



U.S. Immigration
and Customs
Enforcement

APR 4 2008

MEMORANDUM FOR: All ICE Employees

FROM: Julie L. Myers *JLM*
Assistant Secretary

SUBJECT: Cooperation with the Equal Employment Opportunity Process

U.S. Immigration and Customs Enforcement (ICE) is committed to providing prompt, fair, and impartial processing of equal employment opportunity (EEO) informal and formal complaints. In accordance with the U.S. Equal Employment Opportunity Commission (EEOC) regulations, orders, and other written instructions, it is the policy of ICE to comply with established time frames for processing allegations of discrimination.

Our goal at ICE is to resolve workplace disputes at the lowest level possible within the least amount of time. ICE employees can assist in accomplishing this goal by fully cooperating and responding to EEO personnel in the processing and resolution of pre-complaint matters and complaints; cooperating with EEO counselors and investigators; providing requested documents; and by complying with EEO written requests, orders, and settlement agreements as quickly as possible.

Compliance with the EEO process ensures that informal and formal complaints are processed expeditiously. Expeditious compliance will avoid unnecessary and time-consuming processes that may hinder the prompt investigation of EEO complaints and result in additional cost to the agency.

I expect all ICE personnel, particularly managers and supervisors, to fully cooperate with the EEO process. For more information about the EEO complaint process, please contact the Office of EEO at (202) 732-(b) (7)(E).