

715 Part A-J
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Seattle District (NWS) provides service to the Armed Forces and our Nation at peace or war by designing, constructing, operating, and permitting military/civil works infrastructure, and projects that build the Nation's military and long-term economic might in an environmentally sustainable way. On order, we execute Emergency Operations in support of local, state, and federal agencies.

NWS is comprised of engineers, scientists, and other specialists working together as leaders in engineering and environmental matters. Our diverse workforce of biologists, engineers, geologists, hydrologists, natural resource managers and other professionals meet the demands of changing times and requirements as a vital part of America's Army. Approximately eight hundred civilian employees work in the Seattle District and is one of the largest districts in the Corps, covering all or part of four states.

Mission: We provide vital engineering expertise and water resource stewardship which delivers world-class solutions to protect and serve the Pacific Northwest and the Nation.

- Major integrated water resource management and ecosystem restoration projects for Puget Sound, and throughout the District's Civil Works area of operation in parts of three states.
- Operating and maintaining dams as part of the Federal Columbia River Power System, which provide clean sustainable energy to the northwest and nation.
- Support efforts to other federal agencies such as cleanup of contaminated properties for the EPA and facilities construction for Customs and Border Protection.
- Providing support to the military with construction, environmental, and resource services at Joint Base Lewis-McChord, and at Mountain Home, Fairchild, and Malmstrom Air Force bases.
- Supporting overseas contingency operations and reducing disaster risk and responding to domestic national disasters

Vision: People First, Team of Teams, Delivering Strong: Excelling in a Dynamic Environment

Database Information: Data contained in this report was obtained from the Defense Civilian Personnel Database System (DCPDS), the Business Object Applications System (BOXI) and the Complaints Tracking System (iComplaints). The data reported in this executive summary is a representation of all permanent and temporary full- and part-time civilian employees as of October 30, 2020. Data on the less than expected participation rate of targeted groups was calculated by comparing the participation rate of minority groups and women to their representation in the National Civilian Labor Force (NCLF). The NCLF is used as the comparator as NWS recruits nationally for its vacancies.

Summary Analysis of the Workforce: As of October 30, 2020, the NWS Civilian workforce totaled 821, which represents a decrease of 6 employees, as compared to 827 civilian employees in FY 2019. Of the 821 civilian employees in the current

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Workforce, **65%** (536) are male and **35%** (285) are female, FY20 percentage of employees stayed the same as FY19. There was an increase of 1 male and a decrease of 7 females.

NWS Compared to the National Civilian Labor Force (NCLF)

NWS is meeting or exceeding the NCLF for American Indian/Alaskan Native and White males; both males and females of Asian, Native Hawaiian and Pacific Islanders, and Two or More Races. When NWS is compared to the Local Civilian Labor Force (LCLF) only White males, Native Hawaiian, and American Indian or Alaskan Native males meet or exceed the LCLF. All other Sex, and Race/Ethnicity are underrepresented.

NWS has lower than expected participation rates for the following groups:

- Hispanic males have steadily increased or stayed the same over the last four years however; Hispanic females have fluctuated +/- 2 employees. In comparison to the NCLF of **5.17%** for males and **4.79%** for females, Hispanics are still underrepresented.

Males

- FY17 at 1.97% (16)
- FY18 at 2.20% (18)
- FY19 at 2.41% (20)
- **FY20 at 2.43% (20)**

Females

- FY17 at 1.73% (14)
- FY18 at 1.46% (12)
- FY19 at 1.45% (12)
- **FY20 at 1.21% (10)**

- African American/Black males have increased for FY20 and females have decreased this year by 3 employees. In comparison to the NCLF of **5.38%** for males and **6.41%** for females, African American/Blacks are still underrepresented across the board.

Males

- FY17 at 1.73% (14)
- FY18 at 2.07% (17)
- FY19 at 1.93% (16)
- **FY20 at 2.07% (17)**

Females

- FY17 at 1.11% (09)
- FY18 at 1.58% (13)
- FY19 at 1.45% (12)
- **FY20 at 1.09% (9)**

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- White females have fluctuated one percent down and up from 2017-2020. In comparison to the NCLF rate of **34%**, they remain an underrepresented group. In comparison White males exceeded the NCLF rate of **38%** reaching **53.59%**.
 - FY17 at 25.01% (202)
 - FY18 at 26.40% (216)
 - FY19 at 27.69% (229)
 - **FY20 at 27.40% (225)**

