

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
<b>For period covering October 1, 2007, to September 30, 2008.</b>					
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		1. Federal Highway Administration		
	1.a. 2 <sup>nd</sup> level reporting component				
	1.b. 3 <sup>rd</sup> level reporting component				
	1.c. 4 <sup>th</sup> level reporting component				
	<b>2. Address</b>		2. 1200 New Jersey Avenue, SE		
	<b>3. City, State, Zip Code</b>		3. Washington, DC 20590		
	4. CPDF Code	5. FIPS code(s)	4.	5.	
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 2827
	2. Enter total number of temporary employees				2. 71
	3. Enter total number employees paid from non-appropriated funds				3.
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>				4. 2898
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Jeffrey F. Paniati, Acting Deputy Administrator		
	2. Agency Head Designee		2.		
	3. Principal EEO Director/Official Official Title/series/grade		3. Allen Masuda, Associate Administrator for Civil Rights		
	4. Title VII Affirmative EEO Program Official		4. Brenda Armstead, Director, Investigations and Adjudications		
	5. Section 501 Affirmative Action Program Official		5. Brenda Armstead, Director, Investigations and Adjudications		
	6. Complaint Processing Program Manager		6. Brenda Armstead, Director, Investigations and Adjudications		
	7. Other Responsible EEO Staff		Thalia Williams, Equal Opportunity Specialist		
		Rhoda Cannon, Equal Opportunity Specialist			

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	1. <b>Division Office</b> —The FHWA has a division office in the 50 States, the District of Columbia and Puerto Rico		
1-1. Montgomery, Alabama	TD04	012130101	
1-2. Juneau, Alaska	TD04	021130110	
1-3. Phoenix, Arizona	TD04	040370013	
1-4. Little Rock, Arkansas	TD04	052320119	
1-5. Sacramento, California	TD04	063150067	
1-6. Lakewood, Colorado	TD04	081435059	
1-7. Glastonbury, Connecticut	TD04	090255003	
1-8. Dover, Delaware	TD04	100130001	
1-9. Washington, DC	TD04	110010001	
1-10. Tallahassee, Florida	TD04	122940073	
1-11. Atlanta, Georgia	TD04	130280089	
1-12. Honolulu, Hawaii	TD04	152400003	
1-13. Boise, Idaho	TD04	160160001	
1-14. Springfield, Illinois	TD04	178220167	
1-15. Indianapolis, Indiana	TD04	182210097	
1-16. Ames, Iowa	TD04	190230169	
1-17. Topeka, Kansas	TD04	205400177	
1-18. Frankfort, Kentucky	TD04	211220073	
1-19. Baton Rouge, Louisiana	TD04	220150033	
1-20. Augusta, Maine	TD04	230160011	
1-21. Baltimore, Maryland	TD04	240050510	
1-22. Cambridge, Massachusetts	TD04	250170017	
1-23. Lansing, Michigan	TD04	262700037	
1-24. St. Paul, Minnesota	TD04	276330123	
1-25. Jackson, Mississippi	TD04	281220049	
1-26. Jefferson City, Missouri	TD04	294040027	
1-27. Helena, Montana	TD04	300590049	
1-28. Lincoln, Nebraska	TD04	312830109	

1-29. Carson City, Nevada	TD04	320050510
1-30. Concord, New Hampshire	TD04	330070013
1-31. West Trenton, New Jersey	TD04	343380021
1-32. Santa Fe, New Mexico	TD04	350710049
1-33. Albany, New York	TD04	360050001
1-34. Raleigh, North Carolina	TD04	373750183
1-35. Bismarck, North Dakota	TD04	380370015
1-36. Columbus, Ohio	TD04	391800049
1-37. Oklahoma City, Oklahoma	TD04	403550017
1-38. Salem, Oregon	TD04	411810047
1-39. Harrisburg, Pennsylvania	TD04	423500043
1-40. San Juan, Puerto Rico	TD04	72-127
1-41. Providence, Rhode Island	TD04	440190007
1-42. Columbia, South Carolina	TD04	450520063
1-43. Pierre, South Dakota	TD04	462160065
1-44. Nashville, Tennessee	TD04	471760037
1-45. Austin, Texas	TD04	480330453
1-46. Salt Lake City, Utah	TD04	491700035
1-47. Montpelier, Vermont	TD04	500380023
1-48. Richmond, Virginia	TD04	512060760
1-49. Olympia, Washington	TD04	531590067
1-50. Charleston, West Virginia	TD04	540480039
1-51. Madison, Wisconsin	TD04	552780025
1-52. Cheyenne, Wyoming	TD04	560100021
2. <b>Resource Center</b> —Baltimore, Maryland	TD04	240050510

EEOC 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]
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 element requiring improvement
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

**EEOC FORM  
715-01  
PART E**

**Federal Highway Administration**

**EXECUTIVE SUMMARY**

**Agency Mission**

The Federal Highway Administration (FHWA) is a major agency of the U.S. Department of Transportation. The top-level official of the FHWA is the Administrator, who reports directly to the Secretary of the U.S. Department of Transportation. The FHWA has a field office in every State, including the District of Columbia and Puerto Rico.

The FHWA has broad responsibility for ensuring that roads and highways in the United States are safe and technologically up-to-date. The FHWA provides financial and technical support to the States for constructing, improving, and preserving America’s highway system.

The FHWA pursues its vision and mission through the implementation of four strategic goals: National Leadership, Program Delivery, System Performance, and Corporate Capacity.

**Self-Assessment Results**

The FHWA’s self-assessment revealed several essential areas that require improvement. There is a need to:

- Establish and implement timetables for the FHWA’s review of its personnel programs (Merit Promotion, Employee Recognition Awards, and Employee Training and Development) as well as conduct a workforce compensation and reward system trend analysis by race, national origin, sex and disability;
- Implement EEO action plans and incorporate the EEO action plan objectives into FHWA strategic plans;
- Improve data collection in all areas;
- Conduct systematic trend analyses by race, national origin, gender and disability to determine the effects of management/personnel policies, procedures, and practices on these groups;
- Conduct barrier analyses to determine the reason for the low participation rates of the various identified groups—Hispanic men and women, White women, and persons with targeted disabilities (PWTD);
- Conduct barrier analyses to determine the reason why Black males and females, Hispanic males and females, and American Indian males and females are not occupying grades 12 through 15 in accordance

- with their representative numbers in the workforce;
- Involve senior management in the identification of barriers and the development of action plans to eliminate barriers when found; and,
- Establish a method for conducting audits of field offices to determine compliance with MD-715 requirements.

While there is a need for improvement in the above mentioned areas, the FHWA has been proficient in ensuring that policy statements are up-to-date and disseminated, as well as ensuring that there is an efficient and fair dispute resolution process, and an efficient and effective EEO complaint processing program.

### **Workforce Analysis**

The FHWA has low participation rates for Hispanic males and females, White females, American Indian females, and PWTD.

The net change (benchmark) for the FHWA's permanent workforce is 1.04%.

Hispanic males represent 6.17% of the CLF but only 3.89% of the FHWA workforce. There was a net change of 9 or 8.91%.

