

EDO Principal Correspondence Control

FROM: DUE: / / EDO CONTROL: G20010031
DOC DT: 01/17/01
FINAL REPLY:

Bill Lann Lee
U.S. Department of Justice

TO:

Agency Heads

FOR SIGNATURE OF : ** GRN ** CRC NO: 01-0052

DESC: ROUTING:

E.O. 13160 -- Nondiscrimination on the Basis of
Race, Sex, Color, National Origin, Disability,
Religion, Age, Sexual Orientation, and Status of
a Parent in Federally Conducted Education and
Training Programs

Travers
Paperiello
Miraglia
Norry
Craig
Burns
Little, SBCR
Cyr, OGC

DATE: 01/24/01

ASSIGNED TO: CONTACT:
HR Bird

SPECIAL INSTRUCTIONS OR REMARKS:

For Appropriate Action.

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E-RIDS: SECY-017

EDO

**OFFICE OF THE SECRETARY
CORRESPONDENCE CONTROL TICKET**

Date Printed: Jan 23, 2001 08:57

PAPER NUMBER: LTR-01-0052 **LOGGING DATE:** 01/22/2001
ACTION OFFICE: EDO

AUTHOR: BILL LEE
AFFILIATION: DOJ
ADDRESSEE: AGENCY HEADS
SUBJECT: CONCERNS EXECUTIVE ORDER 13160 GUIDANCE DOCUMENT

ACTION: Appropriate
DISTRIBUTION: RF

LETTER DATE: 01/17/2001

ACKNOWLEDGED No

SPECIAL HANDLING: OCM #5092

NOTES: EDO to coordinate w/OGC

FILE LOCATION: ADAMS

DATE DUE: **DATE SIGNED:**

EDO --G20010031



U.S. Department of Justice

Civil Rights Division

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Office of the Assistant Attorney General

Washington, D.C. 20035

January 17, 2001

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES, GENERAL COUNSELS AND
CIVIL RIGHTS DIRECTORS

FROM: BILL LANN LEE
ASSISTANT ATTORNEY GENERAL

SUBJECT: Executive Order 13160 Guidance Document

As you know, on June 23, 2000, the President issued Executive Order 13160, entitled "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." As required under this Executive Order, the Department of Justice has developed a Guidance Document to assist all federal agencies in complying with these important equal opportunity mandates.

We are pleased to advise you that this Guidance Document, entitled "Ensuring Equal Opportunity in Federally Conducted Education and Training Programs," will be published in Part XIV of the *Federal Register* on January 18, 2001. This Guidance Document addresses a number of issues including the scope of covered programs, applicable legal principles, examples of discriminatory conduct, enforcement procedures, remedies, and reporting requirements for federal agencies. We hope that this Guidance Document will be helpful to you in implementing Executive Order 13160.

In addition, we would like to take this opportunity to remind you that, in order to comply with Executive Order 13160, each federal agency must establish procedures for receiving and addressing complaints within 90 days of publication of the Attorney General's Guidance Document. Recommendations for establishing such complaint procedures are outlined in the Guidance Document. The Guidance Document also addresses other agency obligations, including the development of appropriate outreach materials and agency reporting requirements.

If you have any questions regarding this letter or your agency's obligations under Executive Order 13160 and the Department's Guidance Document, please contact Merrily Friedlander, Section Chief, or Beth Pincus, Attorney, in the Civil Rights Division's Coordination and Review Section. They can be reached at (202) 307-2222. Thank you for your attention to these important matters.