



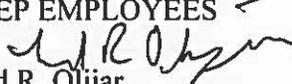
Director

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

October 1, 2020

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:


Leonard R. Olijar
Director

SUBJECT:

Responsibility for Timely Cooperation in the Equal Employment
Opportunity Complaint Process

This memorandum is to inform you that all Bureau of Engraving and Printing (BEP/Bureau) employees are required to cooperate in the Equal Employment Opportunity (EEO) complaint and investigative process in a timely manner. If you have been identified as having relevant information and/or material to an EEO complaint, you are required to provide that information during the EEO complaint and/or investigative process. Your required cooperation may include but is not limited to providing sworn testimony, documentation, and/or signed sworn written affidavits in connection with the EEO investigation. Further, as part of the EEO process, you must take active steps to preserve all documents relevant to the complaint.

Timeliness is very important in the EEO complaint process. Failure to provide the information requested within the time set by the investigator could cause the Bureau to be untimely in completing the investigation. Moreover, as a BEP employee, failure to cooperate in the EEO process could subject you to disciplinary action. If the information or documentation requested is not readily available, then you must inform the investigator when it will be available or provide the name of the individual who will be able to provide it.

The EEO complaint process, including the investigation is a confidential matter. You should only discuss the EEO complaint and investigation with individuals who have a need-to-know. All documents and information relevant to the complaint must also be kept confidential in files separate from official personnel files and stored in a locked cabinet.

The Office of Equal Opportunity and Diversity Management (OEODM) is responsible for ensuring timely submission of all information and/or documentation upon request and without delay. Any questions may be directed to OEODM, 202-874-3460, Washington, DC Facility and 817-847-3900 or 817-847-3950, Western Currency Facility.