



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

# Memorandum

Subject: ACTION: FHWA's Management Directive-715 Report  
for FY 2005

Date: March 10, 2006

From: J. Richard Capka  
Acting Administrator

*Rich Capka*

Reply to  
Attn. of: HCR-40

To: Associate Administrators  
Chief Counsel  
Directors of Field Services  
Resource Center Managers  
Division Administrators  
Federal Lands Highway Division Engineers

Attached is the FHWA's Management Directive-715 (MD-715) Report for FY 2005. The MD-715 requires agencies to take appropriate steps to ensure that all employment decisions are free from discrimination. The MD-715 sets forth the standards by which the Equal Employment Opportunity Commission (EEOC) will review the sufficiency of the Agency's Title VII and Rehabilitation Act programs, which include periodic Agency self-assessments and the removal of barriers which hinder free and open workplace competition. The MD-715 Report is required by EEOC as a means of determining whether agencies are meeting the requirements specified in the MD-715.

Several of the action items cited in the MD-715 Report require an in-depth barrier analysis to determine where FHWA is deficient based on EEOC's requirements and whether an action plan is needed to eliminate any deficiencies found. The Office of Civil Rights has developed a work group to conduct a comprehensive barrier analysis of the Agency's policies, procedures, and practices to identify and eliminate any conditions that impede the progress of any specific group of employees or applicants for employment. The work group's findings will include an action plan for implementation by the Agency to: (1) overcome any deficiencies and barriers; (2) identify the officials responsible for implementation; and, (3) identify target dates for completion of the objectives.

The MD-715 Report also shows that Hispanic individuals and persons with targeted disabilities are underrepresented in the FHWA workforce. The FHWA has made progress in implementing the recommendations in the Hispanic Employment Program Plan, particularly in filling entry-



level positions. A recruitment team is currently looking at different approaches for filling mid-career positions. The FHWA has also made significant strides in our recruitment and retention of persons with disabilities. To give added emphasis to this important initiative, I recently announced the formation of a work group, headed by Mike Vecchietti and Allen Masuda, to assess how FHWA can strengthen and improve its commitment to employees in the disabled community.

Our success in these areas is directly attributable to the outstanding efforts of our Headquarters and field managers to find and recruit Hispanic individuals and persons with disabilities. However, we now have an even greater challenge ahead of us. As Frederick Isler recently announced, the Departmental Office of Civil Rights has designated 3 percent as the goal for hiring persons with targeted disabilities. We will need your help to ensure that FHWA makes every effort to improve our hiring of persons with targeted disabilities in order to make progress in achieving this important goal. As offices have vacancies, they should be working with their servicing Human Resources Specialist and the Office of Civil Rights to help increase outreach to attract diverse candidates, especially Hispanic individuals and persons with targeted disabilities.

Finally, please make every effort to ensure that FHWA meets the requirements of MD-715 by implementing the actions outlined in the MD-715 Report. Additional information about the MD-715 Report and its contents can be obtained from the Office of Civil Rights.

Thank you for your cooperation.

Attachment

EEOC FORM  
715-01  
PART A - D

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

For period covering October 1, 2004, to September 30, 2005.

PART A Department or Agency Identifying Information	1. Agency		1. Federal Highway Administration		
	1.a. 2 <sup>nd</sup> level reporting component				
	1.b. 3 <sup>rd</sup> level reporting component				
	1.c. 4 <sup>th</sup> level reporting component				
	2. Address		2. 400 Seventh Street, SW.		
	3. City, State, Zip Code		3. Washington, DC 20590		
	4. CPDF Code	5. FIPS code(s)	4.	5.	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 2812	
	2. Enter total number of temporary employees			2. 67	
	3. Enter total number employees paid from non-appropriated funds			3.	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 2879	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Rick Capka, Acting Administrator		
	2. Agency Head Designee		2.		
	3. Principal EEO Director/Official Official Title/series/grade		3. Frederick D. Isler, Associate Administrator for Civil Rights		
	4. Title VII Affirmative EEO Program Official		4. Brenda Armstead, Director, Investigations and Adjudications		
	5. Section 501 Affirmative Action Program Official		5. Brenda Armstead, Director, Investigations and Adjudications		
	6. Complaint Processing Program Manager		6. Brenda Armstead, Director, Investigations and Adjudications		
	7. Other Responsible EEO Staff		Thalia Williams, Equal Opportunity Specialist		
		Rhoda Cannon, Equal Opportunity Specialist			
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)			CPDF and FIPS codes	
	1. Division Office—The FHWA has a division office in the 50 States, the District of Columbia and Puerto Rico				
	1-1. Montgomery, Alabama			TD04	012130101
	1-2. Juneau, Alaska			TD04	021130110
	1-3. Phoenix, Arizona			TD04	040370013

