

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

**715-01 Part A - D**

For period covering October 1, 2020, to September 30, 2021.			
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>Department of the Army</b>
	1.a. 2 <sup>nd</sup> level reporting component		USACE, North Atlantic Division
	1.b. 3 <sup>rd</sup> level reporting component		USACE North Atlantic Office – Norfolk District
	1.c. 4 <sup>th</sup> level reporting component		USACE North Atlantic Office – Norfolk District
	2. Address		ATTN: CENAO-MS-E, 803 Front Street
	3. City, State, Zip Code		Norfolk, VA 23510-1096
	4. CPDF Code	5. FIPS Code	ARFW
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees		381
	2. Enter total number of temporary employees		5
	3. Enter total number employees paid from non-appropriated funds		0
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>386</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Commander, Norfolk District
	2. Agency Head Designee		Colonel Brian Hallberg
	3. Principal EEO Director/Official Official Title/series/grade		Anna H. Myers/EEO Manager/GS-0260-12
	4. Title VII Affirmative EEO Program Official		Anna H. Myers/EEO Manager/GS-0260-12
	5. Section 501 Affirmative Action Program Official		Anna H. Myers/EEO Manager/GS-0260-12
	6. Complaint Processing Program Manager		Anna H. Myers/EEO Manager/GS-0260-12
	7. Other Responsible EEO Staff		N/A
<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
	EEO FORMS and Documents Included With This Report		
*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	

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Brief paragraph describing the agency's mission and mission-related functions	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
Summary of EEO Plan action items implemented or accomplished	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	*Organizational Chart	

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**715-01 Part E**

**EXECUTIVE SUMMARY**

Organization info:

- **Mission:** The mission of the U.S. Army Corps of Engineers (USACE), Norfolk District, is to provide innovative engineering solutions, in collaboration with our partners, to deliver water resources, military, interagency, environmental, and disaster response programs that make our Communities, the Commonwealth, and our Nation a better place to work and live.
- **EEO Services:** EEO services are provided to 385 employees assigned to the Norfolk District which includes tenants and enterprise support staff. The District's contract employees, under certain conditions, and after meeting stringent requirements and criteria, may be eligible to participate in the District's EEO process.
- **Serviced Population:** The Norfolk District is a full service engineer district that handles projects across the entire spectrum of the U.S. Army Corps of Engineers. These projects include the design and construction of state-of-the-art facilities; environmental regulation, restoration and protection; cleaning up Formerly Used Defense Sites; survey and maintenance of federal navigation channels; real estate leasing and management; as well as disaster response for our Nation's economic benefit, managing the lease agreements for the U.S. Army's recruiters, as well as overseeing the privatization of family housing for our Nation's military families.

Data base info

The civilian workforce demographic information in this report is as of 30 September 2020 and was obtained from the Defense Civilian Personnel Database System (DCPDS) and the EEO Complaints Tracking System (iComplaints). Database information includes civilian workforce information on gender, national origin, disability, ethnicity, race and veteran's preference which the Equal Employment Opportunity Commission (EEOC) requires an agency to maintain. The data tables and supporting documents can be located in Appendix A and Appendix C.

All permanent appropriated fund civilian employees in the following pay plans: General Service (GS), Wage Grade (WG) and Floating Plant pay plans (XF and XH) are included in this report. The District has no non-appropriated fund civilian employees. Military personnel are not covered in this report. The National Civilian Labor Workforce (CLF) statistics are used for comparisons. The CLF consist of persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.

The Norfolk District EEO office did not have access to the applicant pool data during FY20. As a result, some data sets were not complete enough to draw conclusions with respect to the

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applicant pool. The Army and USACE command levels are aware of this issue. Within USACE, an analysis of applicant flow data is performed at the national level.

Summary analysis (narrative) of Workforce

As of 30 September 2021, the total civilian workforce population was 385, a net decrease of 1 (0.26%), as compared to 386 in FY20. Male employees made up the majority of the population at 58.29% (225), as compared to 58.44% (225) in FY20. Female employees made up 41.70% (161) of the population in FY21 as compared to 41.55% (160) in FY20. This is a net increase of 1 (0.62%). The workforce participation rate for female employees remained below the respective CLF participation rate of 46.80%.

