

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:** Seattle District's mission is provide engineering expertise and manage water resources to deliver quality solutions that 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:** Excelling in a Dynamic Environment: Mission First, People Always, Team of Teams

**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 September 30, 2019. 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 September 30, 2019, the NWS Civilian workforce totaled 827, which represents an increase of 9 employees, as compared to 818 civilian employees in FY 2018. Of the 827 civilian employees in the current

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Workforce, **65%** (535) are male and **35%** (292) are female compared to **66%** males and **34%** females in FY 2018. There was a decrease of **5** males and an increase of **14** 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 females, 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 over the last four years however; Hispanic females have remained the same as FY18. In comparison to the NCLF of **5.17%** for males and **4.79%** for females, Hispanics are still underrepresented.

#### Males

- FY16 at 1.42% (12)
- FY17 at 1.97% (16)
- FY18 at 2.20% (18)
- **FY19 at 2.41% (20)**

#### Females

- FY16 at 1.78% (15)
- FY17 at 1.73% (14)
- FY18 at 1.46% (12)
- **FY19 at 1.45% (12)**

- African American/Black males and females have decreased this year. 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

- FY16 at 1.42% (12)
- FY17 at 1.73% (14)
- FY18 at 2.07% (17)
- **FY19 at 1.93% (16)**

#### Females

- FY16 at 1.18% (10)
- FY17 at 1.11% (09)
- FY18 at 1.58% (13)
- **FY19 at 1.45% (12)**

- White females have fluctuated one percent down and up from 2016-2019. In comparison to the NCLF rate of **34%**, they remain an underrepresented group. In comparison White males exceeded the NCLF rate of **38%** reaching **53.26%**.

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- FY16 at 26.70% (218)
  - FY17 at 25.01% (202)
  - FY18 at 26.40% (216)
  - **FY19 at 27.69% (229)**
- American Indian/Alaskan Native females have remained the same from 2016-2019. In comparison to the NCLF rate of **0.32%**, they remain an underrepresented group. In comparison American Indian/Alaskan Native males exceeded the NCLF rate of **.32%** reaching **.96%**.
    - FY16 at 0.11% (1)
    - FY17 at 0.12% (1)
    - FY18 at 0.12% (1)
    - **FY19 at 0.12% (1)**
- The number of Individuals **with** Disabilities (IWDs) in the total workforce in FY19 is 97, which represents **11.73%** of the total civilian workforce. The EEOC goal is 12% for Federal agencies.
    - FY16 at 8.45% (71)
    - FY17 at 10.75% (86)
    - FY18 at 10.97% (89)
    - **FY19 at 11.73% (97)**
- The number of Individuals **with Targeted** Disabilities (IWTDs) in the total workforce in FY19 is 16, which represents **1.93%** 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.
    - FY16 at 0.95% (8)
    - FY17 at 1.50% (12)
    - FY18 at 1.35% (11)
    - **FY19 at 1.93% (16)**

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.

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**. Figure1 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.