1-4. Little Rock, Arkansas	TD04	052320119
1-5. Sacramento, California	TD04	063150067
1-6. Lakewood, Colorado	TD04	081435059
1-7. Glastonbury, Connecticut	TD04	090255003
1-8. Dover, Delaware	TD04	100130001
1-9. Washington, DC	TD04	110010001
1-10. Tallahassee, Florida	TD04	122940073
1-11. Atlanta, Georgia	TD04	130280089
1-12. Honolulu, Hawaii	TD04	152400003
1-13. Boise, Idaho	TD04	160160001
1-14. Springfield, Illinois	TD04	178220167
1-15. Indianapolis, Indiana	TD04	182210097
1-16. Ames, Iowa	TD04	190230169
1-17. Topeka, Kansas	TD04	205400177
1-18. Frankfort, Kentucky	TD04	211220073
1-19. Baton Rouge, Louisiana	TD04	220150033
1-20. Augusta, Maine	TD04	230160011
1-21. Baltimore, Maryland	TD04	240050510
1-22. Cambridge, Massachusetts	TD04	250170017
1-23. Lansing, Michigan	TD04	262700037
1-24. St. Paul, Minnesota	TD04	276330123
1-25. Jackson, Mississippi	TD04	281220049
1-26. Jefferson City, Missouri	TD04	294040027
1-27. Helena, Montana	TD04	300590049
1-28. Lincoln, Nebraska	TD04	312830109
1-29. Carson City, Nevada	TD04	320050510
1-30. Concord, New Hampshire	TD04	330070013
1-31. West Trenton, New Jersey	TD04	343380021
1-32. Santa Fe, New Mexico	TD04	350710049
1-33. Albany, New York	TD04	360050001
1-34. Raleigh, North Carolina	TD04	373750183

1-35. Bismarck, North Dakota	TD04	380370015
1-36. Columbus, Ohio	TD04	391800049
1-37. Oklahoma City, Oklahoma	TD04	403550017
1-38. Salem, Oregon	TD04	411810047
1-39. Harrisburg, Pennsylvania	TD04	423500043
1-40. San Juan, Puerto Rico	TD04	72-127
1-41. Providence, Rhode Island	TD04	440190007
1-42. Columbia, South Carolina	TD04	450520063
1-43. Pierre, South Dakota	TD04	462160065
1-44. Nashville, Tennessee	TD04	471760037
1-45. Austin, Texas	TD04	480330453
1-46. Salt Lake City, Utah	TD04	491700035
1-47. Montpelier, Vermont	TD04	500380023
1-48. Richmond, Virginia	TD04	512060760
1-49. Olympia, Washington	TD04	531590067
1-50. Charleston, West Virginia	TD04	540480039
1-51. Madison, Wisconsin	TD04	552780025
1-52. Cheyenne, Wyoming	TD04	560100021
2. <b>Resource Center</b> —Baltimore, Maryland	TD04	240050510

#### EEOC FORMS and Documents Included With This Report

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

Federal Highway Administration

For period covering October 1, 2004, to September 30, 2005.

EXECUTIVE SUMMARY

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

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

The FHWA pursues its vision and mission through the implementation of six strategic goals, which are: safety; mobility and productiviity; global connectivity; environment; national homeland security; and, organizational excellence.

