

## APPENDIX A-10: INVESTIGATIVE REPORT

(Name of complainant) v. (CMS #)

(Name of contractor)

1. **Basis:** Insert one or more as appropriate: Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
2. **Contractor:** Insert the company name and address, the name of contractor's representative and that individual's contact telephone number.
3. **Contract Coverage:** Insert the contract number, agency name, date of award, duration of contract period, and place of performance, and attach copy of the contract.
4. **On-site Investigation:** Insert the date or dates.

### For Each Allegation:

5. **Allegation(s):** Provide a statement of the allegation(s) under OFCCP's authority based on what the complainant alleged happened to him/her. Include the circumstances of the action as the complainant expressed them in the complaint and in the interview.
6. **Issue(s):** Identify the alleged discriminatory action(s) which gave rise to the complaint and the applicable regulatory citations.
7. **Rebuttal:** Include the contractor's explanation of what happened and why it happened, including the circumstances of the action.
8. **Findings of Fact:**
  - a. Provide a description of contractor's relevant personnel policies and practices, and relevant union rules. Reference case file location of copies;
  - b. Provide the results of review of documentary evidence and records. Reference case file location of copies;
  - c. Summarize the relevant facts obtained from interviews of contractor officials. Reference case file location of interview notes; and
  - d. Summarize the relevant facts obtained from interviews of other witnesses. Reference the case file location of interview notes.
9. **Analysis:** Provide an explanation of how and why the findings of fact confirm or refute the allegations.
10. **Conclusion:** Insert a statement as to whether the contractor has or has not committed a violation. Include a citation to the appropriate regulation.
11. **Remedy:** Use this section when a violation by the contractor is found to:
  - a. Describe all the remedies the complainant should receive; and
  - b. Describe the corrective actions the contractor must take regarding its policies and practices.