

EEOC FORM
 U.S. Equal Employment Opportunity Commission
 FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-01 PART A - D			
For period covering October 1, 2017, to September 30, 2018.			
PART A Department or Agency Identifying Information	1. Agency		Department of the Army
	1.a. 2 nd level reporting component		U.S. Army Corps of Engineers
	1.b. 3 rd level reporting component		Huntington District
	1.c. 4 th level reporting component		
	2. Address		502 Eighth Street
	3. City, State, Zip Code		Huntington, WV 25701
	4. Agency Code	5. FIPS Code	ARCE
PART B Total Employment	1. Enter total number of permanent workforce		949
	2. Enter total number of temporary workforce		28
	3. Enter total number employees paid from non-appropriated funds		0
	TOTAL Workforce [add lines]		977
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title
	1. Head of Agency		Jason A. Evers, District Engineer
	2. Head of Agency Designee		
EEO Program Staff		Name, Title, Series, Pay Plan and Grade	
PART C.2 Agency Official(s)	1. Principal EEO Director/Official		
	2. Affirmative Employment		

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Responsible For Oversight of EEO Program(s)	Program Manager	
	3. Complaint Processing Program Manager	
	4. Disability Program Manager (SEPM)	
	5. Other Responsible EEO Staff	
	6.	
	7.	
	9.	

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PART D List of Subordinate Component s Covered in This Report	Subordinate Component and Location (City/State)		Agency and FIPS Codes
PART D.2 Mandatory and Optional Documents for this Report	Did the agency submit the following documents	Please respond Yes or No	Comments
	Organizational Chart	Yes	
	462 Report	Yes	
	EEO Policy	Yes	
	Anti-harassment Policy	Yes	
	Disabled Veterans Affirmative Action Plan	Yes	
	FEORP	Yes	
	Facility Accessibility Surveys	No	

**715 - PART E
EXECUTIVE SUMMARY**

Organization Information

The Huntington District is made up of approximately 977 civilian men and women that provides vital public engineering services in peace and war to strengthen our Nation's security, energize the economy, and reduce risks from disasters. The Huntington District is located in Huntington, West Virginia, at the corner of Kentucky, Ohio and West Virginia. The Huntington District has an EEO Office staffed with two positions, one EEO Manager and one EEO Specialist, who are also located in the main district office building.

The Huntington District's mission and vision statements are as follows:

OUR MISSION...

The Huntington District protects the nation's aquatic resources while enhancing the region's economy... by pioneering solutions with regional and national partners (and volunteers)...to ensure water navigation, reduce flood risk, encourage recreation, preserve and restore streams and ecosystems, and prepare for and respond to disasters.

OUR VISION...

The Huntington District is a thriving team of nationally-respected, values-driven professionals collaboratively pioneering solutions to our Nation's toughest challenges.

Database Information

Data contained in this report was extracted from the Defense Civilian Personnel Database System (DCPDS) and the Complaints Tracking System (iComplaints). Data reflects all permanent and temporary Appropriated Fund employees. Due to the broad scope of the Huntington District, the National Civilian Labor Force (NCLF) statistics are used for comparisons. The Huntington District EEO Office did not have access to the applicant pool data during FY 18; therefore, some data sets were not complete enough to draw conclusions with respect to the applicant pool. The FIPS code for Huntington, Cabell County, West Virginia was used as the primary location for the majority of the Huntington District workforce.

Limitations:

Race, ethnicity, and disability information contained within DCPDS is obtained through voluntary employee submissions. Employee perceptions for self-identification on race and ethnicity may not coincide with the standard categories prescribed by the Equal Employment Opportunity Commission (EEOC), the U.S. Census Bureau, or the Office of Personnel Management (OPM).

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Workforce Analyses:

As of September 30, 2018, the Huntington District's total workforce of 977 civilian employees represents a 4.15% increase as compared to 938 civilians in FY 17. The Huntington District workforce is (749) 76.7% male and (228) 23.3% female. The participation rate of women continues to be less than expected based upon the NCLF of 48.1%. Huntington District's representation of female engineers (35) 18.2% (192 total) is above the national average for female engineers (12.4%). Women representation in the Huntington District STEM workforce (25.8%) is above the national average for female STEM professionals (24%). The Huntington District representation of African American engineers (1.8%) is below the national average of African American engineers (10.6%).

As of September 30, 2018, the number of Persons with Disabilities (PWD) in the total workforce was 71, which represents 7.3% of the total civilian workforce as compared to 7.1% in FY 2017. Of the PWD, 4 (5.6%) are Persons with Targeted Disabilities (PWTD). Persons with Targeted Disabilities are a subset of those who have a reportable disability. The criteria EEOC used to select the 12 disabilities categorized as "targeted disabilities" include the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group. EEOC is currently using the Federal Goal of 2% as a benchmark as there is not NCLF for PWTD. As compared to FY 2017, the number of disabled employees increased to four of which two were PWTD. The 0.4% participation rate of PWTD is significantly below the DoD and Federal goal of 2% and therefore continues to be an area for improvement. For this reporting period, 32 (3.3%) of Huntington District employees have not identified their disability status. At Part I, EEO Plan to Eliminate Identified Barrier is covered over this reporting cycle. The Huntington District's plan of action to recruit, hire and advance PWTD is at Part I and J.

As of September 30, 2018, veterans represented 30.1% (294) of the Huntington District's permanent civilian workforce and disabled veterans represented 13.5% (132). There are three categories of disabled veterans: 1) 10-Point/Compensable preference with less than 30% disability; 2) 10-Point Compensable preference with 30 percent or more disability; and 3) 10 percent disability. However, of those disabled veterans, only 17.4% (23) have self-identified a disability. The Huntington District recognizes the need to ensure that disabled veterans are accurately identified to meet the Federal Goal of 2% for PWTD. Specific actions related to the Huntington District's efforts are captured in Part I and J of this report.

The Huntington District's workforce is diverse and includes more than 85 occupational series. The top five major occupations in the Huntington District by most populous series are as follows: 1) Maintenance and Repair Workers (4000 series), 2) Civil Engineers (0800 series), 3) Lock & Dam Operators (5000 series), 4) General Natural Resources Management and Biological Sciences (0400 series), and 5) Miscellaneous Clerks and Assistants (0300 series). The number of civilian employees in the top 5 major occupations total 711 which is 72.8% of the total workforce. However, the breakdown of Huntington District civilian employees in the required EEOC FED9 occupational groups show that 47.6% (465) are classified by the US Census Bureau as "Officials and Managers" (120) or "Professionals" (345). As defined by the EEOC, these occupations requiring administrative and managerial personnel who develop and impellent broad policies or, in

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the case of “Professionals,” requires a college degree. A breakdown of the Huntington District Civilian workforce in the 9 categories is as follows:

Figure 1 – Workforce FED 9 Categories

FED9 Description	Number of Employees	Percentage
Officials and Managers	120	12.3
Professionals	345	35.3
Technicians	50	5.1
Administrative Support Workers	67	6.9
Craft Workers	234	24
Operatives	127	13
Laborers & Helpers	19	1.9
Service Workers	14	1.4
N/A	1	0.1
Total	977	100

The most populous pay plan for Huntington District employees is the General Schedule (GS). General Schedule employees comprise 60.4% (590) of the total civilian workforce (977). Figures 2 and 3 below provide a snapshot of GS employees by grade grouping, ethnicity, race and gender. With the exception of Whites and Males, there is a consistent decline in the participation rates for all other ethnic, racial, and gender groups beginning at senior grade and leader positions. While the less than expected participation rates of Hispanic and women exists throughout the federal sector as compared to the NCLF, the Huntington District’s challenge is to eliminate any barriers to their participation in the higher grades.

