

DOT Federal Highway Administration

For period covering October 1, 2017 to September 30, 2018

PART A Department or Agency Identifying Information	1. Agency	1. DOT Federal Highway Administration
	1.a 2nd level reporting component	
	2. Address	2. 1200 New Jersey Avenue SE
	3. City, State, Zip Code	3. Washington, DC 20590
	4. Agency Code 5. FIPS code(s)	4. TD04 5. 11001

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 2672
	2. Enter total number of temporary employees	2. 6
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 2678

PART C	Title Type	Name	Title
Agency Official(s) Responsible For Oversight of EEO Program(s)	Head of Agency	Nicole Nason	Administrator, FHWA
	Head of Agency Designee	Thomas J. Everett	Executive Director
	Principal EEO Director/Official	Irene Rico	Associate Administrator for Civil Rights
	Affirmative Employment Program Manager	Nikisha Pickett	Internal EEO and Special Emphasis Program Manager
	Complaint Processing Program Manager	Nikisha Pickett	Internal EEO and Special Emphasis Program Manager
	Diversity & Inclusion Officer	Lafayette Melton	Human Resources Specialist and Diversity Program Manager
	Hispanic Program Manager (SEPM)	Nikisha Pickett	Internal EEO and Special Emphasis Program Manager
	Women's Program Manager (SEPM)	Nikisha Pickett	Internal EEO and Special Emphasis Program Manager
	Disability Program Manager (SEPM)	Kirsten Poston	Disability Policy Analyst
	Special Placement Program Coordinator (Individuals with Disabilities)	Eleni Triantafell	Human Resources Specialist
	Reasonable Accommodation Program Manager	Kirsten Poston	Disability Policy Analyst
	Anti-Harassment Program Manager	Pamela Woodruff	Program Analyst
	ADR Program Manager	Nikisha Pickett	Internal EEO and Special Emphasis Program Manager
	Compliance Manager	Nikisha Pickett	Internal EEO and Special Emphasis Program Manager
Principal MD-715 Preparer	Kirsten Poston	Disability Policy Analyst	

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PART D
List of Subordinate Components Covered in
This Report

Subordinate Component and Location (City/State)	Country	Agency Code
DOT Federal Highway Administration Montgomery, AL	United States	TD04
DOT Federal Highway Administration Juneau, AK	United States	OTHER
DOT Federal Highway Administration Phoenix, AZ	United States	OTHER
DOT Federal Highway Administration Little Rock , AR	United States	OTHER
DOT Federal Highway Administration Sacramento, CA	United States	OTHER
DOT Federal Highway Administration Lakewood, CO	United States	OTHER
DOT Federal Highway Administration Glastonbury, CT	United States	OTHER
DOT Federal Highway Administration Dover, DE	United States	OTHER
DOT Federal Highway Administration Washington , DC	United States	OTHER
DOT Federal Highway Administration Tallahassee , FL	United States	OTHER
DOT Federal Highway Administration Boise, ID	United States	OTHER
DOT Federal Highway Administration Springfield , IL	United States	OTHER
DOT Federal Highway Administration Indianapolis , IN	United States	OTHER
DOT Federal Highway Administration Atlanta, GA	United States	OTHER
DOT Federal Highway Administration Honolulu, HI	United States	OTHER
DOT Federal Highway Administration Topeka , KS	United States	OTHER
DOT Federal Highway Administration Boise, IA	United States	OTHER
DOT Federal Highway Administration Frankfort , KY	United States	OTHER
DOT Federal Highway Administration Baton Rouge , LA	United States	OTHER
DOT Federal Highway Administration Augusta , ME	United States	OTHER
DOT Federal Highway Administration Baltimore , MD	United States	OTHER
DOT Federal Highway Administration Cambridge , MA	United States	OTHER
DOT Federal Highway Administration Lansing , MI	United States	OTHER
DOT Federal Highway Administration Helena, MT	United States	OTHER
DOT Federal Highway Administration Concord, NH	United States	OTHER
DOT Federal Highway Administration Santa Fe, NM	United States	OTHER
DOT Federal Highway Administration Pierre, SD	United States	OTHER

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Subordinate Component and Location (City/State)	Country	Agency Code
DOT Federal Highway Administration Nashville, TN	United States	OTHER
DOT Federal Highway Administration Montpelier, VT	United States	OTHER
DOT Federal Highway Administration St. Paul , MN	United States	OTHER
DOT Federal Highway Administration Jackson , MS	United States	OTHER
DOT Federal Highway Administration Jefferson City, MO	United States	OTHER
DOT Federal Highway Administration Albany , NY	United States	OTHER
DOT Federal Highway Administration Raleigh, NC	United States	OTHER
DOT Federal Highway Administration Bismarck , ND	United States	OTHER
DOT Federal Highway Administration Harrisburg, PA	United States	OTHER
DOT Federal Highway Administration Columbia, SC	United States	OTHER
DOT Federal Highway Administration Austin, TX	United States	OTHER
DOT Federal Highway Administration Salt Lake City , UT	United States	OTHER
DOT Federal Highway Administration Lincoln, NE	United States	OTHER
DOT Federal Highway Administration Carson City , NV	United States	OTHER
DOT Federal Highway Administration West Trenton , NJ	United States	OTHER
DOT Federal Highway Administration Santa Fe, NM	United States	OTHER
DOT Federal Highway Administration Columbus, OH	United States	OTHER
DOT Federal Highway Administration Oklahoma City, OK	United States	OTHER
DOT Federal Highway Administration Salem , OR	United States	OTHER
DOT Federal Highway Administration San Juan , PR	United States	OTHER
DOT Federal Highway Administration Providence, RI	United States	OTHER
DOT Federal Highway Administration Richmond, VA	United States	OTHER
DOT Federal Highway Administration Olymbia, WA	United States	OTHER
DOT Federal Highway Administration Charleston, WV	United States	OTHER
DOT Federal Highway Administration Madison, WI	United States	OTHER
DOT Federal Highway Administration Cheyenne, WY	United States	OTHER
DOT Federal Highway Administration Austin, TX	United States	OTHER

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Subordinate Component and Location (City/State)	Country	Agency Code
DOT Federal Highway Administration Washington , DC	United States	OTHER

EEOC FORMS and Documents	Required	Uploaded
EEO Policy Statement	Y	Y
Alternative Dispute Resolution Procedures	Y	Y
Anti-Harassment Policy and Procedures	Y	Y
Reasonable Accommodation Procedure	Y	Y
Personal Assistance Services Procedures	Y	Y
Agency Strategic Plan	Y	Y
Organization Chart	Y	Y
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	Y
EEO Strategic Plan	N	N
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N
Human Capital Strategic Plan	N	N
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	Y
Diversity Policy Statement	N	N

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EXECUTIVE SUMMARY: MISSION

The Federal Highway Administration (FHWA) Management Directive 715 annual report and plan was prepared in accordance with the U.S. Equal Employment Opportunity Commission laws and authority governed under Section 717 of the Civil Rights Act of 1964, as amended; and Section 501 of the Rehabilitation Act of 1973, as amended.

