



**Civil Rights & Diversity
Issuance System**



CRD – 001

Date: December 5, 2016

Office: Office of Civil Rights and Diversity

Subject: Civil Rights and Diversity Issuance System Program

1. **PURPOSE.** This system establishes policy and assigns responsibilities for issuing Civil Rights and Diversity (CRD) Issuances.
2. **SCOPE.** This issuance system applies to all bureaus, offices, and organizations in the Department of the Treasury, including the offices of inspectors general within the Department. The provisions of this directive shall not be construed to interfere with or impede the authorities or independence of the Department's inspectors general.
3. **POLICY.** The CRD Issuance Program is comprised of official documents issued at the Departmental level to convey the Department's equal opportunity and diversity policies, essential procedures, delegations of authority and/or responsibility to managers and employees throughout the Department. The Department shall:
 - a. limit the content of the CRD Issuances to equal opportunity matters under the authority of the Director of the Office of Civil Rights and Diversity, including descriptions of responsibilities, delegations of authority and/or responsibility, statements of Department policy, and descriptions of essential procedures.
4. **DEFINITIONS.**
 - a. Policy is a statement of important, high-level direction that guides decisions and actions throughout the Department.
 - b. Essential Procedures are procedures required by external authority or public law or for standardization of practices or systems throughout the Department.

- c. A CRD Issuance is a document, signed by the Director of the Office of Civil Rights and Diversity, that:
 - 1) conveys or establishes policy with Department-wide significance;
 - 2) establishes essential procedures;
 - 3) further delegates authority and/or responsibility; or
 - 3) sets forth reporting relationships.
- d. The Office of Primary Responsibility (OPR) is the Treasury Bureau or Departmental Office responsible for the subject matter.

5. **RESPONSIBILITIES.**

- a. The Director, Office of Civil Rights and Diversity is responsible for the overall administration of the Treasury CRD Issuance Program.
- c. The Director of the Office of Civil Rights and Diversity will:
 - 1) circulate the new, revised, reaffirmed, or cancelled CRD Issuances to the affected bureaus and offices for coordination and approval;
 - 2) post the CRD on the Department web site, and retain all official copies of the documents.
- e. The Office of the General Counsel is responsible for reviewing each proposed new or revised CRD Issuance, and proposed cancellations thereof, and to assure their legal sufficiency, including a determination whether they must be published in the Federal Register.
- f. The Director of the Office of Civil Rights and Diversity shall conduct periodic reviews of each CRD to determine whether it should be reaffirmed, revised, or cancelled. CRD Issuances will be reviewed every five years after issuance.

6. **AUTHORITIES.**

- a. TD 12-41, Delegation of Authority Concerning Equal Employment Opportunity (EEO) Programs.

7. **OFFICE OF PRIMARY INTEREST.** Office of Civil Rights and Diversity.



Mariam G. Harvey
Director
Office of Civil Rights and Diversity