Hispanic females represent 4.52% of the CLF but only 2.51% of the FHWA workforce. There was a net change of 12 or 20.34%.

White females represent 33.74% of the CLF but only 22.99% of the FHWA workforce. There was a net change of -2 or -0.31%.

American Indian females represent 0.32% but only 0.28% of the FHWA workforce. There was a net change of 2 or 33.33%.

PWTD represent 31 or 1.10% of FHWA's workforce. The USDOT has a 3% goal for PWTD. There was a net change of 0.00%.

### **FHWA's Objectives to Address Barriers and/or Deficiencies**

The FHWA's objectives and identified barriers are a continuation from the previous years. To become a Model EEO Agency, the FHWA will focus its efforts on the following objectives:

- 1.) Educating all employees in the areas of reasonable accommodation, workplace harassment, and the EEO discrimination complaint process and procedures;
- 2.) Continue educating all supervisors and managers on hiring and retaining PWTD and reasonable accommodations;
- 3.) Continue implementing the FHWA Recruitment Program for PWTD which will include achieving our 3 percent goal of hiring PWTD, marketing the use of temporary FTE slots available through the Office of Human Resources, and conducting outreach to PWTD in an effort to increase employment;

- 4.) Establishing a centralized reasonable accommodation tracking system so that the FHWA can accurately monitor requests;
- 5.) Check with employees requesting reasonable accommodation to determine if needs have been met;
- 6.) Educate all FHWA employees on contact information for the Disability Resource Center;
- 7.) Educate all FHWA employees regarding the FHWA Disability Coordinator; and,
- 8.) Include questions in exit interviews to identify what barriers may exist for employees with targeted disabilities.

The FHWA will re-establish the FHWA MD-715 Work Group to study ways to strengthen and improve the FHWA's workforce. The MD-715 Work Group will strategize and implement the Management Directive Action Plan. These efforts will be focused on analyzing statistical information to determine and identify potential barriers in equal employment and equal employment opportunity. The MD-715 Work Group will identify potential barriers to determine whether a particular employment practice disproportionately excludes members of a protected group.

The Hispanic Recruitment Team will continue to provide support in reaching out to grass root organizations in the Hispanic community to enhance the knowledge of transportation industry and public service.

#### **Summary of Actions Implemented or Accomplished**

The FHWA implemented a Hispanic Employment Program Plan created in 2006 and established a Hispanic Recruitment Team to address the deficiencies with Hispanic women and men with regard to low participation rates. The following actions were accomplished under this initiative:

- Outreached to grass root organizations in the Hispanic community to enhance their knowledge about the transportation industry and public service;
- Attended conferences, career fairs, and networking sessions across the United States targeted to the Hispanic population;
- Solicited and encouraged Hispanic Serving Institutions to become host-sites for the DOT National Summer Transportation Institute, and in the future, will navigate them through the application process; and,
- Provided training to managers, supervisors in the areas of reasonable accommodation, workplace harassment, the EEO discrimination complaint process and procedures.

While the Office of Human Resources and the Office of Civil Rights partnered in hiring a consultant during fiscal year 2007 and a report was provided, this information has not yet been shared with senior leadership. The report will be reviewed by the newly appointed Associate Administrator for Civil Rights and a determination will be made regarding whether the information should be shared.

The FHWA continues to provide mandatory EEO training for all employees. The training includes: Alternative Dispute Resolution, Constitution Training, Information Assurance Awareness, No Fear Act, Prevention of Sexual Harassment, Privacy Act, and Prohibited Personnel Practices and Workplace Safety. The Office of Civil

Rights and the Office of Human Resources continue to work to provide training to all employees in other areas such as MD-715, Workplace Harassment, the Rehabilitation Act of 1973, and the FHWA Internal Complaint Process. The templates for these training sessions have been completed and are due to be online via eLMS before the end of fiscal year 2009.

Executive Summary

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

I,

Allen Masuda, Associate Administrator for

am the

Principal EEO Director/Official for

Federal Highway Administration

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.

[Redacted Signature]

[Redacted Date]

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

Date

[Redacted Signature]

[Redacted Date]

Signature of Agency Head or Agency Head Designee

Date

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
 Compliance Indicator		EEO policy statements are up-to-date.	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
 Measures			Yes	No	
A1. The Agency Head was installed on 05/26/06. The EEO policy statement was issued on 07/24/06.  Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.			X		EEO Policy Statement signed on 07/24/06.
A2. During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.				X	EEO Policy Statement effective throughout the appointment of the FHWA Administrator.
A3. Are new employees provided a copy of the EEO policy statement during orientation?			X		
A4. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			X		
 Compliance Indicator		EEO policy statements have been communicated to all employees.	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
 Measures			Yes	No	
A5. Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?			X		
A6. 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		
A7. 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		
 Compliance Indicator		Agency EEO policy is vigorously enforced by agency management.	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
 Measures			Yes	No	

<b>A8.</b> Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:				
<b>A9.</b> resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		The EEO element was updated for FY 2008.	
<b>A10.</b> address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		The EEO element was updated for FY 2008.	
<b>A11.</b> 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		The EEO element was updated for FY 2008.	
<b>A12.</b> ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		The EEO element was updated for FY 2008.	
<b>A13.</b> ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		The EEO element was updated for FY 2008.	
<b>A14.</b> 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		The EEO element was updated for FY 2008.	
<b>A15.</b> ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		The EEO element was updated for FY 2008.	
<b>A16.</b> ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		The EEO element was updated for FY 2008.	
<b>A17.</b> Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		This information is discussed and provided during new employee orientation. In addition, the Office of Human Resources has the table of penalties contained in the FHWA Employee Handbook on the FHWA Staffnet.	
<b>A18.</b> Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
<b>A19.</b> 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			
<b>A20.</b> 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> 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>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>		Yes	No	

<b>B1. Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]</b> 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	Reports directly to the Executive Director.
<b>B2. Are the duties and responsibilities of EEO officials clearly defined?</b>		X		
<b>B3. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?</b>		X		
<b>B4. If the agency has 2<sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?</b>		X		
<b>B5. If the agency has 2<sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?</b>			X	The Division Administrators are responsible for this function.
<b>B6. If not, please describe how EEO program authority is delegated to subordinate reporting components.</b>				
 <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>		<b>Yes</b>	<b>No</b>	
<b>B7. 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?</b>		X		
<b>B8. 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" 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?</b>			X	The Acting Associate Administrator for Civil Rights conducted periodic meetings with the former FHWA Administrator and the Executive Director.
<b>B9. 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?</b>		X		Managers consider the diversity factors when making selections.
<b>B10. 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?</b>		X		This was done informally for three reorganizations in 2004. FHWA will document a formal process.
<b>B11. 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. § 1614.102(b)(3)]</b>			X	The Office of Human Resources has gathered data for the MD-715 Work Group's use in analyzing this measure.