The top-level official of FHWA is the Administrator, who reports directly to the Secretary of the U.S. Department of Transportation (DOT).

The FHWA has 52 field offices, one in every State Capital, the District of Columbia, and Puerto Rico.

FHWA is an agency within DOT that supports State and local governments in the design, construction, and maintenance of the Nation's highway system (Federal-aid highway program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State departments of transportation, local governments, Federal agencies, tribal governments, the FHWA is responsible for ensuring that America's roads and highways continue to be among the safest and most technologically sound in the world.

The mission of FHWA is to "enable and empower the strengthening of a world-class highway system that promotes safety, mobility, and economic growth, while enhancing the quality of life of all Americans."

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Element A- Demonstrated Commitment from Agency Leadership

On Oct. 25, 2016, FHWA's Associate Administrator for Civil Rights Irene Rico was named. As Associate Administrator, Ms. Rico is responsible for providing guidance on civil rights policy to the Agency's leadership, and reports directly to the Executive Director.

On July 24, 2017, FHWA's Deputy Administrator Brandye L. Hendrickson was named. As Deputy Administrator, Ms. Hendrickson assists the Administrator in leading a workforce of approximately 2700 professionals nationwide and in overseeing efforts to improve and enhance America's roads and bridges.

On Oct. 22, 2018, FHWA's Executive Director Tom Everett was named. As Executive Director, Mr. Everett manages the Agency's daily operations and its personnel, and advises the Administrator, Deputy Administrator and senior officials throughout the U.S. Department of Transportation.

On May 3, 2019, Nicole R. Nason was sworn in as the Nation's 20th Federal Highway Administrator. In this role, Ms. Nason oversees the Agency's \$45 billion annual budget, leads a staff of approximately 2,600 professionals nationwide, oversees efforts to improve and enhance America's roads and bridges and advises U.S. Transportation Secretary Elaine. L. Chao on issues related to surface transportation.

Since the early 1990's, FHWA has been conducting the "FHWA All Employee Survey". The FHWA All Employee Survey originally was conducted on an annual basis, and when OPM began conducting the Federal Employee View Point Survey on an annual basis, FHWA decided to conduct its All Employee Survey every other year. The most recent FHWA All Employee Survey was conducted in November of 2017, and the results of the survey were delivered in early 2018. The FHWA through a committee called the Human Resource Management Committee (HRMC), reviews the results of the survey and develops an action plan that helps to continue to improve FHWA as one of the best places to work. As a result of the survey, HRMC identified the following areas for improvement:

- Supervisors in my work unit support employee development.
- Career development opportunities are adequate within FHWA.
- Learning opportunities to develop individual leadership skills are sufficiently available.
- Career advancement opportunities are allocated fairly.

In the 2018 OPM's Federal Employee View Point Survey, FHWA was named one of the best places to work in the Federal Government by the Partnership for Public Service. FHWA was ranked among the top 37 Federal agency subcomponents of 415 surveyed, making it the seventh year in a row for FHWA to be listed in the top 10 percent. The cumulative score for FHWA in the 2018 Federal Employee View Point Survey was of 79.3%, the second highest FHWA has ever achieved. FHWA scored most high in "Employee Skills-Mission Match," with a score of 82.9%, a slight increase from 2017; and "Teamwork" scored at 79.9%. These scores are an encouraging measure of employee's satisfaction and pride in FHWA work environment. They reflect the positive employee feedback we received about our Agency's efforts to promote work-life balance, opportunities for advancement and a culture of professionalism.

Element B- Integration of EEO in the Agency's Strategic Mission

The FHWA's Performance Year 18/19 (PY 18/19) Strategic Implementation Plan addressed the element of Diversity and

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Inclusion under the Strategic Goal of Corporate Capacity "Enhance employee engagement at all levels of the organization". The National initiatives identified under the PY18/19 Strategic Plan included the following elements:

- Encourage all employees to participate in at least one activity that promotes diversity and inclusion on an annual basis.
- Require all employees to complete mandatory training on "Prevention of Workplace Harassment".
- Encourage and promote employee active involvement in engagement programs and committees that support efforts to improve FHWA as an organization.
- Encourage active participation by employees in their technical field/discipline to enhance knowledge management throughout the Agency and support closing competency gaps through discipline learning and development.
- Promote a culture that recognizes employee contributions using informal and formal recognition programs at the local and national level.

Element C- Management and Program Accountability

In the summer of FY 18, FHWA's Employees received training on EEO and Reasonable Accommodations via the Departmental Office of Civil Rights. FHWA Office of Civil Rights Disability Program Manager continued to work with the Departmental Disability Resource center to process and track reasonable accommodation requests and provide technical assistance and training to the Leadership, Supervisors, and Team Leaders on the reasonable accommodations process.

FHWA Office of Human Resources produces an annual FHWA At-A-Glance report at the end of every fiscal year, which summarizes workforce demographics and trends. The FHWA At-A-Glance report is presented to the entire Agency through a Webinar, the presentation provides an opportunity for all FHWA employees to learn about FHWA's workforce demographics, and efforts in this area.

In addition, the Office of Human Resources distributes Office Profiles and Vital Information reports to the lead manager of each unit providing office demographics, diversity data, retirement eligibility for unit employees, and disability statistics. This information is used in annual workforce planning conversations between unit leads and their respective servicing HR Specialists to encourage strategic workforce planning and recruitment. All FHWA unit leads are required to develop workforce plans at the unit level.

The Office of Human Resources has developed the FHWA Unit Workforce Planning Guide and toolkit. This easy-to-use, how-to guide is designed to help the unit managers with developing workforce plans for their unit. It introduces workforce planning concepts and definitions, includes a step-by-step guide to help managers identify and understand workforce planning challenges, and provides examples of each step of the process.

OPM's annual Employee Viewpoint Survey is disseminated to a sample of FHWA workforce, which evaluates and collects employee opinions about their job, their supervisor, and their agency. This information helps the Agency to identify potential triggers within its workforce.

FHWA Office of Human Resources, shared throughout FY 18 with managers and supervisors the FHWA's goal for hiring persons with disabilities and on a quarterly basis provided updates via the Agency's quarterly Leadership Team Dashboard. The information is also posted on FHWA's internal Website.

The FHWA Office of Civil Rights utilizes Special Emphasis Programs and engages with affinity groups to continue to raise

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

employee awareness of the importance of diversity and to demonstrate the Agency's commitment to a model EEO workplace.