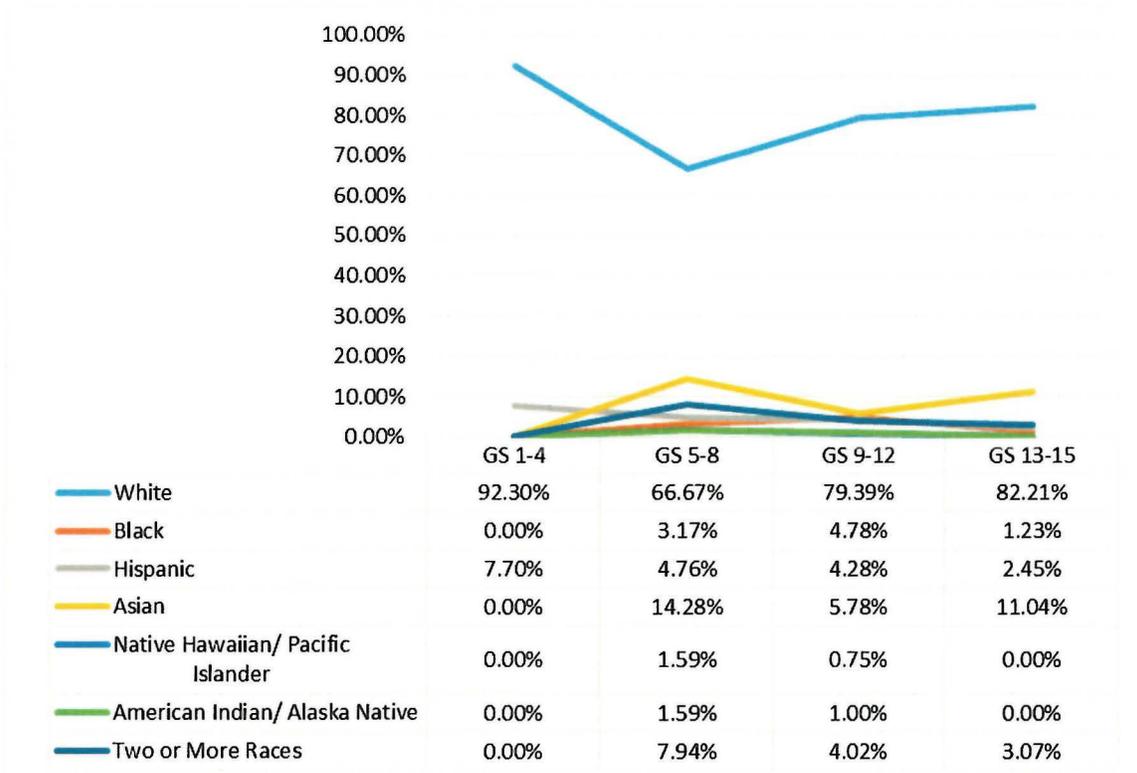
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**Figure 1. Workforce FED 9 Categories**

FED 9 Description	Number of Employees	Percentages
Officials and Managers	165	19.95%
Professionals	383	46.42%
Technicians	36	4.35%
Administrative Support Workers	50	6.12%
Craft Workers	131	15.88%
Operatives	26	3.15%
Laborers and Helpers	23	2.78%
Service Workers	9	1.11%
Other	2	0.24%
Total	827	100%

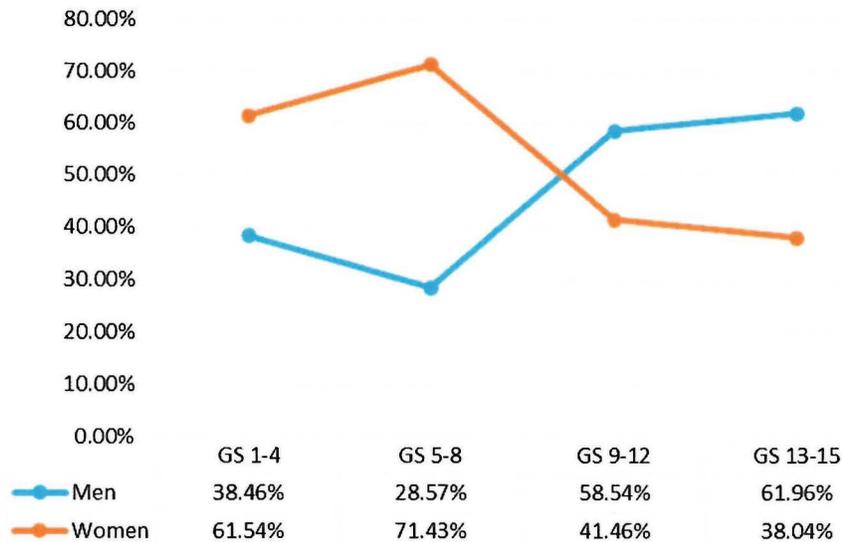
There are 641 General Schedule (GS) permanent civilian employees, and 147 Wage Grade (WG) employees in the NWS workforce according to the A3-4 Table in the MD 715 Reporter. The GS group is the most populated pay plan group in NWS representing 77.5% of the total workforce.

