

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

EEOC FORM 715-01 PART A - D			
For period covering October 1, 2017, to September 30, 2018.			
PART A Department or Agency Identifying Information	1. Agency		Department of Defense
	1.a. 2 nd level reporting component		Department of the Army
	1.b. 3 rd level reporting component		U.S. Army, Corps of Engineers
	1.c. 4 th level reporting component		Detroit District
	2. Address		477 Michigan Avenue
	3. City, State, Zip Code		Detroit, MI 48226
	4. Agency Code	5. FIPS Code	
PART B Total Employment	1. Enter total number of permanent workforce		395
	2. Enter total number of temporary workforce		13
	3. Enter total number employees paid from non-appropriated funds		0
	TOTAL Workforce [add lines]		408
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title
	1. Head of Agency		Gregory E. Turner, Commander
	2. Head of Agency Designee		
EEO Program Staff		Name, Title, Series, Pay Plan and Grade	
PART C.2 Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Principal EEO Director/Official		Valerie Stevenson, EEO Officer, GS-0260-12
	2. Affirmative Employment Program Manager		Valerie Stevenson, EEO Officer, GS-0260-12
	3. Complaint Processing Program Manager		Valerie Stevenson, EEO Officer, GS-0260-12
	4. Disability Program Manager (SEPM)		Valerie Stevenson, EEO Officer, GS-0260-12
	5. Other Responsible EEO Staff		
	6.		
	7.		
	9.		

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		Agency and FIPS Codes
PART D.2 Mandatory and Optional Documents for this Report	Did the agency submit the following documents		Please respond Yes or No
	Organizational Chart		Yes
	462 Report		Yes
	EEO Policy		Yes
	Anti-harassment Policy		Yes
	Disabled Veterans Affirmative Action Plan		Yes
	FEORP		Yes
	Facility Accessibility Surveys		Yes

**715 - PART E
EXECUTIVE SUMMARY**

**U.S. ARMY, CORPS OF ENGINEERS
DETROIT DISTRICT**

ORGANIZATION INFORMATION

The U.S. Army, Corps of Engineers (USACE), Detroit District Mission is to provide vital public engineering services in peace and war to strengthen our nation's security, energize the economy and reduce risks from disasters. Detroit District is part of the Great Lakes and Ohio River Division and operates in concert with six other districts as a region where expertise and experience is shared to serve customers across 17 states. Detroit District is proud to provide engineering products and services that serve the nation and the military. The civil works mission provides navigation, flood risk management, environmental restoration, regulatory program, international and interagency support, emergency management, hydropower and recreation.

The Detroit District delivers world-class engineering and construction solutions for national security, environmental sustainability and economic vitality, water-resource management and emergency assistance throughout the Great Lakes Region and wherever the Army needs us. We are a vital part of the U.S. Army Corps of Engineers, the world's premier public engineering organization. Trained and ready, we are here to serve and respond to our nation's needs in peace and war. The Detroit District's website www.lre.usace.army.mil provides information on district projects, accomplishments and employees.

The Detroit District Headquarters is comprised of an Executive Office and 14 Staff Principals as displayed on the enclosed district organizational chart found at Appendix C, Supporting Documents.

District employees work at several locations to include the district Headquarters Office located in Detroit, Michigan as well as ten Area and/or Sub offices which are located in the states of Michigan, Indiana, Minnesota and Wisconsin. The District Headquarters was established in 1841, and covers 82,000 square miles of land. This area is inhabited by approximately 14 million people and has 4,000 miles of Great Lakes shoreline. The Detroit District investigates, plan designs, constructs, operates and maintains congressionally authorized water resource projects that are related to navigation, flood control, beach erosion and other activities. The district operates and maintains the world famous Soo Locks, and 94 harbors on Lakes Superior, Michigan, Huron, St. Clair, as well as the State of Michigan's portion of Lake Erie. The Detroit District also manages the Great Lakes Water Control Data System, making it the Corps' center for hydrometeorology and water level data collection and dissemination for the Great Lakes system (water level forecast).

The Detroit District's expertise has been used extensively by other Federal agencies (and many non-Federal government customers). Our work includes surveys, dredging assessment and remediation of contaminated sites, real estate acquisition and support, as

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well as a variety of planning, engineering and construction services. The district provides on-site EEO services to all of its 408 employees by administering and managing an overall EEO program to include an EEO Complaints Processing; Affirmative Employment Program; Special Emphasis Program, and Disability Program.

DATA BASE INFORMATION

The data in this report is based on information as of 30 September 2018. Data represents the demographics of the Detroit district civilian workforce by Ethnicity, Race Identification (ERI), Sex, and Disability, and can be found at Appendix B, Data Tables. Data contained in this report was extracted from the Defense Civilian Personnel Database System (DCPDS), Business Objects Web Design (BOXI), Complaints Tracking System (IComplaints), and MD 715 Reporter. It is recognized that the HR database, DCPDS, contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations. All permanent and temporary Appropriated Funded civilian employees are included in this report. Non-Appropriated Funded and Local Nationals are not included in this report.

Data obtained from the DCPDS personnel system regarding internal and external accessions cannot be verified or corroborated. Further, the USA Staffing tool for vacancy referrals does not include data on applicant race and gender, so prior internal tracking mechanisms for this data do not apply. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.

The HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling. Therefore, the reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Due to this exclusion, many of the data tables will not consistently sum to the total district workforce. This is especially true in the calculations for persons with disabilities.

Due to the broad scope of the Detroit district, the National Civilian Labor Force (NCLF) statistics are used as a comparator for the purpose of conducting an analysis of the Detroit district civilian workforce. Although the NCLF is used for comparisons, the Federal Information Processing Standards (FIPS) code used in this report is 26, 163 which respectively reflects the state (MI) and county (Wayne) of the District HQ due to the absence of a "national" FIPS.

Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "under representation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the NCLF. Conspicuous Absences refers to an absence of women and/or minorities.

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LIMITATIONS

Race, ethnicity, and disability information contained within DCPDS is obtained through voluntary employee submissions. Employee perceptions for self-identification on race and ethnicity may not coincide with the standard categories prescribed by the Equal Employment Opportunity Commission (EEOC), the U.S. Census Bureau, or the Office of Personnel Management (OPM).

SUMMARY ANALYSIS OF THE WORKFORCE

The Detroit District total workforce of 408 employees represents a 3.03% increase as compared to 396 civilians in FY 2017. The Detroit district workforce is 71.56% male which is noticeably above the CLF expectation of 51.86%, and 28.43% female which is significantly below the CLF expectation of 48.14% and therefore continues to be an area for improvement. Minorities (not including women) represent 7.83% of the workforce, which is noticeably below the CLF expectation of 13.52%, and continues to be an area of concern.