In FY 18, FHWA took a champion role in the planning and delivery of the following DOT Special Emphasis Program events:

- African American History Month
- Asian and Pacific Islander Heritage Month
- Disability Employment Awareness Month
- Hispanic Heritage Month
- Women's Program

Element D- Proactive Prevention of Unlawful Discrimination

On October 10, 2017, FHWA issued anti-harassment policy statement to all FHWA employees, the statement is posted in centralized locations for each unit, and it is posted under the FHWA Office of Civil Rights Website at <https://www.fhwa.dot.gov/civilrights/programs/anti-harassment/antiharassmemo101017.cfm>

On November 1, 2017, FHWA rolled out the Anti-Harassment Coordination Process, which is a separate process from the EEO process. FHWA is committed to preventing and stopping harassment as early as possible and providing a work environment free from harassment. An Anti-Harassment Coordinator has been assigned to oversee and coordinate the investigation and remediation of allegations of any type of harassment in relating to the FHWA workplace, and to ensure accountability of FHWA in addressing harassment.

In FY 2018, the Office of Civil Rights delivered training to all FHWA employees on the topic of prevention of sexual harassment. The Office of Civil Rights, with the Office of Human Resources and the Office of Chief Counsel, collaborated to develop Anti- Harassment training, a pilot Anti-Harassment coordination process, and an Anti-Harassment policy statement.

Furthermore, FHWA continues in seeking to be an inclusive organization environment by remaining in close contact with recruitment partners from various outreach organizations such as the U.S. Department of Veterans Affairs, State Vocational Rehabilitation agencies, the U.S. Department of Labor, Wounded Warrior Program, Workforce Recruitment Program (WRP), Society of Hispanic Professional Engineers, Minority Institutions the of Higher Education, schools with a diverse population, etc., to tap into a diversified applicant pool for all job vacancies and working with these organizations to ensure the success of our recruitment program.

FHWA's Human Resources Specialists continued to speak with unit leads/Supervisors about the importance of hiring people with disabilities and being a diverse and inclusive organization. FHWA continued diversifying its workforce through entry-level, mid-career, and senior-level hiring efforts.

FHWA has established an advisory group called the Innovation Exchange (iExchange), the purpose of the iExchange is to raise awareness of generational diversity and create an environment that embraces members of different generations. In FY 2018, the iExchange expanded membership to 115 members, the advisory group held several crowdsourcing (brainstorm) events, piloted the Agency's first virtual speed networking event, and continued to work with FHWA offices, committees, and councils to provide ideas and a fresh perspective.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

FHWA continued to utilize its 19-member Diversity Management Committee (DMC) to cultivate and advance several initiatives designed to improve organizational culture and raise awareness on the importance of having a diverse and inclusive organization.

In FY 2018, the DMC selected and trained an additional 24 Diversity Champions for a total of 69 champions from 64 different offices across the Agency. To expand its reach and increase buy-in, the DMC made strides to make partnership an emphasis this year. The DMC partnered with the iExchange advisory council to host an agency-wide Webinar on Generational Diversity titled "Bridging the Workforce Generational Gap." The DMC also identified all FHWA and DOT Special Emphasis Groups and their respective coordinators to create a distribution list. That information will be used to connect new employees to employee resource groups and leverage resources to collaborate on complimentary initiatives and projects. The DMC also conducted diversity presentations all FHWA's Discipline Support System Seminars. There were 9 seminars held in FY 18 with attendee counts ranging from 60 to 230 employees.

Element E- Efficiency

FHWA timely submitted to the EEOC the Annual Federal EEO Statistical Report of Discrimination Complaints (EEOC Form 462). In addition, FHWA timely submitted to Congress the Annual Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act) report. Furthermore, FHWA submitted its annual FEEORP to OPM in December 2017.

FHWA ensured that EEO policies were prominently posted in all personnel offices, employee bulletin boards, and on the FHWA Civil Rights Website. All policies related to anti-discrimination laws, Civil Rights, the EEO complaints process, Departmental reasonable accommodations policies and ADR have been posted on the FHWA Website.

FHWA responded to EEOC's Technical Assistance letter dated September 14, 2018, addressing deficiencies in FHWA EEO Program. The summary of planned activities is included in the last section of the Executive Summary.

Element F- Responsiveness and Legal Compliance

FHWA maintains its goal to continue to be in full compliance with all EEO statutes, regulations, policy guidance, and other written instructions. All Agency personnel are held accountable for timely compliance with orders issued by the EEOC. Plans for addressing newly identified gaps from prior fiscal years are further discussed in Part H of this report.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

As of September 30, 2018, FHWA onboard strength showed a total of 2,678 employees, of whom 2,672 were permanent employees and 6 were temporary employees.

For a third year FHWA exceeded its goal of 10% of hires of PWD and its 2% goal of PWTD onboard. In FY 18, approximately 12.77% of all hires were PWD, and 3.72% were PWTD. Overall, PWTD comprise 2.88% of the total FHWA workforce. (This number is inclusive of hires from other DOT modes, and not accounted for in the workforce tables).

Veterans with 30% or more disability represent 6.9% of all hires and 2.8% of the total workforce.

The FHWA reports out the following regarding the overall diversity of its workforce between FY 10 and FY 18:

- (1) Hispanics in FHWA permanent workforce have increased from 8.33% to 8.48%
- (2) Black or African Americans in the permanent workforce had a slight decrease from 15.59% to 15.01%; and
- (3) PWD increased from 9.48% to 9.88% of the FHWA permanent workforce.
- (4) PWTD increased from 2.34% to 2.88% of the FHWA permanent workforce.

* this number is inclusive of hires from other DOT modes, and not accounted for in the workforce tables.

Although FHWA has been successful in its efforts to diversify its workforce, the representation of White Females and Hispanic Females remain areas where FHWA needs to continue its efforts. These areas of improvement have been included in Part H and I of this report.

Please see the charts and Tables under Supporting Documentation of this report Page 15.