**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**



**Model EEO Program Summary (Overall Score – 100%)**

**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 Manager’s and STEM committees.
- 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 Training for new Supervisors is conducted within the first 30 days of employment.
- Reasonable Accommodation (RA) Training for Supervisors was conducted for all supervisors in FY2018. All new Supervisors not previously trained attended a class in FY2019.
- Reasonable Accommodation for Supervisors offered quarterly
- Agency Internal website has agency written material including quick links for Reasonable Accommodation Forms, Supervisors Tools, Regulations, and Resources.

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

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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.
- 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.

**Essential Element C: Management and Program Accountability – 100%**

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 bi-weekly with the deputy commander and quarterly with the district commander.

**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.
- Employees are encouraged to use ADR in the informal complaint process. ADR is utilized effectively on average of 60-70% of grievances and complaints.
- 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.

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**Essential Element E: Efficiency – 100%**

Strengths

- The command uses iComplaints 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

**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.
- Legal is available to quickly draft NSAs when called upon.

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**EEO Complaints** In FY19, the EEO Office received 34 contacts from employees on various issues. There were five (5) informal complaints resolved and four (4) formal complaints filed. Most common issues claimed are nonsexual harassment, Termination, and appraisal. Most common bases claimed are sex (male) and reprisal for prior EEO Activity. 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 2019**

Top Issues	# of Complaints	# of Complainants	% of Complaints
Harassment (Non-Sexual)	2	2	50%
Promotion/Non-Selection & Appointment/Hire	1	1	25%
Disciplinary Actions	1	1	25%
Evaluation/Appraisal	0	0	0
Assignment of Duties	0	0	0
Terms/Conditions of Employment	0	0	0

Top Bases	# of Complaints	# of Complainants	% of Complaints
Reprisal	3	3	75%
Sex (male)	1	1	25%
Race (white)	1	1	25%
Age	2	2	50%
Disability (Physical)	2	2	50%

**EEO, Anti-Harassment, and NO Fear Training**

Supervisors, managers, and employees received EEO Anti-Harassment and No FEAR Act and SHARP training. As of September 30, 2019, 101 supervisors (94%) and 687 (96%) non-supervisors completed mandatory EEO, Anti-Harassment and No Fear Act Training.

**SHARP Training**

Supervisors, managers, and employees received SHARP. As of September 30, 2019, 775 supervisors and non-supervisors completed Annual Refresher Training resulting in a 93.71% percent completion rate. We are continuing to monitor the progress of our completion rate and we will continue to work towards 100 percent compliance during FY 2020.

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**NWS Accomplishments**

The FY18 DEOMI Climate Survey ran from 5-30 November 2018. 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. FY19 O-plan action items included a Workforce Enhancement Plan as the results of survey and Stay Interview data. The EEO Officer 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 day time frame. RA training was conducted for supervisors in 2018-2019 and training was provided to all new supervisors in FY19. During FY 2019 EEO processed 44 requests within 95% of required timeframes.

2018-19 Initiative Implemented: Conducted "Initial Stay Interviews" for New Employees. A Project Delivery Team, comprised of supervisors, developed a process that includes a series of questions for supervisors to ask new employees after a six-month period on the job. This process assists in identifying what employees like about their current jobs and in informing management of their concerns and/or issues. In 2019 Stay Interviews feedback solicited semi-annually and data is briefed at monthly Command and Staff. 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. Strong positive responses were received regarding questions on job satisfaction, co-workers, and supervisory feedback. Trends analysis discovered many new hires dissatisfaction with onboarding the organization, a Project Delivery Team has developed to establish best practices.