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Figure 2 – FY 2018 General Schedule (GS) by Ethnicity and Race Identification (ERI) and Grade Grouping

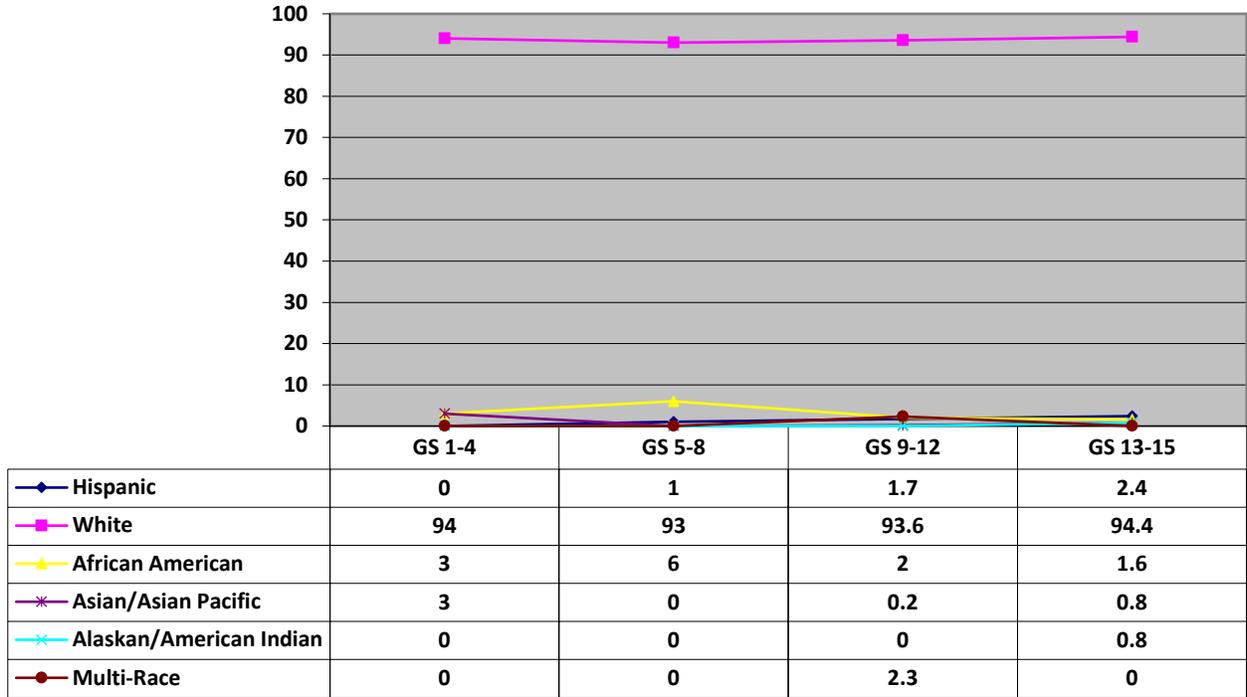
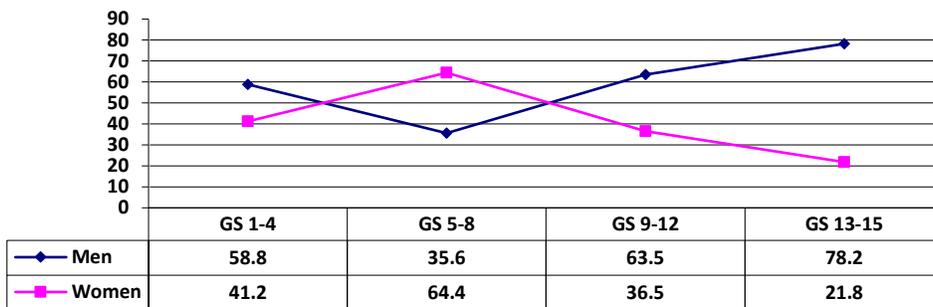


Figure 3 – FY 2018 General Schedule (GS) by Gender and Grade Grouping



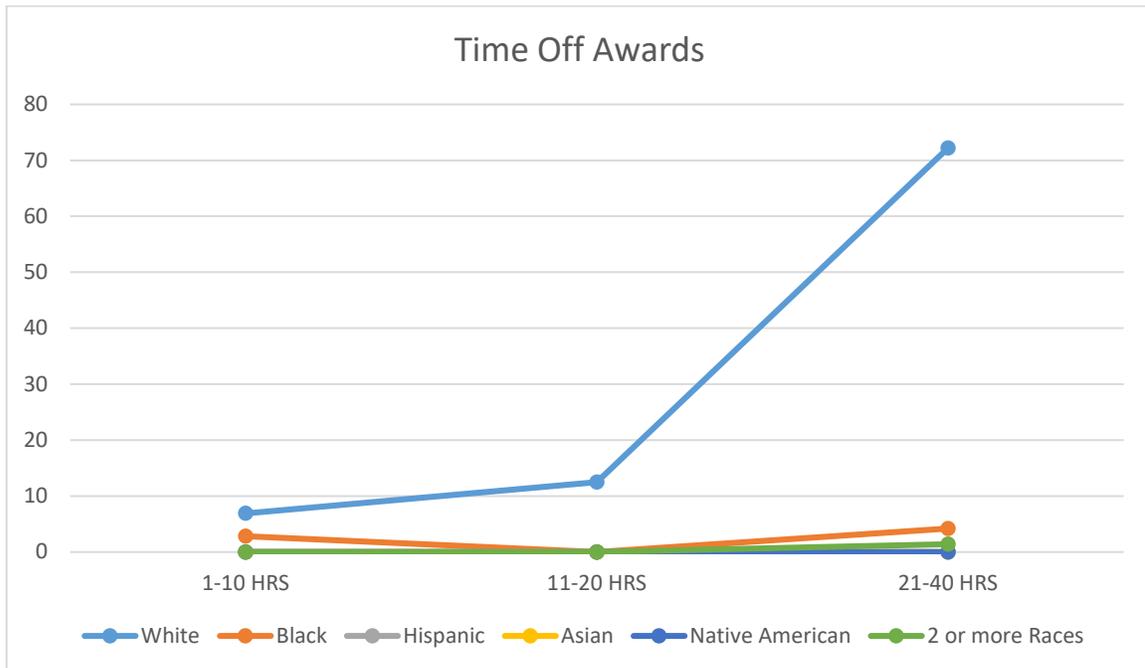
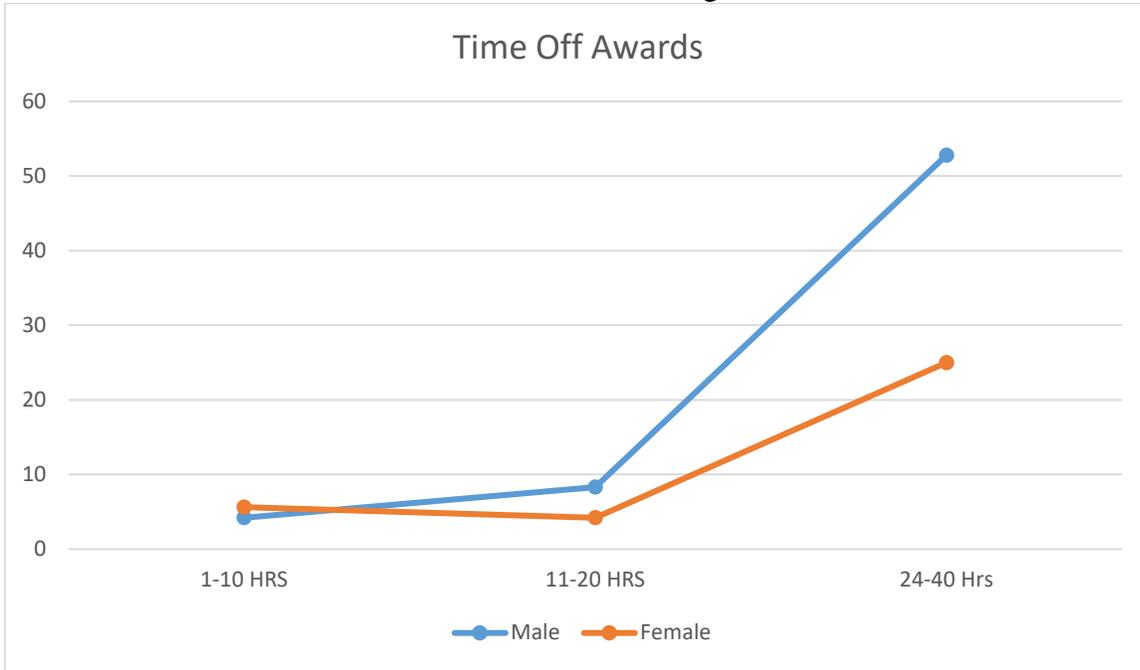
Managers and Supervisors

There were 127 supervisors and managers at the end of FY 18. Of these supervisor and managers, females represented 18.11 percent. Minorities represented 7.87 percent, with two Black or African Americans, one Native Hawaiian or Pacific Islander, two American Indian or Alaska Natives and five were two or more races.