The FHWA identified some barriers in its last report. However, the agency is still working toward developing steps to implement the actions necessary to eliminte the barriers that were identified. The FHWA believes that other barriers exist that were not identified in the last report. Therefore, the FHWA has developed a Work Group made up of headquarters and field office personnel to examine the agency's current workforce in detail; determine where other barriers exist; determine the reason for any existing barriers; and, develop a plan of action to eliminate the barriers identified.

The Work Group will be working with the Departmental Office of Civil Rights MD-715 Coordinator who will provide the necessary guidance in conducting an effective barrier analysis. The knowledge gained from this process will be used to direct the FHWA's barrier analysis and develop an appropriate action plan. The barrier elimination action plan will be developed in a manner that creates a model program within the FHWA consistent with the requirements of MD-715.

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I,

Frederick D. Isler, Associate Administrator for Civil Rights

am the

Principal EEO Director/Official for

Federal Highway Administration

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



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

**Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Measures			X	EEO Policy Statement signed on 11/4/04.
	The Agency Head was installed on 10/02/01. The EEO policy statement was issued on 11/04/04. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X	EEO Policy Statement effective throughout the appointment of the FHWA Administrator.
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X	
	Are new employees provided a copy of the EEO policy statement during orientation?	X		
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Measures				
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]	X		



 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:				
resolve problems/disagreements and other conflicts in their respective work environments as they arise?			X	DOHRM is revising the EEO elements.
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?			X	DOHRM is revising the EEO elements.
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?			X	DOHRM is revising the EEO elements.
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?			X	DOHRM is revising the EEO elements.
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?			X	DOHRM is revising the EEO elements.
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?			X	DOHRM is revising the EEO elements.
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?			X	DOHRM is revising the EEO elements.
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?			X	DOHRM is revising the EEO elements.
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		



**Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION**





Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

Compliance Indicator Measures	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.	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	
Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b> For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)			X	Reports directly to the Executive Director.
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?			X	The Division Administrators are responsible for this function.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
Compliance Indicator Measures	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	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	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
Are management/personnel policies, procedures and practices examined at		X		

regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]				
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	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	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?			X	Employees are assigned to other duties. Not enough personnel available to handle the program.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		Collateral Duty Assignment.
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		Collateral Duty Assignment.
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		Collateral Duty Assignment.
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		Collateral Duty Assignment.
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	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	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems			X	Did not conduct this assignment because of staff shortage.

Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to participate in ADR?	X		





Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		

 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures			X	This activity will be reviewed as part of the FHWA Work Group. The Work Group and its objectives were discussed in the Executive Summary.
	Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X	This activity will be reviewed by the Work Group.
	Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X	This activity will be reviewed by the Work Group.
	Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X	This activity will be reviewed by the Work Group.
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	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	
	Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X	The Agency is working on developing this action.
	Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X	The Agency is working on developing this action.
	Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X	No findings of discrimination.
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
	Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
	Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X	A system needs to be developed to check with Human Resources to obtain this information.

**Essential Element D: PROACTIVE PREVENTION**

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Measures			X	This activity will be reviewed by the Work Group.
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X	This activity will be reviewed by the Work Group.
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X	This activity will be reviewed by the Work Group.
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X	This activity will be reviewed by the Work Group.
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X	This activity will be reviewed by the Work Group.
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X	This activity will be reviewed by the Work Group.
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X	This activity will be reviewed by the Work Group.
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X	This activity will be reviewed by the Work Group.
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X	This activity will be reviewed by the Work Group.
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
	Are all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?		X	The FHWA uses the ADR Program developed by the U.S. DOT which does not require mandatory participation.