With respect to Race/Ethnicity, White employees maintained the highest participation rate in the workforce at 78.75% (304), as compared to 79.21% (305) in FY20. Black or African American employees made up 14.24% (55) of the workforce participation rate, as compared to 13.76% (53) in FY20. Hispanic or Latino employees made up 3.11% (12) of the workforce population, as compared to 3.11% (12) in FY20. Asian employees made up 1.8% (7) of the workforce population, as compared to 1.8% (7) in FY20. Employees who self-identified as being “Two or More Races” represented 1.54% (6), as compared to 1.54 (6) in FY20. American Indian or Alaskan Native employees made up 0.50% (2) of the workforce population, as compared to 0.50% (2) in FY20. As a population, the participation rate for African American or Black employees in FY21 and FY20 remained above their respective CLF participation rate of 10.50%. The workforce participation rate for Hispanic or Latino employees remained the same during FY21 (3.11%) and remained below their CLF participation rate of 10.70%. The workforce participation rate for Asian employees also remained the same during FY21 (1.8%), remaining below the CLF participation rate of 3.6%.

As of September 30, 2021, the number of employees within the workforce classified as Persons with Disabilities (PWDs) was 72, which represents 18.65% of the total civilian workforce. As comparison to 71 (18.44%) in FY20, the District’s workforce participation rate for PWDs remains above the DoD and Federal Goal of 12%. Of the PWDs population, 14 (3.63%) are classified as Persons with Targeted Disabilities (PWTDs). Persons with Targeted Disabilities are a subset of those who have a reportable disability. The criteria EEOC used to select the 12 disabilities categorized as “target disabilities” include the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group. As compared to 14 (13.64%) in FY20, the number of PWTDs in FY21 remained the same, still exceeding the DoD and Federal Goal of 2%. For this reporting period, 33 (8.55%) of District employees have not identified their disability status.

During FY20, Veterans represented 108 of 385 (26.6%) of the District workforce of which 90 (83.3%) had a veteran’s appointment. Disabled veterans constituted 62 (57.4%) of the veteran population and 15.3% of the District workforce in FY21. There are four categories of Veteran’s appointments 1) 10-Point Compensable preference with 30 percent or more disability; 2) 10-Point/Compensable preference with less than 30% disability; 3) 10 Point Compensable; and

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4) 5-Point.

See TAB 9: Table A1, Total Workforce - Distribution by Race/Ethnicity and Sex.

Model Program Summary

Demonstrated commitment from agency leadership

Strengths

- The District commander communicates the District's commitment to EEO for all employees during quarterly District Town Hall meetings and reissued the EEO, Anti-Harassment, Sexual Harassment and Reasonable Accommodation policy memorandums.
- District employees are informed of the EEO and Reasonable Accommodation process during On-Board processing and mandatory annual EEO/Anti-Harassment/No FEAR training. Employees also have access to this information via the District Intranet and published information placed throughout the District work facilities.
- In addition to mandatory training requirements for annual EEO/No FEAR training, the District Workforce Coordinator coordinates monthly training to supervisors on matters related to EEO, HR, legal, and resource management.

Deficiencies

- The Anti-Harassment program and procedures have not been established to comply with EEOC's enforcement guidance. The Anti-Harassment program must be separate from the EEO program. Anti-Harassment instructions are expected from HQ soon.

Integration of EEO into the agency's strategic mission

Strengths

- The EEO Director attends monthly Command and Staff and Human Capital Management Committee meetings to brief on EEO related matters. The EEO Director also collaborates with the Mission Support Division Chief to draft action plans for EEO objectives.
- At a minimum, the EEO Director briefs the District commander quarterly on the effectiveness, efficiency and legal compliance of the EEO Program. The EEO Director also provides the "State of the agency" brief to the District commander and other senior management officials.
- The Special Emphasis Program Committee meets quarterly and has a representative from senior management, Human Capital Management Committee, EEO, CPAC, Community Outreach, Pathway Program, Public Affairs, Health and Wellness, and Workforce Coordinator.

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Deficiencies

- The EEO Director is under the direct supervision of the Mission Support Division Chief, not the agency head.

Management and program accountability

Strengths

- Reasonable accommodation requests are processed within the 30-day timeline as stated in the District reasonable accommodation policy and procedures provided to all supervisors and posted on the Districts Intranet and public website. To monitor the timeframe, reasonable accommodations are tracked and monitored by the EEO Director. The average processed timeline this reporting period was nine days. The Triad team, consisting of members from Employee Relations/Labor Relations, Office of Counsel and EEO, provide advisory support to managers and supervisors when processing reasonable accommodations.
- The CPAC staff and Workforce Coordinator provide the EEO office requested data to assess personal programs and procedures compliance.
- All managers and supervisors have an element in their performance appraisal to evaluate their commitment to District EEO policies and principles and their participation in the EEO program.