Table A1: TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex by FY (CEDET, FY 2018)																	
Employment Tenure	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non-Hispanic or Latino)											
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Prior FY#	396	278	118	3	4	251	77	7	30	0	2	0	0	11	2	6	3
Total Prior FY%	100.00%	70.20%	29.79%	0.75%	1.01%	63.38%	19.44%	1.76%	7.57%	0.00%	0.50%	0.00%	0.00%	2.77%	0.50%	1.51%	0.75%
Total Current FY#	408	292	116	5	5	260	78	7	26	0	2	0	0	12	2	8	3
Total Current FY%	100.00%	71.56%	28.43%	1.22%	1.22%	63.72%	19.11%	1.71%	6.37%	0.00%	0.49%	0.00%	0.00%	2.94%	0.49%	1.96%	0.73%
General CLF% (2010)	100.00%	51.86%	48.14%	5.17%	4.79%	38.33%	34.02%	5.38%	6.41%	1.83%	1.78%	0.07%	0.07%	0.32%	0.32%	0.75%	0.76%
Difference #	12	14	-2	2	1	9	1	0	-4	0	0	0	0	1	0	2	0
Ratio Change%	0.00%	1.36%	-1.36%	0.47%	0.21%	0.34%	-0.33%	-0.05%	-1.20%	0.00%	-0.01%	0.00%	0.00%	0.17%	-0.01%	0.45%	-0.02%
Net Change - %	3.03%	5.03%	-1.69%	66.66%	25.00%	3.58%	1.29%	0.00%	-13.33%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	33.33%	0.00%
Perm. Prior FY#	395	277	118	3	4	250	77	7	30	0	2	0	0	11	2	6	3
Perm. Prior FY%	100.00%	70.12%	29.87%	0.75%	1.01%	63.29%	19.49%	1.77%	7.59%	0.00%	0.50%	0.00%	0.00%	2.78%	0.50%	1.51%	0.75%
Perm. Current FY#	395	292	116	5	5	260	78	7	26	0	2	0	0	12	2	8	3
Perm. Current FY%	100.00%	71.56%	28.43%	1.22%	1.22%	63.72%	19.11%	1.71%	6.37%	0.00%	0.49%	0.00%	0.00%	2.94%	0.49%	1.96%	0.73%
General CLF% (2010)	100.00%	51.86%	48.14%	5.17%	4.79%	38.33%	34.02%	5.38%	6.41%	1.83%	1.78%	0.07%	0.07%	0.32%	0.32%	0.75%	0.76%
Difference #	13	15	-2	2	1	10	1	0	-4	0	0	0	0	1	0	2	0
Ratio Change %	0.00%	1.44%	-1.44%	0.47%	0.21%	0.43%	-0.38%	-0.06%	-1.22%	0.00%	-0.01%	0.00%	0.00%	0.16%	-0.01%	0.45%	-0.02%
Net Change %	3.29%	5.41%	-1.69%	66.66%	25.00%	4.00%	1.29%	0.00%	-13.33%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	33.33%	0.00%
Temp Prior FY #	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Temp Prior FY %	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Temp. Current FY #	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Temp Current FY %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
General CLF% (2010)	100.00%	51.86%	48.14%	5.17%	4.79%	38.33%	34.02%	5.38%	6.41%	1.83%	1.78%	0.07%	0.07%	0.32%	0.32%	0.75%	0.76%
Difference #	-1	-1	0	0	0	-1	0	0	0	0	0	0	0	0	0	0	0
Ratio Change%	-100.00%	-100.00%	0.00%	0.00%	0.00%	-100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Change %	-100.00%	0.01%	0.00%	0.00%	0.00%	-100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NAF Prior FY#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NAF Prior FY%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NAF Current FY#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NAF Current FY %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
General CLF% (2010)	100.00%	51.86%	48.14%	5.17%	4.79%	38.33%	34.02%	5.38%	6.41%	1.83%	1.78%	0.07%	0.07%	0.32%	0.32%	0.75%	0.76%
Difference #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Change %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Individuals with Disabilities (IWDs) are reflected at 42, which represents 10.29% of the workforce as compared to 8.37% in FY 2017. Of the IWDs, 9 (2.21%) are Individuals with Targeted Disabilities (IWTDs). IWTDs are a subset of those who have a reportable disability. The criteria EEOC used to select the nine disabilities categorized as “targeted

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disabilities” included the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group. EEOC is currently using the Federal Goal of 2% (which is also the DOD Goal) as a benchmark as there is no NCLF for IWTDs. The District’s 2.21% participation rate of IWTDs is slightly above the DOD and Federal goal of 2.00%. For this reporting period, 16 (3.92%) of Detroit District employees have chosen not to identify their disability status. The district’s plan of action to recruit, hire and advance IWTDs is reflected at Part J of this report.

As of September 30, 2018, veterans represented 37.01% (151) of the Detroit District’s workforce, and disabled veterans represented 13.40% (55). During FY 2018, the District hired ten disabled Veterans. There are three categories of disabled veterans: 1) 10-Point/Compensable preference with less than 30% disability; 2) 10-Point Compensable preference with 30 percent or more disability, and 3) 10 percent disability.

During FY-18, there were 14 Special Hiring authorities as follows: One Schedule A appointment for Employee's with Disabilities which was an African American male; ten disabled Veterans one of which was a White female and one female of two or more races; seven Veterans Employment Opportunity Act (VEOA) hires; four Veterans Recruitment Act (VRA) hires.

Through annual reviews it is noted that out of our fifty-five (55) disabled Veterans, only thirty (30) have indicated that they have a disability, and eight (8) have indicated that they wish not to identify their disability. This may be due to incorrect or omitted data in DCPDS. Although self-identification is voluntary, the Detroit District annually sends instructions to all personnel requesting a review and update (if necessary) to the self-identification status in MyBiz+.

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The Detroit district workforce is diverse and includes 51 of the approximate 600 major occupational series in DOD. The top major occupational series in Detroit district with twenty-five (25) or more employees by most populous series are as follows: Civil Engineering (0810), Gen Natural Resources MGMT and Biological Sciences (0401), and Lock & Dam Operating (5426). However, the breakdown of Detroit district civilian employees in the required EEOC FED9 occupational groups shows that 16.66% are classified by the US Census Bureau as “Officials and Managers”, and 43.13% as “Professionals”. As defined by the EEOC, these are occupations requiring administrative and managerial personnel who develop and implement broad policies or, in the case of “Professionals”, requires a college degree. A breakdown of the Detroit district workforce in the 9 categories is as follows:

Table A3-1-1: OCCUPATIONAL GROUPS - Distribution by Race/Ethnicity and Sex (CEDET, FY 2018)

