

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 08/29/2013)

Sample Notification of EEO Program Evaluation Memorandum

The following is a sample transmittal memorandum notifying the region of the scheduled program evaluation. The bolded terms indicate information that must be customized for each memorandum.

Mail Code

ADM-

MEMORANDUM

To: Regional Director, (**Region**)

From: Chief, Civil Rights Division (**Name**)

Subject: Equal Employment Opportunity (EEO) Pre-complaint Program Evaluation

An on-site pre-complaint program evaluation is scheduled for (**Insert Date**). The evaluation is designed to determine compliance with various EEO requirements and regulations, and what steps are needed, if any, to assist your region in improving its pre-complaint program. An entrance conference is scheduled on (**Date & Time**). The purpose of the entrance conference is to give you an overview of the methodology and scope of the evaluation and to address questions you may have prior to the start of the evaluation. The program evaluation team (Team) consists of (**Name of Team Lead and Team Members**).

The program evaluation will focus on the pre-complaint program, specifically on the following areas: 1) Management Directive 110, 2) Management Directive 715 specifically to EEO complaints processing, 3) Alternative Dispute Resolution, 4) Training, 5) On-site Inspections, and 6) Employee Interviews. In addition, the evaluation will entail review of a sampling of open and closed informal complaint records for the past 12 months. An administrative and document request relevant to the evaluation will be sent to your regional EEO manager in the coming weeks.

Employees (i.e., directors, managers, supervisors, and employees) will be randomly selected for interviews scheduled and conducted by the Team. Please notify employees, in writing, that they may receive an email from one of the Team members requesting an interview. Interview information collected will help correlate, identify, and explain EEO program policies, employee awareness of the EEO complaints program, and provide other useful information regarding perceptions of the equal opportunity climate of the organization. The interviews will be conducted individually, in private, and last approximately 30-45 minutes.

I would like to emphasize that my staff and I are available to assist you at all times in accomplishing the mutual goal of continuously improving Reclamation's EEO program. I appreciate your support, interest, and assistance in this effort. Please call me if you have questions. We look forward to working with you and your staff in making this program evaluation a success.