Deficiencies

- The Anti-Harassment policy does not require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment.
- Although the District has procedures for reasonable accommodations, Personal Assistance Services procedures have not been established and posted on the public website.
- 

Proactive prevention of unlawful discrimination

Strengths

- The Defense Equal Opportunity Climate Survey and Federal Employee Viewpoint Survey are administered annually. Survey results and action plans are conducted by the senior leaders and briefed by the District commander during District Town Hall meetings.
- The District utilizes Exit and Stay surveys. Included in the exit survey are questions regarding recruitment, inclusion and retention for individuals with disabilities. Responses from exit surveys are collected and compiled by the EEO office and provided during the quarterly District commander briefs and to the Human Capital Management Committee to assist with conducting barrier analysis.
- Use of the chain-of-command or Commander Open Door Policy is encouraged to assist with resolving problems and issues at the lowest level possible to avoid potential

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EEO complaints.

- The SEPM and Workforce Coordinator coordinate quarterly soft skill training such as “Managing Employees Return to Work”, “Stress Management,” “Human Resources and Productivity: Employee Well-Being,” and “Health and Wellness: Fitness Without a Gym.”

Deficiencies

Efficiency

Strengths

- The District EEO staff utilize EEO automated systems-iComplaints, Investigations and Resolutions Case Management System (IRCMS) and Federal Sector EEO Portal (FEDSEP)- to manage and track complaints, and the MD-715 Reporter System to track and monitor reasonable accommodations. Business Objects Business Intelligence (BOBI) is also utilized to maintain accurate demographic data. These systems are monitored by the North Atlantic Division EEO Program Manager and Headquarters Army to ensure timeliness pursuant to 29 CFR 1614.105.
- Use of Alternate Dispute Resolution (ADR) is encouraged to all employees, when appropriate. Through coordination from the EEO office, the District utilizes the Department of Defense Shared Neutrals ADR Program during pre-complaints and the Investigations and Resolutions Division ADR program during formal complaints, when appropriate. Once ADR is offered supervisors and managers are required to participate.

Deficiencies

- Although the District encourages ADR and utilizes the Department of Defense Shared Neutrals and Investigations and Resolutions Division ADR program, the District does not have an ADR program.

Responsiveness and legal compliance

Strengths

- The District conducts weekly collaborative meetings attended by Employee Relations/Labor Relations, Office of Counsel and EEO Offices to discuss and develop recommendations for managers and supervisors in resolving issues in the workplace.
- Along with the Post Investigation Options memorandum, the EEO Director includes the link to access the EEOC Public Portal and provides Complainants a copy of the EEOC Public Portal Guide. All required documents for requests for hearings are submitted to EEOC within the required timeline.

Deficiencies

- Clear direction and standard operating procedure is needed for the reasonable accommodation and complaints process to establish clearly defined roles of legal and EEO.

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Include topics where appropriate for the relevant model element:

Minority college relations – meeting with BG Colloton to assist with interactions with HBCUs: AMIE (Advance Minorities Interest in Engineering); provided Standard Agreements for establishing a STEM partnerships

Summer youth programs – First Colonial High School oyster farming collaboration took place in September.

Multilingual initiatives (POSH in Japanese or Hangul or Spanish etc) – provided training to District to learn American Sign Language, which enabled better communication with Deaf employees.

POSH training (number trained, percentage of completion for the year) 373, 94%

No Fear Training (number trained, percentage of completion for the year) 395, 99%

Executive seminars - Off-site held annually with the Executive Staff

Management and employee EEO (non POSH) training – 395, 99%

Career programs – Pathways Interns, ELDP, LDP 1 & 2 were initiated in FY21

Minority College Relations Program:

School Name/Program	Number Awards	Contracts Amount (\$)	Educational Assistance Amount (\$)	Grants/R&D Amount (\$)	Other (\$)

Narrative:

Disable Veterans Affirmative Action Plan:

Narrative:

Persons with Disabilities Accommodations provided:



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Type of Accommodation Requested	Number Requested	Number Granted	Value of Accommodations* (\$)
Telework	3	2	0
Reassignment	1	Still pending	unknown

\* from invoices or other documents

Form G summary

Form G Element	Number of Deficiencies this year	Number of deficiencies last year	Number increase/d ecrease	Percent of Net change
<u>A</u>	0	1		
<u>B</u>	1	9	-8	
<u>C</u>	3	7	-4	
<u>D</u>	1	0	+1	
<u>E</u>	0	3		
<u>F</u>	0	0		

Element B: Agency's strategic plan does not reference EEO/diversity and inclusion principles.  
Element C: Still awaiting anti-harassment instruction from HQ. EEO Officer does not report to agency head.

Element D: New officer is unable to locate the affirmative action plan on website.

Complaints processing summary (processed by)

<u>Total inventory (462)</u>	<u>Median informal days *</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
1	23	0	0	0	0	1	0

\*days between contact to closure

\*\* (days between formal filed and date ROI issued)

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Theme and general plan for next year

The overarching strategy for FY22 is to continue efforts to synchronize the District's command relationships through recruiting, retention and diversity. The following strategic objectives will result in continued progress for establishing and maintaining a "Model EEO & Diversity and Inclusion Program".

