

## DEIA Management Directive 715 (MD-715) Terminology and Definitions

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

**Accessibility** - The design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design.

**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.

**Diversity** – The practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of the American people, including underserved communities.

**Equity** – The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

**Federal Goal** – Under the Rehabilitation Act of 1973, as Amended, 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.

**Inclusion** – The recognition, appreciation, and use of the talents and skills of employees of all backgrounds.

**Inclusion Rate** - Participation rates are obtained by calculating a ratio of how many employees with targeted disabilities are in the total or permanent workforce.

**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 Civilian Labor Force (RCLF)** – 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.”

**Underserved Communities** – Refers to populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. This term includes individuals who belong to communities of color, such as Black and African American, Hispanic, and Latino, Native American, Alaska Native, and Indigenous, Asian American, Native Hawaiian and Pacific Islander, Middle Eastern, and North African persons. It also includes individuals who belong to communities that face discrimination based on sex, sexual orientation, and gender identity (including lesbian, gay, bisexual, transgender, queer, gender non-conforming, and non-binary (LGBTQ+) persons); persons who face discrimination based on pregnancy or pregnancy-related conditions; parents; and caregivers. It also includes individuals who belong to communities that face discrimination based on their religion or disability; first-generation professionals or first-generation college students; individuals with limited English proficiency; immigrants; individuals who belong to communities that may face employment barriers based on older age or former

incarceration; persons who live in rural areas; veterans and military spouses; and persons otherwise adversely affected by persistent poverty, discrimination, or inequality. Individuals may belong to more than one underserved community and face intersecting barriers.

**Workforce** – The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.

**Sources for all terms:**

- U.S. Equal Employment Opportunity Commission (EEOC) (Link: <http://www.eeoc.gov/federal/directives/md715.cfm>)
- Government-Wide Strategic Plan to Advance DEIA in the Federal Workplace (Link: <https://www.whitehouse.gov/wp-content/uploads/2021/11/Strategic-Plan-to-Advance-Diversity-Equity-Inclusion-and-Accessibility-in-the-Federal-Workforce-11.23.21.pdf>)