<b>B12.</b> 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>		<b>Yes</b>	<b>No</b>	
<b>B13.</b> 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?		✗		
<b>B14.</b> 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		
<b>B15.</b> Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		Collateral Duty Assignment.
<b>B16.</b> Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		Collateral Duty Assignment.
<b>B17.</b> Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		Collateral Duty Assignment.
<b>B18.</b> 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		Collateral Duty Assignment.
<b>B19.</b> 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>		<b>Yes</b>	<b>No</b>	
<b>B20.</b> 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	The Office of Civil Rights will re-establish the MD-715 Work Group to conduct barrier analysis.
<b>B21.</b> 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		
<b>B22.</b> Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		

<b>B23.</b> Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
<b>B24.</b> Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
<b>B25.</b> Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
<b>B26.</b> 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			
<b>B27.</b> Is there sufficient funding to ensure that all employees have access to this training and information?	X			
<b>B28.</b> Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X			
<b>B29.</b> for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
<b>B30.</b> to provide religious accommodations?	X			
<b>B31.</b> to provide disability accommodations in accordance with the agency's written procedures?	X			
<b>B32.</b> in the EEO discrimination complaint process?	X			
<b>B33.</b> to participate in ADR?	X			
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</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>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's 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>		<b>Yes</b>	<b>No</b>	
<b>C1.</b> Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		The Associate Administrator for Civil Rights attends a weekly meetings with top management as well as quarterly leadership meetings where this information is discussed.
<b>C2.</b> 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>		<b>Yes</b>	<b>No</b>	

<b>C3.</b> 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	The MD-715 Work Group will be re-established to implement this requirement.  See Form H.
<b>C4.</b> 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	The MD-715 Work Group will implement.  See Form H.
<b>C5.</b> 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	The MD-715 Work Group will implement.  See Form H.
 <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>		<b>Yes</b>	<b>No</b>	
<b>C6.</b> Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
<b>C7.</b> 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		
<b>C8.</b> Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			X	None
<b>C9.</b> If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
<b>C10.</b> 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		
<b>C11.</b> 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	The FHWA has recently developed processes and procedures to review reasonable accommodation requests, actions, and decisions.  The FHWA is developing a tracking system for this process.
<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>		<b>Yes</b>	<b>No</b>	

<b>D1.</b> 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	See Form H.
<b>D2.</b> 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	See Form H.
<b>D3.</b> Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			X	See Form H
<b>D4.</b> Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?			X	The Office of Human Resources has gathered multiyear data on race, national origin, gender, and disability for the MD-715 Work Group's use in analyzing trends and barriers.
<b>D5.</b> Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?			X	The Office of Human Resources has gathered multiyear data on race, national origin, gender, and disability for the MD-715 Work Group's use in analyzing trends and barriers.
<b>D6.</b> Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?			X	The Office of Human Resources has gathered multiyear data on race, national origin, gender, and disability for the MD-715 Work Group's use in analyzing trends and barriers.
<b>D7.</b> Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?			X	The Office of Human Resources has gathered data for the MD-715 Work Group's use in analyzing trends and barriers.
<b>D8.</b> Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?			X	The MD-715 Work Group will conduct this analysis.
 <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 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>			<b>Yes</b>	<b>No</b>
<b>D9.</b> Are all employees encouraged to use ADR?			X	
<b>D10.</b> Is the participation of supervisors and managers in the ADR process required?				X
<b>Essential Element E: EFFICIENCY</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.				

 Compliance Indicator	<p>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</p>	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
		Yes	No	
 Measures				
E1. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?			X	The Office of Civil Rights does not have a full-time person to conduct these analyses.
E2. 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		
E3. 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	The MD-715 Work Group will develop an action plan to implement this objective.
E4. 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		
E5. Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	This information is not being tracked in one location that is accessible by all. The Office of Civil Rights is in the process of working with the Information and Management Service to create an online system that will track this information.
 Compliance Indicator	<p>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</p>	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
		Yes	No	
 Measures				
E6. 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		
E7. 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		X		The FHWA utilizes "iComplaints" system provided by the

trends?			Department.
<b>E8.</b> Does the agency hold contractors accountable for delay in counseling and investigation processing times?		NA	Not applicable. The FHWA uses collateral duty EEO Counselors.
<b>E9.</b> If yes, briefly describe how:			
<b>E10.</b> 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		Applies to EEO Counselors only. Department manages investigations.
<b>E11.</b> 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		Applies to EEO Counselors only. Department manages investigations.
 <b>Compliance Indicator</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>E12.</b> Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		NA	Formal complaint process managed by the Department.
<b>E13.</b> 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		One session went beyond 90 time limit.
<b>E14.</b> 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		
<b>E15.</b> Does the agency complete the investigations within the applicable prescribed time frame?		N/A	Formal complaint process is managed by the Department.
<b>E16.</b> When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		N/A	Formal complaint process is managed by the Department.
<b>E17.</b> 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?		N/A	Formal complaint process is managed by the Department.
<b>E18.</b> When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?	X		
<b>E19.</b> 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>	<p align="center"><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></p>	<p align="center"><b>Measure has been met</b></p>		<p align="center"><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></p>
 <b>Measures</b>		<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	
<p><b>E20.</b> 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?</p>		<p align="center">X</p>		<p>The Office of Civil Rights is in the process of developing an ADR process for FHWA. Currently, the FHWA uses the Department's ADR process.</p>
<p><b>E21.</b> 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?</p>		<p align="center">X</p>		<p>On June 25, 2007, FHWA's Office of Human Resources implemented ADR as one of the mandatory Annual Compliance Training courses. Each year all employees including managers are required to take this training.</p>
<p><b>E22.</b> After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?</p>			<p align="center">X</p>	
<p><b>E23.</b> Does the responsible management official directly involved in the dispute have settlement authority?</p>		<p align="center">X</p>		
 <b>Compliance Indicator</b>	<p align="center"><b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b></p>	<p align="center"><b>Measure has been met</b></p>		<p align="center"><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></p>
 <b>Measures</b>		<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	
<p><b>E24.</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?</p>		<p align="center">X</p>		<p>Formal process managed by the Department for the Operating Administrations. All agencies use iComplaints.</p>
<p><b>E25.</b> 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)?</p>			<p align="center">N/A</p>	<p>Formal process managed by the Department.</p>

<b>E26.</b> 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?			N/A	Formal process managed by the Department.
<b>E27.</b> Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
<b>E28.</b> 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	The agency has not tracked this information in the past. However, with the icomplaints system provided by the Department, FHWA can begin to track this information.
<b>E29.</b> Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		The Office of Human Resources has gathered multiyear data on race, national origin, gender, and disability for the MD-715 Work Group's use in analyzing trends and barriers.
<b>E30.</b> Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?			N/A	Formal process is managed by the Department.
 <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>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E31.</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?			N/A	Formal process managed by the Department.
<b>E32.</b> Does the agency discrimination complaint process ensure a neutral adjudication function?			N/A	Formal process managed by the Department.
<b>E33.</b> If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?			N/A	Formal process managed by the Department.
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 <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</b>

