s transmittal memo from the documents it has transmitted.**
5. **Retain Evidence With Affidavit: When a participant references a particular document in their affidavit, include that document(s) immediately after the affidavit, in the same Section as the Affidavit (even if it is a duplicate document).**
6. **Headings: Some Sections may contain many documents and a summary description may suffice (e.g., “Counseling statements issued to complainant – 2018 to present”), while other situations would be better served by providing a brief title to the Section/Sub-Section (e.g., “Selection Panel Records”) and then listing the more significant documents that the reader may want to access quickly (e.g., “Instructions provided to Panel,” “Evaluation Criteria used by Panel,” “Scores Assigned by Panel,” etc.).**
7. **Numbering of Investigative File: Any page numbers entered on the final Investigative File should start at “1”, so that the page number shown in the PDF ribbon is the same as the number on the numbered page. See EEO-MD-110, Chapter 9, IV, G.**

**Section**

1. **Formal Complaint**
2. Formal Complaint
3. Investigator Assignment Letter
4. Extension Letters
5. **EEO Counselor’s Report**
6. Counselor’s Report
7. Attachments to Counselor’s Report/Informal Documents Reviewed
8. Counseling Letters (Notice of Right and Responsibilities, Notice of Right to File, etc)
9. **Procedural Review**
10. Notice of Accepted and Partially Dismissed Issues, dated XXX
11. Amendment dated XXX
12. **Settlement Agreements**
13. Reserved (if no agreements placed into Investigative File)
14. **Appellate Activity/Decisions Affecting Complaint Processing**
15. Reserved (if no appellate placed into Investigative File)
16. **Investigation Summary**
17. **Evidence**
18. Affidavit of Complainant
19. Attachments to Complainant’s Affidavit
20. Complainant’s Rebuttal to Responsible Management Officials (RMO)
21. Attachments to Complainant’s Rebuttal
22. Affidavit of RMO 1
23. Attachments to RMO 1’s Affidavit
24. Affidavit of RMO 2
25. Attachments to RMO 2’s Affidavit
26. Documents Submitted by Facility (Example, VAMC, New Orleans), DATE
27. Example, Organization Chart
28. Example, Position Description
29. Investigator’s Declaration
    1. Example, emails with witnesses.
30. Miscellaneous Processing Documents
    1. Example, emails about evidence or testimony.
31. **Pre-Hearing Submissions**
32. Reserved (if no pre-hearing submissions placed into Investigative File)
33. **Administrative Hearing Submissions**
34. Reserved (if no administrative hearing submissions placed into Investigative File)
35. **Administrative Judge Decision**
36. Reserved (if no decision placed into Investigative File)
37. **Final Agency Action**
38. Reserved (if no final agency action placed into Investigative File)
39. **Miscellaneous Material**
40. Reserved