**Management Directive 715 (MD-715)**

**Terminology and Definitions**

**Applicant Flow Data** – Information reflecting characteristics of the pool of individuals applying for an employment opportunity.

**Barrier** – A policy, procedure, practice, or condition that limits employment opportunities for members of a particular race, ethnic background, gender, or because of a disability.

**Barrier Analysis** – An investigation into a trigger/red flag. The outcome of this investigation should be the root cause of the trigger/red flag. The root cause may or may not be a barrier.

**Civilian Labor Force (CLF)** – Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed seeking work.

**Deficiency** – A weakness in an agency’s EEO program that results in a “No” response to any self-assessment question posed in Part G of the MD-715 report.

**Federal Goal** – Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.

**Major Occupation** – Agency occupations that are mission-related and heavily-populated, relative to other occupations within the agency.

**Management Directive 715 (MD-715)** – On October 1, 2003, Management Directive 715 (MD-715) became effective. This Directive provides policy guidance and standards for establishing and maintaining effective affirmative programs of equal employment opportunity under Section 717 of Title VII of the Civil Rights Act of 1964 and effective affirmative action programs under Section 501 of the Rehabilitation Act of 1973.

This means that agencies must work to proactively prevent potential discrimination before it occurs. In addition, all agencies must meet the congressionally mandated goal of making the Federal Government a model workplace, and once established and implemented, an agency must continuously monitor and assess its EEO program against these standards.

**Participation Rates** – The rate at which employees from EEO groups are reflected in the workforce statistics as compared to the Civilian or Relevant Labor Force.

**Relevant Labor Force** – The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.

**Targeted Disabilities** – Disabilities that the Federal Government, as a matter of policy, has identified for special emphasis in affirmative employment programs. They are: deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limb and/or spine.

**Trigger** – Any piece of information that alerts the agency to a possible barrier. Triggers require additional investigation or scrutiny to determine if a barrier exists. Triggers are commonly referred to as “red flags.”

**NOTE: Source for all terms is the EEOC MD-715 (Link:** [**http://www.eeoc.gov/federal/directives/md715.cfm**](http://www.eeoc.gov/federal/directives/md715.cfm)**)**