

Know the 6 essentials of a model EEO program

1. **Demonstrated commitment from USFF's Leadership**

- EEO must be embraced by agency leadership
 - Communicated through the ranks from the top down
- EEO principles must be a fundamental part of USFF culture
- EEO must issue annual EEO and anti-harassment policy statements

2. **Integration of EEO into USFF's strategic mission**

- Command EEO Director has regular access to USFF and senior management
- EEO works collaboratively with Human Resources, supervisors/managers, counsel and other stakeholders
- EEO program has sufficient resources
- Managers and employees are provided EEO training
- EEO is briefed on the "State of the EEO Program" annually

3. **Management and program accountability**

- Regular EEO updates are provided to senior management
- Procedures are established to prevent all forms of discrimination
- Evaluate managers and supervisors on efforts to ensure equal opportunity
- Maintain effective reasonable accommodation procedures
- Maintain clearly defined and fair personnel policies, selection and promotion procedures, rules of conduct and training systems

4. **Proactive prevention of unlawful discrimination**

- Conduct a self-assessment on an annual basis to monitor progress and identify areas where barriers may exist to exclude certain groups
- Develop strategic plans to eliminate identified barriers

5. **Efficiency**

- Maintain an efficient, fair and impartial complaint resolution process
- Investigation and adjudication functions of the complaint resolution process are separate for legal defense arm or other offices with conflicts
- Encourage the widespread use of Alternative Dispute Resolution (ADR)
- Maintain an effective data collection system to track the workforce, applicant flow, reasonable accommodation requests, and complaints

6. **Responsiveness and legal compliance**

- Ensure full compliance with Title VII and Rehabilitation Act, including EEOC regulations, orders and other written instructions
- Report agency program efforts and accomplishments to the Department of Navy
- Comply with final EEOC orders for corrective action and relief



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