Occupational Groups	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non-Hispanic or Latino)												
	All	Male	Female	Male	Female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races		
						Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials and Managers	#	68	41	27	3	1	35	14	1	9	0	0	0	0	0	1	2	2
Professionals	#	176	112	64	1	4	105	48	3	10	0	2	0	0	1	0	2	0
Technicians	#	27	25	2	1	0	21	2	2	0	0	0	0	0	0	0	1	0
Administrative Support Workers	#	23	5	18	0	0	3	10	1	7	0	0	0	0	0	1	1	0
Craft Workers	#	62	62	0	0	0	56	0	0	0	0	0	0	0	6	0	0	0
Operatives	#	46	45	1	0	0	38	1	0	0	0	0	0	0	5	0	2	0
Service Workers	#	3	0	3	0	0	0	2	0	0	0	0	0	0	0	0	0	1
n/a	#	3	2	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0
Total		408	292	116	5	5	260	78	7	26	0	2	0	0	12	2	8	3
Officials and Managers	%	100.00%	60.29%	39.70%	4.41%	1.47%	51.47%	20.58%	1.47%	13.23%	0.00%	0.00%	0.00%	0.00%	0.00%	1.47%	2.94%	2.94%
Officials and Managers CLF 2010	%	100.00%	56.11%	43.89%	3.76%	3.48%	45.70%	32.65%	3.62%	5.03%	2.11%	1.78%	0.05%	0.06%	0.23%	0.23%	0.65%	0.66%
Professionals	%	100.00%	63.63%	36.36%	0.56%	2.27%	59.65%	27.27%	1.70%	5.68%	0.00%	1.13%	0.00%	0.00%	0.56%	0.00%	1.13%	0.00%
Professionals CLF 2010	%	100.00%	45.30%	54.70%	2.62%	3.48%	36.00%	41.45%	3.01%	5.45%	2.86%	3.24%	0.04%	0.05%	0.16%	0.26%	0.59%	0.79%
Technicians	%	100.00%	92.59%	7.40%	3.70%	0.00%	77.77%	7.40%	7.40%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.70%	0.00%
Technicians CLF 2010	%	100.00%	36.76%	63.24%	3.43%	4.75%	26.86%	45.25%	3.45%	9.15%	2.15%	2.72%	0.06%	0.06%	0.22%	0.39%	0.60%	0.92%
Administrative Support Workers	%	100.00%	21.73%	78.26%	0.00%	0.00%	13.04%	43.47%	4.34%	30.43%	0.00%	0.00%	0.00%	0.00%	4.34%	4.34%	0.00%	0.00%
Administrative Support Workers CLF 2010	%	100.00%	24.72%	75.28%	3.05%	7.72%	16.51%	55.66%	3.64%	8.36%	0.91%	1.90%	0.04%	0.11%	0.14%	0.46%	0.43%	1.05%
Craft Workers	%	100.00%	100.00%	0.00%	0.00%	0.00%	90.32%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.67%	0.00%	0.00%	0.00%
Craft Workers CLF 2010	%	100.00%	95.50%	4.50%	10.28%	0.41%	74.20%	3.28%	7.16%	0.54%	1.64%	0.14%	0.15%	0.01%	0.80%	0.05%	1.27%	0.07%
Operatives	%	100.00%	97.82%	2.17%	0.00%	0.00%	82.60%	2.17%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.86%	0.00%	4.34%	0.00%
Operatives CLF 2010	%	100.00%	70.31%	29.69%	8.94%	4.45%	47.26%	17.30%	10.48%	5.72%	2.09%	1.61%	0.11%	0.04%	0.50%	0.21%	0.94%	0.35%
Service Workers	%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	66.66%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%
Service Workers CLF 2010	%	100.00%	48.71%	51.29%	6.47%	5.73%	30.88%	32.65%	8.49%	10.10%	1.44%	1.32%	0.10%	0.09%	0.43%	0.49%	0.91%	0.92%
n/a	%	100.00%	66.66%	33.33%	0.00%	0.00%	66.66%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
n/a CLF 2010	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	%	100.00%	71.56%	28.43%	1.22%	1.22%	63.72%	19.11%	1.71%	6.37%	0.00%	0.49%	0.00%	0.00%	2.94%	0.49%	1.96%	0.73%
General CLF 2010	%	100.00%	51.86%	48.14%	5.17%	4.79%	38.33%	34.02%	5.38%	6.41%	1.83%	1.78%	0.07%	0.07%	0.32%	0.32%	0.75%	0.76%
Administrative Support Workers	%	5.63%	1.71%	15.51%	0.00%	0.00%	1.15%	12.82%	14.28%	26.92%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	12.50%	0.00%
Craft Workers	%	15.19%	21.23%	0.00%	0.00%	0.00%	21.53%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%
n/a	%	0.73%	0.68%	0.86%	0.00%	0.00%	0.76%	1.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Officials and Managers	%	16.66%	14.04%	23.27%	60.00%	20.00%	13.46%	17.94%	14.28%	34.61%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	25.00%	66.66%
Operatives	%	11.27%	15.41%	0.86%	0.00%	0.00%	14.61%	1.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	41.66%	0.00%	25.00%	0.00%
Professionals	%	43.13%	38.35%	55.17%	20.00%	80.00%	40.38%	61.53%	42.85%	38.46%	0.00%	100.00%	0.00%	0.00%	8.33%	0.00%	25.00%	0.00%
Service Workers	%	0.73%	0.00%	2.58%	0.00%	0.00%	0.00%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%
Technicians	%	6.61%	8.56%	1.72%	20.00%	0.00%	8.07%	2.56%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	0.00%
Total	%	100.00%	71.56%	28.43%	1.22%	1.22%	63.72%	19.11%	1.71%	6.37%	0.00%	0.49%	0.00%	0.00%	2.94%	0.49%	1.96%	0.73%

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The most populous pay plan for Detroit district employees is the General Schedule (GS). General Schedule employees comprise 70.83% (289) of the total district workforce (408). Figures 1 and 2 below provide a snapshot of GS employees by grade grouping, ethnicity, race and gender. Wage Grade employees which make up the remaining 29.17% (119) of the district workforce are not captured. **With the exception of Whites and Males, there is a consistent decline in the participation rates for all other ethnic, racial, and gender groups beginning at senior grade and leader positions.** While less than expected participation rates of Hispanics and Women exists throughout the federal sector, as compared to the NCLF, the Detroit district’s challenge is to eliminate any barriers to their participation in the higher grades.

Figure 1 – FY 2017 General Schedule (GS) by Ethnicity and Race Identification (ERI) & Grade Grouping

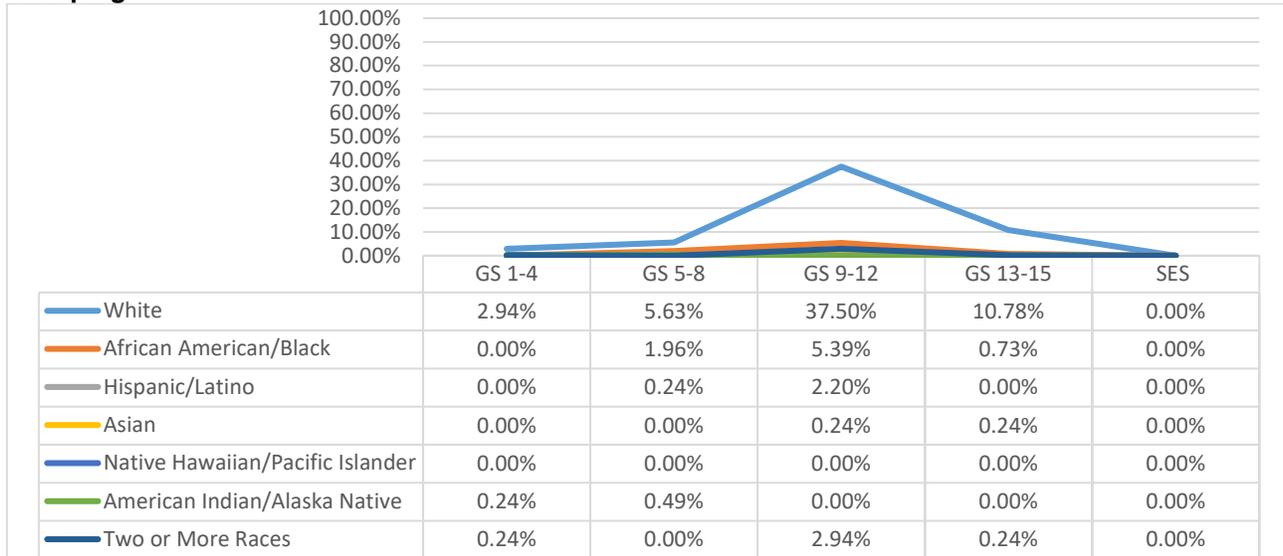
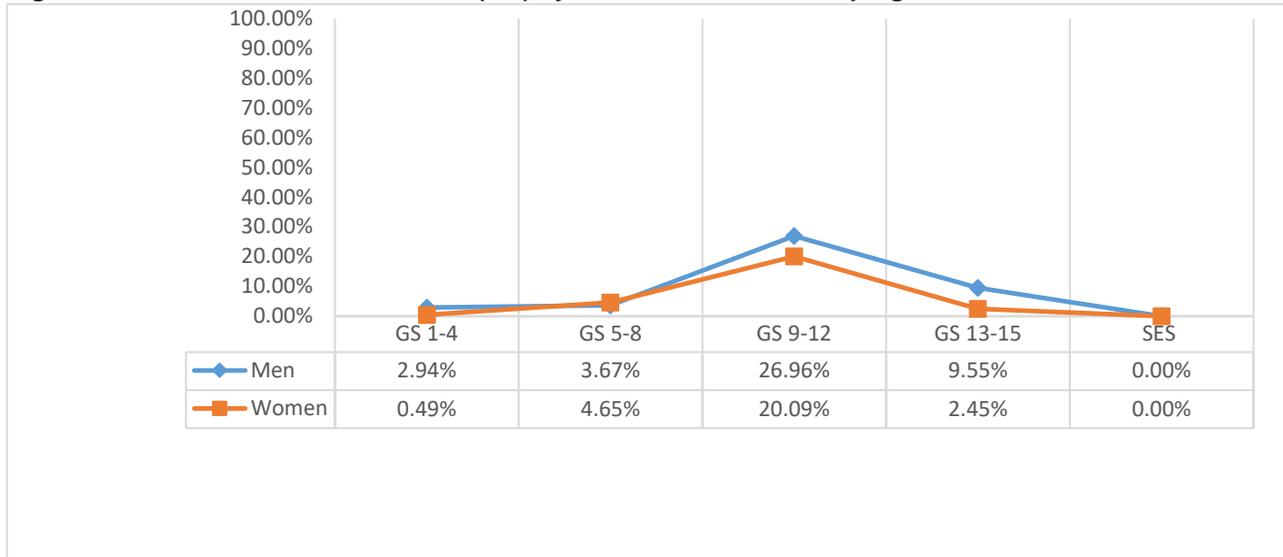