- American Indian/Alaskan Native females have remained the same from 2017-2020. In comparison to the NCLF rate of **0.32%**, they remain an underrepresented group. In comparison American Indian/Alaskan Native 8 male employees exceeded the NCLF rate of **.32%** reaching **.97%**.
 - FY17 at 0.12% (1)
 - FY18 at 0.12% (1)
 - FY19 at 0.12% (1)
 - **FY20 at 0.12% (1)**

- The number of Individuals with Disabilities (IWDs) in the total workforce in FY20 is 97, which represents **10.13%** of the total civilian workforce. The EEOC goal is 12% for Federal agencies.
 - FY17 at 10.75% (86)
 - FY18 at 10.97% (89)
 - FY19 at 10.75% (88)
 - **FY20 at 10.13% (82)**

- The number of Individuals with Targeted Disabilities (IWTDs) in the total workforce in FY20 is 10, which represents **1.23%** of the total civilian workforce. The EEOC goal is 2% for Federal agencies. Individuals with Targeted Disabilities are a subset of those who have a reportable disability. The criteria EEOC used to select the nine disabilities categorized as “targeted disabilities” included the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group.
 - FY17 at 1.50% (12)
 - FY18 at 1.35% (11)
 - FY19 at 1.93% (16)
 - **FY20 at 1.23% (10)**

Targeted disabilities represented within the command are epilepsy, missing extremities, partial paralysis, psychiatric, and vision. Targeted disabilities not represented include hearing loss, paralysis, severe intellectual disability, and dwarfism.

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The Equal Employment Opportunity Commission (EEOC) requires agencies to report workforce data by aggregating it into nine (9) employment categories. These categories are considered as the **EEOC FED 9 occupational categories**.

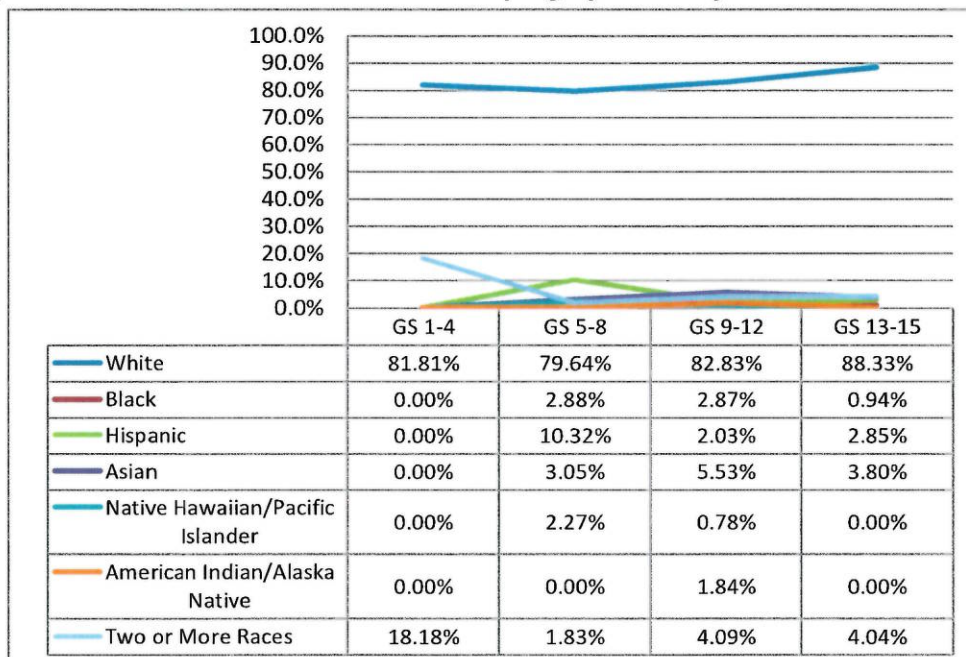
Figure 1 shows that **19.95%** of the civilian workforce are classified as Officials and Managers. The majority of the **46.42%** are categorized as Professionals, which require employees in this group to have college degrees or experience of such kind and amount to provide comparable background.