 Measures		Yes	No	FORM 715-01 PART H to the agency's status report
	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		
 Compliance Indicator	<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>	Measure has been met		<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	
F1. Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.			X	Payroll processing is managed by the Department of Interior.
F2. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?				
F3. Are procedures in place to promptly process other forms of ordered relief?				
 Compliance Indicator	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	Measure has been met		<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	
F4. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		Performance appraisals for all Senior Executives state: "Ensures that employees cooperate with EEO Office officials such as EEO Counselors, Investigators. Also includes "ensuring compliance with EEOC orders."
F5. If so, please identify the employees by title in the comments section, and state how performance is measured.		All Senior Executive employees in the FHWA.		
F6. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
F7. 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.				
F8. Have the involved employees received any formal training in EEO compliance?		X		
F9. Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
F10. 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		
F11. Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?		X		
F12. Back Pay and Interest: Computer print-outs or payroll		X		

documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?			
<b>F13.</b> Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
<b>F14.</b> 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		
<b>F15.</b> Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
<b>F16.</b> 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		
<b>F17.</b> 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		
<b>F18.</b> Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
<b>F19.</b> Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
<b>F20.</b> Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
<b>F21.</b> Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
<b>Federal Highway Administration</b>	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  <b>Measure: B8</b>	Following the submission of the immediately preceding FORM 715-01, the EEO Director/Officer did not present to the head of the agency and other senior officials the "State of the Agency" 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.	
OBJECTIVE:	Develop opportunity for the Associate Administrator for Civil Rights to provide briefing on the "State of the Agency" at the leadership meeting on an annual basis.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	1/31/09	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	5/1/09 and continuing annually.	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The new Associate Administrator for Civil Rights will present the "State of the Agency" briefing at the FHWA Leadership Meeting.	5/1/09 and continuing on an annual basis.	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
New Objective		

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Highway Administration	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  Measure: B20	There are not 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.	
OBJECTIVE:	Develop a method for the agency to conduct a thorough barrier analysis of the workforce.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights Associate Administrator for Administration	
DATE OBJECTIVE INITIATED:	1/31/09	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/31/09	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The FHWA will re-establish a MD-715 Work Group to study a method for implementing this objective.	5/31/09	
The MD-715 Work Group will develop an Action Plan for implementing this objective.	12/31/09	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>New Objective</p>		

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Highway Administration	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  <b>Measure: B28 B29 B30 B31 B32 B33</b>	The FHWA has not periodically trained all managers, supervisors and employees in the areas of:  1. Reasonable accommodations procedures and responsibilities 2. Religious accommodations 3. Workplace harassment 4. EEO discrimination complaint process; and 5. Alternative Dispute Resolution (ADR)	
OBJECTIVE:	To ensure that all managers, supervisors, and employees are trained in the areas of reasonable accommodation, workplace harassment, the EEO discrimination complaint process ,and ADR.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	12/08/06	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/09	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
EEO Training team was formed to develop training modules for various areas in EEO.	12/8/06	
Team finalized powerpoint presentations and provided recordings to the Knowledge Application Team at NHI.	11/19/07	
A schedule of EEO training was developed to begin training sessions in the third quarter of 08.	11/6/07	
Alternative Dispute Resolution and Prevention of Sexual Harassment training will be required annually for all employees.	4/27/07	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>The original dates were not met since FHWA did not have staff dedicated to these activities.</p> <p>Staff members of the Headquarters' Office of Civil Rights, the Resource Center, and the Office of Human Resources worked collaboratively to develop and finalize modules for EEO training. These training sessions will be given via eLMS, web training, and instructor led training.</p>		

The Office of Human Resources implemented Annual Compliance Training for all FHWA employees. Alternative Dispute Resolution, Prevention of Sexual Harassment, and No Fear Act will be part of the annual required training.

The Office of Civil Rights and Human Resources conducted training for senior management on EEO requirements during FY 2008.

The FHWA has developed training in the eLMS system as well as webinars on reasonable accommodation procedures and workplace harassment.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
<b>Federal Highway Administration</b>	FY 2008	
<p>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</p> <p><b>Measure: C3 C4 C5</b></p>	<p>Time-tables or schedules have not 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.</p> <p>Time-tables or schedules have not 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.</p> <p>Time-tables or schedules have not 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.</p>	
OBJECTIVE:	To establish and implement timetables for the agency's review of its personnel programs cited in measures C3, C4, and C5.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	1/5/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<del>6/30/09</del> 12/31/11	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
<p><del>FHWA MD-715 Work Group was established on 11/12/04 to develop an action plan with timetables for the review of these personnel programs and procedures.</del></p> <p><del>The FHWA will also utilize the services of an outside contractor to assist with this activity.</del></p> <p>The FHWA MD-715 Work Group will be re-established.</p>	<del>9/30/08</del>  5/31/09	
<p><del>The FHWA MD-715 Work Group will conduct an analysis of the programs data and prepare a report by race, national origin, gender and disability.</del></p> <p><del>The FHWA will also utilize the services of an outside contractor to assist with this activity.</del></p> <p>The FHWA MD-715 Work Group will study and determine the best way to develop the required timetables and schedules.</p>	<del>9/30/08</del>  12/31/10	
<p><del>The FHWA Work Group will develop strategies to address any systemic barriers identified.</del></p> <p><del>The FHWA will also utilize the services of an outside contractor to assist with this activity.</del></p> <p>The FHWA MD-715 Work Group will prepare An Action Plan to determine the best methods for determining if any systemic</p>	<del>09/30/08</del>  12/31/11	

barriers exist.	
<p>The FHWA MD-715 Work Group will monitor implementation of the action plan to eliminate barriers.</p> <p>The FHWA will also utilize the services of an outside contractor to assist with this activity.</p>	12/31/08 and continuing as necessary.

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

~~For this reporting period the FHWA MD-715 Work Group expanded review to include all RSNOD groups.~~

The FHWA had no staff dedicated to this effort.

The FHWA MD-715 Work Group will be re-established to review and implement the MD-715 Action Plan developed by the former MD-715 Work Group. The re-established Work Group will include all additional objectives outlined in this Report that were not in the original action plan.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Highway Administration	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  Measures: D1 D2	<p>1. Senior managers do not 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 EEO.</p> <p>2. Senior managers do not develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barrier.</p>	
OBJECTIVE:	Develop a method for the involvement of senior management in the identification of barriers impeding EEO.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	1/31/09	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/31/09	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The FHWA will re-establish a MD-715 Work Group.	5/31/09	
The MD-715 Work Group will study and determine the best method for involving senior management in the barrier analysis.	12/31/10	
The MD-715 Work Group will develop an Action Plan detailing methods to involve senior management in developing and implementing plans for eliminating barriers when they are found.	12/31/10	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
New Objective		