Figure 2 – FY 2017 General Schedule (GS) by Gender & Grade Grouping

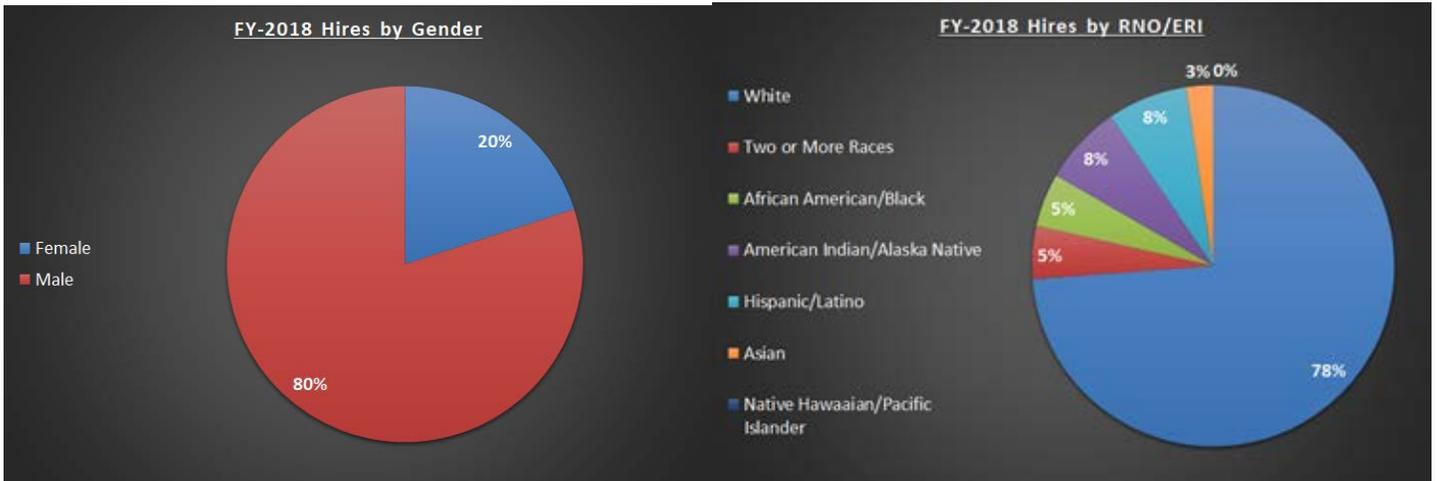


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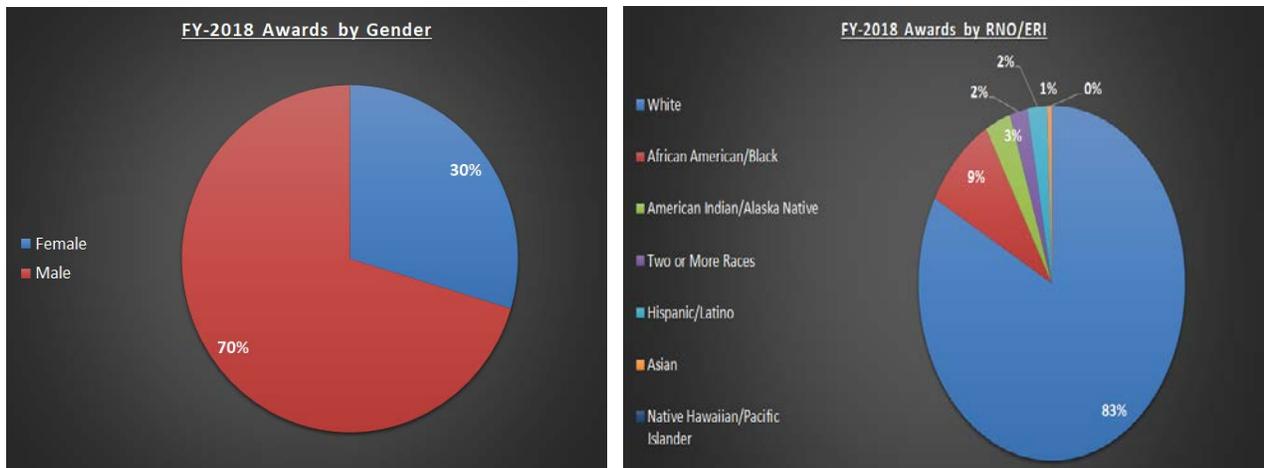
During FY 2018, the Detroit district hired 40 civilian employees in various positions, of those hired 80.00% were males and 20.00% were females. Of those hired 77.50% were White, 5.00% were Black/African American, 7.50% were Hispanic, 7.50% were American Indian/Alaskan Native, and 2.50% were Asian as reflected in the figure below:

Figure 3 – FY 2017 Hires by Gender and Ethnicity and Race Identification



During FY 2018, 91.42% (373) of the district's workforce were recipients of various awards (i.e. On-The-Spot, Performance, Time Off, Quality Step Increase, and Special Act/Service). Of the total population, 71.56% are males, and 28.43% are females. Of those employees that received awards, 70.50% (263) were males and 29.50% (110) were females. Of the total population, 17.13% are minorities, and 82.83% are white. Of those employees that received awards, 17.15% (64) of awards were received by minority employees and 82.84% (309) of awards were received by White employees, as reflected in the figure below.