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EXECUTIVE SUMMARY: ACCOMPLISHMENTS

The FHWA makes equal employment opportunity principles a fundamental part of its culture. Below is a summary of FHWA's FY 18 accomplishments under the six essential elements 1) demonstrated commitment to equal employment opportunity, 2) integration of EEO into DOT's strategic mission, 3) management and program accountability, 4) proactive prevention of unlawful discrimination, 5) efficiency and responsiveness, and 6) legal compliance:

- No findings of discrimination by the Equal Employment Opportunity Commission, the Merit Systems Protection Board, or the District Court were issued in FY 18.
- For the 2018 OPM's Federal Employee Viewpoint Survey, (FEVPS), FHWA was ranked #37 out of #415 agency subcomponents in "Best Places to Work in the Federal Government", published by the Partnership for Public Service. The index score for diversity and inclusion (New IQ index) for FHWA was 74.9 percent, which was up from 72.6 % when compared to the 2017 IQ index.
- In FY 2018, FHWA increased the hiring of people with disabilities and people with targeted disabilities. FHWA established intermediate goals for 2018 at 2.0%, and hired a record 3.80% of people with targeted disabilities for the permanent workforce. This helped improved FHWA's onboard percentage from 2.2% to 2.9%.
- For a third year, FHWA surpassed its goal of 10% of hires being people with disabilities (targeted and non-targeted) by achieving 13.71% of FHWA's permanent workforce.
- In FY 2018, FHWA continued to invest and grow its corporate Diversity Committee efforts. FHWA expanded the cadre of Diversity Champions throughout all its units around the country. An additional 24 new Diversity Champions for a total of 69 champions from 64 different offices across the organization have been trained.
- FHWA hosted an agency-wide Webinar was on Generational Diversity titled, "Bridging the workforce Generational Gap."
- FHWA also identified all FHWA and DOT Employee Resource Groups and their respective Coordinators to create a distribution list. This information is used to stay connected to employee resource groups and to leverage resources to partner or collaborate on complimentary initiatives and projects.
- FHWA through the DMC conducted diversity presentations at 9 Discipline Support System Seminars held in FY 18 with attendee counts ranging from 60 to 230 employees from around the country.
- FHWA's advisory group called the Innovation Exchange Council (iExchange) completed a multigenerational awareness training, several crowdsourcing events, and a virtual speed networking pilot.
- The FHWA supports and runs a formal, competitively announced, 6-month mentoring program to provide for the development of a diverse workforce and for the strengthening of skills of current and aspiring leaders. Thirty mentors (22 males and 8 females) and 30 mentees (20 males and 10 females) from across the organization participated in the program in FY 18. The mentees/mentors were matched based on competencies and career goals.
- FHWA developed an Anti-Harassment Policy Statement, a pilot Anti-Harassment Process separate from the EEO Process, and rolled out the new pilot Anti-Harassment Process in November of 2017.
- In March of 2018, FHWA Office of Civil Rights developed a work group consisting of FHWA employees from Human Resources, Office of Chief Counsel, Office of the Secretary to create FY18's Harassment Training Titled *Recognizing and Preventing Sexual Harassment in the Workplace*.
- In May 2018, FHWA Office of Civil Rights rolled out a series of online and in-person training sessions titled *Recognizing and Preventing Sexual Harassment in the Workplace*. This training concluded September 27, 2018.
- In September 2018, FHWA provided comments to DOT regarding the DOT's Draft Policy "*Framework for the Prevention of Harassment and Unprofessional Conduct*." The purpose of this draft policy is to provide a framework for preventing and addressing allegations of harassment and unprofessional behavior in the workplace and instructs the Operating Administrations and the Office of the Secretary to establish procedures for reporting and addressing such allegations. The final policy is pending.

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EXECUTIVE SUMMARY: PLANNED ACTIVITIES

The following list identifies emphasis areas, activities and/or planned initiatives to address and/or correct program deficiencies in Parts H, I and J:

- FHWA plans to continue executing recruitment efforts to support the Agency model of creating an inclusive organization environment by performing outreach and remaining in close contact with our recruitment partners from various associations and organizations that target or serve underrepresented groups, such as the U.S. Department of Veterans Affairs, State vocational rehabilitation agencies, the U.S. Department of Labor, Wounded Warrior Program, Workforce Recruitment Program (WRP), Women in Engineering, the Society of Women Engineers, Federally Employed Women, Society of Hispanic Professional Engineers, Minority Institutions of Higher Education, and schools with targeted populations to tap in to a diversified applicant pool for all job vacancies while working with these organizations to ensure the success of our recruitment program.
- FHWA plans to work with a State Disability Service agency to host FHWA's very own hiring event. FHWA is currently surveying agencies in Maryland that may be interested in hosting a "FHWA Career Day" at their location.
- FHWA will work with an Employment Specialist at a disability employment organization to conduct an information session for their clients with disabilities.
- FHWA will offer a resume writing workshop for disability organizations and college students. Also, a representative from FHWA will discuss our internship programs and employment opportunities with the workshop participants.
- FHWA will be more proactive in our efforts to market our Summer Transportation Internship Program for Diverse Groups (STIPDG) amongst colleges and universities.
- FHWA will continue to examine and review its recruitment and hiring practices to further identify if there are barriers to underrepresented groups, particularly within the nine mission critical occupations. We will include information about the steps we plan to take based on the results of this examination when we report out for FY 19.
- For FY 19 the iExchange group which promotes cross-generational collaboration and engagement, has plans to organize a professional engineer's study group, several crowdsourcing activities and is participating in various activities under the Knowledge Management Unit.

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

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Irene Rico, Associate Administrator for Civil Rights am the
(Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official for Federal Highway Administration
(Insert Agency/Component Name above)

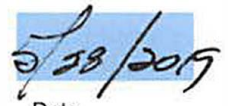
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for 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.



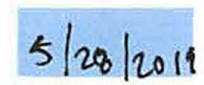
Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.



Date

Signature of Agency Head or Agency Head Designee





Date

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Agency Self-Assessment Checklist

Essential Element: A Demonstrated Commitment From agency Leadership

Compliance Indicator	Measures	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	N/A	
A.1. The agency issues an effective, up-to-date EEO policy statement.					
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X			The Departmental Office of Civil Rights issues the DOT EEO Policy statements on behalf of the Department on October 5, 2017. 10/5/2017
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X			

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Agency Self-Assessment Checklist

Compliance Indicator	Measures	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	N/A	
A.2.	The agency has communicated EEO policies and procedures to all employees.				
A.2.a.	Does the agency disseminate the following policies and procedures to all employees:				
A.2.a.1.	Anti-harassment policy? [see MD 715, II(A)]	X			
A.2.a.2.	Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			FHWA uses the Department's Reasonable Accommodation Policy
A.2.b.	Does the agency prominently post the following information throughout the workplace and on its public website:				
A.2.b.1.	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			https://www.fhwa.dot.gov/civilrights/
A.2.b.2.	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			https://www.fhwa.dot.gov/civilrights/programs/eoo/
A.2.b.3.	Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/procedures-processing-reasonable-accommodation
A.2.c.	Does the agency inform its employees about the following topics:				
A.2.c.1.	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Annually
A.2.c.2.	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Annually
A.2.c.3.	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Annually
A.2.c.4.	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			FHWA has an Anti-Harassment program that was established October 10, 2017. https://www.fhwa.dot.gov/civilrights/programs/anti-harassment/resources.cfm

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Agency Self-Assessment Checklist

