



**Human Resources Issuance Manual
ISSUANCE NOTICE**

Chapter: 900-001

Transmittal Number: TN-04-01

Date: FEB 14 2005

Office: Office of Equal Opportunity and Diversity

Subject: Issuance of Equal Opportunity and Diversity Policy Statements

1. PURPOSE. To establish policy for communicating Treasury's commitment to equal opportunity (EEO) and diversity to the workforce.
2. SCOPE. The provisions contained herein apply to all Treasury Bureaus.
3. CANCELLATION. Not applicable.
4. EFFECTIVE DATE. This policy is effective with the date of this chapter.
5. REFERENCES.
 - A. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715, Section II. A (Effective October 1, 2003)
 - B. Instructions to Federal Agencies for EEOC MD 715, Section I, dated August 25, 2003
6. BACKGROUND. MD 715, effective October 1, 2003, provides policy guidance to Federal agencies for establishing and maintaining programs of equal opportunity under section 717 of Title VII and Section 501 of the Rehabilitation Act. The objective of MD 715 is to ensure that all employees and applicants for employment enjoy equality of opportunity in the Federal workplace. One component of MD 715 requires that agency heads issue a written policy statement expressing their commitment to equal employment opportunity (EEO) and a workplace free of discriminatory harassment. In addition, agency heads and other senior management officials may, at their discretion, issue similar statements when

important issues relating to EEO arise within their agency or when important developments in the law occur.

7. POLICY. Each Bureau Head shall issue a signed policy statement to all employees expressing the bureau's commitment to equal opportunity and diversity, and to a work environment free of discriminatory harassment. Treasury policy requires that the statement be issued no later than nine months after the start of the Bureau head's tenure. At a minimum, the Bureau Head's policy statement must incorporate the following principles:

- A. A work environment free from discriminatory personnel and management practices and policies for all employees and applicants for employment, regardless of race, religion, color, national origin, age, sex, sexual orientation, parental status, protected genetic information, and disability;
- B. A work environment free from harassment and reprisal; and
- C. Equal opportunity, without prohibited discrimination, to enable individuals to participate in, and receive benefits from, any program or activity funded by the Bureau.

8. RESPONSIBILITIES.

A. The Department shall:

(1) Issue the Secretary's EO and Diversity Policy to the Treasury workforce no later than nine months after the Secretary is appointed and annually thereafter; and

(2) Post the Secretary's EO and Diversity Policy Statement on the Department's Intranet site.

B. Each Bureau shall:

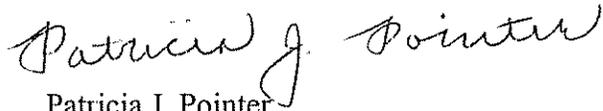
(1) Issue the Bureau Head's EO and Diversity Policy to the bureau workforce within nine months of the Bureau Head's appointment, and annually thereafter. The Bureau may choose an appropriate format for issuing the policy statement, as long as the equal opportunity principles described in MD 715 are clearly communicated;

(2) Implement procedures to ensure that both the Secretary's and Bureau Head's policy is provided to new employees during orientation, and to employees on promotion or reassignment to supervisory and managerial positions;

(3) Post both the Secretary's and Bureau Head's policy statement on the Bureau's Internet site, and in all human resources, EEO and diversity offices; and

(4) Implement procedures to ensure that the heads of subordinate reporting components communicate support of all Treasury and bureau EEO and diversity policies through the ranks. The Bureau may decide on appropriate methods for communicating support, consistent with the principles described in MD 715.

9. OFFICE OF PRIMARY INTEREST. The Office of Equal Opportunity and Diversity, Office of the Deputy Assistant Secretary for Human Resources and Chief Human Capital Officer.

A handwritten signature in cursive script that reads "Patricia J. Pointer".

Patricia J. Pointer
Acting Deputy Assistant Secretary for Human
Resources and Chief Human Capital Officer