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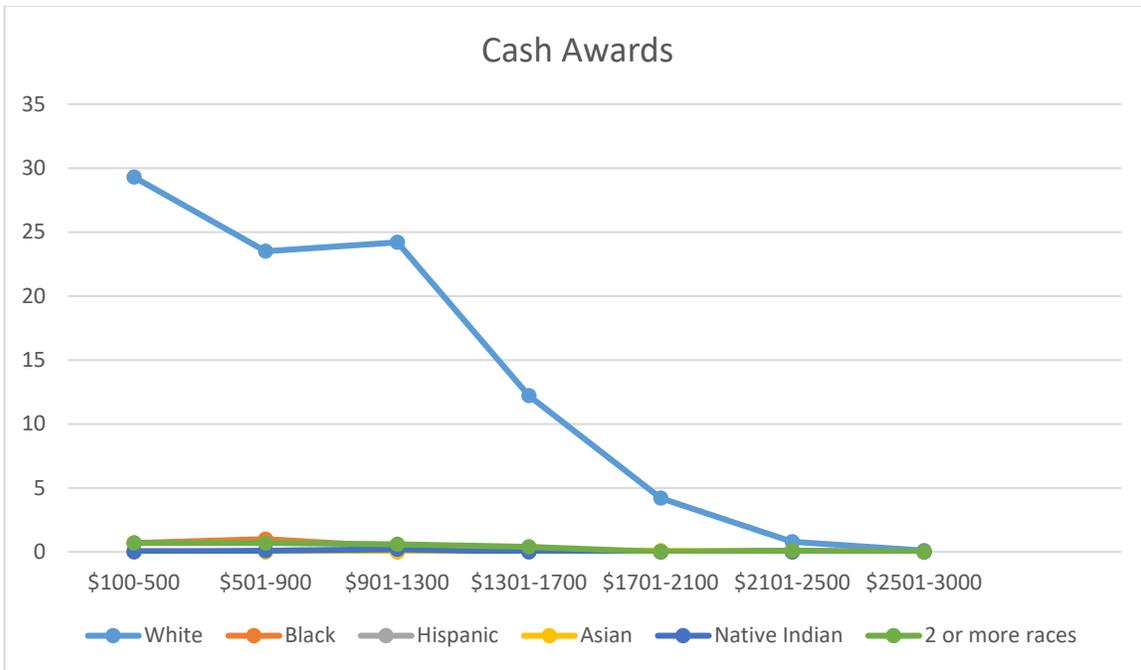
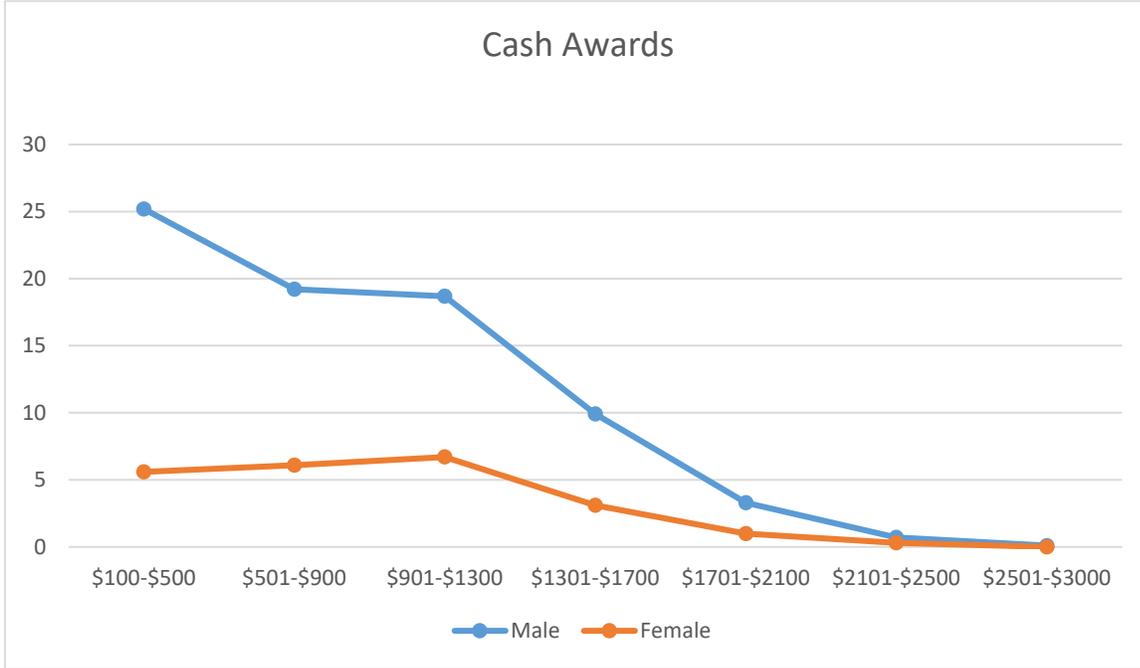
Awards

There were 1049 awards during FY 18. Awards were broken down into three categories: Time Off, Cash Awards less than or equal to \$500 and Cash Awards greater than \$500. With respect to Time Off Awards, there were 72 time off awards during FY 18.



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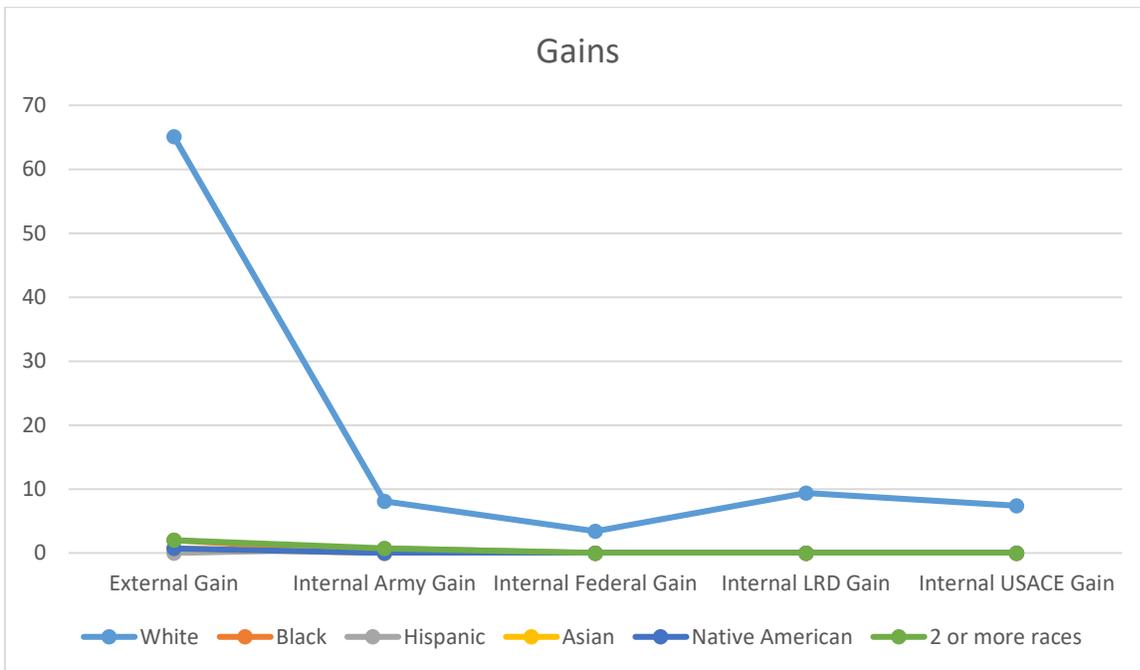
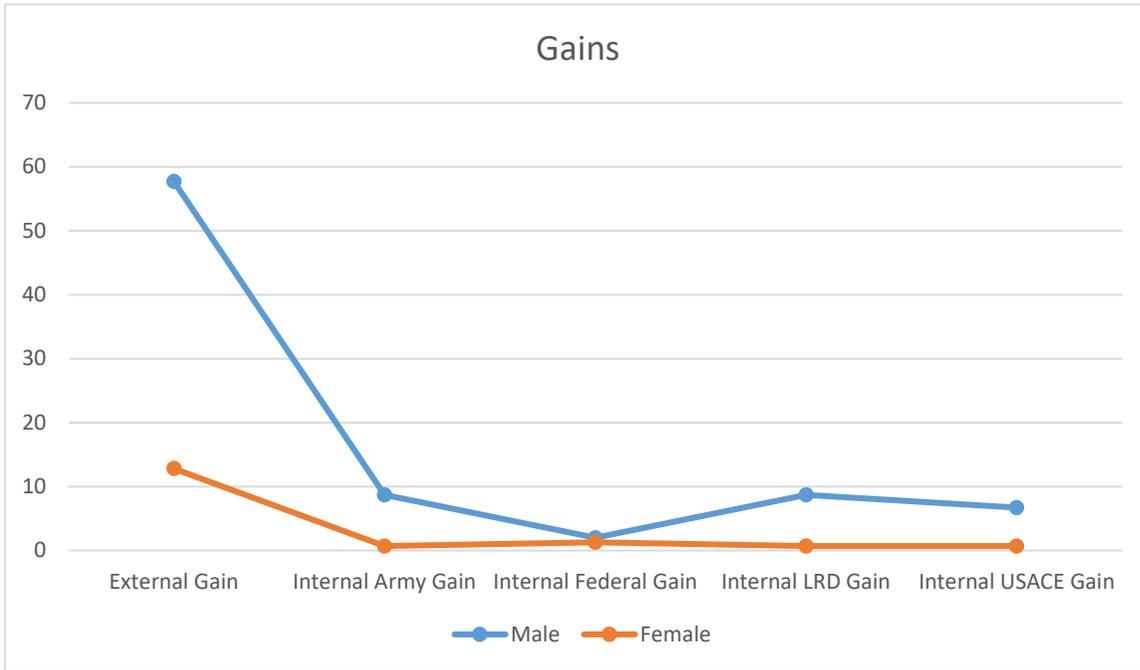
There were 977 cash awards given during FY 18.



