

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 08/29/2013)*

## Sample Administrative Request Memorandum

The following is a sample transmittal memorandum to the regional EEO manager requesting administrative requirements for the pre-complaint program evaluation. The bolded terms indicate information that must be customized for each memorandum.

Mail Code  
ADM-

### MEMORANDUM

To: Regional EEO Manager, (**Region**)

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

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

The Civil Rights Division will conduct a program evaluation of the pre-complaint processing program in your region on (**Date**). The purpose of the program evaluation is to identify program strengths as well as program areas that need improvement. The program evaluation team will consist of (**Name of Team Lead and Team Members**).

Per Temporary Reclamation Manual Release, *Equal Employment Opportunity (EEO) Pre-complaint Program Evaluations* (CRM TRMR-xx), regional EEO managers have been designated to serve as point-of-contact (POC) for program evaluations. The team lead will work closely with the POC throughout the program evaluation to ensure the program evaluation team (Team) has what they need to complete the evaluation in an expeditious manner. The Team requests two conference rooms be reserved; one for the Team and one for employee interviews. Please ensure both conference rooms have telephone capability and that the conference room for the Team includes Internet access. The Team will also need access to a copy machine. If not already completed, please work with the Team lead in scheduling and/or confirming the entrance and exit conference dates with your regional director.

The team lead, under a separate email request, will provide you with a list of documents required for the program evaluation along with a due date. The documents will help the Team prepare as well as help you to gather materials necessary for the program evaluation. The list of requested documents is not all inclusive and does not preclude the Team from requesting additional documents, if necessary.

If you have any questions, please do not hesitate to contact me. We look forward to working with you and making this program evaluation a success.