Figure 1. Workforce FED 9 Categories

FED 9 Description	Number of Employees	Percentages
Officials and Managers	162	19.73%
Professionals	379	46.16%
Technicians	38	4.62%
Administrative Support Workers	50	6.09%
Craft Workers	133	16.19%
Operatives	26	3.16%
Laborers and Helpers	22	2.67%
Service Workers	8	0.97%
Other	3	0.36%
Total	821	100%

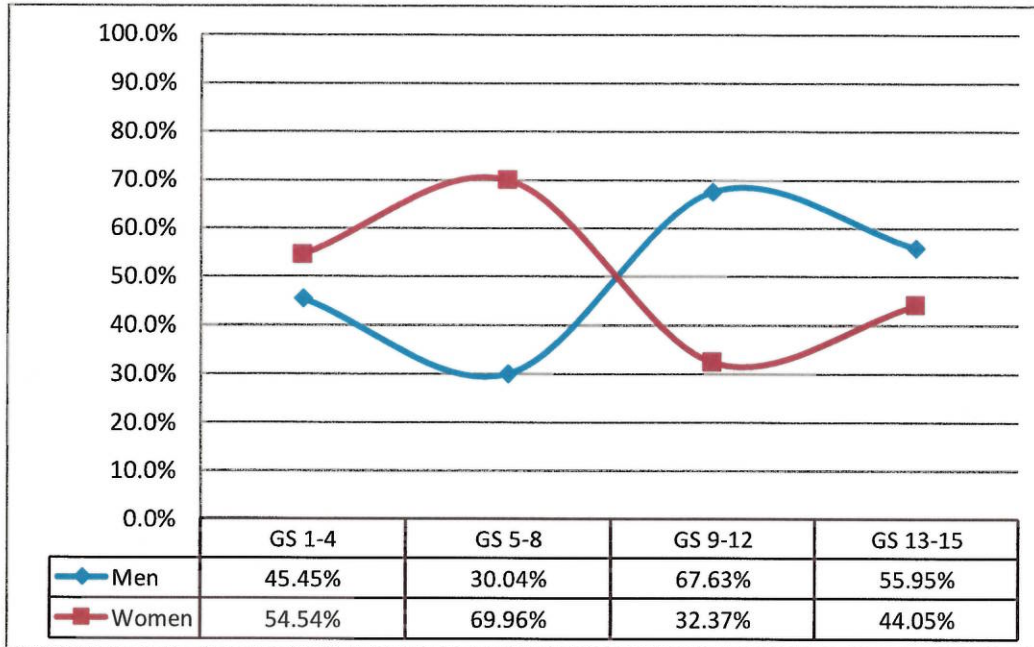
There are **634** General Schedule (GS) permanent civilian employees, and **111** Wage Grade (WG) employees in the NWS workforce according to the A3-4 Table in the MD 715 Reporter. The GS group is the most populated pay plan group in NWS representing **77.2%** of the total workforce.

Figure 2.a. General Schedule Grade Grouping by Ethnicity and Race Identification



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Figure 2.b. General Schedule Grade Grouping by Sex



Essential Element A: Demonstrated Commitment from Agency Leadership – 100%

Strengths:

- Leadership from the District Commander, Deputy Commander to the managers and supervisors support EEO outreach initiatives and work in collaboration with Special Emphasis Program representatives and STEM committees. All Special Emphasis programs are championed by a program Chair. The committee Chairpersons are provided oversight and guidance from the Special Emphasis Program Manager who is situated within the EEO Office.
- Managers and supervisors are evaluated on their commitment to agency EEO policies and principles.
- EEO policies and Reasonable Accommodation Procedures are discussed at New Employee Orientation and employees are provided the links to where they are posted on the NWS Intranet. New supervisor employees receive one-on-one training.
- Reasonable Accommodation for Supervisors is offered quarterly.
- Agency Internal website has agency written material including quick links for Reasonable Accommodation Forms, Supervisors Tools, Regulations, and Resources.
- The agency is 504 Accessible compliant and offers Federal Relay Services.

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Essential Element B: Integration of EEO into the Agency's Strategic Mission – 97%

Strengths:

- EEO to brief the Commander and Senior Leadership on "EEO State of the Command" and meet annually to discuss MD715 results at the Division XO summit.
- EEO works collaboratively with Human Resources, supervisors, legal counsel, and other stakeholders and meets monthly.
- EEO staff has the knowledge, skills, and abilities to carry out duties.
- EEO attends Personnel Board, Command & Staff meetings on a regular basis.
- All employees must see the EEO office prior to out-process, during that time, the EEO Office provides the employee an opportunity to discuss any issues that may have come to surface during their tenure with the agency during an exit interview.
- Supervisors conduct 6-month Stay Interviews with new hires and provides trend data to the EEO office for retention analysis.