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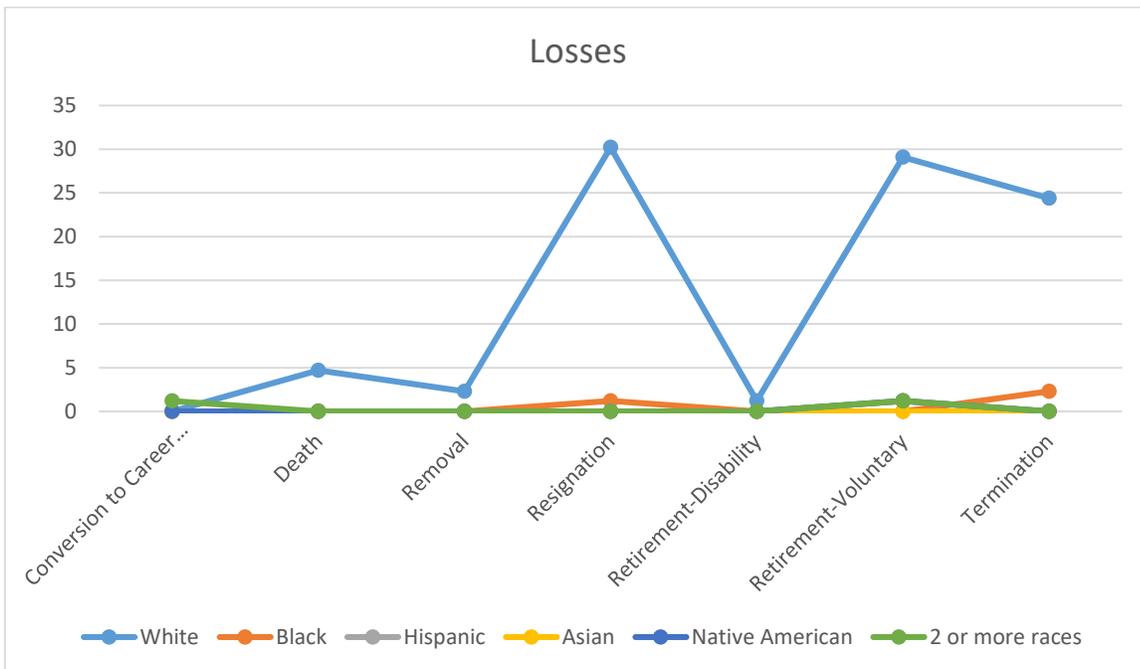
During FY 18, the Huntington District gained 149 employees from outside the federal government, through other Army agencies, other federal agencies, from other LRD districts and from other USACE districts outside of LRD.



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During FY 18, the Huntington District lost 86 employees due to resignation, voluntary retirement, termination, death and disability retirement. Terminations consisted of termination during probationary/trial period, termination for appointment in another federal agency, and termination for expiration of appointment.



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Essential Element A - F:

Element A. Demonstrated Commitment from Agency Leadership

The Huntington District leadership is committed to incorporating and integrating the principles of equal employment opportunity (EEO). The District Commander reaffirms EEO for all employees and applicants for employment regardless of race, religion, color, sex, national origin, age, genetic information or disability and ensures all employees are able to compete on a fair and level playing field with equal opportunity for competition.

Policy development, training and strategic communication of the Huntington District's Diversity Strategy and the execution of a plan linked with the model EEO Program six essential elements for a broader application of diversity are recognized. Signed policy statements were signed by the new commander on 17 July 2018. Policy statements are embraced by the District Commander and communicated to the workforce.

Throughout the Huntington District, EEO staff members have made EEO information readily available to all employees and applicants for employment. Flyers have been created informing individuals of the availability, time frames for filing a discrimination complaint, and remedial procedures available in the EEO complaint process. Information is posted throughout all organization and information can be found on our local intranet.

Element B. Integration of EEO Into the Agency's Strategic Mission

The Huntington District Command EEO Program is aligned in accordance with 29 Code of Federal Regulations Part 1614. The EEO Manager is rated by the District Deputy Commander and senior-rated by the District Commander. The EEO program operates under the direct and personal supervision of the Deputy District Commander.

The Army's Career Program for EEO Professionals (GS-0260 series) ensures that EEO Officials throughout Army have the competencies needed to perform EEO program duties and responsibilities. The Huntington District EEO Career Program 28 (CP28) is managed by the Huntington District EEO Manager. The EEO Manager ensures that sufficient staffing and classification of positions meet the standards to execute EEO programmatic requirements.

The Huntington District is committed to having a diverse workforce. The Huntington District will continue to participate in job fairs than enable recruiting successes and will also continue our outreach and partnerships with local colleges and universities.

Diversity outreach consists of speaking engagements at the schools, university career fairs and hosting university students and faculty at our Huntington District project sites. Additional outreach systems include the use of non-competitive Schedule A appointment authorities for people with disabilities and for disabled veterans.

Element C. Management and Program Accountability

Huntington District EEO practitioners ensure compliance with settlement agreements and orders issued by the Army and EEOC.

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Huntington District supervisors and managers have a mandatory EEO element incorporated in their performance standards (i.e., Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, and awards). As appropriate, takes immediate correction action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan (AEP). Participates in EEO/AA activities and encourages subordinates to do so). Supervisors and managers are evaluated on compliance with these standards.

Element D. Proactive Prevention

The EEO Manager communicates with senior leaders to ensure Diversity, EEO, Leadership, and Compliance is supported throughout the Huntington District.

Element E. Efficiency

The agency has an effective complaints tracking and monitoring system (iComplaints). The iComplaints system, in conjunction with the MD 715 Reporter, provides global oversight of program operations by integrating metrics, data, and information needed to assess performance at all levels.

Element F. Responsiveness and Legal Compliance

The Huntington District EEO remains in compliance with EEO laws and EEOC regulations, policy guidance, and other written instructions. The Huntington District EEO Office ensures prompt processing of all forms of ordered relief. Acceptance and dismissal of complaints are coordinated with the Labor Counselors as prescribed by Army Regulation (AR) 690-600.

All employees abide by the Huntington District’s anti-harassment policy, create a work environment that is free from harassment and promptly report any incidents of harassment. All employees are expected to promptly report any suspected retaliation for making a complaint or helping another employee make a complaint, participating in an inquiry into potential violations of this anti-harassment policy, or opposing unlawful discrimination or harassment.

Form G summary

<u>Form G Element</u>	<u>Number of Deficiencies this year</u>	<u>Number of deficiencies last year</u>	<u>Number increase/decrease</u>	<u>Percent of Net change</u>
<u>A</u>	0	1	-1	-100
<u>B</u>	3	0	+3	+100
<u>C</u>	5	1	+4	+80
<u>D</u>	2	0	+2	+100
<u>E</u>	2	0	+2	+100
<u>F</u>	0	1	-1	-100

With the addition of several new indicators for FY 18, the majority of Form G elements have resulted in additional identified deficiencies.

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Element A – Demonstrated Commitment from Agency Leadership

STRENGTHS: The Huntington District was able to improve from FY 17 by distributing policy letters, reasonable accommodation procedures, etc., to new employees and supervisors monthly.

DEFICIENCIES: None

For Element B – Integration of EEO into the Agency’s Strategic Mission

STRENGTHS: The EEO Officer regularly participates in senior-level staff meetings concerning personnel, budget, technology and other workforce issues.

DEFICIENCIES: The EEO Office will work closely with the Strategic Integration Office to incorporate EEO/diversity and inclusion principles into the strategic plan.

Element C – Management and Program Accountability

STRENGTHS: The agency conducts prompt inquiries of all discriminatory harassment allegations. The agency also processes requests for accommodation within the required timeframe of 30 days.

