



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

JUN 13 2006

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Payment for Equal Employment Opportunity (EEO) Investigations

By memorandum dated December 20, 1999 (attached), the Civilian Personnel Management Service (CPMS) implemented a \$250 "flat fee" billing procedure to offset CPMS Office of Complaint Investigations (OCI) travel when processing complaints of discrimination. The \$250 fee was established by averaging OCI travel costs over a period of several years and is used solely to offset travel expenses associated with resolving or investigating complaints.

Though travel costs have increased incrementally over the past six years, OCI has been successful in keeping expenses to a minimum by combining investigative trips and using electronic processing when possible. The requirement for increased travel to attempt to meet Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act requirements and recent increases in travel and per diem costs, however, have significantly impacted OCI's budget. From May 2005 through May 2006, OCI spent over \$817,000 on travel to settle or investigate almost 2,500 individual complaints of discrimination. The cost per case averaged \$327.75, or \$77.75 more per case, than the \$250.00 collected. These increases necessitate a corresponding increase in the flat fee.

Effective October 1, 2006, the fee for OCI processing complaints of discrimination will be \$325.00. Activities will continue to use the Government Purchase Card for payment. We know from experience that increases in costs are difficult to absorb, so we are attempting to provide you sufficient lead time to incorporate this increase into your FY 2007 budget. Please advise EEO offices and the appropriate financial offices of this change.

Questions regarding this increase should be addressed to Mr. Christopher Brown, Deputy Director of OCI, at (703) 696-4802, or e-mail Christopher.Brown@cpms.osd.mil.


Brad Bunn
Director

Attachment:
As stated