

## IDENTIFICATION OF WITNESSES FORM

SUBMIT COMPLETED FORM TO: [IRD.INTAKE@CPMS.OSD.MIL](mailto:IRD.INTAKE@CPMS.OSD.MIL) or fax to (916) 498-6527

From:

\_\_\_\_\_  
Name of Agency Representative, Complainant and/or Complainant's Representative

Agency Docket Number:

(This form should only be used to submit witnesses for open/active formal complaints pending investigation. If you are a Complainant and do not have an open case, please contact your local EEO Office for guidance.)

**1a. First Proposed Witness's Name (Last, First):**

1b. Witness's Job Title:

1c. Witness's Organization and Duty Station or Location:

1d. Witness's Contact Information:

Commercial telephone number (including area code):

Email address:

Mailing address:

1e. Brief explanation of the testimony this witness is expected to provide regarding the claim(s) accepted for investigation. (For example, the witness was involved in the action at issue, was present when the events at issue occurred, or can provide a first-hand account of similar disparate treatment or hostile work environment.):

**2a. Second Proposed Witness's Name (Last, First):**

2b. Witness's Job Title:

2c. Witness's Organization and Duty Station or Location:

2d. Witness's Contact Information:

Commercial telephone number (including area code):

Email address:

Mailing address:

2e. Brief explanation of the testimony this witness is expected to provide regarding the claim(s) accepted for investigation:

**3a. (Continue to list your proposed witnesses in the above format using additional sheets.)**

*(The investigator assigned to investigate the complaint will use the information you provide to determine whether or not the proposed witness(es) has (have) testimony to provide that is relevant and material to the accepted claim(s). Therefore, it is important that you include all the information listed above for each witness you propose. And, because the investigator may not be able to interview all the witnesses you propose, it is important that you list them in priority order. Thank you in advance for your adherence to this guidance.)*