The Commander's Human Capital Management (HCM) Committee serve as the forum responsible for oversight of the HCM functions of Planning, Recruitment, Development and Sustainment. The HCM utilization of Key Performance Indicator (KPI) metrics continues to remain essential in monitoring the status and prioritization of recruitment actions. In FY22, the District will continue improvements in areas of development, recruitment, interview panels, and telework/work schedule flexibility.

With assistance from our Civilian Personnel Advisory Center (CPAC), the District will continue to utilize Direct Hire and Expedited Hiring Authorities, Veterans' Recruitment Authority, and Pathway Program to recruit talented candidates. Additionally, The District will continue collaboration with North Atlantic Division (NAD), Human Resources and our Civilian Personnel Advisory Center (CPAC) to identify outreach and recruitment opportunities where the District can advertise key vacancy announcements.

The Community Outreach/Science Technology Engineering and Math (STEM) Committee serves as the forum for planning, coordinating and synchronizing the outreach efforts which includes Pathways Program (Interns and Recent Graduates), K-12 Outreach, and Minority College Program Partnerships. The Community Outreach Committee is a part of the Special Emphasis Program Committee.

The Special Emphasis Program (SEP) Committee serves as the forum for planning and coordinating employment activities for development such as seminars and workshops and organizational activities. The SEP Committee will continue to conduct quarterly meetings to coordinate and advertise employment and organizational activities. The SEP Committee will also meet bi-annually to review data and identify potential trends.

Recruit to appoint program managers/liaisons for one or more of the following programs: Federal Women's Program, Hispanic Employment Program, Black Employment Program, Program for People with Disabilities, American Indian/Alaskan Native Employment Program, Asian American/Pacific Islander Employment Program, and Disabled Veterans Program. The EEO office will continue to periodically re-survey the workforce to ensure employees have an opportunity to update their race, ethnicity and disability related information in the Defense Civilian Personnel Data Base System (DCPDS). This is critical in order to accurately analyze the workforce.

Collaborate with senior leaders, CPAC, North Atlantic Division and legal office to establish and Alternate Dispute Resolution Program, appoint an Anti-Harassment Program Coordinator,

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update the anti-harassment policy, establish anti-harassment procedures, and establish procedures for Personal Assistance Services.

Implement and incorporate EEO Action Plans into strategic plans. Also, update strategic plan to reference EEO/diversity and inclusion principles.

Include an element in all manager's and supervisor's performance appraisal that evaluates commitment to District EEO policies and principles and participation in the EEO program.

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**715-01 Part F**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT PROGRAMS**

I, Anna H. Myers EEO Manager/0260/12 am the Principal EEO Director/Official for: USACE-NAO.

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.

Anna H. Myers

11/17/2021

Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status  
Report is in compliance with EEO MD-715.

Date





\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee

\_\_\_\_\_  
Date

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**715-02 PART G**  
**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <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>				
 <b>Compliance Indicator</b>	<b>The agency issues an effective, up-to-date EEO policy statement.</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 715-02 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	<b>A.1.a</b> Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X		July of each year.
	<b>A.1.b</b> Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR &#167; 1614.101(a)]	X		
 <b>Compliance Indicator</b>	<b>The agency has communicated EEO policies and procedures to all employees.</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 715-02 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	<b>A.2.a</b> Does the agency disseminate the following policies and procedures to all employees:			
	<b>A.2.a.1</b> Anti-harassment policy? [see MD 715, II(A)]	X		Awaiting guidance from DASA-CP
	<b>A.2.a.2</b> Reasonable accommodation procedures? [see 29 C.F.R &#167; 1614.203(d)(3)]	X		
	<b>A.2.b</b> Does the agency prominently post the following information throughout the workplace and on its public website:			
	<b>A.2.b.1</b> The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R &#167; 1614.102(b)(7)]	X		
	<b>A.2.b.2</b> Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R &#167; 1614.102(b)(5)]	X		
	<b>A.2.b.3</b> Reasonable accommodation procedures? [see 29 C.F.R. &#167; 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X		<a href="https://usace.dps.mil/sites/INTRA-NAO/EEOffice_ObservancesDocuments/NAO%20019%20Guide%20for%20RA%20Process.pdf">https://usace.dps.mil/sites/INTRA-NAO/EEOffice_ObservancesDocuments/NAO%20019%20Guide%20for%20RA%20Process.pdf</a>
	<b>A.2.c</b> Does the agency inform its employees about the following topics:			
	<b>A.2.c.1</b> EEO complaint process? [see 29 CFR &#167;&#167; 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	X		Through Annual training, and daily through the intranet.