Essential Element E: EFFICIENCY				
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	X		
	Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X	The U.S. DOT is in the process of developing the necessary program to meet the requirements for data collection.
	Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X	The Work Group will review this and develop an action plan.
	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X	The Work Group will review this and develop an action plan.
	Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X	The Work Group will review this and develop an action plan.
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	X		
	Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	X		
	Does the agency hold contractors accountable for delay in counseling and investigation processing times?			Not applicable. The FHWA uses collateral duty EEO Counselors.
If yes, briefly describe how:				
	Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	X		

Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	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	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?			X	
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?			X	Formal complaints process managed by the U.S. DOT.
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	Formal complaints process managed by the U.S. DOT.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?			X	Formal complaints process managed by the U.S. DOT.
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	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	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?			X	The U.S. DOT developed the OneDOT Shared Neutrals Program for the Operating Administrations. The ADR procedures do not require mandatory participation.



Does the responsible management official directly involved in the dispute have settlement authority?		X		
Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	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	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?			X	Formal process managed by the U.S. DOT for the Operating Administrations.
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?			X	Formal process managed by the U.S. DOT.
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?			X	Formal process managed by the U.S. DOT.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?			X	Formal process managed by the U.S. DOT.
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	This activity will be reviewed by the Work Group.
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?			X	Formal process is managed by the U.S. DOT.
Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	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	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?			X	Formal process managed by the U.S. DOT.
Does the agency discrimination complaint process ensure a neutral adjudication function?			X	Formal process managed by the U.S. DOT.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?			X	Formal process managed by the U.S. DOT.

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

<b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
<b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
<b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?			X	This is currently being reviewed by the FHWA Human Resource Office.
If so, please identify the employees by title in the comments section, and state how performance is measured.				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		

If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.			
Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

Footnotes:

1. See 29 C.F.R. § 1614.102.

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

Federal Highway Administration

FY 2005

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

Timetables or schedules have not been established for the agency to review its Merit Promotion, Employee Recognition Awards and Employee Development/Training Programs and Procedures for systemic barriers, which may be impeding full participation in the program by all groups.

OBJECTIVE:

To establish and implement timetables for the agency's review of its personnel programs.

RESPONSIBLE OFFICIAL:

Associate Administrator for Administration

DATE OBJECTIVE INITIATED:

1/5/05

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

Old Date: 6/5/05

**New Date:** 6/30/07. A Work Group has been established to complete this action item.

PLANNED ACTIVITIES TOWARD COMPLETION OF  
OBJECTIVE:

TARGET DATE  
(Must be specific)

**Old:** The Office of Human Resources and the Office of Civil Rights will develop an action plan with timetables for the review of these personnel programs and procedures.

1/5/05

**New:** Work Group has been developed to implement this action item.

12/31/06

**Old:** The Office of Civil Rights will conduct an analysis of the programs data and prepare a report by race, national origin, gender, and disability.

1/20/05

**New:** The Work Group will complete this activity.

06/30/07

**Old:** The Office of Human Resources and the Office of Civil Rights will develop strategies to address any systemic barriers identified.

03/15/05

**New:** The Work Group will develop an approach for eliminating the identified barriers.

09/30/07

**Old:** The Office of Civil Rights will monitor implementation of the action plan to eliminate barriers.

05/15/05

**New:** This action will be implemented after the completion of the work activities of the Work Group.

12/31/07 and continuing as necessary.

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

The FHWA has developed a Work Group to implement the activities for this item.

EEOC FORM  
715-01  
PART H

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

Federal Highway Administration

FY 2005

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

Senior managers do not successfully implement EEO action plans and incorporate the EEO action plan objectives into agency strategic plans.

OBJECTIVE:

To identify and implement strategies to assist senior managers in successfully implementing the EEO action plan and include the plan in the agency's strategic plan.

RESPONSIBLE OFFICIAL:

Senior Management Staff

DATE OBJECTIVE INITIATED:

03/15/05

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

08/15/05

PLANNED ACTIVITIES TOWARD COMPLETION OF  
OBJECTIVE:

TARGET DATE  
(Must be specific)

**Old:** The Office of Civil Rights, Professional Development and Corporate Management will meet to develop strategies for including the EEO action plan in the agency's strategic plan.

