

**SUGGESTED ORDER OF FORMAL EEO COMPLAINT FILE SUBMITTED TO IRD**

1. Request for Investigation Form
2. Formal Complaint + documents submitted by complainant and, if any, complainant's request(s) to amend
3. Counselor's Report + documents generated in the informal inquiry
4. Notice of Rights and Responsibilities
5. Notice of Final Interview/Notice of Right to File
6. Notice of Receipt
7. Notice of Acceptance (and, if any, Agency documents related to clarification of claim and/or acceptance letter for amendments)
8. Documents related to attempts at informal resolution
9. EEOC/MSPB Decisions + Attachments
10. Data/Documentation/Evidence
11. Miscellaneous material/documents/correspondence