Area's for Improvement:

- Pending for January 2021 Cooperate Board meeting, the EEO Director will 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.

Essential Element C: Management and Program Accountability – 93%

Strengths:

- Schedules are established to review Merit Promotion Program and Employee Recognition Awards Programs for systemic barriers that may be impeding full participation in training opportunities.
- All employees, supervisors, and managers receive information of the table of penalties for perpetrating discriminatory behavior or for taking personnel actions based on a prohibited basis.
- Leadership issues disciplinary action when warranted if supervisors and managers do not carry out their EEO commitments as required by the regulations.
- The Command promptly complies with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, and District Court orders.
- Disability accommodation decisions/actions comply with process guidelines and information is tracked for trends and problems.
- EEO meets monthly with the deputy commander and quarterly with the district commander.
- EEO reviews and signs for all employee performance and monetary awards.

Area's for Improvement:

- Develop process to confirm prompt inquiry begins within 10 days of notification of all harassment allegations. EEO notifies Office of Council (OC) within 24-hrs, OC determines if further inquiry is needed.
- Develop procedures for processing requests for Personal Assistance Services and post to public websites.

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Essential Element D: Proactive Prevention – 100%

Strengths:

- Leadership participated with the EEO Officer in reviewing demographics and to identify barriers and develop action plans to eliminate possible barriers.
- Conducted trend analysis of workforce profiles, major occupations, grade level distribution by race, national origin, sex and disability.
- Conducted trend analyses of performance ratings by race, national origin, sex and disability.
- Conducts trend analysis by organizational climate surveys, sensing session, Stay and Exit Interviews.
- Employees are encouraged to use ADR in the informal complaint process.
- Supervisors and managers are highly encouraged to participate in the ADR process when the employee in the EEO complaints process elects it (unless the issues raised are covered under the exceptions guidance).
- EEO Anti-Harassment and NO Fear training for supervisors include information on ADR to resolve conflict at the lowest possible level.
- EEO office offers specialized training to sections that supervisors feel would benefit from additional proactive prevention.

Essential Element E: Efficiency – 97%

Strengths:

- The command uses i-Complaints to track and monitor the status and timeliness of complaints.
- EEO counseling was completed within 30 calendar days of the initial request or within the agreed upon extension in writing, up to 60 days.
- Aggrieved employees receive written notification of their rights and responsibilities as soon as they notify EEO of their intent to pursue a complaint.
- The command completes obligations in settlement agreements in a timely manner.
- EEO Counselor and EEO Manager attended 32 hours of Department of Army required 32-hour EEO Counselor training.
- EEO reviews and monitors trends reflected in complaints to identify problem areas.
- 95% of Reasonable Accommodations are approved within 30 days
- Zero discrepancies in annual MICP program review

Area's for Improvement:

- Data tables to not populate applicant flow data. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status is not available.

Essential Element F: Responsiveness and Legal Compliance - 100%

Strengths

- The command ensures timely compliance with EEOC orders and directives.
- NWS reports program efforts and accomplishments to Head Quarters.
- Resource Management is prompt in complying with requests for monetary records and processing of monetary relief.

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EEO Complaints In FY20, the EEO Office received 62 contacts from employees on various issues. There were three (3) informal complaints resolved and one (1) formal complaints filed. Most common issues claimed was non-selection. Most common bases claimed are race (black) and disability (mental). There are more bases and issues identified than actual complaints filed because individuals can elect multiple bases and issues when filing EEO complaints.

Top Issues and Bases Claimed for Formal Complaints Filed in FY 2020

Top Issues	# of Complaints	# of Complainants	% of Complaints
Harassment (Non-Sexual)	0	0	0
Promotion/Non-Selection & Appointment/Hire	2	1	75%
Disciplinary Actions	0	0	0
Evaluation/Appraisal	0	0	0
Assignment of Duties	0	0	0
Terms/Conditions of Employment	1	1	25%

Top Bases	# of Complaints	# of Complainants	% of Complaints
Reprisal	0	0	0
Sex (male)	0	0	0
Race (black)	2	1	75%
Age	0	0	0
Disability (mental)	1	1	25%

EEO, Anti-Harassment, and NO Fear Training

Supervisors, managers, and employees received EEO Anti-Harassment and No FEAR Act and SHARP training. As of October 30, 2020, 102 supervisors and 532 non-supervisors completed mandatory EEO, Anti-Harassment and No Fear Act Training.