03/15/05

**New:** The Work Group will develop this activity.

06/30/07

**Old:** The EEO action plan once it is developed by the EEO Plan Workgroup will be distributed to senior managers.

06/15/05

**New:** The Work Group will develop this activity.

06/30/07

**Old:** The Office of Civil Rights will hold a series of meetings with senior managers to provide a briefing on the EEO action plan.

08/01/05

**New:** The Associate Administrator for Civil Rights will coordinate this action.

12/31/07

**Old:** The Office of Civil Rights will monitor senior management's implementation of the EEO action plan.

10/01/05 and every 3 months.

**New:** The Associate Administrator for Civil Rights will monitor this action once the process has been developed.

12/31/07 and continuing.

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The Work Group will develop the activities for this item.

EEOC FORM  
715-01  
PART H

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

Federal Highway Administration

FY 2005

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

Senior managers do not provide assistance in the identification of equal employment opportunity barriers.

OBJECTIVE:

To involve senior managers in the development of an EEO barriers identification process.

RESPONSIBLE OFFICIAL:

Associate Administrator for Civil Rights

DATE OBJECTIVE INITIATED:

12/15/04

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

03/15/05

PLANNED ACTIVITIES TOWARD COMPLETION OF  
OBJECTIVE:

TARGET DATE  
(Must be specific)

Establish an EEO Plan Workgroup of senior managers and other employees to develop a comprehensive EEO plan.

11/15/04

The Office of Civil Rights will provide a briefing to the agency leadership on the agency EEO plan.

05/15/04

Distribute the final EEO plan to the senior managers.

06/15/05

The Office of Civil Rights will provide one-on-one briefing to all senior managers on the agency's EEO plan.

06/25/05

The Office of Civil Rights will prepare an end of the fiscal year Accomplishment report.

10/01/05

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

1. The Work Group has been developed and has held 2 meetings---April and June 2005.
2. The Work Group is in the process of reviewing the deficiencies resulting from the self-assessment. This activity is continuing and will not be completed until 12/31/06.
3. The EEO plan will not be completed until 06/30/07.

EEOC FORM  
715-01  
PART H

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

Federal Highway Administration

FY 2005

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

The FHWA has not conducted trend analyses for the following:

1. Workforce profiles by race, national origin, sex, and disability;
2. Workforce major occupations by race, national origin, sex and disability;
3. Workforce grade level distribution by race, national origin, sex, and disability;
4. Workforce compensation and reward system by race, national origin, sex and disability.

OBJECTIVE:

Develop a mechanism for identifying barriers in the above areas.

RESPONSIBLE OFFICIAL:

Associate Administrator for Civil Rights

DATE OBJECTIVE INITIATED:

04/30/05

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

12/31/06

PLANNED ACTIVITIES TOWARD COMPLETION OF  
OBJECTIVE:

TARGET DATE  
(Must be specific)

The FHWA has developed a Work Group that will determine if any barriers can be identified in the above cited areas.

03/31/06

The Work Group will determine the cause of any identified barriers.

06/30/06

The Work Group will develop an approach for eliminating the identified barrier.

12/31/06

The Work Group will present the information to the Associate Administrator for Civil Rights, who will disseminate the information to the senior management staff.

03/31/07

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

New initiative for FY 2006.

Federal Highway Administration

FY 2005

**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Hispanics are underrepresented in the agency's workforce as reflective of the Civilian Labor Force. According to statistical data, at the beginning of fiscal year 2004, Hispanics represented 11% of the overall Civilian Labor Force and only 5% of the FHWA's workforce.

**FY 2005 Data:**

Civilian Labor Force = 11%  
Total Hispanic Employees = 154/5.3%  
Hispanic Females = 45  
Hispanic Males = 109

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

**Old:** The Office of Civil Rights conducted an analysis of the workforce and the distribution of the employees by grades and race, national origin and sex. Also, the agency convened a Hispanic Employment Work Group to develop sound strategies to improve Hispanic representation in the FHWA. Research shows that most Hispanic employees are underrepresented at the manager and senior executive levels and in the FHWA's mission critical occupations.