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<b>A.2.c.2</b> ADR process? [see MD-110, Ch. 3(II)(C)] If &quot;yes&quot;;, please provide how often.		X		Annually, first quarter
<b>A.2.c.3</b> Reasonable accommodation program? [see 29 CFR &#167; 1614.203(d)(7)(ii)(C)] If &quot;yes&quot;;, please provide how often.		X		Annually, first quarter
<b>A.2.c.4</b> Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), &#167; V.C.1] If &quot;yes&quot;;, please provide how often.		X		Awaiting guidance from DASA-CP
<b>A.2.c.5</b> Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR &#167; 2635.101(b)] If &quot;yes&quot;;, please provide how often.		X		
 <b>Compliance Indicator</b>	<b>The agency assesses and ensures EEO principles are part of its culture.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
<b>A.3.a</b> Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR &#167; 1614.102(a) (9)] If &quot;yes&quot;;, provide one or two examples in the comments section.		X		
<b>A.3.b</b> Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
<b>B.1.a</b> Is the agency head the immediate supervisor of the person (&quot;EEO Director&quot;) who has day-to-day control over the EEO office? [see 29 CFR &#167;1614.102(b)(4)]		X		
<b>B.1.a.1</b> If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If &quot;yes,&quot; please provide the title of the agency head designee in the comments.		X		Chief, Mission Support Division (Chief of Staff)
<b>B.1.a.2</b> Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR &#167;1614.102(b)(4)]		X		
<b>B.1.b</b> Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR &#167;1614.102(c)(1); MD-715 Instructions, Sec. I]		X		



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<b>B.1.c</b> During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X		
<b>B.1.d</b> Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X		
 <b>Compliance Indicator</b>	<b>Compl_Indic_Desc</b> <b>EssElementIDThe EEO Director controls all aspects of the 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>B.2.a</b> Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR 1614.102(c)]		X		
<b>B.2.b</b> Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR 1614.102(c)(4)]		X		
<b>B.2.c</b> Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR 1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X		
<b>B.2.d</b> Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR 1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X		
<b>B.2.e</b> Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR 1614.502]		X		
<b>B.2.f</b> Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR 1614.102(c)(2)]		X		
<b>B.2.g</b> If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR 1614.102(c)(2) and (c)(3)]		X		
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>B.3.a</b> Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X		

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<b>B.3.b</b> Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.			X	
 <b>Compliance Indicator</b>	<b>The agency has sufficient budget and staffing to support the success of its 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>B.4.a</b> Pursuant to 29 CFR 1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
<b>B.4.a.1</b> To conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]		X		
<b>B.4.a.2</b> To enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]		X		
<b>B.4.a.3</b> To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]		X		
<b>B.4.a.4</b> To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.		X		
<b>B.4.a.5</b> To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR 1614.102(c)(2)]		X		N/A
<b>B.4.a.6</b> To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]		X		
<b>B.4.a.7</b> To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.		X		
<b>B.4.a.8</b> To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC 7201; 38 USC 4214; 5 CFR 720.204; 5 CFR 213.3102(t) and (u); 5 CFR 315.709]		X		
<b>B.4.a.9</b> To effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), & V.C.1]		X		
<b>B.4.a.10</b> To effectively manage its reasonable accommodation program? [see 29 CFR 1614.203(d)(4)(ii)]		X		







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<b>B.4.a.11</b> To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]		X		
<b>B.4.b</b> Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR &#167; 1614.102(a)(1)]		X		
<b>B.4.c</b> Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), &#226; 6(III)]		X		
<b>B.4.d</b> Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?		X		
<b>B.4.e</b> Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?		X		
 <b>Compliance Indicator</b>	<b>The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>B.5.a</b> Pursuant to 29 CFR &#167; 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:				
<b>B.5.a.1</b> EEO Complaint Process? [see MD-715(II)(B)]		X		
<b>B.5.a.2</b> Reasonable Accommodation Procedures? [see 29 C.F.R. &#167; 1614.102(d)(3)]		X		
<b>B.5.a.3</b> Anti-Harassment Policy? [see MD-715(II)(B)]		X		
<b>B.5.a.4</b> Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		X		
<b>B.5.a.5</b> ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]		X		
 <b>Compliance Indicator</b>	<b>The agency involves managers in the implementation of its 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>B.6.a</b> Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]		X		
<b>B.6.b</b> Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X		
<b>B.6.c</b> When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X		