DEFICIENCIES: EEOC recommends a firewall between the Anti-Harassment Coordinator and the EEO Officer. Currently, the EEO Officer serves as the District’s Anti-Harassment Coordinator. Another area for improvement under Element C, is to post our procedures for processing requesting for Personal Assistance Services to our public webpage.

Element D – Proactive Prevention

STRENGTHS: During management meetings where EEO is involved, consideration is given to determine if a group of employees/applicants could be negatively impacted by management actions, i.e., reorganization.

DEFICIENCIES: Exit Interviews are not successfully conducted wherein the results are available to the agency.

Element E – Efficiency

STRENGTHS: The Huntington District EEO Office consistently counsels EEO complaints on average within 25 calendar days, which is well below the required 30 day timeframe. Additionally, the EEO Officer issues acceptance/dismissal letters on average within 2 calendar days of the required 15 calendar day timeframe.

DEFICIENCIES: Of the deficiencies identified in Form G, most are outside of the U.S. Army Corps of Engineers, Huntington District’s control.

Element F – Responsiveness and Legal Compliance.

STRENGTHS: Language has been added to the EEO Officers performance elements for accountability for compliance with DA and EEOC orders.

DEFICIENCIES: None

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Accomplishments:

Disabled Veteran Affirmative Action Plan (DVAAP):

The Huntington District EEO Office establishes, coordinates, reports and monitors the DVAAP Plan. This office is responsible for preparing the annual DVAAP's accomplishments report and certifying that a DVAAP plan is in place for the following fiscal year in accordance with the Office of Personnel Management requirements.

Managers and supervisors are responsible for considering and identifying positions and opportunities to utilize hiring authorities (competitive and non-competitive) to attract and hire disabled veterans in to the civilian workforce. The Civilian Personnel Advisory Center (CPAC) provides advice and assistance to managers/supervisors on hiring, restructuring or reshaping employment opportunities, as they arise.

The Huntington District continually seeks opportunities to attract, hire, train, and develop disabled veterans. Managers, selection officials, and human resources officials are encouraged to utilize existing programs and special hiring authorities to noncompetitively appoint individuals with disabilities. Managers, supervisors, and selecting officials are strongly encouraged to open recruitment actions to the widest areas of consideration possible and to use the Veterans Recruitment Appointment, VEOA, the 30% or more compensable Veteran's appointment authority, and the Delegated Examining Authority.

A total of 71 (7.3%) veterans voluntarily self-identified as having a disability and less than 1% (0.4%) voluntarily self-identified as having a targeted disability. Veterans now represent 30.1% of the Huntington District's workforce. Changes to total workforce population from FY 2017 to FY 2018 shows a slight increase in civilian employees.

Training

At the end of FY 18, 95.6 percent of the workforce had completed Anti-Harassment/No FEAR Training. With respect to the Sexual Harassment/Assault Response and Prevention (SHARP) Training, 95.2 percent of the workforce completed Part 1 and 91.9 percent completed Part 2.

Huntington District EEO's Accomplishments and Noteworthy Activities:

Huntington District managers have been promoting STEM (Science, Technology, Engineering & Math) in local middle and high schools, Boy Scout troops and at Career Days, in an effort to recruit Engineers and Scientists in the future. One of the young students went to the Nationals as a Science Olympiad, another earned a merit badge in Robotics while being coached by an Engineering Division manager. The idea behind this approach is to grow our employees by playing a positive role in their education.

Huntington District employees talked to Marshall University students about career planning and Corps of Engineers career opportunities at a Pre-Employment Information and Planning Session sponsored by the Office of Intercultural Affairs and Office of Career Development at Marshall University. As a result, the district continued to build the partnering relationship between LRH and

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Marshall University. Our field managers have attended various career fairs, made presentations to college classes and provided presentations to minority/under-privileged youth camp groups regarding employment with USACE. LRH staff participated in two veteran focused job and resource fairs during FY 18.

The Huntington District participated in 18 college career fairs with two of those being HBCUs.

Numerous Huntington District employees were recognized throughout FY 18 for their outstanding contributions to the Corps' missions.

The Huntington District was able to hire and mentor several disabled veterans throughout this fiscal year. Several LRH employees deployed for disaster duty and OCONUS work. The Huntington District has a female who serves as the DSPC and District Lead Engineer for the Bluestone Dam Safety Assurance project, which is one of USACE's designated mega projects. As a result of this female's leadership efforts to reduce PED phase of the project, the construction award was granted two years ahead of schedule. Another LRH female serves as the national and regional leader in the Bridge Safety Community of Practice.

Huntington District employees participated in the Regional Qualifier for the First LEGO League (FLL). This qualifier advances four teams to the West Virginia State Tournament. "FIRST® LEGO® League introduces young people, ages 9 to 16 (grades 4-8), to the fun and excitement of science and technology while building self-confidence, knowledge, and valuable career and life skills. The program challenges kids to think like scientists and engineers. Alongside adult mentors, teams solve problems using engineering concepts, presentation techniques, and robots." A LRH male employee served as the Robot Design Judge for the event. Each team presented their robots to the judges, explained the design of their robot, the task they chose to do on the game board, along with the problems and issues they had to overcome. Like "real world" engineers, these teams had to become problem solvers. The LRH male employee also served as the Head Judge with the responsibility of selecting who won the awards, and who advanced to the state tournament.

The Huntington District's Geospatial Section hosted a high school senior from Hannan High School in Ashton, WV for a day of job shadowing. The high school senior attended the monthly safety briefing, and witnessed the workflow for several different surveying projects including boundary, LiDAR and topographic surveys in addition to GIS workflows on WebApps and WebMaps. The student then joined a portion of the team at a field site where he was able to see how LiDAR, GPS and Robotic Survey stations are set up and collect data.

The supervisor of our Geospatial Section presented at the 1st annual Drone EXPO at Mount West Community and Technical College. The event included demonstrations of UAV's in both real world applications and recreational applications such as racing. The supervisor presented on the applications and cost savings that have been developed and seen since implementing the UAV program in 2014 to the Geospatial workflow in the Huntington District. The Geospatial Section is working to partner with Mount West College to assist us with meeting expected additional training requirements for UAV operations inside the DoD and USACE in the near future.

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Several Huntington District employees from our Geotechnical Branch met with Marshall University Engineering Faculty to discuss potential research projects that could be developed within the Huntington District using remote sensing, drone surveys, sensor arrays, and buoys. Marshall received a research grant recently and researchers are looking for novel approaches for assessing water quality, changes in stream morphology, and the advancement of "smart rivers." District staff discussed flood control, district projects, our water quality responsibilities, and the data that could be made available to the University. Additionally, district staff proposed potential research projects including the study of HABs, the sources of turbidity and its impact at Beech Fork Lake, and real time monitoring of nutrients and chlorophyll in district lakes. As a result, the Marshall team is considering the development of a plan for a study of Beech Fork Lake. This promises to provide a valuable research partnership for the district water quality team and it will study an issue that has impacted Beech Fork Lake since its construction.

Complaints processing summary:

The number of formal complaints filed against the Huntington District decreased in FY 2018. A total of 2 formal complaints were filed in FY 2018, as compared to 9 in FY 2017. The number of pre-complaints filed decreased slightly with 10 filed in FY 2018, from 12 filed in FY 2017. The overall number of employees exercising their right to file a complaint continues to be very low at 1.0% for pre-complaints and 0.20% for formal complaints. The top issues and bases are captured below.

Figure 5. Top Issues and Basis of Formal Complaints Filed in FY 2018

Top Issues	# of Complaints	# of Complainants	% of Complaints
Non-Selection	2	1	100

Top Bases	# of Complaints	# of Complainants	% of Complaints
Reprisal	2	1	100
Race	2	1	100
Color	2	1	100

There were no findings of discrimination against the Huntington District in FY 2018. During FY 2018, pre-complaints were counseled on average within 25 days, which is under the regulatory requirement of 30 calendar days. Formal complaints were issued acceptance/dismissal letters on average within 2 days, which is significantly under the regulatory requirement of 15 calendar days.

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<u>Total inventory (462)</u>	<u>Median informal days *</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
10	20	2	1	2	0	7	5

Strategy for next FY:

The overarching strategy for FY 2019 is to continue Huntington’s efforts to strengthen our internal and external relationships through aggressive outreach, training and education. The following strategic objectives will result in continued progress for establishing and maintaining a “Model EEO Program”

- The Huntington District EEO Office will continue to collaborate with key stakeholders in support of Civilian Workforce Transformation initiatives with the ultimate goal of achieving greater diversity at all levels.
- The Huntington District EEO Office will engage in a robust effort to re-survey the workforce to ensure that civilian workforce demographics are accurately captured for EEO statistical reporting.