A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.		X			Annually via mandatory harassment training.
Compliance Indicator	A.3. The agency assesses and ensures EEO principles are part of its culture.	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	N/A	
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .		X			The agency established a Diversity & Inclusion award in 2017 as a part of the Administrator’s Awards Program. The Department also has a Secretary’s Awards Program, which recognizes employees for accomplishments in EEO and the Agency has consistently nominated FHWA employees for those honors.
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]'		X			Annually for FEVS and Every 2 years for FHWA’s All Employee Survey

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Essential Element: B Integration of EEO into the agency's Strategic Mission

Compliance Indicator	Measures	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	N/A	
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	X			The Associate Administrator for Civil Rights Reports to the agency Executive Director.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			The Associate Administrator for Civil Rights Reports to the agency Executive Director.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			The Associate Administrator presented to Agency leadership the "State of the Agency" briefing on March 23, 2018.
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

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Compliance Indicator	Measures	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	N/A	
B.2.a.	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
B.2.b.	Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
B.2.c.	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Investigations are handled at the Departmental Office of Civil Rights.
B.2.d.	Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	Issuance of Final Agency decisions occurs at the Departmental Office of Civil Rights.
B.2.e.	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
B.2.f.	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
B.2.g.	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			This function is handled by the Departmental Office of Civil Rights.

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Compliance Indicator		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	N/A	
Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			In the FHWA Strategic Plan one of the Goals is Accountability, which has been adopted from the DOT Strategic Plan. Under Accountability: Management Objective 2- Mission Efficiency and Support. Strategies "Workforce: Attract, develop, and retain employees who have the capabilities and competencies to help the Department achieve its goals. (See Page 26 of supporting documentation under B.3.b)

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Compliance Indicator	Measures	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	N/A	
B.4.a.	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
B.4.a.1.	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
B.4.a.10.	to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
B.4.a.11.	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
B.4.a.2.	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
B.4.a.3.	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
B.4.a.4.	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
B.4.a.5.	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]			X	Not Applicable
B.4.a.6.	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
B.4.a.7.	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
B.4.a.8.	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
B.4.a.9.	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
B.4.b.	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
B.4.c.	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
B.4.d.	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
B.4.e.	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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Compliance Indicator		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	N/A	
Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			
Compliance Indicator		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	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

Compliance Indicator	Measures	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	N/A	
C.1. The agency conducts regular internal audits of its component and field offices.					
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X		FHWA Headquarters handles internal EEO programs. The field offices do not have this function.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			The field offices do not have an EEO program. The Departmental Office of Civil rights has the responsibility of auditing FHWA EEO Program.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X			The field offices do not have an EEO program. The Departmental Office of Civil rights has the responsibility of auditing FHWA EEO Program.

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Compliance Indicator	Measures	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	N/A	
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			Currently updating FHWA anti-harassment policy and procedures.
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X			
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X			
C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			
C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]		X			The process is under revision to change the process.
C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			FHWA's pilot anti-harassment process is working toward commencing inquiries within 10 days. FHWA also is developing procedures to address harassment allegations raised in the EEO process. FHWA does not have sufficient data to calculate a percentage for FY 18.
C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		X			
C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		X			FHWA currently follows the Department's Reasonable Accommodation procedures.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]		X			

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C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			Currently there is a vacancy for the Chief Operating Officer which is the firewall between the Reasonable Accommodations Program Manager and the EEO Director.
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			FHWA currently follows the Department’s procedures.
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	X			https://www.transportation.gov/drc/personal-assistance-as-reasonable-accommodation

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Compliance Indicator	Measures	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	N/A	
C.3.	The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
C.3.a.	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
C.3.b.	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
C.3.b.1.	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
C.3.b.2.	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
C.3.b.3.	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
C.3.b.4.	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
C.3.b.5.	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
C.3.b.6.	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			
C.3.b.7.	Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
C.3.b.8.	Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
C.3.b.9.	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
C.3.c.	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			Recommendation for corrections are handled at the Departmental Office of Civil Rights level.
C.3.d.	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]			X	This situation has not occurred.

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Compliance Indicator	Measures	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	N/A	
C.4.a.	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
C.4.b.	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
C.4.c.	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
C.4.d.	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
C.4.e.	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
C.4.e.1.	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
C.4.e.2.	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
C.4.e.3.	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
C.4.e.4.	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
C.4.e.5.	Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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Compliance Indicator		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	N/A	
C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]		X			http://staffnet.fhwa.dot.gov/hr/regulations/handbook/appendix_a.htm
C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.		X			Although the Agency takes appropriate action, there were no reported actions this year.
C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]				X	FHWA has not had any findings of discrimination. FHWA is updating procedures in the event there is a finding of discrimination and will inform managers/supervisors about the discriminatory conduct
Compliance Indicator		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	N/A	
C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	C.6. The EEO office advises managers/supervisors on EEO matters.	X			This is discussed annually within the Agency.
C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]		X			

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Essential Element: D Proactive Prevention

Compliance Indicator		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	N/A	
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		X			
Compliance Indicator		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	N/A	
D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X			
D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]		X			
D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]		X			
D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		X			Complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, anti-harassment program, special emphasis programs, reasonable accommodation program.

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Compliance Indicator		Measure Has Been Met			
Measures		Yes	No	N/A	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
	D.3. The agency establishes appropriate action plans to remove identified barriers.				
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
Compliance Indicator		Measure Has Been Met			
Measures		Yes	No	N/A	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
	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			www.fhwa.dot.gov/civilrights
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

DOT Federal Highway Administration

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist

Essential Element: E Efficiency

DOT Federal Highway Administration

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist

Compliance Indicator	Measures	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	N/A	
E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.					
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?				X	This function is handled by the Departmental Office of Civil Rights.
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.				X	This function is handled by the Departmental Office of Civil Rights.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?				X	This function is handled by the Departmental Office of Civil Rights
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?				X	This function is handled by the Departmental Office of Civil Rights.
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?				X	This function is handled by the Departmental Office of Civil Rights.
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?				X	This function is handled by the Departmental Office of Civil Rights

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Agency Self-Assessment Checklist

<p>E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.</p>			<p>X</p>	<p>FHWA does not use contractors for its stages of the EEO process. To the extent contractors are used, this is handled by the Departmental Office of Civil Rights.</p>
<p>E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]</p>			<p>X</p>	<p>FHWA does not use contractors for its stages of the EEO process. To the extent contractors are used, this is handled by the Departmental Office of Civil Rights.</p>
<p>E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]</p>			<p>X</p>	<p>This function is handled by the Departmental Office of Civil Rights.</p>

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Agency Self-Assessment Checklist

Compliance Indicator		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	N/A	
Measures	E.2. The agency has a neutral EEO process.			N/A	
	E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.	X			Legal sufficiency reviews are handled at the Departmental level.
	E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.			X	Legal sufficiency reviews are handled at the Departmental level.
	E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]			X	Legal sufficiency reviews are handled at the Departmental level.
	E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]			X	Legal sufficiency reviews are handled at the Departmental level.