NWS continues to increase awareness of people with disabilities in the following areas:

- Seattle District hiring officials and managers attended sixteen recruitment and outreach events e.g., career days, veteran job fairs, and conferences.
- In FY 2019, the EEO office strengthened 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.
- DVR partners nominated EEO officer, Elizabeth Stanley, on behalf of Seattle District for the 2019 Governor's Award, which highlight the outstanding contributions of Washington State employers, job coaches/developers, and individuals with disabilities.
- Managers selected seven new schedule-A hires that filled various rolls within the agency.
- Targeted recruitment during the DAV Recruit Military JBLM Job Fair held on JBLM at the American Lake Conference Center.

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- \$33.8M of contracts awarded to Service-Disabled Veteran-Owned small businesses and \$9.8M to Woman-Owned Small Businesses.
  
- Provided supervisors with tools to recruit and retain veterans, especially those who are 30% or more disabled and may or may not need a reasonable accommodation. Eleven veterans were hired in FY19 under the VRA. To show our support and commitment to all veterans, the NWS Special Emphasis Committee hosted a Veterans' social event November 2018. The event began with the history of Veterans Day; the Chief of Staff shared a few thoughts about the contributions of veterans, and thanked those in attendance for their service. Veterans introduced themselves, identified the branch of service in which they served and the length of their military service. All veterans were applauded for their contributions. In addition, the Veteran's Special Emphasis Program Manager marketed recognition for veterans to include Vietnam Era vets and provided discount information for veterans and their families.
  
- There were few candidates matching the qualifications of our positions in the U.S. Army Wounded Warrior Database (AW2), which is reviewed by CPAC during the hiring process. When qualification matches are made, positions are offered to the candidates; however, the positions have been in lower grade levels, which is not economically feasible for relocation, and the offers are declined.
  
- The Veteran Special Emphasis Program Manager contacted numerous universities and Veterans organization throughout Washington State (Gonzaga, SU, UW, WSU, etc.) to establish contact and a contact list for future outreach. This broadens outreach efforts and visibility of the Corps to veterans and disabled veterans to encourage them to apply for jobs that relate to their qualifications. In FY19, we participated in job fairs that are host weekly at the JBLM Soldier for Life Transition Assistance Program (SFL-TAP) building.

#### Special Emphasis Program (SEP) Accomplishments

- The EEO office established University website access to post vacancy announcements for student applicants, specifically focusing on predominantly African America/Black and Hispanic Colleges and collected 40 resumes during the University of Washington Diversity Career fair for distribution to hiring managers.
  
- The Black/African American Employment Program hosted the Seattle Chief of Police, Chief Best, the first Female African American Police Chief for the city. She gave a speech for MLK day observance with 51 employees in attendance, Employees also contributed to a donation drive for the homeless, providing 185 care packages to the Urban League Homeless street steam. This event was shared across the COE as a "best practice."
  
- Black/African American Employment Program Manager nominated for the National Women of Color in Technology Award for her outstanding community service.

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- During Hispanic Heritage Month, Educational Series presented - Latino Americans-Foreigners in our own land, a PBS Special Series, educating the workforce on Hispanic heritage.
- The EEO Office worked closely with the Seattle and King County Vocational Rehab offices to provide resume workshops for Schedule A- hires, 52 resumes were reviewed or corrected during FY19.
- In November 2018, we observed National American Indian Heritage Month. Vice Chairman for the Makah Indian Nation was invited by Seattle Districts Tribal Liaison to speak on vital role that cultural heritage plays in strengthening native families and communities. Guest partook in food samplings.
- The Individuals with Disability Program chair assisted in the design of building renovations that allowed ease of access to individuals with disabilities or limited mobility, a total of \$70K in improvements in FY19.
- NWS initiated a Seattle District Mentorship Program (SDMP) to encourage professional and personal growth with 15 manager/supervisor volunteers to Mentor, 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

**FY20 Planned Objective:**

Over a 4-year span, Individuals with Disabilities have steadily increased from FY16 (8.45%) to FY19 (11.73%), and Individuals with Targeted Disabilities from FY16 (0.95%) to FY19 (1.93%), which puts Seattle District within less than .20% of program goals.

