



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549

OFFICE OF
THE CHAIRMAN

MEMORANDUM

September 21, 1989

TO : All SEC Employees

FROM : David S. Ruder, Chairman *(initials)*

RE : Response to the Tatel Report Recommendations

As you are all aware, David Tatel was retained by the Commission to conduct a review of its EEO program and procedures. Mr. Tatel presented me with his recommendations on June 26 of this year. These recommendations have been extensively reviewed by the Office of the General Counsel, the Executive Director's Office, the Office of Personnel, the EEO Office, and myself. Based on this review, I determined to accept most of Mr. Tatel's recommendations. On September 20, my office circulated the attached memorandum to all Division Directors, Regional Administrators, and Office Heads, along with a document containing a description of the Tatel recommendations and the Commission's response. This document will be available for all staff who wish to have a copy sometime next week, when the Commission's Printing Office has had an opportunity to make copies. You may pick up a copy from the EEO Office in Room 9153.

The Report's recommendations range from general observations about methods for improving employee understanding of EEO laws to identification of the specific changes to be made to the Commission's EEO complaint processing system. Among the most significant of the changes to the EEO process that the Commission will undertake are:

- (1) the creation of a new SES position for a full-time, independent EEO Director who reports directly to the Chairman;
- (2) the restructuring of the EEO Office with the addition of several full-time positions, including, for example, a position responsible for oversight of the EEO counseling process;
- (3) the mandatory training of all employees with regard to the requirements of all the laws that prohibit discrimination, with specialized training for all supervisors and EEO counselors;

- (4) the creation of an intra-agency task force dedicated to formulating a statement that provides clear guidance on what constitutes sexual harassment;
- (5) the amending of performance standards to add a category for EEO/affirmative action responsibilities;
- (6) the creation of bridge positions to encourage upward mobility;
- (7) the development of a system for evaluating the effectiveness of the Commission's overall EEO effort; and
- (8) the Commission's adoption of a practice of evaluating the personnel and management practices of its divisions and offices on a periodic basis.

Implementation of recommendations made in the Report is already underway. In accordance with the Report's suggestions, work on preparing amendments to the Commission's EEO Policy Statements has begun. In addition, a number of the recommendations with respect to record-keeping during the EEO process and methods for disseminating information regarding the EEO process already have been implemented. This effort will continue until all the accepted recommendations have been implemented.

It is my sincere hope that, as a result of the implementation of these recommendations, the Commission's EEO Program will become one of the strongest in the federal government.

Attachment