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Agency Self-Assessment Checklist

Compliance Indicator	Measures	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	N/A	
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	X			
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X			Mandatory participation is required of managers and supervisors once offered and Aggrieved Person elects.
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X			
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X			
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]				X	This assessment is handled at the Departmental level.

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Agency Self-Assessment Checklist

Compliance Indicator	Measures	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	N/A	
E.4.	The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
E.4.a.	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
E.4.a.1.	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
E.4.a.2.	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
E.4.a.3.	Recruitment activities? [see MD-715, II(E)]	X			
E.4.a.4.	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
E.4.a.5.	The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
E.4.a.6.	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
E.4.b.	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist

Compliance Indicator		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	N/A	
Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Reviews Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints (EEOC Form 462) to develop and provide agency training in EEO areas.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Adopted a best practice from GSA. EEO counselors provide initial contact form to Aggrieved Persons to review for accuracy of EEO allegations.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist

Essential Element: F Responsiveness and Legal Compliance

Compliance Indicator	Measures	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	N/A	
F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.					
F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]		X			
F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]		X			
F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X			
F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X			
F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]				X	Compliance Officer is at the Departmental Level.

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Agency Self-Assessment Checklist

Compliance Indicator	Measures	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	N/A	
F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	X			
F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]				X	This function is handled by the Departmental Office of Civil Rights.
F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]		X			FHWA notes, however, that there have not been any such findings in recent years.
F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]				X	This function is handled by the Departmental Office of Civil Rights.
F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?				X	This function is handled by the Departmental Office of Civil Rights.
Compliance Indicator	Measures	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	N/A	
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	F.3. The agency reports to EEOC its program efforts and accomplishments.	X			
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			

DOT Federal Highway Administration

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Plan to Attain Essential Elements

PART H.1

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.

FHWA Headquarters handles internal EEO programs. The field offices do not have this function.

DOT Federal Highway Administration

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.1

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>White Females Hispanic Females, American Indian or Alaska Native Females American Indian or Alaska Native Males Two or More Races Males Native Hawaiian or Other Pacific Islander Male and Females,</p>					
<p>STATEMENT OF BARRIER GROUPS:</p>	<p>Barrier Group</p> <p>All Women Hispanic or Latino Females White Females Native Hawaiian or Other Pacific Islander Males American Indian or Alaska Native Males American Indian or Alaska Native Females Two or More Races Males</p>					
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>						
<p>STATEMENT OF IDENTIFIED BARRIER:</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>• Women • Hispanic Females • White Females • Native Hawaiian or Other • Pacific Islander Females • American Indian or Alaska Native Females • Two or More Races Males • Persons with Targeted Disabilities at the GS 11-SES levels</p>					
<p>Objective</p>	<p>FHWA will establish new outreach efforts to recruit qualified female applicants and applicants from groups with lower than expected participation rates. FHWA will leverage its resources to increase recruitment efforts, through the 2018-2019 Strategic Plan.</p> <table border="1" data-bbox="755 1102 1570 1255"> <tr> <td data-bbox="755 1102 917 1165">Date Objective Initiated</td> <td data-bbox="917 1102 1570 1165">Mar 30, 2018</td> </tr> <tr> <td data-bbox="755 1165 917 1255">Target Date For Completion Of Objective</td> <td data-bbox="917 1165 1570 1255">Sep 30, 2018</td> </tr> </table>		Date Objective Initiated	Mar 30, 2018	Target Date For Completion Of Objective	Sep 30, 2018
Date Objective Initiated	Mar 30, 2018					
Target Date For Completion Of Objective	Sep 30, 2018					
<p>Responsible Officials</p>	<p>Irene Rico Associate Administrator for Civil Rights David Lewis Director, Office of Human Resources</p>					
<p>Planned Activities Toward Completion of Objective</p>	<p>Planned Activity</p> <p>FHWA will increase its outreach efforts to address the barriers as identified for the groups with low participation rates.</p>	<p>Target Date</p> <p>Sep 30, 2020</p>				
<p>Report of Accomplishments and Modifications to Objective</p>	<p>FHWA will report out in FY 19 progress made with its recruitment efforts.</p>					

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

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

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

- | | | |
|-------------------------------|--------|-----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD) | Answer | Yes |

In FY18, PWD in GS 1-10 Cluster of the permanent workforce participate at 19.13%, a higher rate than the expected 12% benchmark, indicating no trigger. PWD in the GS 11 to SES Cluster participate at 8.84%, a lower rate than the expected 12% benchmark, indicating a trigger.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

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

- | | | |
|--------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | No |

In FY18, PWTD in GS 1-10 Cluster of the permanent workforce participate at 6.86%, a higher rate than the expected 2% benchmark, indicating no trigger. PWTD in the GS 11 to SES Cluster participate at 2.42%, a higher rate than the expected 2% benchmark, indicating no trigger.

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

Through FY18, the Agency's numerical goals for hiring person with disabilities was shared via the Agency's quarterly Leadership Team Dashboard. This was specifically targeted toward managers and supervisors and is posted on the Agency's internal Website to provide access to all employees. In addition, the annual FHWA At-A-Glance report and All Employee Webinar briefing are used to share information on the Agency's workforce including the status of persons with disabilities. Also, all senior leadership members receive the Office Profile for their organization biannually which includes information on the numerical representation of persons with disabilities and persons with targeted disabilities in their organizations. The Agency's annual Workforce Plan includes a section on "Employment of Persons with Disabilities" that identifies the numerical goals and how the Agency did in meeting those goals.

Section II: Model Disability Program

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

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Eleni Triantafell, Human Resources Specialist Eleni.triantafell@dot.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Eleni Triantafell Human Resources Specialist Eleni.triantafell@dot.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Kirsten Poston Disability Program Manager kirsten.poston@dot.gov
Architectural Barriers Act Compliance	1	0	0	Jeffrey Baxter Associate Director of Facilities jeffrey.baxter@dot.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Kirsten Poston Disability Program Manager kirsten.poston@dot.gov
Section 508 Compliance	1	0	0	Michelle Cribbs Transportation Specialist michelle.cribbs@dot.gov

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

Answer Yes

All Human Resources Specialists and managers are required to complete the Veteran Employment Training for Human Resource Professionals which also includes information on the use of Schedule A hiring authorities. This information is tracked via the Agency’s learning management system. In FY 18, the Reasonable Accommodations program manager also provided a briefing to all servicing HR specialists which allowed the servicing HR specialists to share information with supervisors and managers during their workforce planning conversations.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The FHWA has a multipronged approach to identify potential applicants with disabilities. This includes:

- Participating in recruitment and outreach events that focus on the employment of persons with disabilities. In FY18, FHWA participated in 28 recruitment events in 19 States. Of those five events were related to disability hiring.
- Developing and maintaining relationships with disability organizations and colleges with disability offices. This allows FHWA to share information related to job opportunities which can be shared with their community. In some instances, these organizations have helped FHWA to post job announcements on their recruitment sites to be more visible.
- The DOT Executive Agent has a standard list of professional organizations, and academic institutions that automatically receive a copy of all job announcements posted via USAJobs. More specifically, FHWA has used the following recruitment sources as part of its outreach to have persons with disabilities apply for vacancies:
 - OPM's Shared List of People with Disabilities;
 - the Workforce Recruitment Program (WRP) database;
 - State and local vocational rehabilitation agencies and employment offices;
 - the U.S. Department of Veterans Affairs, Wounded Warrior Office and Vets 2 Feds;
 - Military installations and transition offices.
- This list is not all encompassing but provides a broad view of the Agency's ongoing efforts.

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

FHWA utilizes appointing authorities to include Schedule A, Excepted Service, Veterans Recruitment Appointment (VRA) and 30% or more Disabled Veterans. During FY18, FHWA also worked with the DOT Office of the Secretary on the establishment of the Warriors to the DOT program. FHWA was one of a just a few agencies within DOT to make a selection in support of this program. HR specialists provide information on these hiring flexibilities when contacted by hiring managers to fill a vacancy. The HR Specialist identifies which authority may meet the needs of the office and provides information on how to use the authorities if deemed appropriate.

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

At FHWA, the Human Resources Specialists works directly with hiring managers to use the non-competitive excepted service hiring authorities, including Schedule A. If a manager determines that a hiring authority that takes disability into account may be used, the HR Specialists provides specific information related to how applications are received and reviewed. This may include requesting resumes from the agency's Disability Resource manager assigned to collect and share this information. In addition, Agency recruiters from around the country may be asked for points of contacts for Veteran organizations to facilitate resume collection. FHWA receives and reviews resumes and determines whether the applicants are qualified for the position and whether the applicants submitted the necessary supplemental documents including Schedule A letters. Resumes and supplemental documents are then forwarded to the hiring manager. After the hiring manager completes interviewing of qualified candidates, he/she decides if the applicant can perform the job duties. The applicant must meet the qualification requirements, including specialized experience, for the position.

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

Answer Yes

FHWA conducted a Webinar in May 2018 to the HR community and hiring managers on using non-competitive hiring flexibilities, including hiring veterans and PWD. During the annual workforce planning conversations held in Spring of 2018, all servicing Human Resources Specialists met with managers and supervisors in their assigned offices and included a discussion on use of non-competitive hiring authorities such as Schedule A. Managers were also provided with information on how to conduct targeted outreach, ensure that the hiring process is accessible, ask effective questions during an interview, and have a successful onboarding process

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

On an annual basis, the assigned Human Resources specialist conducts a review of organizations, colleges and universities, and other organizations that serve persons with disabilities and veterans. The organizations are contacted and provided information about FHWA, and to obtain the name and email of a dedicated resource to contact. The FHWA Outreach and Recruitment Coordinator participated in outreach to the disability employment organizations and outreach sources as well as conducting meetings with them to update resource information and to explore potential future partnerships. In FY 18, FHWA attended five recruitment events at colleges, universities, academic institutions, and professional associations that support populations of diverse recruitment candidates.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

- | | | |
|---------------------------------|--------|----|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b. Cluster GS-11 to SES (PWTD) | Answer | No |

In FY18, the new hire rate for FHWA PWD in the permanent workforce was 13.71%, a higher rate than the expected 12% benchmark, indicating no trigger. The new hire rate for FHWA PWTD in the permanent workforce is 3.80%, a higher rate than the expected 2% benchmark, indicating no trigger.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-----------------------------|--------|-----|
| a. New Hires for MCO (PWD) | Answer | Yes |
| b. New Hires for MCO (PWTD) | Answer | Yes |

See table on page 63 of the full report uploaded as a part of supplemental documentation.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|--|--------|-----|
| a. Qualified Applicants for MCO (PWD) | Answer | Yes |
| b. Qualified Applicants for MCO (PWTD) | Answer | Yes |

See table on page 64 of the report in supplemental documentation

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-----------------------------|--------|-----|
| a. Promotions for MCO (PWD) | Answer | Yes |
|-----------------------------|--------|-----|

See table on page 65 of the full report in supplemental documentation

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

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

A. ADVANCEMENT PROGRAM PLAN

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

FHWA employees, including PWD and PWTD, are provided equal access to career development opportunities for advancement. Promotion opportunities are posted on FHWA’s internal StaffNet site, USAJOBS, and emails are sent to all employees with a link to the vacancy announcement on USAJOBS. The opportunity for advancement is the same for all employees. Career ladders are established based on the position and the needs of the office. This reduces any negative impact on PWD and PWTD.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

FHWA encourages and provides training and career development opportunities for all employees, including PWD and PWTD. Within the Office of Human Resources, the Agency has staff dedicated to the development of a catalog of professional and leadership opportunities. There is a focus on the leadership pipeline, however opportunities are provided for employees at all grade levels and across job series. Webinars and trainings focused on the development of Individual Developmental Plans are delivered annually to help employees take ownership of their personal development while understanding how their supervisors can assist them in reaching their goals.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	11	11	18.2%	18.2%	0.00%	0.00%
Fellowship Programs	0	0	0.00%	0.00%	0.00%	0.00%
Mentoring Programs	60	60	5.0%	5.0%	3.3%	3.3%
Coaching Programs	0	0	0.00%	0.00%	0.00%	0.00%
Training Programs	15	14	6.7%	0.00%	0.00%	0.00%
Detail Programs	43	43	7.0%	7.0%	0.00%	0.00%
Other Career Development Programs	332	295	9.3%	9.5%	1.8%	2.0%

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer Yes

PWD were selected for training programs at a lower rate than they applied, indicating a trigger. The trigger for training programs resulted from a difference of one employee, indicating a questionable level of significance. For all other career development programs, there was no trigger.