**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 16 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 seven employees with targeted disabilities, assuming we maintain our current disability retention rates with a total workforce of 827 personnel as the benchmark. In addition, self-reporting of disabilities is inconsistent and not mandatory.

**Objective:** Increase hiring officials' awareness of the Schedule-A hiring and disabled veteran hiring authorities by hosting informative workshops, providing 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

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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.

**FY20 Planned Objective:** Increase participation rates of Hispanic Employees.

**Trigger for a Potential Barrier:** Low participation rates of Hispanic males and females in the organization. A review of the FY19 Total Workforce (Table A1) shows the participation rate of Hispanic males steadily increased over 4-years, FY19 at 2.41% (20), FY18 at 2.20% (18), FY17 at 1.42% (12), and FY16 at 1.42% (12). Hispanic females have slowly decreased over the last 4-years, in FY19 at 1.45% (12), FY18 at 1.46% (12), FY17 at 1.73% (14) and FY16 at 1.78% (15) In comparison to the NCLF of 5.17% for males and 4.79% for females they are still underrepresented.

**Statement of Identified Barrier:** Unable to determine the reason for the lack of participation. Targeted outreach to Hispanics through college affinity groups and community organizations increased in 2018 and 2019.

**Objective:** Continue to increase targeted outreach to Hispanics through college affinity groups, community organizations, and engage 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. Continue to update Heritage University with USACE job announcements.

**Planned Activities:** (1) Develop a list of contacts of Hispanic affinity groups and community organizations to build partnerships and forward vacancy announcements. Continue to update Heritage University with USACE job announcements. (2) Follow-up with established contacts within Hispanic Serving Institutions in Washington State and explore options for sharing about our jobs. (3) Continue to recruit for Hispanic Special Emphasis Program Manager and established FY20 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.

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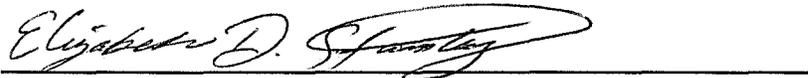
**715 - PART F**  
**CERTIFICATION of ESTABLISHMENT of CONTINUING**  
**EQUAL EMPLOYMENT PROGRAMS**

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.



ELIZABETH D. STANLEY  
EEO Officer

25 Oct 2019

Date



MARK A. GERALDI  
COL, EN  
Commanding

29 Oct 19

Date

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**715-01 Part G**  
**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
	The Agency Head was installed on 7/21/2017. The EEO policy statement was issued on 12/01/2017. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.	X		
	Are new employees provided a copy of the EEO policy statement during orientation?	X		
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR 1614.102(b)(5)]	X		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
	resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
	address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		

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support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?	X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X			
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X			
<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>				
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR 1614.102(b)(4)] 25. For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)	X			
Are the duties and responsibilities of EEO officials clearly defined?	X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X			

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If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		N/A
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.		X		N/A
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the State of the Agency Brief; briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
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 re-alignments?		X		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. &#167; 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		

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Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?			x	Hispanic Employees Program is understaffed due to the under representation of Hispanics in the district
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204			x	See part H
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		EEO Officer is the DPM Manager. Disability liaison assigned collaterally. EEO Specialist scheduled for DPM training in Spring of 2020.
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		

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Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X			
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> <b>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.</b>				
<b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each managers or supervisors area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
<b>Compliance Indicator</b>	<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR 1614.102(b)(3)]</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		
<b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	

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Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.		X		
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM</b>