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Federal Highway Administration</b>	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  <b>Measure: D3</b>	Senior managers do not successfully implement EEO action plans and incorporate the EEO action plan objectives into agency strategic plans.	
OBJECTIVE:	To identify and implement strategies for the development of an EEO Action Plan and provide guidance to assist senior managers in successfully implementing the EEO action plan and include the plan in the agency's strategic plan.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	03/15/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<del>9/30/08</del> 12/31/11	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
<del>Senior managers will continue to work in a joint effort to implement EEO strategies in the agency's strategic plan. The Associate Administrator for Civil Rights will initiate and facilitate the meetings.</del>  The MD-715 Work Group will review this action item and determine a method for development of an EEO action plan with objectives that can be made a part of the agency's strategic plan.	<del>9/30/08</del>  12/31/11	
The Associate Administrator will distribute to senior managers once this activity is completed.	9/30/08	
<del>The Associate Administrator for the Office of Civil Rights will hold a series of meetings with senior managers to provide a briefing on the EEO action plan.</del>  The Associate Administrator for the Office of Civil Rights will brief senior managers on the progress of the MD-715 Work Group regarding this objective.	<del>9/30/08</del>  12/31/11	
<del>The Associate Administrator for the Office of Civil Rights will monitor senior management's implementation of the EEO action plan once this activity has been completed.</del>  The Associate Administrator for the Office of Civil Rights will monitor the implementation of the EEO action items in the FHWA Strategic Plan and provide appropriate updates to senior management.	<del>12/31/07 and continuing.</del>  Annual Activity	

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

A consulting firm was hired and completed a report based on the comments from selected focus groups. However, the report was never provided to FHWA senior leadership.

The FHWA Strategic Plan includes a goal designated as Corporate Capacity. Under Corporate Capacity the FHWA plans to hire and retain a diverse, multi-disciplined workforce from a wide range of technical, cultural, and ethnic backgrounds. The objective requires supervisors and managers to proactively ensure that FHWA's employment goals are met, skills gaps are addressed, and employees are provided equitable access to developmental experiences and learning opportunities.

The FHWA has no staff dedicated to those initiatives that were not implemented.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
<b>Federal Highway Administration</b>	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  <b>Measure: D7</b>	The FHWA has not conducted trend analyses for the following: 1. Workforce profiles by race, national origin, sex, and disability; 2. Workforce major occupations by race, national origin, sex and disability; 3. Workforce grade level distribution by race, national origin, sex, and disability; 4. Workforce compensation and reward system by race, national origin, sex and disability.	
OBJECTIVE:	Develop a mechanism for identifying barriers in the above areas.  Conduct a trend analyses for workforce compensation and reward system by race, national origin, sex, and disability.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	04/30/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<del>12/31/08</del> 12/31/11	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
<del>The FHWA has developed a Work Group that will determine if any barriers can be identified in the above cited areas.</del>  The Office of Human Resources has conducted trend analyses in the above areas during FY 2008.  The Office of Civil Rights, working with the MD-715 Work Group will develop a process for conducting the trend analyses on a bi-annual basis.	<del>3/31/06</del>  12/31/09 and continuing	
<del>FHWA hired a staff member with sufficient statistical training to conduct the required analyses. The analyses were conducted during FY 2007.</del>  The FHWA will re-establish the MD-715 Work Group to participate in action items to keep current with this requirement.	<del>9/30/07</del>  12/31/09 and continuing	
<del>The contractor will develop approaches to eliminate any identified barriers.</del>  The FHWA will re-establish the MD-715 Work Group to conduct the required barrier analyses.	<del>09/30/08</del>  12/31/11	
<del>The contractor will provide a report of actions to the Associate Administrator for Civil Rights who will disseminate the information to the senior management staff.</del>	<del>09/30/09</del>	

<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
<p>A contractor completed a report and provided it to the former Associate Administrator for Civil Rights. However, the former Associate Administrator for Civil Rights did not disseminate the report to senior management staff.</p> <p>The FHWA MD-715 Work Group was suspended by the former Associate Administrator for Civil Rights.</p> <p>The contractor did not conduct a barrier analysis.</p> <p>The FHWA will re-establish the MD-715 Work Group to develop a plan for conducting the required barrier analyses. The Work Group will also develop a process for conducting the required trend analyses.</p> <p>Target dates not met since FHWA did not have staff dedicated to this effort.</p>	

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Highway Administration	FY 2008	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:  Measure: E1 E3	E1. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?  E3. 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?	
OBJECTIVE:	E1. Develop a plan of action for obtaining the human resources needed to conduct the analyses needed to complete MD-715 requirements.  E3. Develop a procedure for conducting audits of the FHWA field offices to determine compliance with MD-715 requirements.	
RESPONSIBLE OFFICIAL:	Associate Administrator for Civil Rights	
DATE OBJECTIVE INITIATED:	1/31/09	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/31/09	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The FHWA will re-establish a MD-715 Work Group.	5/31/09	
The MD-715 Work Group will study and determine how to obtain the human resources needed to conduct the analyses required to become a model agency as defined by MD-715.	12/31/10	
The MD-715 Work Group will study methods for conducting timely audits of the FHWA field offices for compliance with MD-715 requirements.	12/31/10	
The MD-715 Work Group will develop an action plan for scheduling audits of FHWA field offices for compliance with MD-715 requirements.	12/31/10	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>New Objective</p>		

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Highway Administration	FY 2008	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Hispanic women have a low participation rate in the agency's workforce compared to the Civilian Labor Force.</p> <p><b><u>FY 2005 Data:</u></b> Civilian Labor Force (CLF) = 11% Hispanic Women = 43 (1.52%)</p> <p><b><u>FY 2006 Data as of 3<sup>rd</sup> Quarter</u></b> Hispanic Women CLF = 4.5% FHWA = 47 (1.66%)</p> <p><b><u>FY 2007 Data as of 3<sup>rd</sup> Quarter</u></b> Hispanic Women CLF = 4.5% FHWA = 54 (2.01%)</p> <p><b><u>FY 2008 Data as 4th Quarter</u></b> CLF = 4.5% Hispanic Women = 71 (2.51%)</p>	
	<p>Analyses were conducted comparing participation rates of Hispanic women applicant rates and hire rates to the CLF, as well as comparison of the separation rates with the proportion of Hispanic women in the agency's workforce.</p> <p><b><u>Hires as of 3<sup>rd</sup> Quarter 2006</u></b> Total = 182  Hispanic Women = 11 (6%)</p> <p><b><u>Hires as of 3<sup>rd</sup> Quarter 2007</u></b> Total = 185 Hispanic Women = 7 (3.78%)</p> <p><b><u>Hires as of 4th Quarter 2008</u></b> Total = 60 Hispanic Women = 2 (3.3%)</p> <p><b><u>Separations as of 3<sup>rd</sup> Quarter 2006</u></b> Total = 67 Hispanics = 1 (1%) (Transfer)</p> <p><b><u>Separations as of 3<sup>rd</sup> Quarter 2007</u></b> Total = 186 Hispanic Women = 3 (1.61%)</p> <p><b><u>Separations as of 4th Quarter 2008</u></b> Total = 48 Hispanic Women = 2 (4.17%)</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The agency did not aggressively pursue target geographical areas with a large Hispanic population for recruitment.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired</p>	<p>To increase recruitment of Hispanic women to result in sufficient hires.</p>	

condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, Office of Human Resources
<b>DATE OBJECTIVE INITIATED:</b>	December 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	12/31/09

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
PLANNED ACTIVITIES Target Hispanics for mid and senior career hires		2/5/05
Develop a training course and provide training for recruiters.		12/15/05
Advertise FHWA career, employment and educational opportunities in various publications such as the Latino Expo and the Society of Hispanic Professional Engineers.		2/15/05
Concentrate recruitment efforts in the targeted states with Hispanic Serving Institutions.		5/10/05
Set goals for increasing the number of Hispanic youth participating in the FHWA transportation career education program for youth.		5/15/05
Develop and maintain a Hispanic skills databank.		6/15/05
Establish partnership agreements with Hispanic professional organizations such as the League of United Latin American Citizens and Society of Hispanic Professional Engineers.		9/15/05
Assist interested applicants to register in QuickHire and navigate the system.		9/15/05
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
FHWA had no staff dedicated to these planned activities.		

