



Director

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

June 11, 2024

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Patricia S. Collins
Director

Patricia S.
Collins

Digitally signed by Patricia S.
Collins
Date: 2024.06.11 13:45:21
-04'00'

SUBJECT: Responsibility to Cooperate in the Equal Employment
Opportunity Complaint Process

It is the Bureau of Engraving and Printing's (BEP) policy for a fair, impartial, and timely processing of Equal Employment Opportunity (EEO) complaints in accordance with 29 C.F. R., 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 subject you to disciplinary action. If the information 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 or information you provided with individuals who do not have a need-to-know, including individuals who are witnesses in the complaint process. 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 at OEODM@bep.gov or by phone 202-874-3460. For deaf and hard of hearing individuals, call (202) 874-3460, using the Federal Communications Commission Telecommunications Relay Service program by dialing 711.