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<b>B.6.d</b> Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR &#167; 1614.102(a)(5)]		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>The agency conducts regular internal audits of its component and field offices.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>C.1.a</b> Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR &#167;1614.102(c)(2)] If &quot;yes&quot;, please provide the schedule for conducting audits in the comments section.		X		
<b>C.1.b</b> Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR &#167;1614.102(c)(2)] If &quot;yes&quot;, please provide the schedule for conducting audits in the comments section.		X		
<b>C.1.c</b> Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		
 <b>Compliance Indicator</b>	<b>The agency has established procedures to prevent all forms of EEO 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>C.2.a</b> Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, &#167; V.C.1 (June 18, 1999)]			X	Awaiting guidance from DASA-CP
<b>C.2.a.1</b> Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), &#167; V.C.1]		X		
<b>C.2.a.2</b> Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X		
<b>C.2.a.3</b> Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, &#167; V.C.1 (June 18, 1999)]		X		
<b>C.2.a.4</b> Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]		X		




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<p><b>C.2.a.5</b> Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep&amp;#39;t of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep&amp;#39;t of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If &amp;quot;no&amp;quot;;, please provide the percentage of timely-processed inquiries in the comments column.</p>	X		
<p><b>C.2.a.6</b> Do the agency&amp;#39;s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]</p>	X		Awaiting guidance from DASA-CP
<p><b>C.2.b</b> Has the agency established disability reasonable accommodation procedures that comply with EEOC&amp;#39;s regulations and guidance? [see 29 CFR 1614.203(d)(3)]</p>	X		Awaiting OC review
<p><b>C.2.b.1</b> Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]</p>	X		Awaiting OC review
<p><b>C.2.b.2</b> Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]</p>	X		
<p><b>C.2.b.3</b> Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]</p>	X		
<p><b>C.2.b.4</b> Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]</p>	X		
<p><b>C.2.b.5</b> Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If &amp;quot;no&amp;quot;;, please provide the percentage of timely-processed requests in the comments column.</p>		X	[0% Reasonable Accommodation requests within the time frame]
<p><b>C.2.c</b> Has the agency established procedures for processing requests for personal assistance services that comply with EEOC&amp;#39;s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]</p>	X		
<p><b>C.2.c.1</b> Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR &amp;#167; 1614.203(d)(5)(v)] If &amp;quot;yes&amp;quot;;, please provide the internet address in the comments column.</p>	X		
<p><b>C.3.a</b> Pursuant to 29 CFR &amp;#167;1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?</p>	X		
<p> <b>Compliance Indicator</b></p>	<p><b>The agency evaluates managers and supervisors on their efforts to ensure equal employment</b></p>		<p><b>Measure has been met</b></p> <p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM</b></p>





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 <b>Measures</b>	<b>opportunity.</b>	<b>Yes</b>	<b>No</b>	<b>715-02 PART H to the agency's status report</b>
<b>C.3.b</b> Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
<b>C.3.b.1</b> Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X		
<b>C.3.b.2</b> Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR &#167;1614.102(b)(6)]		X		
<b>C.3.b.3</b> Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X		
<b>C.3.b.4</b> Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X		
<b>C.3.b.5</b> Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR &#167;1614.102(a)(7)]		X		
<b>C.3.b.6</b> Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR &#167;1614.102(a)(8)]		X		
<b>C.3.b.7</b> Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]		X		
<b>C.3.b.8</b> Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]		X		
<b>C.3.b.9</b> Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X		
<b>C.3.c</b> Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR &#167;1614.102(c)(2)]		X		
<b>C.3.d</b> When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR &#167;1614.102(c)(2)]		X		
 <b>Compliance Indicator</b>	<b>The agency ensures effective coordination between its EEO programs and Human Resources (HR) 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>C.4.a</b> Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR &#167;1614.102(a)(2)]		X		





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<b>C.4.b</b> Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		X		
<b>C.4.c</b> Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR &#167;1614.601(a)]			X	Complete Applicant Pool Data is not available at the MSC/Center/District levels.
<b>C.4.d</b> Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]		X		
<b>C.4.e</b> Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
<b>C.4.e.1</b> Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR &#167;1614.203(d); MD-715, II(C)]		X		
<b>C.4.e.2</b> Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]		X		
<b>C.4.e.3</b> Develop and/or provide training for managers and employees? [see MD-715, II(C)]		X		
<b>C.4.e.4</b> Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]		X		
<b>C.4.e.5</b> Assist in preparing the MD-715 report? [see MD-715, II(C)]		X		
 <b>Compliance Indicator</b>	<b>Following a finding of discrimination, the agency explores whether it should take a disciplinary action.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>C.5.a</b> Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR &#167; 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)		X		
<b>C.5.b</b> When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR &#167;1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.		X		
<b>C.5.c</b> If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]		X		
 <b>Compliance Indicator</b>	<b>The EEO office advises managers/supervisors on EEO matters.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	







