

## **PURPOSE OF AN AGENCY PLAN**

Agency plans have two primary purposes: 1) to ensure all persons have an equal opportunity to be informed of and to compete for employment opportunities; and 2) to ensure that all employees have an equal opportunity to compete for promotional opportunities, receive training and enjoy the benefits and privileges of employment.

The plans should include realistic short and long term objectives, that are narrowly tailored to correct the lingering effects of past discrimination based on the agency's statistical analysis. They may also assign responsibility for actions to correct any problems with employment practices and may establish timetable to complete the actions.

The elements of an agency plan may vary, depending on the size and status of the agency. These plans should remain in effect for three fiscal years unless it becomes necessary to amend them earlier.