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
PLANNED ACTIVITIES Update recruitment strategies that target underrepresented groups.	09/30/09	
Market FHWA career, employment and educational opportunities in sources that attract underrepresented groups.	On-going	
Participate in recruitment and outreach activities that target underrepresented groups.	On-going	
Recruitment team will conduct quantitative and qualitative review of results and identify areas for additional attention.	9/30/2010	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>During the year, the Hispanic Recruitment Team continued its efforts to heighten awareness of career opportunities in transportation through active recruitment with faculty and student organizations at Hispanic Serving Institutions, professional Hispanic organizations, and grass root organizations in the Hispanic community. The team attended conferences, career fairs, and networking sessions across the United States that were targeted to the Hispanic population. For example, the Agency participated as an exhibitor at the Annual National Conference of the United States Hispanic Leadership Institute (USHLI). This conference is the largest gathering of Hispanic leaders in the nation promoting education, leadership development, and Latino unity. The FHWA representatives also recruited at the University of Puerto Rico in Mayaguez, the University of Texas, the University of New Mexico, the California State University, the Hispanic Association of Colleges and Universities Conference; the Society of Hispanic Professional Engineers – Career Fair, and the MAES International Symposium and Career Fair among others. Advertisements for Senior Executive Service positions were placed with the Conference of Minority Transportation Officials and the Women’s Transportation Society.</p> <p>Throughout FY 2008, the FHWA also participated in recruitment events sponsored by the Society of Women Engineers National Conference, Nashville, TN; and ASCE career fairs Oregon State University, Portland State University, Penn State, University of Maryland, Virginia Tech, among others. We are developing a new corporate recruitment and outreach program that seeks to achieve greater diversity in qualified applicant pools in order to increase under-represented groups’ employment levels.</p>		

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Federal Highway Administration</b>	FY 2008	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Hispanic men are underrepresented in the agency's workforce compared to the Civilian Labor Force (6.2%).</p> <p><b><u>FY 2005 Data:</u></b>            Civilian Labor Force (CLF) = 11%            Hispanic Men = 108 (3.83%)</p> <p><b><u>FY 2006 Data as of 3<sup>rd</sup> Quarter</u></b>            Hispanic Men            Civilian Labor Force = 6.2%            FHWA = 104 (3.68%)</p> <p><b><u>FY 2007 Data as of 3<sup>rd</sup> Quarter</u></b>            Hispanic Men            Civilian Labor Force = 6.2%            FHWA = 101 (3.63%)</p> <p><b><u>FY 2008 Data as of 4<sup>th</sup> Quarter 2008</u></b>            Hispanic Men = 110 (3.8%)            Civilian Labor Force = 7.8%</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine causes of the condition.</p>	<p>Analyses were conducted comparing participation rates of Hispanic men applicant rates and hire rates to the Civilian Labor Force, as well as comparison of the separation rates with the proportion of Hispanic men in the agency's workforce. Hispanic men were hired and promoted at well below the Civilian Labor Force rate.</p> <p><b><u>Hires as of 3<sup>rd</sup> Quarter 2006</u></b>            Total = 182            Hispanic Men = 2 or 1.09% of total hires.</p> <p><b><u>Hires as of 3<sup>rd</sup> Quarter 2007</u></b>            Total = 248            Hispanic Men = 1 (0.54%)</p> <p><b><u>Hires as of 4<sup>th</sup> Quarter 2008</u></b>            Total = 60            Hispanics Men = 4 (6.67%)</p> <p><b><u>Separations as of 3<sup>rd</sup> Quarter 2006</u></b>            Total = 67            Hispanic Men = 1 (1%) (Transfer)</p> <p><b><u>Separations as of 3<sup>rd</sup> Quarter 2007</u></b>            Total = 218            Hispanic Men = 10 (5.38%)</p> <p><b><u>Separations as of 4th Quarter 2008</u></b>            Total = 48            Hispanic Men = 1 (2%)</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The agency did not aggressively pursue target geographical areas with a large Hispanic population for recruitment for mid-career hires.</p>	

<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase the application rate for Hispanic men.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, Office of Human Resources</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 2005</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>12/31/09</p>

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
<b>PLANNED ACTIVITIES</b>  Update recruitment strategies that target underrepresented groups.	09/30/09	
Market FHWA career, employment and educational opportunities in sources that attract underrepresented groups.	On-going	
Participate in recruitment and outreach activities that target underrepresented groups.	On-going	
Recruitment team will conduct quantitative and qualitative review of results and identify areas for additional attention.	9/30/2010	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>During the year, the Hispanic Recruitment Team continued its efforts to heighten awareness of career opportunities in transportation through active recruitment with faculty and student organizations at Hispanic Serving Institutions, professional Hispanic organizations, and grass root organizations in the Hispanic community. The team attended conferences, career fairs and networking sessions across the United States, that were targeted to the Hispanic population. For example, the Agency participated as an exhibitor at the Annual National Conference of the United States Hispanic Leadership Institute (USHLI). This conference is the largest gathering of Hispanic leaders in the nation promoting education, leadership development, and Latino unity. The FHWA representatives also recruited at the University of Puerto Rico in Mayaguez, the University of Texas, the University of New Mexico; the California State University, the Hispanic Association of Colleges and Universities Conference; the Society of Hispanic Professional Engineers – Career Fair, and the MAES International Symposium and Career Fair among others. Advertisements for Senior Executive Service positions were placed with the Conference of Minority Transportation Officials.</p> <p>Throughout FY 2008, the FHWA also participated in recruitment events sponsored by ASCE and career fairs at Oregon State University, Portland State University, Penn State, University of Maryland, Virginia Tech, among others. We are developing a new corporate recruitment and outreach program that seeks to achieve greater diversity in qualified applicant pools in order to increase under-represented groups' employment levels.</p>		