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 Measures		Yes	No	715-01 PART H to the agency's status report
	Are all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?	X		
<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>				
 Compliance Indicator	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 Measures		Yes	No	
	Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	X		
	Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	X		
	Have sufficient resources been provided to conduct effective audits of field facilities; efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	X		
	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?	X		
	Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?	X		
 Compliance Indicator	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 Measures		Yes	No	
	Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	X		
	Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	X		
	Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:	X		Monitor to ensure investigators are timely processing cases. Follow-up timely on requested documents. Track suspense dates.
	Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	X		

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Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
In accordance with 29 C.F.R. 1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		

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 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
	Does the agency have a system of management controls in place to ensure the timely, accurate, complete, and consistent reporting of EEO complaint data to the EEOC?	X		
	Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. 1614.102(a) (1)?	X		
	Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?	X		
	Do the agency's EEO programs address all of the laws enforced by the EEOC?	X		
	Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?	X		
	Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	X		
	Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	X		
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
	Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	X		
	Does the agency discrimination complaint process ensure a neutral adjudication function?	X		
	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	X		
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> <b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				

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Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
 <b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the agency have control over the payroll processing function of the agency?		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		X		N/A
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.		X		
Have the involved employees received any formal training in EEO compliance?		X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?		X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?		X		
Compensatory Damages: The final agency decision and evidence of payment, if made?		X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?		X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s		X		

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Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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**715-01 Part H**  
**EEO Plan to Attain the Essential Elements of a Model EEO Program**

FY 2019 CESEA	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission. SEPM positions are being filled by the EEO Specialist with Program Chairs for all programs except Hispanic Employment Program
OBJECTIVE:	Select Program Chairs for vacant positions.
RESPONSIBLE OFFICIAL:	EEO/Commander
DATE OBJECTIVE INITIATED:	10/2/2019
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/12/2020
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Advertise for volunteers to chair Hispanic Employment Program.	8/25/2019
Review volunteer applications and make selections.	12/29/2019
Provide training for SEPMs	01/28/2020
Advertise Diversity and Inclusion Committee to increase participation	11/30/2019
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)
Announcement for SEP vacancies was posted on e-news and sent to the Deputies to ask for volunteers.	11/03/2017

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**MD-715 - Part I**

**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

<b>Part I Agency EEO Plan to Eliminate Identified Barrier</b>	
<b>Statement of Condition That Was a Trigger for a Potential Barrier:</b>	Participation Rates by Race and National Origin: The participation of the groups listed below continues to be below the NCLF and LCLF:
EEO Group	
All Women	35% of TWF compared to NCLF of 48% LCLF of 46%
Hispanic or Latino Males	2.4% of TWF compared to NCLF of 5.17% LCLF of 8.42%
Hispanic or Latino Females	1.45% of TWF compared to NCLF of 4.79% LCLF of 6.43%
White Females	27% of TWF compared to NCLF of 34% LCLF of 31%
Black or African American Males	1.93% of TWF compared to NCLF of 5.38% LCLF of 2.8%
Black or African American Females	1.45% of TWF compared to NCLF 6.41% LCLF of 2.5%
American Indian or Alaska Native Females	0.12% of TWF compared to NCLF of 0.32% LCLF of 0.3%
<b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition	<p>Tables A-1 TWF, A-4 GS by grade, A-5 WG by grade, and A-6 Major Occupations reviewed</p> <p>Demographic metrics were analyzed to address any potential and identifiable barriers that may impact the agency's ability to increase its participation rate of the four target areas and to retain, develop and promote members of those areas into positions critical to the agency's mission.</p>

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<b>Part I Agency EEO Plan to Eliminate Identified Barrier</b>	
<b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a concise statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Unable to determine the reason for lack of participation. No applicant flow data to know who is applying. Outreach efforts to diverse groups are limited
<b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase participation rates through continued job fair participation and targeted outreach efforts
<b>RESPONSIBLE OFFICIAL:</b>	District Commander, District Deputy Commander, District Human Resources Chief, EEO Manager
<b>DATE OBJECTIVE INITIATED:</b>	10/01/18
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/30/2020
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b> (Must be specific)
Conduct a barrier analysis to find out the reason why there is a low participation rate for areas listed above	9/30/2019
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
<p>SEPMs for each program conducted targeted outreach for their prospective program.</p> <p>Meet with groups and offer info on what we can do for groups; DA Interns, summer employment, Informational Interviews, CAPSTONE Projects, and tours.</p> <p>Continue contact with community colleges, trade schools, universities, affinity groups and community orgs.</p>	