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<b>C.6.a</b> Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.		X		Annual Report
<b>C.6.b</b> Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]		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>The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.1.a</b> Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X		
<b>D.1.b</b> Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X		
<b>D.1.c</b> Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]		X		
 <b>Compliance Indicator</b>	<b>The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.2.a</b> Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X		
<b>D.2.b</b> Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR 1614.102(a)(3)]		X		
<b>D.2.c</b> Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR 1614.102(a)(3)]		X		



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<b>D.2.d</b> Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If &quot;yes&quot;, please identify the data sources in the comments column.		X		
 <b>Compliance Indicator</b>	<b>The agency establishes appropriate action plans to remove 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.3.a</b> Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR &#167;1614.102(a)(3)]		X		
<b>D.3.b</b> If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]		X		N/A
<b>D.3.c</b> Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]		X		
 <b>Compliance Indicator</b>	<b>The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.4.a</b> Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.			X	New Officer is unable to locate. USACE-HQ may provide agency-wide plan on its website?
<b>D.4.b</b> Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]		X		
<b>D.4.c</b> Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]		X		
<b>D.4.d</b> Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]		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>				
 <b>Compliance Indicator</b>	<b>The agency maintains an efficient, fair, and impartial complaint resolution process.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.1.a</b> Does the agency timely provide EEO counseling, pursuant to 29 CFR &#167;1614.105?		X		

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<b>E.1.b</b> Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR &#167;1614.105(b)(1)?	X			
<b>E.1.c</b> Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			
<b>E.1.d</b> Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X			
<b>E.1.e</b> Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR &#167;1614.102(b)(6)?	X			
<b>E.1.f</b> Does the agency timely complete investigations, pursuant to 29 CFR &#167;1614.108?	X			
<b>E.1.g</b> If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR &#167;1614.108(g)?	X			
<b>E.1.h</b> When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR &#167;1614.110(b)?	X			
<b>E.1.i</b> Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR &#167;1614.110(a)?	X			
<b>E.1.j</b> If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	X			
<b>E.1.k</b> If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X			
<b>E.1.l</b> Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR &#167;1614.403(g)]	X			
 <b>Compliance Indicator</b>	<b>The agency has a neutral EEO process.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.2.a</b> Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	X			







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<b>E.2.b</b> When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If &quot;yes&quot;, please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.		X		
<b>E.2.c</b> If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X		
<b>E.2.d</b> Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X		
<b>E.2.e</b> If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)		X		
 <b>Compliance Indicator</b>	<b>The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.3.a</b> Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR &#167;1614.102(b)(2)]		X		
<b>E.3.b</b> Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X		
<b>E.3.c</b> Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]		X		
<b>E.3.d</b> Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X		
<b>E.3.e</b> Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X		
<b>E.3.f</b> Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X		
 <b>Compliance Indicator</b>	<b>The agency has effective and accurate data collection systems in place to evaluate its 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.4.a</b> Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
<b>E.4.a.1</b> Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X		
<b>E.4.a.2</b> The race, national origin, sex, and disability status of agency employees? [see 29 CFR &#167;1614.601(a)]		X		





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<b>E.4.a.3</b> Recruitment activities? [see MD-715, II(E)]		X		
<b>E.4.a.4</b> External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X		
<b>E.4.a.5</b> The processing of requests for reasonable accommodation? [29 CFR §167; 1614.203(d)(4)]		X		
<b>E.4.a.6</b> The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), §167; V.C.2]		X		
<b>E.4.b</b> Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X		
 <b>Compliance Indicator</b>	<b>The agency identifies and disseminates significant trends and best practices in its 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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.5.a</b> Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		
<b>E.5.b</b> Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		
<b>E.5.c</b> Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		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>The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>F.1.a</b> Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §167;1614.102(e); MD-715, II(F)]		X		
<b>F.1.b</b> Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]		X		
<b>F.1.c</b> Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X		
<b>F.1.d</b> Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X		

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<b>F.1.e</b> When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]		X		
 <b>Compliance Indicator</b>	<b>The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
<b>F.2.a.1</b> When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR &#167;1614.108(g)]		X		
<b>F.2.a.2</b> When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR &#167;1614.501]		X		
<b>F.2.a.3</b> When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR &#167;1614.403(e)]		X		
<b>F.2.a.4</b> Pursuant to 29 CFR &#167;1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?		X		
<b>F.3.a</b> Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), &#167;203(a)]				
 <b>Compliance Indicator</b>	<b>The agency reports to EEOC its program efforts and accomplishments.</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 715-02 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
<b>F.3.b</b> Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR &#167;1614.703(d)]				

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**715-02 PART I**  
**EEO Plan To Eliminate Identified Barrier**

