

Oklahoma Employment Security Commission

Jon Brock, Executive Director



Frank Keating, Governor

Representing Employers

George Ollie, Jr., Commissioner
Ted Weber, Commissioner

Representing the Public
Rev. W. B. Parker, Chairman

Representing Employees

David Hill, Commissioner
DeWayne Goodman, Commissioner

August 13, 2001

OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE #21-2001

To: WIA Staff, EO Officer

From: Terry Watson

Subject: U.S. Department of Labor Methods of Administration for
Nondiscrimination and Equal Opportunity

Purpose: To disseminate copies of the Methods of Administration (MOA). The attached document imposes general nondiscrimination and equal opportunity requirements, as well as certain affirmative obligations. Title 29 CFR Section 37.54 and 37.55 requires the establishment of and adherence to a MOA for State programs financed with federal funds from the U.S. Department of Labor (USDOL).

Background: 29 CFR Part 37; Implementation of the Nondiscrimination and Equal Opportunity Requirements for ALL programs that received any funds under the Workforce Investment Act (WIA) of 1998.

Message: The regulations require that the MOA be: (1) a written document signed by the Governor and submitted to USDOL's Civil Rights Center (CRC); (2) a commitment to specific, ongoing Equal opportunity efforts; (3) State-designed, following Title 29 CFR 37 guidelines; (4) familiar to everyone making decisions about people; and (5) a "living document".

Action Required: Review attached document and fully support its implementation. It is recommended that this document be placed in a large 3-ring binder. This will allow you to interchange the affected pages when procedures and or policies are changed or updated. Also expect in the near future a Nondiscrimination and Equal Opportunity Policy and Procedure Manual. Please, keep this booklet and all EO memos in a place where they are accessible to any of our customers, internal or external, that may have concerns about our nondiscrimination/equal opportunity policies and procedures.

Contact Person: Barbara Williams, Civil Rights Administrator, 405/557-7255, Will Rogers Building, Room 511-10, Oklahoma City.

Rescissions: None