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Federal Highway Administration	FY 2008	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Asian/Pacific Islander (Asian/PI) women have a low participation rate in the FHWA workforce compared to their availability in the Civilian Labor Force CLF (1.80%).</p> <p>Workforce statistics showed a disparity. In the FHWA workforce, Asian/PI women had a participation rate of 1.58% while the CLF is 1.8%. Asian women were hired at 1.62%, a ratio slightly below their participation rate in the CLF.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>For FY 2007, Asian/PI women were 0.65% of applicants, while the CLF for Asian women is 1.8%. In FY 2007, Asian/PI women were 1.62% of total hires, compared to the CLF of 1.8%. Asian/PI women had a lower separation rate (0.54%) than their participation rate in the FHWA workforce (1.58%).</p> <p>Analyses were conducted comparing participation rates of Asian women applicant rates and hire rates to the CLF, as well as comparison of the separation rates with the proportion of Asian women in the agency's workforce.</p> <p>For FY 2008, there were 54 Asian/Pacific Islander women (1.91%) of FHWA's permanent workforce. The CLF percentage for Asian/Pacific Islander women is 1.8%. Therefore, this effort has been completed.</p> <p><b><u>Hires FY 2006</u></b> Total = 182 Asian/PI Women = 3 (1.65%)</p> <p><b><u>Hires as of 3<sup>rd</sup> Quarter 2007</u></b> Asian/PI Women = 3 (1.62%)</p> <p><b><u>Hires as of 4<sup>th</sup> Quarter 2008</u></b> Total = 60 Asian/PI Women = 1 (1.67%)</p> <p><b><u>Separations as of 3<sup>rd</sup> Quarter 2006</u></b> Asian/PI Women = 3 (3.41%)</p> <p><b><u>Separations as of 3<sup>rd</sup> Quarter 2007</u></b> Asian/PI Women = 1 (0.54%)</p> <p><b><u>Separations as of 4<sup>th</sup> Quarter 2008</u></b> Total = 48 Asian/PI Women = 0</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>DOT is receiving an insufficient number of applications from Asian women to result in hires that match or exceed their representation in the CLF.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To improve recruitment of Asian women so that a sufficient number of applications are received to result in improved hiring of Asian women.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, Office of Human Resources</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>9/30/07</p>	

<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	3/30/09 COMPLETED
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EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
PLANNED ACTIVITIES Update recruitment strategies that target underrepresented groups.		09/30/09
Market FHWA career, employment and educational opportunities in sources that attract underrepresented groups.		On-going
Participate in recruitment and outreach activities that target underrepresented groups.		On-going
Recruitment team will conduct quantitative and qualitative review of results and identify areas for additional attention.		9/30/2010
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
In FY 2008, the FHWA was able to complete this effort. The FHWA's workforce ratio for Asian/Pacific Islander women matches the CLF percentage rate of 1.9%.		

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Federal Highway Administration	FY 2008	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>White women have a low participation rate in the FHWA workforce compared to their availability in the Civilian Labor Force (CLF).</p> <p>Workforce statistics showed a disparity. In the FHWA workforce, White women have a participation rate of 23.42% while the CLF is 33.7%. White women were hired at a ratio well below their participation rate in the CLF.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>For FY 2007, White women were 28.74% of applicants, while the CLF for White women is 33.7%. In FY 2007, White women were 22.70% of total hires, compared to the CLF of 33.7%. White women had a slightly higher separation rate (23.94%) than their participation rate in the FHWA workforce (23.42%).</p> <p>Analyses were conducted comparing participation rates of White women applicant rates and hire rates to the CLF, as well as comparison of the separation rates with the proportion of White women in the agency's workforce.</p> <p>For FY 2008, white females comprised 649 or 22.9% of FHWA's workforce. The CLF rate is 32.8%.</p> <p><b>Hires FY 2006</b> Total = 200 White Women = 45 (22.50%)</p> <p><b>Hires as of 3<sup>rd</sup> Quarter 2007</b> White Women = 42 (22.70%)</p> <p><b>Hires as of 4th Quarter 2008</b> Total = 60 White Women = 11 (18.33%)</p> <p><b>Separations as of 3<sup>rd</sup> Quarter 2006</b> Total = 215 White Women = 56 (26.05%)</p> <p><b>Separations as of 3<sup>rd</sup> Quarter 2007</b> White Women = 45 (23.94%)</p> <p><b>Separations as of 4th Quarter 2008</b> Total = 48 White Women = 13 (27.08%)</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>FHWA is receiving an insufficient number of applications from White women to result in hires that match or exceed their representation in the CLF, especially in the mission oriented occupations. White women had a higher separation rate (27.08%) than their participation rate in the FHWA workforce (22.99%).</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To improve recruitment of White women in the targeted mission oriented occupations so that a sufficient number of applications are received to result in improved hiring of White women.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, Office of Human Resource</p>	

<b>DATE OBJECTIVE INITIATED:</b>	9/30/2007
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	3/030/09

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
PLANNED ACTIVITIES Update recruitment strategies that target underrepresented groups.		09/30/09
Market FHWA career, employment and educational opportunities in sources that attract underrepresented groups.		On-going
Participate in recruitment and outreach activities that target underrepresented groups.		On-going
Recruitment team will conduct quantitative and qualitative review of results and identify areas for additional attention.		9/30/2010
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
Throughout FY 2008, the FHWA also participated in recruitment events sponsored by the Society of Women Engineers National Conference, Nashville, TN; and ASCE career fairs Oregon State University, Portland State University, Penn State, University of Maryland, Virginia Tech, among others. We are developing a new corporate recruitment and outreach program that seeks to achieve greater qualified applicant pools in order to increase under-represented groups' employment levels.		

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Federal Highway Administration	FY 2008	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The FHWA has identified under-representation in the recruitment, promotion, and retention trends of persons with targeted disabilities.</p> <p>The agency's annual reporting of workforce data revealed the low participation rate for this group.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p><u>Persons with Targeted Disabilities:</u>  FY 2004 - 22  FY 2005 - 23  FY 2006 - 25  <b>FY 2007 - 29</b>  <b>% of FHWA - .91.04%</b></p> <p><b>FY 2008 - 31 (1.10%)</b></p> <p>*U.S. DOT has established a hiring goal of 3% for target disabilities</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p><del>Old:</del> The FHWA does not have a program that focuses on the recruitment, retention, and promotion of persons with targeted disabilities.</p> <p><b>New:</b> The FHWA 's recruitment program does not generate a sufficient number of candidates with targeted disabilities.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Current recruitment practices will be examined and revised to measure results of agency efforts in the recruitment of person with targeted disabilities. In addition, close monitoring of raw data will be gathered to benchmark successes and other barriers.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, Office of Human Resources</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>11/01/05</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>9/30/08</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
<p>PLANNED ACTIVITIES</p> <p>The Office of Civil Rights and the Office of Human Resources will present a series of presentations, web conferences, and technical assistance tools on disability employment and reasonable accommodations.</p> <p>The Office of Civil Rights will invite subject matter experts from EEOC to provide training on legal mandates for Reasonable Accommodations for FHWA Managers and Supervisors.</p> <p>FHWA will expand its recruitment efforts to conduct more direct recruitment and community outreach especially in the agencies' key pipeline postsecondary student programs.</p>		<p>09/03/09</p> <p>04/30/00</p>
<p>The Office of Civil Rights and the Office of Human Resources will collaborate to update the Disability Program Webpage for managers, supervisors, and team leaders.</p>		<p>01/15/2010</p>
<p>Market the use of temporary FTE slots available through the Office of Human Resources to recruit individuals with targeted disabilities for 2-year appointment into professional and technical positions with the potential for conversion to permanent.</p>		<p>Ongoing</p>
<p>The Office of Human Resources and the Office of Civil Rights and will review the current questions in the exit interviews to identify if additional barriers exist for employees with targeted disabilities.</p>		<p>09/30/09</p>
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>In FY 2008, FHWA representatives attended several Disability Employment and Awareness events in an effort to improve and increase outreach efforts to persons with targeted disabilities. Agency representatives attended the Disability Workforce Consortium (FDWC) meeting, Careers for the disAbled Magazine Career Expo; Deaf and Hard of Hearing in Government Conference; Federal Disability Workforce Consortium (FDWC); FAA National People with Targeted Disabilities Conference; and Federal Disability Workforce Consortium (FDWC) meetings. The agency also marketed non-competitive vacancy announcements with the Council of State Administrators of Vocational Rehabilitation (CSAVR) and Employment Coordinators at U.S. Department of Veterans Affairs to solicit applicants with targeted disabilities.</p> <p>As a result of the agency's recruitment efforts in 2008, the FHWA hired three persons with targeted disabilities. In 2007, the Agency hired three persons with targeted disabilities and in 2006, four persons with targeted disabilities. As a result the total number of individuals with targeted disabilities has increased from 25 to 32 or 21.8% since 2006.</p>		

