

## Request for Investigation Form

Agency Docket Number \_\_\_\_\_

Date Formal Complaint Filed \_\_\_\_\_

Activity Against \_\_\_\_\_

Complainant's Activity \_\_\_\_\_

Investigation Location if different than Activity Against \_\_\_\_\_

Date IMPAC Payment Posted and Confirmation Number \_\_\_\_\_

Card Holder Name/Phone/Email address \_\_\_\_\_

### Complainant's Information

Complainant's Name \_\_\_\_\_

Complainant's Representative \_\_\_\_\_

Work Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Address (Home/Work – whichever is preferable to receive correspondence) \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

### Agency Representative Information

### EEO Point of Contact Information

Agency Representative \_\_\_\_\_

EEO Point of Contact \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Basis/Issue(s): See attached Notice of Acceptance.

Case File Attached    Y            N            (See [www.cpms.osd.mil/ird](http://www.cpms.osd.mil/ird) for Recommended Data Submissions)

Remand:                Y            N            E-Processing:    Y            N            Mixed Case:    Y            N

Priority Processing:

Request priority processing under IRD's efficiencies. The following information is provided:

- The parties are available for investigation during any one of these three dates:

\_\_\_\_\_

- Reason for the priority request: \_\_\_\_\_

- Documents outlined at the IRD Website for the accepted claim accompany this request for investigation.

- Email addresses and phone numbers for the parties to the complaint are included above

Remarks or Special Instructions:

Attachment:

As stated

Copy furnished (w/o atch)

Complainant

Complainant's Representative

Agency Representative

Management Representative