



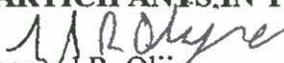
DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

DIRECTOR

February 13, 2017

**MEMORANDUM FOR PARTICIPANTS IN THE EEO COMPLAINT PROCESS**

**FROM:**

  
Leonard R. Olijar  
Director

**SUBJECT:**

Responsibility for Timely Cooperating in the EEO Complaint Process

The purpose of this memorandum is to remind you that all federal employees identified as witnesses are required to cooperate in the EEO complaint investigative process in a timely manner. You have been identified as having information that is relevant and material to an EEO complaint, and you are an important part of the investigative process. Your obligation may include 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 fail to timely complete the investigation. This may result in an adverse inference by a decision maker. What this means is that if you do not cooperate with the investigation, the decision maker may assume that the testimony or documents that you failed to provide would have reflected unfavorably on one of the parties. For example, the failure of a management witness to provide an affidavit may result in an assumption by the decision maker that this missing testimony would have supported the complainant's claim of discrimination. This assumption may result in a finding that the complainant was the victim of discrimination and is entitled to relief. If the information and/or documentation requested is not readily available, then you should inform the investigator when it will be available or provide the name of the individual who will be able to provide it.

It is your responsibility to actively and promptly participate in the EEO process to ensure regulatory deadlines are met. Moreover, as a BEP employee, you need to be aware that your failure to cooperate in the EEO process could subject you to disciplinary action.

An EEO investigation is a confidential matter. You should only discuss the EEO complaint and investigation with individuals who have a need to know. You also should be mindful that EEO laws protect employees participating in the EEO process from retaliation. This includes you as a witness, as well as the complainant.

We rely on you to provide testimony and/or documentation upon request and without delay. We expect you to notify the investigator of any unexpected emergency that will prevent you from meeting the timeframe for response. Thank you for expeditiously meeting your obligation to cooperate in the EEO complaint investigation process.