

Office of Equal Opportunity Programs



Equal Employment Opportunity Management Directive 715 (EEO MD-715)

The following are the Essential Elements of a “Model EEO Program”
(Source: *EEO Management Directive 715 Guidelines*)

Demonstrated Commitment From Agency Leadership:

- Demonstrate a firm commitment to equality of opportunity for all employees and applicants for employment.
- Translate equal opportunity into every day practice.
- Make equal opportunity principles a fundamental part of agency culture.

Integration of EEO Into The Agency’s Strategic Mission:

- Equality of opportunity is essential to attracting, developing and retaining the most qualified workforce to support the agency’s achievement of its strategic mission.

Management and Program Accountability:

- Hold managers, supervisors, EEO officials and personnel officers accountable for the effective implementation and management of the agency’s program.

Proactive Prevention of Unlawful Discrimination:

- Prevent discrimination on the bases of race, color, national origin, religion, sex, age, reprisal and disability, and eliminate barriers that impede free and open competition in the workplace.
- Conduct a self-assessment on at least an annual basis to monitor progress, identify areas where barriers may operate to exclude certain groups and develop strategic plans to eliminate identified barriers.

Efficiency:

- Implement an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency’s EEO programs.

Responsiveness and Legal Compliance:

- Ensure full compliance with the law, including EEOC regulations, orders, and other written instructions.
- Report agency program efforts and accomplishments to EEOC.