<b>Part I Agency EEO Plan to Eliminate Identified Barrier</b>	
<b>Statement of Condition That Was a Trigger for a Potential Barrier:</b>	The 1.93% participation rate of Individuals with Targeted Disabilities (IWTDs) is less than expected compared to the DoD and Federal goal of 2%
<b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition	Table B1 reviewed and analyzed  Focused discussions with hiring managers, IWTDs, HR, EEO, Legal, and other stakeholders.

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<b>Part I Agency EEO Plan to Eliminate Identified Barrier</b>	
<b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Attitudinal and physical barriers due to lack of awareness. Agency wide announcement of recruitment of IWTDs, Underutilization of Schedule A Hiring Authorities
<b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase IWTD to above 2% to support DoD employment goals and objectives
<b>RESPONSIBLE OFFICIAL:</b>	District Commander, District Deputy Commander, District Human Resources Chief, EEO Manager, Hiring Managers
<b>DATE OBJECTIVE INITIATED:</b>	10/1/2017
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	10/1/2020
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Conduct a barrier analysis to find out the reason why there is a low participations rate	8/16/2019
Obtain Applicant Flow data	01/02/2020
Schedule A hiring practices information given at New Supervisor Orientation with EEO Staff	Continuous
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
<p>EEO staff meet with Washington state Vocational Rehab team bi monthly to share vacancies and resumes of candidates.</p> <p>EEO Staff has implemented Schedule A hiring practices into New Supervisor Orientation with EEO Staff</p> <p>Meet with groups and offer info on what we can do for groups; DA Interns, summer employment, Informational Interviews, CAPSTONE Projects, and tours.</p> <p>Continue contact with community colleges, trade schools, universities, affinity groups and community orgs.</p>	

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**715-01 PART J**  
**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

<b>Part I Department of Agency Information</b>	1. Agency	US Army							
	1.a. 2nd level reporting component	US Army Corps of Engineers							
	1.b. 3rd level reporting component	Seattle District							
<b>Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	%		
	Total Work Force	818	100.00%	827	100.00%	9	1.10%		
	Reportable Disability	89	10.97%	97	11.73%	8	8.98%		
	Targeted Disability*	11	1.35%	16	1.93%	5	45.45%		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					Not available			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					Not available			
<b>Part III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
3. Competitive Promotions	97	8	8.24%	2	2.06%	7	7.21%	80	82.5%
4. Non-Competitive Promotions	2	2	100%	0	0.00%	0	0.00%	0	0.00%
5.a. Grades 5 - 12	463	59	12.7%	15	3.23%	34	7.34%	355	76.6%
5.b. Grades 13 - 14	161	6	3.73%	1	0.62%	2	1.24%	152	94.4%
6. Employee Recognition and Awards	755	78	10.3%	20	2.64%	52	6.89%	625	82.8%
6.a. Time-Off Awards (Total hrs. awarded)	128	0	0.00%	0	0.00%	0	0.00%	0	0%
6.b. Cash Awards (total \$\$\$ awarded)	\$140,302	\$74,881	53.4%	\$18,630	13.3%	\$37,420	26.7%	\$133,493	95.1%

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<b>6.c. Quality-Step Increase</b>	<b>17</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0%</b>	<b>17</b>	<b>0.0%</b>
<b>EEOC FORM 715-01 Part J</b>	<b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>								
<b>Part IV Identification and Elimination of Barriers</b>	<b>See Part E-Executive Summary</b>								
<b>Part V Goals for Targeted Disabilities</b>	<b>See Part E-Executive Summary</b>								