**New:** The Office of Civil Rights conducted an analysis of the workforce and the distribution of the employees by grades and race, national origin and sex. Also, the agency convened a Hispanic Employment Work Group to develop sound strategies to improve Hispanic representation in the FHWA. The Work Group developed the FHWA Hispanic Employment Program Plan, which focuses on recruitment, retention and advancement; leadership development; student employment and educational programs; and achieving program results.

**STATEMENT OF IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

**Old:** The agency recruitment efforts have not focused on geographical areas, which could possibly yield a pool of Hispanic applicants. Also, recruiters have not been properly trained to recruit Hispanic applicants.

**New:** The agency did not aggressively pursue target geographical areas with a large Hispanic population for recruitment for mid-career hires.

**OBJECTIVE:**

State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

**Old:**

1. To fine-tune the agency's recruitment.
2. To increase the number of qualified Hispanics who apply for positions in the agency.

**New:** To increase the Hispanic representation in the agency, FHWA will continue to implement the recommendations contained in the Hispanic Employment Program Plan.

**RESPONSIBLE OFFICIAL:**

**Old:** Director, Office of Human Resources

**New:** Office of Human Resources, Office of Civil Rights, Supervisors and Managers

**DATE OBJECTIVE INITIATED:**

~~11/04/04~~ December 2005

**TARGET DATE FOR COMPLETION OF OBJECTIVE:**

~~09/30/05~~ 12/31/09



EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Target Hispanics for mid and senior career hires.	02/05/05 09/30/06
Develop a training course and provide training for recruiters.	12/15/05 05/30/06
Advertise FHWA career, employment and educational opportunities in various publications such as the Latino Expo and the Society of Hispanic Professional Engineers.	02/15/05 09/30/06
Concentrate recruitment efforts in the targeted states with Hispanic Serving Institutions.	05/10/05 06/10/06
Set goals for increasing the number of Hispanic youth participating in the FHWA transportation career education program for youth.	05/15/05 07/30/06
Develop and maintain a Hispanic skills databank.	06/15/05 09/30/06
Establish partnership agreements with Hispanic professional organizations such as the League of United Latin American Citizens and the Society of Hispanic Professional Engineers.	09/15/05 09/15/06
Assist interested applicants to register in Quick Hire and navigate the system.	09/15/05 09/30/06

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

A new FHWA Diversity Program Manager was hired in the Office of Human Resources to assist the Agency in achieving its diversity objectives.

The FHWA has formed a National Hispanic Recruitment Team to assist in recruitment at job fairs, colleges and universities.

During the first eight months of FY 2005, the FHWA has hired Hispanic employees at the senior and entry levels, and their representation in the FHWA workforce has increased 2 percent.

Hispanic representation in the FHWA Professional Development Program increased from 8 percent to 33 percent using FY 2004 data as a baseline.

Twelve Hispanic interns were selected for the FY 2005 Summer Transportation Internship Program for Diverse Groups. The agency received the highest number of Hispanic applicants in the program's history.

Federal Highway Administration

FY 2005

**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

The FHWA has identified under-representation in the recruitment, promotion, and retention trends of persons with targeted disabilities.

Many FHWA managers and supervisors are unaware of the information and resources available to them to assist in providing reasonable accommodations for applicants and employees with targeted disabilities. There is also a lack of a systemized tracking system to compile data that will adequately document any reasonable accommodations requests made by the employees and applicants.

This information is revealed in the agency's annual reporting of workforce data.

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

Old:  
Workforce Data  
Persons with Disabilities:  
FY 2004 - 194  
FY 2005 - 186  
Decline - 8/4%

Persons with Targeted Disabilities:  
FY 2005 - 23  
% of FHWA - .8%

\*U.S. DOT has established goal of 3%.

The FHWA currently does not have a program specifically designed to recruit, retain and promote employees with targeted disabilities to adequately identify the barriers to the under-representation of employees and applicants with targeted disabilities.

The FHWA does not have a system in place to track the reporting of reasonable accommodations data.