Figure 4 – FY 2017 Awards by Gender and Ethnicity and Race Identification



**SUMMARY ANALYSIS OF TOP FIVE
MAJOR OCCUPATIONAL SERIES**

A summary analysis based on a comparison to the CLF was conducted for the top Major Occupational Series with 25 or more employees: Civil Engineers 0810 (82), Biologist General 0401 (42), and Lock & Dam Operating 5426 (31), and Engineering Technical – 0802 (22). The information below summarizes the results of the analysis and is reflected in the data table below.

Series 0810 – Civil Engineering – 82

62.33% Male – (CLF 87.60%)

37.80% Female – (CLF 10.10%)

Males held 62.33% of positions in this series which is considerably below the CLF expectation of 89.90%; 58.53% of which were occupied by White males which is noticeably below the CLF expectation of 74.10%; 1.21% of which were occupied by Hispanic males which is considerably below the CLF expectation of 3.70%; 1.21% of which were occupied by Black males which is noticeably below the CLF expectation of 2.90%; 1.21% of which were occupied by males of two or more races which is slightly below the CLF expectation of 1.30%; Females occupied 37.80% of positions in this series which is significantly above the CLF expectation of 10.10%; 31.70% of which were occupied by White females which is well above the CLF expectation of 7.50%; 2.43% of which were occupied by Black females which is well above the CLF expectation of 0.60%; 2.43 of which were occupied by Hispanic females which is well above the CLF expectation of 0.60%; 1.21% of which were occupied by Asian females which is slightly above the CLF expectation of 1.10%; All other minorities were absent in this major occupational series which is below the CLF expectation.

Series 0401 – General Biological Science – 42

52.38% Male – (CLF 55.90%)

47.61% Female – (CLF 44.10%)

Males occupied 52.38% of positions in this series which is slightly below the CLF expectation 55.90%; 50.00% of which here occupied by White males which is noticeably above the CLF expectation of 47.30%; 2.38% of which were occupied by males of two or more races which is well above the CLF of 0.90%. Females occupied 47.61% of positions in this series which is slightly above the CLF expectation 44.10%; 35.71% of which were occupied by White females which is slightly above the CLF expectation of 35.00%; 9.52% of which were occupied by Black females which is well above the CLF expectation of 1.80%; All other minorities were absent in this major occupational series.

SERIES 5426 – Lock & Dam Operating – 31

100.00% Male – (CLF 86.30%)

Males occupied 100.00% of positions in this series which is above the CLF expectation of 86.30%; White males occupied 87.09% which is well above the CLF expectation of 59.30%; American Indian/Alaskan Natives occupied 9.67% which is well above the CLF expectation of 0.40%. Males of two or more races occupied 3.22% which is also well

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above the CLF expectation of 1.60%. All other minorities including women were absent in this major occupational series.

Table A6-1: DISTRIBUTION BY MAJOR OCCUPATIONS Distribution by Race/Ethnicity and Sex
(CEDET, FY 2018)

Job Title/Series	Total Employees		Hispanic or Latino		RACE/ETHNICITY (Non-Hispanic or Latino)												
					White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races		
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
810 - CIVIL ENGINEERING	#	82	51	31	1	2	48	26	1	2	0	1	0	0	0	0	0
Percent	%	100.00%	62.19%	37.80%	1.21%	2.43%	58.53%	31.70%	1.21%	2.43%	0.00%	1.21%	0.00%	0.00%	0.00%	0.00%	1.21%
17-2051 - Civil Engineers	%	100.00%	89.90%	10.10%	3.70%	0.60%	74.10%	7.50%	2.90%	0.60%	7.40%	1.10%	0.00%	0.00%	0.30%	0.10%	1.30%
401 - GEN NATURAL RESOURCES MGMT AN	#	42	22	20	0	1	21	15	0	4	0	0	0	0	0	0	1
Percent	%	100.00%	52.38%	47.61%	0.00%	2.38%	50.00%	35.71%	0.00%	9.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.38%
19-1020 - Biological Scientists	%	100.00%	55.90%	44.10%	1.90%	2.10%	47.30%	35.00%	1.20%	1.80%	4.10%	4.30%	0.00%	0.00%	0.40%	0.20%	0.90%
5426 - LOCK & DAM OPERATING	#	31	31	0	0	0	27	0	0	0	0	0	0	0	3	0	1
Percent	%	100.00%	100.00%	0.00%	0.00%	0.00%	87.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.67%	0.00%	3.22%
53-60XX - Miscellaneous Transportation W	%	100.00%	86.30%	13.80%	9.60%	1.50%	59.30%	9.30%	11.60%	2.30%	3.20%	0.10%	0.50%	0.00%	0.40%	0.20%	1.60%

MODEL EEO PROGRAM ESSENTIAL ELEMENT SUMMARY

Essential Element A. Demonstrated Commitment from Agency Leadership

Strengths: Detroit district Leadership is committed to incorporating and integrating the principles of Equal Employment Opportunity (EEO). The District Commander assumed command on 28 July 2018, and communicated his Expectations and Focus Areas as a way of moving the district forward. These include: Deliver the Program; Communication; Build the Bench and Look Forward. EEO Policy Statements were issued on 20 November 2018. The EEO Policy Statements are disseminated to the entire workforce and are displayed on all official bulletin boards and the EEO page of the district website to assure the widest possible dissemination. These Policy Statements are embraced by the District Commander and Senior Leaders, and serve as a strategy for communicating the leadership’s continuing commitment to principles of diversity, inclusion and equal employment opportunity. Statements are reflected in this report at Appendix C, Supporting Documents.

The EEO office has made EEO information readily available to all employees and applicants for employment. Posters have been provided informing individuals of the timeframes for filing a discrimination complaint, and remedial procedures available in the EEO complaint process. Employees are also informed about what behaviors are inappropriate in the workplace through the district’s annual EEO training (DA EEO, Anti-Harassment, and NO FEAR) which was completed during the 2nd Quarter of FY-18 with a completion rate of 98%). The Great Lakes and Ohio River Division’s Procedures for Reasonable Accommodations have been placed on the district’s EEO page of the district website.

Essential Element B. Integration of EEO into the Agency’s Strategic Mission

Strengths: The district EEO Officer reports to the Deputy District Commander, but has direct access to the District Commander. The EEO Program operates under the direct and personal supervision of the District Commander. The EEO Officer coordinates regularly with the District Commander and district senior staff by way of monthly District Staff meetings, and other methods when appropriate.

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District EEO staff are categorized under the Army's Career Program (28) for EEO professionals and EO professionals (GS-0260/0360/0361 series) and ensures that EEO Officials throughout Army and USACE have the competencies needed to perform EEO/EO program duties and responsibilities. The USACE EEO Career Program 28 (CP28) is managed by the USACE Chief, Office of Diversity and Leadership.

The EEO Officer serves as an advisor to the Position Management Review Committee (PMRC), Training, Awards, and Outreach Recruitment Committees.

The district Telework Policy was updated May 2014; The Division Reasonable Accommodation policy was updated and executed March 2012; and the district parking policy was updated November 2011. The EEO Officer served, and continues to serve, as an advisor for each effort.

Annual DA EEO, Anti-Harassment & No FEAR Training, and SHARP Training was conducted 2nd QTR (March 2018). Employees are trained on the use of all EEO Programs, to include Complaints Processing as well as Religious and Reasonable Accommodation.

The Commander and the Corporate Board were provided a "State of the District" briefing covering all aspects of the FY-17 MD-715 Report.