NWS Accomplishments

- The FY20 Defense Equal Opportunity Management Institute (DEOMI) Climate Survey ran from 10 August to 11 November 2020. Survey responses were reviewed for trends and an action plan was developed accordingly. The plan incorporated areas for improvement with the Federal Employee Viewpoint Survey (FEVS) results. FY20 O-plan action items included a Workforce Enhancement Plan as the results of survey and Stay Interview data. The EEO Office is a member of the Workforce Enhancement Planning committee.
- Reasonable Accommodation (RA) continues to be a robust program in which reasonable accommodation requests are approved prior to the thirty-calendar

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daytime frame. RA training was conducted for supervisors in 2019-2020 and training was provided to all new supervisors in FY20. During FY 2020 EEO processed eight (8) requests within 95% of required timeframes.

- Stay Interviews feedback is solicited semi-annually, and the data is briefed as needed to Command and Staff personnel. Several supervisors reported that the interviews helped to flag potential problems, affording them the opportunity to be proactive in correcting processes or at least dialoging with employees about their concerns. Supervisors also find the tool very helpful in developing relationships with employees. This approach has opened doors of opportunities for inclusion that otherwise could be unavailable or unspoken. Strong positive responses were received regarding questions on job satisfaction, co-workers, and supervisory feedback. The trend data is also utilized to set retention goals for the upcoming year(s).
- In anticipation of Covid-19 related employee concerns, the EEO office supported the organizational telework policy review and participated in Covid-19 safety and supervisory delivery team meetings. The EEO Specialist conducts resiliency training for personnel during weekly Covid-19 supervisory calls.
- The EEO office conducted Reasonable Accommodations training quarterly, provided step-by-step flowcharts and one-on-one employee support; empowering supervisors to utilize resources and flexible work schedules as approved within the district policy without additional documentation. Unless, the additional medical documentation was necessary to provide reasonable accommodation.
- The Asian American Pacific Islander Employment Program representative hosted weekly Tai-Chi breathing, and relaxation techniques known as "Breathe Wednesday's" for stress reduction.
- Kicked Off OPORD 2020-04, Project Inclusion initiatives by hosting six, "Your Voice Matters" listening sessions. Ninety (90) employees of varies diverse backgrounds participated in a 2-hour facilitated discussion, providing feedback on their experiences with climate and race; diversity; command and equality; inclusion; and leadership support. 2021 goal include monthly table talks to continue Project Inclusion.

NWS continues to increase awareness of people with disabilities:

- Seattle District hiring officials and managers attended virtual recruitment and outreach events e.g., career days, veteran job fairs, and conferences.
- In FY 2020, the EEO office continued to strengthen the partnership with the Washington State and King County Disability Vocational Rehab partners by meeting quarterly for collaboration, communicating frequently by reviewing and sharing applicants and vacancy information for hiring purposes.
- Managers selected schedule-A hires that filled various rolls within the agency.
- Out of the \$484.4M in total contract obligation for the District, Seattle District awarded \$312.3M in contract actions to small business. Of which, \$257.6M went

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to Section 8(a)/Small Disadvantage Business; \$34.4M went to Service-Disabled Veteran-Owned SB (SDVOSB), \$10M to Woman-Owned SB (WOSB), and \$4.2M went to Historically Underutilized Business Zone (HUBZone). Out of 974 Contract actions; 709 or 72.3% of all contract actions went to SB.

- EEO Officer conducted cross-organizational support by assisting South Pacific Border District with their Equal Employment and Disability Programs for 60-days. Priority emphasized on reasonable accommodations training; Schedule-A recruitment and hire.

Special Emphasis Program (SEP) Accomplishments:

- Seattle District Mentorship Program (SDMP) is 3-years thriving in participation. The program is to encourage professional and personal growth with manager/supervisor volunteers to Mentor employees, outside of their day-to-day supervisory scope.
- EEO Staff worked closely with the Public Affairs Office to ensure that all external and internal websites are Section 508 compliant.
- Federal Relay Services introduced, shared and utilized during large audience and public events such as Town Halls. The service is for hearing impairment communication needs.
- Diversity and Inclusion training is promoted a minimum 12 times a year through Special Emphasis Program events. All Special Emphasis programs have an employee representative, whom is overseen by the EEO Special Emphasis Program Manager.
- 150 (18%) of employees volunteered to participate in D&I training and education.

