



United States Department of the Interior



FISH AND WILDLIFE SERVICE  
WASHINGTON, D.C. 20240

ADDRESS ONLY THE DIRECTOR,  
FISH AND WILDLIFE SERVICE

In Reply Refer To:  
FWS/OHR

OCT 6 1993

Memorandum

To: Service Directorate  
From: <sup>Deputy</sup> Director  
Subject: Complaints Processing

Beginning Fiscal Year 1994, costs incurred to process, investigate, and adjudicate Equal Employment Opportunity complaints will be charged directly to the Region or Program Area from which the complaint is filed. In efforts to reduce the costs of complaint processing, I encourage you to continue efforts to resolve complaints through Informal Resolutions or use of the Alternate Dispute Resolution Program.