Deficiency: Although the Detroit District Strategic Plan "Detroit District Blueprint to Building Strong" does strengthen the District climate with a focus personnel development that strives for safe, successful and efficient mission execution, and a strong sense of pride in our District's support of the region and nation, it does not directly reference EEO/diversity and inclusion principles. The Blueprint consists of four goals outlined below:

- ❖ Goal 1 Improve project delivery and execution through a proactive culture within the District;
- ❖ Goal 2 Ensure a reliable navigation connection at the Soo Locks;
- ❖ Goal 3 Continue to develop talent within the District to improve effectiveness and ensure long term success;
- ❖ Goal 4 Improve teamwork and relationships across, the Region LRD and USACE;

With regard to the integration of EEO/diversity and inclusion principles into the Agency's Strategic Mission, and efforts relating to Goal #3, the Detroit district is committed to having a diverse and inclusive workforce. To improve and expand outreach efforts for prospective applicants, the district utilized web announcements through social media invitation, targeted outreach with technical and minority organizations and colleges, and targeted participation in professional organizations; promoted leadership development programs, developmental assignments, cross training and other leadership opportunities.

Essential Element C. Management and Program Accountability

Strengths: The EEO Officer administers and manages the overall EEO program and coordinates regularly with Senior Leaders regarding EEO concerns and/or any other matters affecting the workforce. The district EEO Officer provides regular EEO updates to district Leadership by way of monthly District Staff, G&A Staff and ADR Meetings, and other methods when necessary and/or appropriate. The goal is to ensure that the district receives the full benefits that result from thorough staffing and coordination, and that all actions are in the best interest of the district.

The EEO Office coordinates the development of EEO plans with the district Senior Leaders. In addition, Senior Leaders provide input to, are briefed on, and are provided with a copy of the MD-715.

Training reviews are conducted by the district Training Committee quarterly. The District Awards Committee is scheduled to review and update the current District Awards Policy beginning November 2017. Managers and Supervisors have a mandatory EEO performance element incorporated in their performance standards. The performance evaluation system includes specific objectives that measure their compliance with these standards and support of the EEO program and initiatives.

Deficiency: The HR and EEO Directors do not currently meet regularly with the district's Outreach Recruitment Team to develop and/or conduct outreach and recruiting initiatives, and to identify and remove barriers to equal opportunity in the workplace.

Essential Element D. Proactive Prevention

Strengths: The Detroit district is committed to preventing discrimination and the elimination of barriers that impede free and open competition in the workplace. The program infrastructure provides visibility to the EEO Program through continuous efforts to train and elevate awareness. Redress methods are discussed at annual training and New Employee Orientations.

As part of its commitment the district conducts EEO program self-assessments, and climate surveys to identify areas where barriers may exist, and develops action plans to eliminate identified barriers. District policies, practices, and training support the EEO Program as well as the prevention of discrimination.

The District encourages the use of the Alternative Dispute Resolution (ADR) Program and has an ADR Team in place. The ADR Team consists of EEO/OC/HR/DDE and meets monthly or as needed to ensure that matters affecting the workforce are fully coordinated. Such matters may include but are not limited to EEO Complaints, disciplinary or performance actions, grievances etc.

Essential Element E. Efficiency

Strengths: Complaints are monitored through the Army's automated, tracking system (IComplaints), allowing for analysis of complaint activity and the identification of trends. In

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addition, corrective actions are monitored for timely completion. All complaints are processed within established timeframes.

The LRD Reasonable Accommodation Policy was updated and executed on 12 March 2012. The EEO Officer serves as the Individuals with Disabilities Program Manager (IWDPM), and along with the district Reasonable Accommodation Panel (RAP), reviews and advises management on decisions/actions to ensure compliance with written procedures.

Element F. Responsiveness and Legal Compliance

Strength: The Detroit district remains in compliance with EEO laws and EEOC regulations, policy guidance, and other written instructions. IAW updated MD 110, legal advice and legal sufficiency reviews are provided by the Chicago district Office of Counsel. The Detroit district Agency Representative performs all defensive functions. The EEO Officer monitors compliance of orders or directives issued by EEOC Administrative Judges. The district's EEO complaints are tracked and monitored through the IComplaints system to ensure timely response and compliance.

FY-18 ACCOMPLISHMENTS AND NOTEWORTHY ACTIVITIES

Awards/Recognition: During the Detroit District's 2018 Engineers Day Awards Ceremony, one White female, one Native American female, three White male disabled Veterans, one White male Veteran, and one Native American male Veteran received awards in the categories of Administrative Employees of the Year, Technician of the Year, Engineer/Scientist of the Year, Project Manager of the Year, Support Employee of the Year, Safety Professional of the Year, Innovation Award of the Year. During the 2018 Federal Executive Board's Annual Public Service Recognition Ceremony, one African American female, two White females, one Asian female and one White male disabled Veteran received awards. Finally, during the reporting period, six White females, one White female Veteran, one African American/Black male, and one White male disabled Veteran received Employee of the Quarter Awards

Recruitment: The Detroit District attended the 2017 Women of Color (WOC) STEM Conference Career Fair which is held annually in October. The WOC STEM Conference helps women improve their education and careers in science, technology, engineering, and math fields. The 20-year-old conference opens up many opportunities for women of color to achieve their STEM goals and aspirations. **It is noted that the District's attendance at this Career Fair resulted in the selection of a Hispanic female Physical Scientist, General Biological Science Major Occupational Series 0401.** During FY-18, the district's team attended Career Fairs at the University of Minnesota (12 Sept 2018), Walsh College (17 Sept 2018), Lawrence Technical University (20-Sept 2018), Northern Michigan University (20 Sept 2018), Michigan State University (25 Sept 2018), University of Wisconsin (25 Sept 2018), University of Toledo (26 Sept 2018). The admission offices of each institution places emphasis on having a diverse student body. In an effort to keep the lines of communication open, the EEO Office sends letters to the local chapter of Minority Student Organizations (i.e. National Society of Black Engineers, Society of Women

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Engineers etc.) located at each school notifying that the district would be participating at the career fairs.

Developmental Assignments: Developmental assignments provide opportunities to enhance leadership competencies by giving the employee an opportunity to perform duties in another broadening, occupational, functional, or organizational elements. During FY 2018, five White females were placed on developmental assignments one of which is serving as the Deputy Chief of Engineering & Technical Services (ETS) Division. Five White male Veterans two of which are disabled Veterans, and one male disabled Veteran of two or more races were placed on developmental assignments. Also during FY 2018, seven white male disabled Veterans, one Native American male disabled Veteran, eight White male Veterans, five White female Veterans, one Black female and two White females received promotions.

Outreach: The Detroit District continued its partnership with Henry Ford High School's Detroit Area Pre-College Engineering Program (DAPCEP), hosting 25 students during National Engineers Week. This activity was led by the Engineering and Technical Services Division, and enabled college-bound, high school students and current college students to learn about possible careers available within the Corps through various presentations, a Q&A session, and a guided tour of the Detroit District's HQ Office; The Detroit District also continued its partnership with the Engineering Society of Detroit's Girls in Engineering Academy hosting students and faculty by sponsoring STEM related activities.

STEM Initiatives: During the reporting period district employees (in support of STEM), have participated in many activities, a few are highlighted below:

Shadowing - The Duluth Area Office provided a shadowing experience for a Noyce Scholar STEM student graduating from the College of St. Scholastica. The student was exposed to a wide variety of experiences including survey, dredging and environmental.

Bring your Child to Work Day - Children of employees visited the district office and participated in various events centered on the district mission.

Engineers Day at Soo Locks - The district hosted the annual Engineers Day at the Soo Locks Complex in Sault St. Marie, MI. Visitors were able to walk throughout the locks complex and learn about the district and facility.