FY21 Planned Objective:

Over a 4-year span, Individuals with Disabilities have stayed relatively the same FY17(10.75%) to FY20 (10.13%), and Individuals with Targeted Disabilities have decreased (with the exception of 2019) from FY17 (1.50%) to FY20 (1.23%).

Trigger for a Potential Barrier: The participation rate of Individuals with Targeted Disabilities (IWTG) is below the Federal High of 2% and 12% for Individual with Disabilities (IWD).

Statement of Identified Barrier: Unable to determine the reason for the lack of participation as applicant flow data is not available. Use of Schedule A hiring authority is underutilized. Non-targeted disabilities: In order to reach the 12% goal, which includes all grades, we would need to hire a minimum of an additional 18 employees, assuming we maintain our current disability retention rates. Targeted disabilities: In order to reach the 2% goal, which includes all grades, we would need to hire a minimum of an additional nine (9) employees with targeted disabilities, assuming we maintain our current disability retention rates with a total workforce of 821 personnel as the benchmark. In addition, self-reporting of disabilities is inconsistent and not mandatory.

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Objective: Increase hiring officials' awareness of the Schedule-A hiring and disabled veteran hiring authorities by hosting informative workshops, proving e-mail reminders emphasizing the need to self-identify with information on why it is important. Broaden outreach relationships with local organizations that assist persons with disabilities and disabled veterans in finding employment. Focus on retention by being a stakeholder on the Project Delivery Team for Seattle District Workplace Enhancement program.

Planned Activities: (1) Continue to collaborate with CPAC to provide training on Schedule A and other Veteran hiring authorities to hiring officials at the Corporate Board and Deputies meetings in an effort to increase use of Schedule A. (2) Send quarterly e-mail reminders to all staff personnel explaining the importance of self-identification. (3) Refer candidates' resumes to hiring officials from the Workforce Recruitment Program, King County Disability Vocational Rehab partners and various career fields for Schedule-A qualified applicants and College Students. (4) Increase outreach to organizations that assist people with disabilities including disabled veterans. (5) Continue to contact local colleges and develop a partnership with Veteran Employment Counselors.

FY21 Planned Objective: Increase participation rates of Hispanic Employees.

Trigger for a Potential Barrier: Low participation rates of Hispanic female and males; and African American/Black females in the organization. A review of the FY20 Total Workforce (Table A1) shows the participation rate of Hispanic males steadily increased over 3-years from FY17 at 1.97% (16) to FY19 at 2.41% (20) however, for FY20 representation at 2.43% (20), stayed relatively the same as the previous year. Hispanic females have slowly decreased over the last 4-years, in FY120 at 1.21% (10), FY19 at 1.41% (12), FY18 at 1.46% (12) and FY17 at 1.73% (14) In comparison to the NCLF of 5.17% for males and 4.79% for females they are still underrepresented. Participation rate of African American/Black female have decreased in FY20 with a loss of three (3) employees. From FY18 at 1.58% (13) to FY20 at 1.09% (9) which is the highest underrepresented group in comparison to the NCLF of 6.41%.

Statement of Identified Barrier: Unable to determine the reason for the lack of participation. Targeted outreach to Hispanics and African Americans through college affinity groups and community organizations increased in 2018 and 2020.

Objective: Continue to increase targeted outreach to Hispanics and African American's through college affinity groups, community organizations, and engage Black and Hispanic Serving Institutions in Washington State to market USACE to let them know who we are and what we do for current applicants and the future workforce.

Planned Activities: (1) Develop a list of contacts of affinity groups and community organizations to build partnerships and forward vacancy announcements. (2) Continue targeted outreach to established affinity groups with quarterly contact. (3) Established FY21 goals to schedule events with local college diversity/minority programs, strategically target underrepresented groups. The purpose of these events is share information and to provide resources on how to apply for jobs. Volunteers from STEM and other career fields are invited to participate and will share their experiences. (4) Continue, "your voice matters" discussion and provide feedback to leadership personnel. The purpose is to identify unknown barriers within recruitment and retention. (5) Establish a FY21 Diversity and Inclusion Committee to maximize opportunities for outreach and organizational representation.

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715 - PART F
CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS

I, Elizabeth D. Stanley, EEO Officer am the Principal EEO Director/Official
for: Seattle District, U.S. Army Corps of Engineers.

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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Date: 2020.12.09 12:23:50 -08'00'

ELIZABETH D. STANLEY
EEO Officer

Date



11 Dec 2020

ALEXANDER L. BULLOCK
COL, EN
Commanding

Date