New:  
Workforce Data  
Persons with Disabilities:  
FY 2004 - 183  
FY 2005 - 189  
% of FHWA - 6.6%

Persons with Targeted Disabilities:  
FY2004 - 22  
FY 2005 - 23  
% of FHWA - .8%

\*U.S. DOT has established goal of 3% for target disabilities.

Our recruitment efforts are not generating a sufficient number of candidates with targeted disabilities.

The FHWA does not have a system in place to track the reporting of reasonable accommodations data.

**STATEMENT OF IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Old: The FHWA does not have a program that focuses on the recruitment, retention, and promotion of persons with targeted disabilities.

New: The FHWA's recruitment program does not generate a sufficient number of candidates with targeted disabilities.

<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Current recruitment practices will be examined and revised to measure results of agency efforts in the recruitment of person with targeted disabilities. In addition, close monitoring of raw data will be gathered to benchmark successes and other barriers.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Old: Director, Office of Human Resources</p> <p><b>New:</b> Office of Human Resources, Office of Civil Rights, Managers and Supervisors</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p><del>11/01/04</del> 11/01/05</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p><del>09/30/05</del> 09/30/06</p>

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
<p>Old: Set hiring goals for the recruitment of person with targeted disabilities.</p> <p><b>New:</b> Establish a Work Group that will address disability employment and reasonable accommodation.</p>	<p>01/03/05</p> <p>02/03/06</p>
<p>Old: Conduct follow-ups with hiring officials on the employment of applicants with targeted disabilities.</p> <p><b>New:</b> Educate supervisors/managers through various training sessions via videoconference and/or brown bag luncheons, on hiring or retaining persons with targeted disabilities and reasonable accommodations. Conduct follow-ups with hiring officials on the employment of applicants with targeted disabilities.</p>	<p>03/15/05</p> <p>09/30/06</p>
<p>Old: Conduct recruitment visits to colleges and universities with a large body of students with targeted disabilities specializing in disciplines that coincide with the agency mission.</p> <p><b>New:</b> Develop a recruitment plan that aggressively pursues outreach with communities with targeted disabilities.</p>	<p>04/30/05</p> <p>04/30/06</p>
<p>Old: Provide status report to Administrator on program offices which hire persons with targeted disabilities and establish incentive award for those offices assisting the agency in meeting its hiring goals.</p> <p><b>New:</b> Market the use of temporary FTE slots available through the Office of Human Resources to recruit individuals with targeted disabilities for 2-year appointment into professional and technical positions.</p>	<p>06/30/05</p> <p>06/30/06</p>
<p>Old: Human Resources will establish a centralized reasonable accommodation tracking system. Educate managers and supervisors on how to effectively compile and report accurate data on employees/applicants with disabilities.</p> <p><b>New:</b> Establish a centralized reasonable accommodation tracking system. Educate managers and supervisors on how to effectively compile and report accurate data on employees/applicants with disabilities.</p>	<p>02/28/05</p> <p>02/28/06</p>
<p>Human Resources will track applications received from applicants with targeted disabilities as a result of the recruitment visits to determine whether additional visits will be needed.</p> <p><b>New:</b> Track applications received from applicants with targeted disabilities as a result of recruitment visits to determine whether additional visits will be needed.</p>	<p>05/31/05</p> <p>05/31/06</p>
<p><del>Human Resources will expand the FHWA job-coaching program to include specialized coaching for current employees with targeted disabilities. Recruit employees with targeted disabilities who are GS-13 and higher to become mentors of newly hired and current employees with disabilities.</del></p>	<p>05/31/05</p>
<p><del>Human Resources will track the progress of the specialized job-coaching program to determine the effectiveness and the impact it has on employees with disabilities professional development.</del></p>	<p>06/30/05</p>
<p>Old: Human Resources and Civil Rights will include questions in the all-employee survey on reasonable accommodations to gather data as to whether employees with disabilities are satisfied with the way FHWA is handling reasonable accommodation requests.</p> <p><b>New:</b> Include questions in the all-employee survey on reasonable accommodations to gather data as to whether employees with disabilities are satisfied with the way FHWA is handling reasonable accommodation requests.</p>	<p>04/30/05</p> <p>04/30/06</p>

Old: Human Resources and Civil Rights will include questions in the exit interviews to identify if additional barriers exist for employees with targeted disabilities.

