



SUBJECT: Civil Rights and Equal Employment Opportunity (OCRE) Issuance System Program

1. **PURPOSE.** This system establishes policy and assigns responsibility for issuing Civil Rights and Equal Employment Opportunity (OCRE) Issuances.
2. **SCOPE.** This issuance system applies to all bureaus, offices, and organizations in the Department of the Treasury, including the Offices of Inspector General within the Department. The provisions of this issuance shall not be construed to interfere with or impede the authorities or independence of the Department's Inspectors General.
3. **POLICY.** The OCRE Issuance Program is comprised of official documents issued at the Departmental level to convey the Department's equal opportunity and 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 OCRE Issuances to equal opportunity matters under the authority of the Director of the Office of Civil Rights and Equal Employment Opportunity, including descriptions of responsibilities, delegations of authority and/or responsibility, statements of Department policy, and descriptions of essential procedures.
4. **RESPONSIBILITIES.**
 - a. The Director, Office of Civil Rights and Equal Employment Opportunity is responsible for the overall administration of the Treasury OCRE Issuance Program.
 - b. The Director of the Office of Civil Rights and Equal Employment Opportunity will:
 - 1) circulate the new, revised, reaffirmed, or cancelled OCRE Issuances to the affected bureaus and offices for coordination and approval;
 - 2) post the OCRE on the Department website, and retain all official copies of the documents.
 - c. The Office of General Counsel is responsible for reviewing each proposed new or revised OCRE Issuance, and proposed cancellations thereof, and to assure their legal sufficiency, including a determination whether they must be published in the Federal Register.
 - d. The Director of the Office of Civil Rights and Equal Employment Opportunity shall conduct periodic review of each OCRE to determine whether it should be reaffirmed, revised, or cancelled. OCRE 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.** Assistant Secretary for Management and the Office of Civil Rights and Equal Employment Opportunity.

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Director, Office of Civil Rights and Equal
Employment Opportunity