



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240



SEP 22 2000

EQUAL OPPORTUNITY DIRECTIVE NUMBER 2000-23

TO: Bureau and Office Heads
Bureau Equal Opportunity Officers

FROM: E. Melodee Stith, Director *E. Melodee Stith*
Office for Equal Opportunity

SUBJECT: *Executive Order 13166* - Improving Access to Services for Persons
with Limited English Proficiency in Federally Conducted and
Federally Assisted Programs and Activities

OFFICIAL FILE WASHINGTON		DATE DUE <i>Oct 26 2000</i>	
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		<i>W-1125</i>	PRJ <i>GF</i>
			CLASS <i>B111-5.20</i>
		FILES <i>W-1125</i>	W-11-M
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The United States is home to millions of individuals who are limited in English proficiency (LEP). That is, they cannot speak, read, write or understand the English language at a level that permits them to participate effectively and meaningfully in programs, activities, and services that are made available by the Federal government. To ensure that LEP persons effectively participate in and benefit from these programs and activities the President issued the subject Executive Order on August 11, 2000, (See Attachment, pages 50121 - 50122). The purpose of the Executive Order is to eliminate, to the maximum extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in federally conducted and federally assisted programs and activities. The Executive Order requires Federal agencies, such as the Department of the Interior (DOI), to examine the services they provide and develop and implement a system to provide those services so that LEP persons can have meaningful access, but without unduly burdening the fundamental mission of the agency.

The Executive Order is divided into two categories applicable to Federal agencies: (1) Federally Conducted Programs and Activities; and (2) Federally Assisted Programs and Activities. The Department must submit a plan concerning its federally conducted programs and activities and must submit guidance concerning its federally assisted programs and activities.

To ensure Department-wide compliance and to effectuate a consistent response, each office or bureau is directed to provide appropriate documentation concerning its federally conducted programs and its federally assisted programs to the Departmental Office for Equal Opportunity (OEO) no later than November 1, 2000. The following two subsections describe what must be included in the respective documents.

A. **Federally Conducted Programs and Activities.** Each bureau or office must develop a plan for making its programs, activities, and services accessible to LEP persons. The plan must be consistent with the Department of Justice's LEP Guidance (See Attachment, pages 50123 - 50125). The plan must also include steps for ensuring that LEP persons have meaningful access to each federally conducted program or activity operated by your bureau or office. Examples of federally conducted DOI programs, activities, and services that should be covered in your plan and which must be made accessible to LEP persons include but are not limited to the following: (1) telephone information lines (including "hot lines"); (2) publications and materials describing the availability of programs and services; (3) park, recreation, and historic interpretation services and materials; (4) law enforcement programs and services; (5) signage and other outreach materials; (6) information technology (including websites); (7) education programs; and (8) public outreach programs.

B. **Federally Assisted Programs and Activities.** For those bureaus and offices that administer Federal financial assistance programs they must also provide specific LEP guidance for their recipients. It is suggested that the guidance be developed in the context of the particular type of program that is operated by your bureau or office, i.e., park and recreation, law enforcement, water and power, hunting and fishing, historic preservation, hunter safety education, etc. This guidance should be tailored to your bureau or office. Moreover, the standards established in the Department of Justice's LEP Guidance should be used as an index in formulating specific review criteria for determining whether or not LEP persons are being effectively served in programs or activities receiving Federal financial assistance from your bureau or office. All guidance developed in this area will be subject to review by the Departmental OEO and the Civil Rights Division of the Department of Justice.

Please note that this policy directive does not create any new obligations, rather it clarifies existing civil rights policies.

ATTACHMENT

DISTRIBUTION: Bureau/Office Heads
Bureau Equal Opportunity Officers

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