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CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS

Huntington District EEO Manager, am the Principal EEO Director/Official for the U.S. Army Corps of Engineers, Huntington District.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

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715 - PART G
Agency Self-Assessment Checklist

Essential Element A: Demonstrated Commitment From agency Leadership This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
 Compliance Indicator	A.1 - The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No)	Comments
 Measures			
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes	17 July 2018
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes	
 Compliance Indicator	A.2 - The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No)	Comments
 Measures			
A.2.a	Does the agency disseminate the following policies and procedures to all employees:		

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A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes	
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:		
A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	Yes	
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes	
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://intranet.usace.army.mil/lrd/lrh/eeo/Pages/EEOresources.aspx
A.2.c	Does the agency inform its employees about the following topics:		
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	At least twice a year and monthly to new employees and supervisors
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	At least twice a year and monthly to new employees and supervisors
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	At least twice a year and monthly to new employees and supervisors
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious	Yes	At least twice a year and monthly to new employees and supervisors

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	Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.		
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	Yes	At least twice a year and monthly to new employees and supervisors
 Compliance Indicator  Measures	A.3 - The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	Yes	Recognize annually one district office woman, one field office woman, one district office supervisor and one field office supervisor for their contributions to EEO
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes	
Essential Element B: Integration of EEO into the agency's Strategic Mission This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.			
 Compliance Indicator 	B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.

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Measures			
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	The agency head serves as the senior rater and the deputy Commander is the immediate rater/supervisor of the EEO Officer.
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	Yes	Deputy District Commander
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	Yes	3 October 2018
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings	Yes	

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	concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		
 Compliance Indicator  Measures	B.2 - The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	Yes	
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes	
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	HQ Army EEOCCR is responsible for overseeing the timely issuing of final agency decisions.
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	

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B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes	
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes	Not applicable
 Compliance Indicator  Measures	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	Yes	
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	No	See Part H.
 Compliance Indicator  Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.

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B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:		
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	
B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	Yes	
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	Yes	
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	

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B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	Yes	
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	Yes	
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes	
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty	Yes	

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	employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?		
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes	
 Compliance Indicator  Measures	B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:		
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes	
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes	

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B.5.a.5	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes	
 Compliance Indicator  Measures	B.6 - The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	Yes	
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes	
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	Yes	
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	No	See Part H
Essential Element C: Management and Program Accountability This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.			
 Compliance Indicator	C.1 - The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.

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Measures			
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	Biennially
C.1.b	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	Biennially
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	Yes	
	C.2 - The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No)	Comments
Compliance Indicator			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
			
Measures			
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes	
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate	Yes	

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	conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	No	See Part H
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes	
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	Yes	
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes	

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C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	Yes	
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes	
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	Yes	
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes	While the RA PM is located within the EEO Office, if an EEO complaint is filed based upon a reasonable accommodation, a different EEO Officer processes the complaint.
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes	
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes	
C.2.b.5	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-	Yes	

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	715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.		
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes	
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	No	See Part H.
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes	
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		
C.3.b.1	Resolve EEO problems/disagreements/conflicts,	Yes	

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	including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	Yes	
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor	Yes	

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	Relations Authority? [see MD-715, II(C)]		
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	Yes	
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes	
 Compliance Indicator  Measures	C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	Yes	
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all	Yes	

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	EEO groups? [see MD-715 Instructions, Sec. I]		
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	No	DA has not made the applicant workflow information available to the district EEO Offices. No Part H completed due to issues outside of the agency's control.
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes	
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:		
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes	
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes	
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes	
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	
 Compliance Indicator	C.5 - Following a finding of discrimination, the agency explores	Measure Met? (Yes/No)	Comments

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	whether it should take a disciplinary action.		A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Measures			
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	0
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	Yes	
	C.6 - The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No)	Comments
Compliance Indicator			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
			
Measures			
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec.	Yes	Monthly updates provided to management/supervisory officials during staff meetings and at the end of the year as part of the State of the Agency briefing.

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	I] If "yes", please identify the frequency of the EEO updates in the comments column.		
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	
Essential Element D: Proactive Prevention This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			
 Compliance Indicator  Measures	D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes	
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	No	See Part H.

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 Compliance Indicator	D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No)	Comments
 Measures			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	Yes	
D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	Yes	
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	Yes	Complaint/grievance data, employee climate surveys, unions, program evaluations, Special Emphasis Programs, Reasonable Accommodation Program, Anti-Harassment program
 Compliance Indicator	D.3 - The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No)	Comments

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			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Measures			
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	Yes	
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	Yes	
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes	
	D.4 - The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No)	Comments
			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Compliance Indicator			
Measures			
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	No	See Part H.
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes	
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes	

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D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes	
Essential Element E: Efficiency This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			
 Compliance Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No)	Comments
 Measures			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	Yes	
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	Yes	2 days

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E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes	
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	Yes	Not Applicable.
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	No	Department of Army issues the FAD at the formal level; with only two FAD writers for all of Army many FADs are not issued until years later. No Form H completed due to issues outside of the agency's control.
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes	
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	Yes	LRH does not utilize contractors during the informal process. At the formal level, IRD may use contractors, but LRH has no control/input over these contractors or their performance.

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E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes	
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes	
 Compliance Indicator  Measures	E.2 - The agency has a neutral EEO process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	The Huntington District EEO Office consults with the legal staff in the Buffalo District.
E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.d	Does the agency ensure that its agency representative does not intrude upon	Yes	

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	EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)	Yes	
 Compliance Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes	
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	Yes	
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes	
E.3.e	Does the agency prohibit the responsible management official named in the	Yes	

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	dispute from having settlement authority? [see MD-110, Ch. 3(I)]		
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	
 Compliance Indicator  Measures	E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:		
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes	
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes	
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	No	DA has not made applicant flow data available to the District level EEO Offices. No Form H completed due to issues outside of the agency's control.
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC	Yes	

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	Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes	
 Compliance Indicator  Measures	E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No)	Comments
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	One of the trends we have monitored has been selections. As a result, EEO is included on selection panels in order to monitor the proceedings.
E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	LRH EEO Office collaborates with sister districts and adopts best practices as appropriate. For example, LRL EEO Office created a brochure on PAS which LRH adopted and shared with LRH workforce.
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes	
Essential Element F: Responsiveness and Legal Compliance This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
	F.1 - The agency has processes in place to ensure timely and full	Measure Met?	Comments

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Compliance Indicator 	compliance with EEOC Orders and settlement agreements.	(Yes/No)	A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Measures			
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes	
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes	
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes	
 Compliance Indicator 	F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Measures			

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F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes	
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes	
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes	
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	N/A	HQ Army EEOCCR submits to EEOC an accurate and complete No FEAR Act report
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	N/A	Starting FY 2019 commands will timely post on its public webpage its quarterly No FEAR Act data

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element B – Integration of EEO into the Agency’s Strategic Mission	The agency’s current strategic plan does not reference EEO/diversity and inclusion principles.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy yy)	Objective	Target Date (mm/dd/yy yy)	Modified Date (mm/dd/yy yy)	Date Completed (mm/dd/yy yy)
10/31/2018	Incorporate EEO/diversity and inclusion principles into the agency’s strategic plan.	07/31/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Strategic Planning Specialist		No

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Title	Name	Performance Standards Address the Plan? (Yes or No)

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
07/31/2019	Where appropriate incorporate EEO/diversity and inclusion into the strategic plan	Yes		

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element B – Integration of EEO into the Agency’s Strategic Mission	Senior managers do not successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plan.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy yy)	Objective	Target Date (mm/dd/yy yy)	Modified Date (mm/dd/yy yy)	Date Completed (mm/dd/yy yy)
10/31/2018	Hold senior managers accountable for implementing EEO Action Plans.	04/01/2019		
10/31/2018	Incorporate EEO Action Plan Objectives into the agency’s strategic plan.	7/31/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Strategic Planning Specialist		No
Deputy District Commander		No

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EEO Plan To Attain the Essential Elements of a Model EEO Program

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Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
04/01/2019	Identify appropriate senior managers who can implement EEO Action Plans.	Yes		
07/31/2019	Incorporate EEO Action Plan Objectives into agency strategic plan.	Yes		

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element C – Management and Program Accountability	There is no firewall between the Anti-Harassment Coordinator and the EEO Manager.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy yy)	Objective	Target Date (mm/dd/yy yy)	Modified Date (mm/dd/yy yy)	Date Completed (mm/dd/yy yy)
10/31/2018	Appoint an Anti-Harassment Coordinator outside of the EEO Office.	12/31/2018		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Deputy District Commander		No