Every Kid In the Park – Led by the National Park Service approximately 2000 4th Grade students from the Detroit Public School system participated in a day long science and history fair during National Parks Week and again during the Week of Public Lands Day on public lands along the Detroit River. Agencies and partner organizations provided 18 learning stations offering 30 minute experiential learning programs related to the regional ecology and history. The focus of all programs is to highlight the role that land management agencies have in providing strong partnerships with the public. The U.S.

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Army Corps of Engineers, Detroit District, provided several demonstrations throughout the day at four different stations describing work done to maintain the international waterway.

West Point Society LEAD Event – The West Point Society of Michigan is an organization which supports the goals and ideals of the United States Military Academy, assists in candidate recruiting efforts, and promotes the common bond shared by all West Point alumni. The event focuses on Leadership Ethics and Diversity in STEM (LEADS). The U.S. Army Corps of Engineers, Detroit District, provided a hands-on bridge building workshop during the West Point Society's annual LEADS workshop.

Training/Mentorship: The District sponsors Leader Training Program "Monthly District Leader Dialogue" for current supervisors, aimed at developing leadership skills for first line supervisors. The intent of this program is to create a forum for supervisors and managers to share experiences, ideas, and techniques that help us improve as leaders. The 90-minute sessions are conducted monthly and blend formal instruction with discussion over vignettes. Topics include (but not limited to): Soliciting and Receiving Feedback; Performance Counseling; Effective Communication; Labor-Management Agreement; Hiring and Feedback to Interviewees; Telework; Managing Conflict, etc.

Detroit District Formal Mentoring Program: As of 9 December 2011, the Detroit District launched a formal mentoring program. The yearlong activity managed program capitalizes on the experiences of successful role models (mentors) who volunteer to serve on an individual basis to District personnel (protégé's) who wish to define and develop goal setting and personal initiative. The program is evaluated annually based on feedback from the participants. Both mentors and protégés receive a two hour orientation training session, meet on a schedule both agree to, and attend informative Lunch and Learn sessions. The current session of the Detroit District Mentoring Program began March 2018 and will run through March 2019. One White male Veteran and one male of two or more races participated in the program as Mentors. Two White females participated as protégés.

Leadership Development Program: The Detroit District also offers several Leadership Development Programs (LDP I – III), in which all employees were encouraged to participate. The LDPI program, which began January 2018 and ran through September 2018, is a part-time program that develops individual leadership skills and grows future leaders for the U.S. Army, Corps of Engineers. LDPI candidates participate in seminars, career development, communication skills workshop, group discussions and executive staff meetings. During FY-2018, the District had a total of seven White females (one of which is a Veteran), and four Black females (one of which is a disabled Veteran) graduate from LDPI. In addition, the White female Veteran received a promotion during her participation in the LDPI session.

The LDP II Regional program, which began February 2017 and ran through August 2018, is in coalition with Buffalo, Chicago and Detroit districts emphasizes the advantages of teamwork, communication and using your individual strengths and understanding constraints with others to build stronger and more effective teams. The goal is to provide

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participants the skills to gain a better understanding of themselves and how to lead informally through formal training, mentoring, and life-long self-development. During FY-2018, the District had one white female Veteran graduate from LDP II.

The LDP III Regional Program, which began October 2017 and ran through August 2018, offers participants the opportunity to develop and expand their regional leadership perspectives. It includes access to the region's senior leaders, their leadership philosophies and practices, and participation and exposure to the regional governance bodies. During FY-2018, the District had one White female graduate for LDP III.

Workforce/Family Readiness Program (WkRP) – The Detroit district participates in the Great Lakes and Ohio River Division Workforce/Family Readiness Program (WkRP), and reports monthly to the Division. During the reporting period the district deployed approximately one hundred (100) employees in support of Puerto Rico, Hurricanes Irma & Harvey, and the California Wild fire missions. During the reporting period, the district onboarded 40 employees. Each new employee is assigned a Sponsor once an entry on duty date is established. Sponsors have relevant experience and share knowledge; serve as a go-to resource; establish an open door policy, and follow guidance provided in the LRD Regional Civilian Sponsorship Program.

Critical Incident Support Management (CISM) - Critical Incident Stress Management (CISM) is a USACE program designed to provide peer support and healthy life choices in response to stressful work environment incidents. CISM is a process intended to lessen the overall impact of acute or cumulative stress and to accelerate recovery in people who are having normal reactions to abnormal events. Detroit district has two trained CISM Peer Supporters. During this reporting period the district CISM Team was called on and deployed to Puerto Rico, and our Soo Area Office to assist employees in coping with potentially traumatic experiences.

Hispanic Employment: During FY 2018 the Detroit District hired three Hispanic employees, increasing its Hispanic employment representation by 0.74%. As of September 30, 2018, the number of Hispanic employees was 10, representing 2.45% of the total civilian workforce, one of which is an IWD, as compared to 8, representing 2.02% in FY 2017.

Special Hiring Authorities: During FY-18, there were 14 Special Hiring authorities as follows: One Schedule A appointment for Employee's with Disabilities which was an African American male; ten disabled Veterans one of which was a White female and one female of two or more races; seven Veterans Employment Opportunity Act (VEOA) hires; four Veterans Recruitment Act (VRA) hires; two Expedited hires; and one Direct Hiring Authority (DHA) which was an African American male.

As of September 30, 2018, veterans represented 37.01% (151) of the Detroit District's workforce, and disabled veterans represented 13.40% (55). During FY 2018, the District hired ten disabled Veterans. There are three categories of disabled veterans: 1) 10-

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Point/Compensable preference with less than 30% disability; 2) 10-Point Compensable preference with 30 percent or more disability, and 3) 10 percent disability.

FY 2018 Detroit District Complaints Processing Summary

During FY 2018, there were six contacts made inquiring into the EEO process **NOTE: ONE EMPLOYEE HAD TWO CONTACTS**; information on the EEO program and procedures were provided. Of the six contacts, three entered into the EEO Pre-complaint phase of the process. **NOTE: ONE EMPLOYEE FILED TWO COMPLAINTS**. Of the three that entered, one (Bases: Age; Issue: Harassment Non-Sexual) completed the Pre-Complaint phase but did not enter into the Formal Phase; one Bases: Sex (Female); Issue: Harassment Non-Sexual was resolved during the Pre-Complaint phase resulting in an NSA; and one (Bases: Reprisal; Issue: Harassment Non-Sexual) has proceeded through the Formal phase, is scheduled for Mediation and is awaiting the assignment of a DOD Investigator.

Figure 5 – FY 2018 Complainant Self-Identified Demographics (Ethnicity and Race Identification, Gender, & Disability) & Grade

Complainant	Grade	Ethnicity/Race Identification	Gender	Disability
#1	GS-12	White	Male	No Disability
#2	GS-04	White	Female	No Disability
#3	GS-04	White	Female	No Disability

Figure 6 – FY 2018 Issues and Bases of Formal Complaints Filed

Issues	# of Complaints	# of Complainants	% of Complaints
Harassment Non-Sexual	3	2	100%
Bases	# of Complaints	# of Complainants	% of Complaints
Age	1	1	33.3%
Sex (female)	1	1	33.3%
Reprisal	1	1	33.3%

Figure 7 – FY 2018 Complaint Processing Average Days

Total Inventory	Average Days Traditional Counseling	Average Days Informal ADR	Average Days Accept/Dismiss	Average Days Formal ADR
3	20	0	9	0

STRATEGIES TO ACHIEVE A MODEL EEO PROGRAM FOR FY 2019

The Detroit district will continue to administer and encourage participation in Leadership (LDPI-III), and Mentoring Programs in an effort to assist employees to develop individual leadership skills and grow future leaders through participation in seminars, career development, communication skills workshops, and group discussions.

