



U. S. Department of Justice

Civil Rights Division

Office of the Assistant Attorney General

Washington, D.C. 20530

APR 12 2002

MEMORANDUM FOR GENERAL COUNSELS OR AGENCY HEADS/
CIVIL RIGHTS DIRECTORS

FROM: Ralph F. Boyd, Jr. 
Assistant Attorney General
Civil Rights Division

SUBJECT: Executive Order 13160

I am writing with regard to Executive Order 13160, "Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs." This Executive Order was issued on June 23, 2000, and a Guidance Document entitled "Ensuring Equal Opportunity in Federally Conducted Education and Training Programs" was published in the *Federal Register* on January 18, 2001. Copies of both documents are attached for your convenience.

I would like to take this opportunity to remind you that the Executive Order and the Guidance Document require all federal departments and agencies to develop appropriate outreach materials and to establish procedures for receiving and addressing complaints.

In addition, the Executive Order contains a mandatory agency reporting requirement. Pursuant to §6-601 of the Executive Order, each federal agency and department must submit to the Attorney General reports summarizing the number, nature, and disposition of Executive Order 13160 complaints. More specifically, the Executive Order states that, for the first three years following the issuance of the Order, such reports are to be submitted annually within 90 days of the preceding year's activities. Since the Guidance Document was issued in January of 2001, and 2001 was the first full calendar year

following issuance of the Executive Order, all agency reports should have been submitted to the Department of Justice by March 31, 2002.

If your agency has not already filed an Executive Order 13160 complaint report, please complete the attached form and submit your agency's report to:

Coordination and Review Section - NYA
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

Please note that, for this first reporting period, you should include information regarding all complaint activity from the date the Executive Order was issued in June of 2000 until December 31, 2001. This will ensure that the Division has a complete record of all complaints filed under the Executive Order (although I recognize that it is unlikely that any complaints were filed prior to the issuance of the Guidance Document in January of 2001). For all future reports, each calendar year will be deemed to constitute a single year's worth of complaint activity.

If you have any questions regarding the completion of the complaint report form or any other matters related to the Executive Order or the Guidance Document, please feel free to contact Ms. Merrily A. Friedlander, Coordination and Review Section Chief, or Ms. Beth Pincus, staff attorney, at (202) 307-2222.

Thank you for your attention to these important matters. I look forward to continuing to work with your agency in ensuring compliance with the Executive Order and providing equal opportunity in all federally conducted education and training programs.

Enclosures