EEOC FORM 715-01 PART J	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>PART I Department or Agency Information</b>	1. Agency		1. U.S. Department of Transportation						
	1.a. 2 <sup>nd</sup> Level Component		1.a. Federal Highway Administration						
	1.b. 3 <sup>rd</sup> Level or lower		1.b.						
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.08**		... end of FY08***.		Net Change			
		Number	%	Number	%	Number	Rate of Change		
	Total Work Force	2872	100.00%	2898	100.00%	26	.91%		
	Reportable Disability	167	5.81%	194	6.69%	-5	-2.99%		
	Targeted Disability*	30	1.04%	32	1.10%	2	6.67%		
	<p>* 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).</p> <p>** On-board number as of September 30, 2007 are used</p> <p>*** On-board numbers as of September 27, 2008 are used</p>								
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.									
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						3			
<b>PART III Participation Rates In Agency Employment Programs</b>									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	118	9	7.6%	1	0.8%	2	1.7%	106	89.8%
4. Non-Competitive Promotions	166	14	8.4%	3	1.8%	8	4.8%	141	84.9%
5. Employee Career Development Programs									
5.a. Grades 5 - 12	13	2	15.4%	0	0.0%	1	7.7%	10	76.9%
5.b. Grades 13 - 14	69	5	7.2%	0	0.0%	14	20.3%	50	72.5%
5.c. Grade 15/SES	8	1	12.5%	0	0.0%	3	37.5%	4	50.0%

6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	8,108	537	6.6%	68	0.8%	90	1.1%	7413	91.4%
6.b. Cash Awards (total \$\$\$ awarded)	\$2,715,478	\$165,212	6.1%	\$18,735	0.7%	\$63,319	2.3%	\$2,468,212	90.0%
6.c. Quality-Step Increase	29	2	6.9%	0	0.0%	1	3.4%	26	89.7%
6.d. SES Performance Awards	\$227,191	\$15,900	7.0%	0	0.0%	0	0.0%	\$211,291	93.0%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I</b> . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.								
Part V Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>								

**Goal 1: Implementation of the FHWA Recruitment Program for Persons with Targeted Disabilities (PWTDs)**

- A.** Three percent of all new hires will be the goal for targeted disabilities.

In FY 2009, The FHWA Office of Human Resources and the FHWA Office of Civil Rights will implement new recruitment strategies through increased training and outreach to hiring officials on the special hiring authorities and increased recruitment in FHWA pipeline students programs.

- B.** Work with the Agency's Selective Placement Program Coordinator to develop and implement strategies for identifying PWTDs for employment opportunities.

During 2009, the Selective Placement Coordinator as well as other HR personnel will continue to increase participation and visibility at several outreach events that specifically target recruitment for persons with targeted disabilities. This is an ongoing process and FHWA will continue these efforts throughout FY 2009.

In FY09 FHWA Office of Civil Rights and the Office of Human Resources will collaboratively produce a video clip that will showcase managers/hiring official's success stories of hiring efforts. Employees with disabilities will be offered an opportunity to share their successes. This video clip will become a part of the online resource library being developed. This is expected to be implemented by the second quarter of FY 09.

- C.** Identify organizations and educational institutions that have a large disability community in desired academic areas to work with in order to foster current and future interest in FHWA careers.

- C1.** Establish working relationships and partnerships with professional organizations and educational institutions that serve as recruiting sources of candidates.

- D.** Continue to make use of temporary FTE slots available through the Office of Human Resources to recruit/target PWTDs for a maximum 2-year excepted appointment into professional and technical positions. The individuals will be provided with the necessary accommodations, to ensure that they can successfully lateral into permanent, critical occupations.

The Office of Civil Rights will conduct a series of interviews during web conferences to get an idea of hiring officials awareness of the various programs that assist the agency in hiring individuals with targeted disabilities.

During FY 2008, FHWA has utilized 10 temporary slots for Schedule A appointments. We anticipate an increase for FY 2009.

- E.** Continue to educate supervisors/managers through various training sessions via videoconference and/or brown bag luncheons, on hiring, retaining and advancing PWTDs for positions that they regularly recruit.

In 2008 the Office of Civil Rights and the Office of Human Resources developed a three panel brochure on Schedule A hiring opportunities. This brochure will be marketed throughout FHWA in FY 09.

The Office of Civil Rights will sponsor a Web Conference on Reasonable Accommodations and will invite EEOC to present on legal mandates of Reasonable Accommodations at

FHWA during FY09.

The Office of Human Resources and the Office of Civil Rights are developing an online resource library for FHWA managers and supervisors. This library will be implemented in January 09.

**Goal 2: Improve Advancement Opportunities for PWTDS**

- A. The Office of Civil Rights will work to establish a mentoring program that will enable employees with disabilities to seek future developmental opportunities for PWTDS to enhance their careers

**Goal 3: Train Managers and Selecting Officials**

- A. Provide training for managers and selecting officials on the benefits of employing PWTDS and provide information on how to use the special appointing authorities. Make this training available to new managers on a quarterly basis. This training will also be posted on the FHWA website as an online resource tool.
- B. Develop and implement a toolkit on hiring, promotion and retention of PWTDS for managers, supervisors, and human resource specialists to be displayed on the FHWA's website.

**Goal 4: Develop a strategy for identifying and resolving PWTDS retention issues**

- A. Form a work group to identify and develop solutions to retention issues of PWTDS.  
  
FHWA's HR and Civil Rights offices continue to analyze FY 2008 retention data for employees across the agency by organization, occupation, ethnicity and disability. Once the analysis is completed, further action items will be developed and addressed by a workgroup to access any issues that appear to be systemic. FHWA did not have any employees with targeted disabilities separate from our Agency in FY 2008.