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/31/2018	DD will identify and appoint an Anti-Harassment Coordinator outside of the EEO Office.	Yes		

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element C – Management and Program Accountability	Procedures for processing requests for Personal Assistance Services are not posted to the agency’s public website.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy yy)	Objective	Target Date (mm/dd/yy yy)	Modified Date (mm/dd/yy yy)	Date Completed (mm/dd/yy yy)
10/31/2018	Inform employees and applicants of the procedures for processing PAS.	12/31/2018		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager		Yes
Public Affairs Officer		No

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
11/30/2018	The EEO Office will provide PAS procedures to the Public Affairs Office for posting to the public website.	yes		
12/31/2018	Post PAS procedures to the public website.	Yes		

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element D – Proactive Prevention	The agency does not conduct effective exit interviews or surveys.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy yy)	Objective	Target Date (mm/dd/yy yy)	Modified Date (mm/dd/yy yy)	Date Completed (mm/dd/yy yy)
10/31/2018	Develop effective exit interview and/or survey	12/31/2018		
10/31/2018	Conduct exit interview and/or surveys with exiting employees	09/30/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager		Yes

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
11/30/2018	The EEO Office will develop exit interview questionnaire and survey.	yes		
12/31/2018	The Corporate Board will approve proposed exit interview questionnaire and survey	Yes		
05/31/2019	The EEO Office will conduct appropriate exit interviews or provide exit surveys to departing employees.	Yes		

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element D – Proactive Prevention	The agency’s affirmative action plan is not posted to the agency’s public website.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yy yy)	Objective	Target Date (mm/dd/yy yy)	Modified Date (mm/dd/yy yy)	Date Completed (mm/dd/yy yy)
10/31/2018	Communicate the agency’s affirmative action plan to the public.	12/31/2018		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager		Yes
Public Affairs Officer		No

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/15/2018	The EEO Office will provide the agency's affirmative action plan to the Public Affairs Office for posting to the public website.	yes		
12/31/2018	Post agency's affirmative action plan to the public website.	Yes		

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Data Tables	A6-1	The participation rate of women overall, Black men, and Hispanic men are less than expected for the Lock and Dam Operator series.

EEO Group(s) Affected by Trigger (Check)

<input type="checkbox"/>	All Men	<input checked="" type="checkbox"/>	All Women
<input checked="" type="checkbox"/>	Hispanic or Latino Males	<input type="checkbox"/>	Hispanic or Latino Females
<input type="checkbox"/>	White Males	<input type="checkbox"/>	White Females
<input checked="" type="checkbox"/>	Black or African American Males	<input type="checkbox"/>	Black or African American Females
<input type="checkbox"/>	Asian Males	<input type="checkbox"/>	Asian Females
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Males	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Females
<input type="checkbox"/>	American Indian or Alaska Native Males	<input type="checkbox"/>	American Indian or Alaska Native Females
<input type="checkbox"/>	Two or More Races Males	<input type="checkbox"/>	Two or More Races Females

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Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Statistical Data Analysis revealed gross disparities.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

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Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Identify cause of low participation rate of Women overall, Black men, and Hispanic men in the Lock and Dam Operator series.	10/31/2018	09/30/2019	Yes		

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Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager		Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Obtain applicant flow data from DA		

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Data Tables	A6-1	The participation rate of Black males and Hispanic males are less than expected as compared to their participation rate in the national civilian labor force for Maintenance and Repair Workers.

EEO Group(s) Affected by Trigger (Check)

<input type="checkbox"/>	All Men	<input type="checkbox"/>	All Women
<input checked="" type="checkbox"/>	Hispanic or Latino Males	<input type="checkbox"/>	Hispanic or Latino Females
<input type="checkbox"/>	White Males	<input type="checkbox"/>	White Females
<input checked="" type="checkbox"/>	Black or African American Males	<input type="checkbox"/>	Black or African American Females
<input type="checkbox"/>	Asian Males	<input type="checkbox"/>	Asian Females
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Males	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Females
<input type="checkbox"/>	American Indian or Alaska Native Males	<input type="checkbox"/>	American Indian or Alaska Native Females
<input type="checkbox"/>	Two or More Races Males	<input type="checkbox"/>	Two or More Races Females

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Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Statistical Data Analysis revealed gross disparities.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

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Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Identify cause of the low participation rate of Black males and Hispanic males in the Maintenance and Repair Workers series.	10/31/2018	09/30/2019	Yes		

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Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager		Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Obtain applicant flow data from DA		

Report of Accomplishments

Fiscal Year	Accomplishments

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Data Tables	A6-1	The participation rate of Asian males in the Civil Engineer series are less than expected as compared to their participation rates in the national civilian labor force for Civil Engineers.

EEO Group(s) Affected by Trigger (Check)

<input type="checkbox"/>	All Men	<input type="checkbox"/>	All Women
<input type="checkbox"/>	Hispanic or Latino Males	<input type="checkbox"/>	Hispanic or Latino Females
<input type="checkbox"/>	White Males	<input type="checkbox"/>	White Females
<input type="checkbox"/>	Black or African American Males	<input type="checkbox"/>	Black or African American Females
<input checked="" type="checkbox"/>	Asian Males	<input type="checkbox"/>	Asian Females
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Males	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Females
<input type="checkbox"/>	American Indian or Alaska Native Males	<input type="checkbox"/>	American Indian or Alaska Native Females
<input type="checkbox"/>	Two or More Races Males	<input type="checkbox"/>	Two or More Races Females

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Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Statistical Data Analysis revealed gross disparities.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

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Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Identify the cause of the low participation rate of Asian males in the Civil Engineer series.	10/31/2018	09/30/2019	Yes		

Responsible Official(s)

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Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager		Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Obtain applicant flow data from DA		

Report of Accomplishments

Fiscal Year	Accomplishments

715 - Part J
Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), Equal Employment Opportunity Commission (EEOC) regulations (29 C.F.R. Section 1614.203(e)) and Management Directive (MD) 715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD 715 report.

Section I: Efforts to Reach Regulatory Goals

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)	Yes	<input checked="" type="checkbox"/>	No	
b. Cluster GS-11 to SES (PWD)	Yes	<input checked="" type="checkbox"/>	No	
<p>PWD in GS-1 to GS-10 represent 10.54%. PWD in GS-11 and above positions represent 8.46%. This is less than the expected 12% benchmark established by DA.</p>				

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD)	Yes	<input checked="" type="checkbox"/>	No	
b. Cluster GS-11 to SES (PWTD)	Yes	<input checked="" type="checkbox"/>	No	
<p>PWTD in GS-1 to GS-10 represent 1.19%. PWTD in GS-11 and above positions represent 1.48%. This is less than the expected 2% benchmark established by DA.</p>				

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

<p>The agency will continue to encourage employees to self-identify their disabilities. Continued outreach efforts will be made to local disabled veterans' organizations, and community disability organizations. Hiring managers and recruiters are encouraged to utilize special hiring authorities, i.e., Schedule A. Numerical goals will be communicated to the hiring managers and recruiters during regular staff meetings.</p>
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Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. Plan to Provide Sufficient and Competent Staffing for the Disability Program.

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

	Yes	<input checked="" type="checkbox"/>	No	

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD				Information Not Provided by CPAC
Answering questions from the public about hiring authorities that take disability into account				Information Not Provided by CPAC
Processing reasonable accommodation requests from applicants and employees			1	Tracy Baker, IWD Program Manager, CELRH-EO, tracy.d.baker@usace.army.mil
Section 508 Compliance			1	Tracy Baker, IWD Program Manager, CELRH-EO, tracy.d.baker@usace.army.mil

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Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act (ABA) Compliance			1	
Special Emphasis Program for PWD and PWTD			1	

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

	Yes	<input checked="" type="checkbox"/>	No	
The PWD PM has attended Disability Program Training with DEOMI. Additional training on ABA and 508 Compliance is needed, but no courses are currently being offered.				

B. Plan to Ensure Sufficient Funding for the Disability Program.

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient *funding* and other *resources*.

	Yes	<input checked="" type="checkbox"/>	No	

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. Plan to Identify Job Applicants with Disabilities.

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The agency utilizes Schedule A hiring authorities whenever possible. Once positions are identified, the PWDPM works with local rehabilitation services to determine if there are any potential PWD/PWTD who may qualify for the positions. We also actively recruit at the local veteran administration.