06/30/05

**New:** Include questions in the exit interviews to identify if additional barriers exist for employees with targeted disabilities.

06/30/06

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

In FY 2005, FHWA began quarterly tracking of unsolicited applications received from persons with disabilities that are eligible for Schedule A Appointments.

In FY 2005, as part of FHWA's increased emphasis on building a multi-disciplinary workforce, FHWA hosted three training sessions for managers and supervisors that included a segment devoted to hiring persons with targeted disabilities.

EEOC FORM  
715-01  
PART J

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL  
EEO PROGRAM STATUS REPORT**  
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities

<b>PART I Department or Agency Information</b>	1. Agency	1. U.S. Department of Transportation
	1.a. 2 <sup>nd</sup> Level Component	1.a. Federal Highway Administration
	1.b. 3 <sup>rd</sup> Level or lower	1.b.

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	2850	100.00%	2820	100.00%	-30	-1.05
	Reportable Disability	191	6.2	183	6.6	-8	-4.19
	Targeted Disability*	22	.07	23	.08	+1	0.1
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).							
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						Unknown	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						1	

**PART III Participation Rates In Agency Employment Programs**

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	113	7	6.2	1	.08	21	18	85	75
4. Non-Competitive Promotions	183	10	5.4	1	.005	20	11	153	83.6
5. Employee Career Development Programs	70	2	2.8	0	0	30	42.9	38	54.3
5.a. Grades 5 - 12	6	0	0	0	0	0	0	6	100
5.b. Grades 13 - 14	26	1	3.8	0	0	8	30.8	17	65.4
5.c. Grade 15/SES	38	1	2.6	0	0	22	58	15	39.4
6. Employee Recognition and Awards	4735	282	6	28	.6	1394	29.4	3031	64
6.a. Time-Off Awards (Total hrs awarded)	7588	688	9.1	76	1	1927	25.4	4897	64.5

6.b. Cash Awards (total \$\$\$ awarded)	2,753,142	153,803	5.4	16,790	.6	1,033,832	38	1,548,717	56
6.c. Quality-Step Increase	24	0	0	0	0	7	29	17	71

EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities
<b>Part IV</b> Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.
<b>Part V</b> Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>

<b>Goal 1: Implementation of the FHWA Recruitment Program for Persons with Targeted Disabilities (PWTDs)</b>
<b>A.</b> Three percent of all new hires will be the goal for targeted disabilities.
<b>B.</b> Work with the Agency's Diversity Program Manager to develop and implement strategies for identifying PWTDs for employment opportunities.
<b>C.</b> Identify organizations that have a large disability community in desired academic areas to work with in order to foster current and future interest in FHWA careers.
<b>C1.</b> Establish working relationships with organizations that serve as recruiting sources of candidates with disabilities such as State Vocational Rehabilitation Agencies, Department of Veterans Affairs, the Employer Assistance Referral Network, the Workforce Recruitment Program (WRP), and colleges and universities that have disability resource centers.
<b>D.</b> Make use of temporary FTE slots available through the Office of Human Resources to recruit/target PWTDs for a maximum 2-year excepted appointment into professional and technical positions. The individuals will be provided with the necessary accommodations, to ensure that they can successfully lateral into permanent, critical occupations.

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

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

A. Establish a work group to identify developmental opportunities for PWTDs.

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

A. Provide training for managers and selecting officials on the benefits of employing PWTDs and provide information on how to use the special appointing authorities. Make this training available to new managers on a quarterly basis.

B. Develop and implement a toolkit on hiring, promotion and retention of PWTDs for managers, supervisors, and human resource specialists to be displayed on the FHWA's website.

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

A. Form a work group to identify and develop solutions to retention issues of PWTDs.