FY 2021, CENORF	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	Gap in Staffing
<b>BARRIER ANALYSIS</b>	Staffing shortage and gap has created difficulty in continuity of services and development of model EEO program.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	Unable to complete planned activities and analyze barriers due to staffing gap within the EEO Office.
<b>OBJECTIVE:</b>	To report a full staff, develop the Special Emphasis Program. Efficiently meet reporting deadlines. Identify workforce barriers and increase diversity in the District.
<b>RESPONSIBLE OFFICIAL:</b>	Anna Myers
<b>DATE OBJECTIVE INITIATED:</b>	11/17/2021
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	3/1/2022

<p>EEOC FORM 715-02 PART I</p> <p><b>EEO Plan To Eliminate Identified Barrier</b></p>
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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Conduct interviews, hire and on-board new EEO Specialist.	1/31/2022
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>

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**715-02 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								
	1.a. 2 <sup>nd</sup> Level Component								
	1.b. 3 <sup>rd</sup> Level or lower								
<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	378	100.00%	379	100.00%	1	0.26%		
	Reportable Disability	31	8.20%	32	8.44%	1	3.22%		
	Targeted Disability*	3	0.79%	3	0.79%	0	0.00%		
	* 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).								
	<b>1. Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.					0			
	* 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).								
<b>2. Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.					0				
<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>	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
5. Employee Career Development Programs	349	28	8.02%	3	0.85%	28	8.02%	288	82.52%
5.a. Grades 5 - 12	270	26	9.62%	3	1.11%	26	9.62%	212	78.51%
5.b. Grades 13 - 14	108	6	5.55%	0	0.00%	6	5.55%	95	87.96%
5.c. Grade 15/SES	5	0	0.00%	0	0.00%	1	20.00%	4	80.00%
6. Employee Recognition and Awards	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%

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6.a. Time-Off Awards (Total hrs awarded)	6	1	16.66 %	0	0.00%	2	33.33 %	3	50.00 %
6.b. Cash Awards (total \$\$\$ awarded)	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
6.c. Quality-Step Increase	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>EEOC FORM 715-02</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers									
<b>Part V</b> Goals for Targeted Disabilities									

## Appendix A Definitions

The following definitions apply to Management Directive 715:**Applicant:** A person who applies for employment.

**Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.

**Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.

**Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on a Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. #39;a7 1630.2 applies.

**Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.

**EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.

**Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.

**Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.

**Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.

**Federal Categories (Fed9):** For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.

**The nine job category titles are:**

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**Officials and Manager** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1)**Executive/Senior-Level**,(2)**Mid-Level**,(3)**First-Level** and (4)**Other** . When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers , those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "Other" contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "Other" sub-category.

**Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

**Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond salesworkers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft Workers**(skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period



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of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives**(semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.

**Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

**Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

**Fiscal Year:** The period from October 1 of one year to September 30 of the following year.

**Goal :** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.

**Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.

**Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.

**Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by

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similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. #39;a7 1630.2(o). See also, EEOC#39;s Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

**Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.

**Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.

**Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.

**Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.

**Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.

**Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.

**Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.

**Under representation:** Result of conditions in which the representation of EEO groups is lower than expected.

DATABASE NOTES

1. The data for this report reflects the organization as of 1 October YYYY. The HR database of record, the Defense Civilian Personnel Data System (DCPDS), was used to obtain the data. It is recognized that the HR database contains anomalies that affect data reporting. The variance didn#39;t appear severe enough to affect the calculations.
2. Applicant pool dataset is not available, limiting conclusions on data tables.
3. Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term #39;93under representation#39;. Manifested Imbalances indicate that although women and minorities are present, their representation is below the CLF. Conspicuous Absences refers to an absence of women and/or minorities.
4. Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with an #39;93E#39;94, or #39;93I#39;94, pay plan #39;93ST#39;94 and some positions in the #39;93AD#39;94 category. Data for Pay

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***  
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plan #39;93EX#39;94 are excluded.

5. Because the HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum to the total Army workforce. This is especially true in the calculations for persons with disabilities. The reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on RNO groups, because of the variety of pay plans used in Army do not fit into the aspects of #39;93GS#39;94 or #39;93Wage Grade#39;94 equivalents. Therefore, many of those data points were excluded.

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## Appendix B

[Data Tables](#)

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## **Appendix C**

### **Supporting Documents**

1. Draft MD 715.rtf.

To open this document, please copy and paste the following URL into a browser window.

<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29205>

2. Final FY2021 DVAAP - Signed.pdf.

To open this document, please copy and paste the following URL into a browser window.

<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29191>

3. NAO 462 Report - 2021.xlsm.

To open this document, please copy and paste the following URL into a browser window.

<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29193>

4. NAO EEO Policy Letters.pdf.

To open this document, please copy and paste the following URL into a browser window.

<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29196>

5. NAO Org Chart - FY21.pdf.

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<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29194>

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