4. Do triggers exist for PWTB among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|----------------------|--------|----|
| a. Applicants (PWTB) | Answer | No |
| b. Selections (PWTB) | Answer | No |

C. AWARDS

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

- | | | |
|---|--------|-----|
| a. Awards, Bonuses, & Incentives (PWD) | Answer | Yes |
| b. Awards, Bonuses, & Incentives (PWTB) | Answer | Yes |

Please see page 68 for table in the full report under supplemental documentation. When analyzing award categories separately, Cash Awards indicated triggers for both PWD/PWTB when compared to their inclusion rates. However, a trigger was only indicated for Time-Off awards for PWTB. (See table below)

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

- | | | |
|-------------------------|--------|-----|
| a. Pay Increases (PWD) | Answer | Yes |
| b. Pay Increases (PWTB) | Answer | Yes |

Please see page 69 for table in the full report under supplemental documentation. When analyzing the quality step increase award category separately, there were triggers for both PWD/PWTB when compared to their inclusion rates. (See the table below)

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

- | | | |
|--------------------------------------|--------|-----|
| a. Other Types of Recognition (PWD) | Answer | Yes |
| b. Other Types of Recognition (PWTB) | Answer | Yes |

Please see page 69 for table in the full report under supplemental documentation. When analyzing the Honorary and SES award categories separately, there was a trigger indicated for Honorary awards for both PWD/PWTB when compared to their inclusion rates, however no trigger for SES awards. (See the table below)

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	No

Please see table in the full report on page 70 in supplemental documentation. The Agency used Table B-11 to analyze the applicant flow of internal applicants and/or selections for promotions by grade and PWD to the senior level (analysis included grades 13-15, SES). PWD applicants qualify at rates lower than they apply for the GS 15 and SES grade levels. Of those qualified, PWD are internally selected at rates lower than they are qualified for grade level GS-15 and SES indicating Internal Selection triggers. Analysis to identify triggers using Table B-11 are displayed below:

2. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Please see table on page 71 in the full report for supplemental documentation. The Agency used Table B-11 to analyze the applicant flow of internal applicants and/or selections for promotions by grade and PWTB to the senior level (analysis included grades 13-15, SES). PWTB applicants qualify at rates similar or higher than they apply for these GS grade levels. Of those qualified, PWTB are internally selected at rates lower than they are qualified for all of these grade levels indicating Internal Selection triggers. Analysis to identify triggers using Table B-11 are displayed below: .

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Please see table on page 72 in the full report for supplemental documentation. The Agency used a datamart table to analyze the applicant flow of qualified applicants and/or selections for promotions by grade and PWD to the senior level (analysis included grades 13-15, SES). Of those qualified, PWD are selected at rates lower than the rate of those qualified for grade levels GS 15 and SES, indicating a selection trigger. Analysis to identify triggers using Table are displayed below:

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|------------------------------|--------|-----|
| a. New Hires to SES (PWTD) | Answer | Yes |
| b. New Hires to GS-15 (PWTD) | Answer | Yes |
| c. New Hires to GS-14 (PWTD) | Answer | Yes |
| d. New Hires to GS-13 (PWTD) | Answer | Yes |

Please see table on page 72 of the full report in supplemental documentation. Source: New Hires for Senior level (GS 13/14, GS 15 and SES Position by Disability). The Agency used a datamart table to analyze the applicant flow of qualified applicants and/or selections for New Hires by grade and PWTD to the senior level (analysis included grades 13-15, SES). Of those qualified, PWTD are selected at rates lower than they are qualified for grades GS 13-15 & SES, indicating selection triggers. Analysis to identify triggers using Table are displayed below:

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Please see the table on page 72 of the full report in supplemental documentation. PWD were selected at rates lower than the qualified applicant pool within the Executive ranks indicating a trigger.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|---|--------|-----|
| a. Executives | | |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD) | Answer | Yes |
| b. Managers | | |

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD) | Answer | No |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWTD) | Answer | No |
| ii. Internal Selections (PWTD) | Answer | Yes |

Please see the table on page 74 of the full report in supplemental documentation. Source: Internal Selections of New Supervisors by Positions by Disability PWTD were selected at rates lower than the qualified applicant pool within the Executive and Supervisor ranks indicating triggers.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Please see table on page 74 of the full report in supplemental documentation. Source: New Supervisors by Positions by Disability PWD were selected at rates lower than the qualified applicant pool within the Executive ranks indicating a trigger

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-------------------------------------|--------|-----|
| a. New Hires for Executives (PWTD) | Answer | Yes |
| b. New Hires for Managers (PWTD) | Answer | No |
| c. New Hires for Supervisors (PWTD) | Answer | Yes |

Please see table on page 75 of the full report in supplemental documentation . Source: New Supervisors by Positions by Disability PWTD were selected at rates lower than the qualified applicant pool within the Executive and Supervisor ranks indicating triggers.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

Please see table on page 76 of the full report in supplemental documentation. FHWA hired six employees under Schedule A who were eligible for conversion from the Excepted Service to the Competitive Service in FY 2018. Of those employees, two left the Agency and one was terminated prior to their eligibility date. The remaining three employees were converted to the Competitive Service upon their eligibility date.

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

- | | | |
|--------------------------------|--------|----|
| a. Voluntary Separations (PWD) | Answer | No |
|--------------------------------|--------|----|

b.Involuntary Separations (PWD)

Answer Yes

Please see table on page 76 of the full report in supplemental documentation. The Agency used Table B-14 to analyze the Separations by Type (voluntary/involuntary) by distribution of PWD/PWTD. PWD separated at a nearly the exact same rate when compared to their inclusion rate/benchmark for voluntary and involuntary separations indicating no triggers. Analysis to identify triggers using Table B-14 are displayed below:

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

a.Voluntary Separations (PWTD)

Answer No

b.Involuntary Separations (PWTD)

Answer No

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

In analyzing the exit interview results and other data sources, the large majority of reasons why PWD and/or PWTD left the Agency was for family reasons, health reasons including medical hardships, and career promotional opportunities. A good number of employees also left the Agency due to retirement.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The internet address on the Agency's public Website regarding Section 508 of the Rehabilitation Act of 1973, including a description of how to file a complaint is www.transportation.gov/accessibility.

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

The internet address on the Agency's public Website regarding Architectural Barriers Act is www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards.

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

Not Applicable.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The Agency complies with the policy of processing requests within the 25-business day policy as set forth by the Department's Order 1101.1A. FHWA processes reasonable accommodations requests within this time frame unless extenuating circumstances prevent it from doing so. Requests are processed through the departments Reasonable Accommodations Online Tracking System (RAMS).

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

During FY 18 the Agency worked with the Departmental Office of Civil Rights to revise and update the DOT Order 1011.1A to include the Department hosted several sessions of training on Reasonable Accommodations during FY 18. The Agency Disability Program Manager provided a training overview of the reasonable accommodations process in February 2018 to all Agency Civil Rights specialists. The Agency continues to work on its own version of the order and expects to submit to EEOC in the later part of FY 19 for review and approval after the Department receives approval on their updated version of the DOT Order on Reasonable Accommodations.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

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

This is handled at the Departmental level.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer Yes

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer Yes

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

FHWA had no findings of Discrimination in FY 18.

Section VII: Identification and Removal of Barriers

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

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

Answer Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

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

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

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