



**Human Resources Issuance Manual  
ISSUANCE NOTICE**

Chapter: 900-003

Transmittal Number: TN-04-03

Date: **FEB 14 2005**

Office: Office of Equal Opportunity and Diversity

Subject: Dissemination of Equal Employment Opportunity Program Information

1. PURPOSE. To establish policy to ensure equal employment opportunity (EEO) program information is disseminated and available to all employees and applicants for employment.
2. SCOPE. The provisions of this Chapter 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. 29 CFR § 1614.102(b)(5), (7) (Effective November 9, 1999)
  - B. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 110 (as revised November 9, 1999)
  - C. EEOC MD 715, Section II. B and Part B. Section V (Effective October 1, 2003)  
Instructions to Federal Agencies for EEO MD 715, Section I, dated August 25, 2003.
6. BACKGROUND. 29 CFR Part 1614, MD 110 and MD 715 require that Federal agencies inform employees and applicants for employment of their rights to equality of opportunity in the Federal workplace, provide employees information on the EEO complaint process, prominently post EEO information in EEO and Human Resources Offices, and use various media to distribute EEO information to promote best workplace practices. MD 715 further

requires that agencies publicize specific written procedures for the prompt and efficient resolution of requests for reasonable accommodation

7. POLICY. Each Treasury Bureau shall ensure that EEO program policies, procedures and other relevant information are made available to employees and applicants for employment. Such information shall be disseminated using all media, including the World Wide Web or Internet, and shall be prominently posted throughout the organization and in Human Resources and EEO Offices.

8. RESPONSIBILITIES.

A. Establish and implement systems and processes to ensure that EEO program information is distributed to all bureau employees and, as appropriate, applicants for employment. At a minimum, the information shall include the following:

- (1) Department and Bureau annual EO and diversity policy statements;
- (2) Requirements and prohibitions of Title VII and the Rehabilitation Act, as well as other pertinent laws and regulations;
- (3) Steps in the EEO complaint process and procedures for filing a complaint of discrimination;
- (4) Disciplinary policy and/or table of penalties covering employees found to have committed discrimination (to the extent that such policies are published);
- (5) Procedures for requesting reasonable accommodation; and
- (6) Availability of training for employees and supervisors on the operation of the EEO process, including, but not limited to, alternative dispute resolution (ADR) processes, the protections afforded to employees, and reasonable accommodation procedures.

B. Publicize and post, in all EEO and Human Resources Offices and throughout the organization the following information:

- (1) Names, business telephone numbers and business addresses of the EEO Counselors (unless the counseling function is centralized, in which case only the central telephone number and address need be publicized and posted); and
- (2) Telephone numbers and addresses of the EEO Director, EEO Officer(s), and Special Emphasis Program Managers.

C. Ensure that EEO program information is available in alternative and accessible formats such as electronic text, large print, Braille, or audio cassette, for persons with vision impairments.

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". The signature is written in black ink and is positioned above the printed name and title.

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