2. Pursuant to 29 C.F.R. § 1614.203(a) (3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

The agency utilizes Schedule A hiring authorities whenever possible. Once positions are identified, the PWDPM works with local rehabilitation services to determine if there are any potential PWD/PWTD who may qualify for the positions. We also actively recruit at the local veteran administration.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

When utilizing Schedule A, we receive the individual's resume and a copy of their disability certification (from respective rehabilitation service organizations) and provide it to the HR staffing specialist for a determination of qualifications. Once determined to be qualified, the resume is then provided to the hiring officials; the HR Staffing Specialist and the PWDPM explains the process and services available to the potential employee from the rehabilitation services.

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4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

	Yes	X	No	
HR provided training/information to hiring officials annually on Schedule A through face-to-face training and by distributing the training information to all supervisors and managers.				

B. Plan to Establish Contacts with Disability Employment Organizations

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The PWDPM has a working relationship with all disability related organizations within the area and the recruiting lead maintains relationships with the veteran administration.
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C. Progression Towards Goals (Recruitment and Hiring)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes	X	No	
b. New Hires for Permanent Workforce (PWTD)	Yes	X	No	
5.39% of new hires were PWD and 1.34% were PWTD. Both of these numbers are well below the identified goals.				

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. New Hires for MCO (PWD)	Yes		No	
b. New Hires for MCO (PWTD)	Yes		No	
Applicant pool data was not available for analysis.				

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes		No	
b. Qualified Applicants for MCO (PWTD)	Yes		No	
Applicant pool data was not available for analysis.				

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4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Promotions for MCO (PWD)	Yes		No	
b. Promotions for MCO (PWTD)	Yes		No	
Applicant pool data was not available for analysis.				

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d) (1) (iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. Advancement Program Plan

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

All employees are provided opportunities for advancement, career training, awards and mentoring. If individuals are interested in developmental opportunities, training and mentorship, they are encouraged to notify their supervisors of this interest.

B. Career Development Opportunities

1. Please describe the career development opportunities that the agency provides to its employees.

Numerous career development opportunities are available throughout the year and are publicized through internal email messages.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	Unknown	11	Unknown	0	Unknown	0

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Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)	Yes	X	No	
b. Selections (PWD)	Yes	X	No	
PWD are not represented at the GS-13 and above grades comparable with their representation in the workforce.				

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)	Yes	X	No	
b. Selections (PWTD)	Yes	X	No	
PWTD are not represented at the GS-13 and above grades comparable with their representation in the workforce.				

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C. Awards

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, and Incentives (PWD)	Yes	X	No	
b. Awards, Bonuses, and Incentives (PWTD)	Yes		No	X
PWD are slightly below their expected representation in the workforce for receipt of awards.				

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)	Yes	X	No	
b. Pay Increases (PWTD)	Yes	X	No	
PWD and PWTD are below their expected representation in the workforce for quality step increases or performance-based pay increase.				

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)	Yes		No	
b. Other Types of Recognition (PWTD)	Yes		No	
Not applicable				

D. Promotions

1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
b. Grade GS-15	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
c. Grade GS-14	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
d. Grade GS-13	i. Qualified Internal Applicants (PWD)	Yes	X	No	

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	ii. Internal Selections (PWD)	Yes	X	No	
PWD are below their expected representation in the workforce for promotions at the GS-13-15 levels.					

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
b. Grade GS-15	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
c. Grade GS-14	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
d. Grade GS-13	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
PWTD are below their expected representation in the workforce for promotions at the GS-13-15 levels.					

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWD)	Yes		No	
b. New Hires to GS-15 (PWD)	Yes		No	
c. New Hires to GS-14 (PWD)	Yes		No	
d. New Hires to GS-13 (PWD)	Yes		No	
Unable to evaluate since applicant flow information has not been provided to the district level EEO Office.				

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWTD)	Yes		No	
b. New Hires to GS-15 (PWTD)	Yes		No	
c. New Hires to GS-14 (PWTD)	Yes		No	
d. New Hires to GS-13 (PWTD)	Yes		No	

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Unable to evaluate since applicant flow information has not been provided to the district level EEO Office.

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
b. Managers	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
c. Supervisors	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	

PWD are below their expected representation in the workforce for promotions to supervisory positions.

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	

PWTD are below their expected representation in the workforce for promotions to supervisory positions.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD)	Yes		No	
b. New Hires for Managers (PWD)	Yes		No	
c. New Hires for Supervisors (PWD)	Yes		No	

We are unable to evaluate this item since applicant workflow data is not available at the district level.

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8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD)	Yes		No	
b. New Hires for Managers (PWTD)	Yes		No	
c. New Hires for Supervisors (PWTD)	Yes		No	
We are unable to evaluate this item since applicant workflow data is not available at the district level.				

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. Voluntary and Involuntary Separations

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

	Yes	X	No	
The agency did not have any Schedule A employees to convert.				

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)	Yes		No	X
b. Involuntary Separations (PWD)	Yes		No	X

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3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD)	Yes		No	X
b. Involuntary Separations (PWTD)	Yes		No	X

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using *exit interview results and other data sources*.

No trigger exists for the separation rate of PWD and PWTD.

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

https://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

Not available; this item has been noted as a deficiency and will be remedied in FY 19.

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3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The district plans to add handicap accessible doors to the men and women's restrooms, one floor each year, until completion.

C. Reasonable Accommodation Program

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing days for initial requests for reasonable accommodation was 40 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Managers and supervisors are trained on the reasonable accommodation process. Once a supervisor receives a request for accommodation, they forward it to the RA Program Manager. The RA Program Manager then works closely with the supervisor and employee to ensure understanding and options for the requested accommodation. In general, requests are processed within the standard timeframe; however, many times the agency cannot render a decision until the employee provides appropriate medical documentation.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace
Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

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This agency has not received any requests for PAS during FY 18.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint data involving Harassment

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

	Yes		No	X
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2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

	Yes		No	X
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3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination against the U.S. Army Corps of Engineers, Huntington District during FY 18.

B. EEO Complaint Data involving Reasonable Accommodation

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

	Yes		No	X
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2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

	Yes		No	X
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3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination against the U.S. Army Corps of Engineers, Huntington District during FY 18.

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

	Yes		No	X
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2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

	Yes		No	X
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3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger 1	5.39% of new hires were PWD and 1.34% were PWTD. Both of these numbers are well below the identified goals.			
Barrier(s)				
Objective(s)				
Responsible Official(s)		Performance Standards Address the Plan?		
Tracy Baker, EEO Officer		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

09/30/2019	Obtain applicant flow data from DA			
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Trigger 2	PWD and PWTD are not represented at the GS-13 and above grades comparable with their representation in the workforce.			
Barrier(s)	Individuals are not self-identifying disabilities in the workforce.			
Objective(s)	Increase self-identification of disabilities by the workforce.			
Responsible Official(s)		Performance Standards Address the Plan?		
		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

03/31/2019	Re-survey workforce, asking them to self-identify disabilities.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Trigger 3	PWD are slightly below their expected representation in the workforce for receipt of awards.			
Barrier(s)	Individuals are not self-identifying disabilities in the workforce.			
Objective(s)	Increase self-identification of disabilities by the workforce.			
Responsible Official(s)		Performance Standards Address the Plan?		
		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

3/31/2019	Re-survey workforce, asking them to self-identify disabilities.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Trigger 4	PWD and PWTD are below their expected representation in the workforce for quality step increases or performance-based pay increase.			
Barrier(s)	Individuals are not self-identifying disabilities in the workforce.			
Objective(s)	Increase self-identification of disabilities by the workforce.			
Responsible Official(s)		Performance Standards Address the Plan?		
		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

3/31/2019	Re-survey workforce, asking them to self-identify disabilities.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Trigger 5	PWD and PWTD are below their expected representation in the workforce for promotions at the GS-13-15 levels.			
Barrier(s)	Individuals are not self-identifying disabilities in the workforce.			
Objective(s)	Increase self-identification of disabilities by the workforce.			
Responsible Official(s)		Performance Standards Address the Plan?		
		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

3/31/2019	Re-survey workforce, asking them to self-identify disabilities.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Trigger 6	PWD and PWTD are below their expected representation in the workforce for promotions to supervisory positions.			
Barrier(s)	Individuals are not self-identifying disabilities in the workforce.			
Objective(s)	Increase self-identification of disabilities by the workforce.			
Responsible Official(s)		Performance Standards Address the Plan?		
		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

3/31/2019	Re-survey workforce, asking them to self-identify disabilities.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Trigger 7	PWD and PWTD are below their expected representation in the workforce for promotions to supervisory positions.			
Barrier(s)	Individuals are not self-identifying disabilities in the workforce.			
Objective(s)	Increase self-identification of disabilities by the workforce.			
Responsible Official(s)		Performance Standards Address the Plan?		
		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

3/31/2019	Re-survey workforce, asking them to self-identify disabilities.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.