



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240



FEB 04 2010

EQUAL OPPORTUNITY DIRECTIVE

To: All Bureau of Indian Affairs (BIA) Employees
All Bureau of Indian Education (BIE) Employees

From: Jerry Gidner
Director, Bureau of Indian Affairs

for Kevin Skenandore, Interim Director
Bureau of Indian Education

Jerry Gidner
Kevin Skenandore

Subject: Procedures for BIA and BIE Employees to File a Complaint of Discrimination

This Directive provides guidance on the procedures BIA and BIE employees should use to file a complaint of discrimination.

Under the current procedure, BIA and BIE employees contact any collateral duty Equal Employment Opportunity (EEO) counselor, EEO Manager or EEO Point of Contact to initiate the process. This current procedure does not allow for an accurate accounting and timely adjudication of the complaints within BIA and BIE. Further, the current procedure does not provide the best service to our employees.

Therefore, effective immediately, BIA and BIE employees, former employees, and applicants for employment should seek EEO counseling and or direct all inquiries regarding the EEO process to the BIA Office of Equal Employment Opportunity and Civil Rights Programs (EEOCP) at 2051 Mercator Drive, Reston, VA 20191 or by phone at (703) 390-6401. The EEOCP office staff will obtain the necessary information to timely counsel and process complaints of discrimination brought to the EEOCP within 45 days of the date of discrimination. In the short term, our EEO staff will be assisted by contractors to ensure timely processing of EEO complaints.

BIA and BIE employees, former employees, and applicants for employment with BIA or BIE may contact the BIA Office of Equal Employment Opportunity and Civil Rights Programs if they believe they have been subjected to discrimination based on race, color, religion, sex (including sexual harassment), national origin, age (40 or over), physical or mental disability, and/or reprisal because of one's involvement in prior EEO activity.

If you need additional information regarding the discrimination complaint process or want to discuss an employment issue, contact the BIA Office of Equal Employment Opportunity and Civil Rights Programs at (703) 390-6401.