



Director

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

October 1, 2021

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar
Director

A handwritten signature in blue ink that reads "L R Olijar".

SUBJECT:

Responsibility to Cooperate in Equal Employment Opportunity
Complaint Processing

It is the Bureau of Engraving and Printing's (BEP) policy to provide for a fair, impartial and timely processing of Equal Employment Opportunity (EEO) complaints in accordance with Title 29 Code of Federal Regulations Part 1614, the Equal Employment Opportunity Commission Management Directive 110, and other applicable EEO laws and regulations.

All BEP employees are required to provide their complete and timely cooperation with EEO counselors, investigators and other BEP and Department of the Treasury officials designated to process EEO complaints. If you have been identified as having relevant information and/or material to an EEO complaint, you are required to provide that information. Your required cooperation may include, but is not limited to providing sworn testimony, documentation, and/or signed sworn written affidavits. Furthermore, you must take active steps to preserve all documents relevant to the complaint.

Timeliness is vital in the EEO complaint process. Consequently, your failure to provide the information requested and/or respond to requests for interviews in a timely manner could potentially cause delays and result in sanctions against BEP. Moreover, as a BEP employee, failure to cooperate in the EEO process could be subject to disciplinary action. If the information or documentation requested is not readily available, you must inform the Office of Equal Opportunity and Diversity Management (OEODM), investigator or the requesting party when it will be available or provide the name of the individual who may be able to provide it.

The EEO complaint process is a confidential matter. You should not discuss your participation and information you provided with individuals who do not 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.

OEODM is responsible for ensuring timely processing and coordination of EEO complaints. All questions regarding the EEO complaints process should be directed to OEODM by phone: 202-874-3460, TTY: 202-874-4931 or email: OEODM@bep.gov.