The EEO Office will coordinate to schedule regular meetings with the HR Director, and the District Outreach Recruitment Team to assist the district in conducting more aggressive outreach and recruiting initiatives to institutions and organizations through science, technology, engineering and mathematics (STEM) activities, as well as through

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participation and recruitment at career fairs. The team will also assist the District to Identify and remove barriers to equal opportunity in the workplace. The objective is to broaden the applicant pool to increase participation of women, minorities and Individuals with Disabilities (IWD).

The EEO Office will continue to assist selecting officials with recruitment efforts by providing updated directories reflecting local colleges and universities known for having diverse student enrollment. The objective is to broaden the applicant pool to increase participation of women, minorities and IWDs.

The EEO Office will also continue to provide updated directories reflecting Technical and Trade Schools with a diverse student enrollment to aid in the recruitment of women and minorities in the Lock & Dam Operators, Materials Handler, Electrician, Maintenance Mechanic, Power Plant Operator, Welder, and Park Ranger, as well as rehabilitative organizations offering skills to assist IWDs.

The Detroit district will continue to utilize the Pathways and Recent Graduate programs in an effort to hire and retain a diverse workforce.

The Great Lakes and Ohio River Division Regional CPAC will provide supervisory training on the Strategic Recruitment Discussion (SRD), the use of Schedule A and other hiring authorities, and the PATHWAYS and Recent Graduates Programs. Training will also be provided to employees on the U.S. Army, Corps of Engineers application process using USAJOBS and the USA Staffing Application Manager.

The Detroit District's PAO Office develops and maintains Facebook and Twitter pages and will continue to place District external job vacancies, available to U.S. Citizens, on these pages to assist in attracting a diversified group of potential applicants to include women, minorities and IWDs. The Detroit District currently has more than 11,000 likes on Facebook and more than 1,800 followers on Twitter.

In an effort to heighten and maintain community awareness, and for the purpose of Community outreach, the Detroit District has established and maintained networking activities with several local minority organizations. Social Media invitation letters are periodically sent to these Minority organizations inviting them to like us on Facebook and to follow us on Twitter. These letters explain that Detroit district vacancy announcements placed on our Social Media pages. The desired outcome is to broaden the applicant pool to increase participation of women, minorities and IWDs.

The EEO Officer will form a team to assist the District in establishing a standard exit interview questionnaire that will include questions on how the District could improve the recruitment, hiring, inclusion, retention and advance of IWDs.

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The Detroit District Leadership will form a team to review and modify the District Strategic Plan “Blueprint to Building Strong” to incorporate language that directly references EEO/diversity and inclusion principles.

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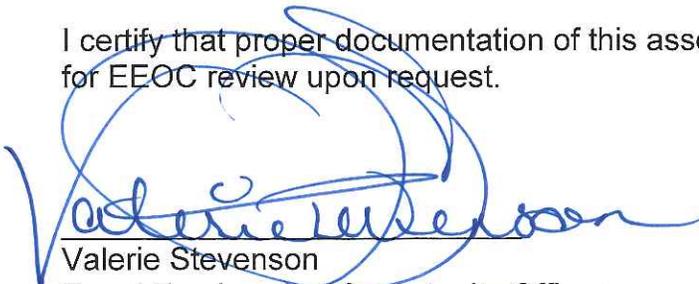
715 - PART F
CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS

I, Valerie Stevenson, Equal Employment Opportunity Officer am the Principal EEO Director/Official for the U.S. Army, Corps of Engineers, Detroit District.

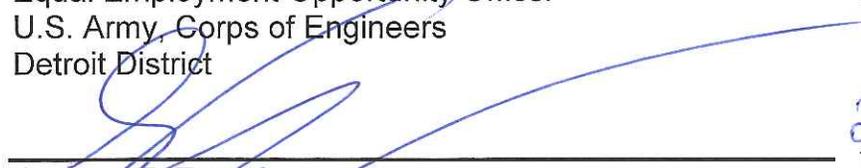
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for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


Valerie Stevenson
Equal Employment Opportunity Officer
U.S. Army, Corps of Engineers
Detroit District

29 Nov 2018
Date


Gregory E. Turner
LTC EN Commanding
U.S. Army, Corps of Engineers
Detroit District

29 November 2018
Date

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715 - PART G
Agency Self-Assessment Checklist

Essential Element A: Demonstrated Commitment From agency Leadership This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
 Compliance Indicator	A.1 - The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No)	Comments
 Measures			
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)]	Yes	The District Commander assumed command of the Detroit District on 26 July 2018. The EEO Policy statements were issued on 20 Nov 2018.
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)]	Yes	
 Compliance Indicator	A.2 - The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No)	Comments
 Measures			
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)]	Yes	
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:	Yes	
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)]	Yes	
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes	

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A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://intranet.usace.army.mil/lrd/lre/EEO/pages/home.aspx
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.	Yes	Annually –EEO Policy statements and information on the EEO program and complaint process are posted and remain on official bulletin boards and the District Intranet site.
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	Annually– EEO Policy statements and information on the EEO program and complaint process are posted and remain on official bulletin boards and the District Intranet site.
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	Annually–EEO Policy statements and information on the EEO program and complaint process are posted and remain on official bulletin boards and the District Intranet site.
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.	Yes	Annually–EEO Policy statements and information on the EEO program and complaint process are posted and remain on official bulletin boards and the District Intranet site.
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.	Yes	Annually–EEO Policy statements and information on the EEO program and complaint process are posted and remain on official bulletin boards and the District Intranet site.
 Compliance Indicator	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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.	Yes	Detroit District participates annually in the FEB Employee Recognition Luncheon and Diversity Awards Ceremony.
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]	Yes	

Essential Element B: Integration of EEO into the agency's Strategic Mission
This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.

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 Compliance Indicator  Measures	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.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	The District Commander is the Senior Rater of the EEO Officer. The Deputy District Commander is the immediate Rater of the EEO Officer.
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.	Yes	The District Commander is the Senior Rater of the EEO Officer. The Deputy District Commander is the immediate Rater of the EEO Officer.
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)]	Yes	
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 §1614.102I(1); MD-715 Instructions, Sec. I]	Yes	The EEO Officer provides regular EEO updates to district Leadership by way of monthly District Staff Meetings, Corporate Board briefings, monthly ADR Meetings, and/or special call meetings as necessary.
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.	Yes	
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)]	Yes	
 Compliance Indicator  Measures	B.2 - The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	

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B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	
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.]	N/A	Department of Defense, Investigations and Resolutions Division is responsible for overseeing the completion of fair and thorough investigations.
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	HQ Army EEOCCR is responsible for overseeing the timely issuing of final agency decisions.
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	
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)]	Yes	
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) and (c)(3)]	N/A	No subordinate level components at the District level.
 Compliance Indicator	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No)	Comments
 Measures			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
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.	No	
 Compliance Indicator	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No)	Comments
 Measures			A "No" response to any measure in Part G is a program deficiency requiring a Part H.

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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)]	Yes	
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	
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)]	Yes	
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.	Yes	
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)]	Yes	
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	
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.	Yes	
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]	Yes	
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]	Yes	
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	

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B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	
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)]	Yes	
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	
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?	Yes	
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?	Yes	
 Compliance Indicator	B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:		
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes	
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	
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)]	Yes	Supervisory Development Training
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)]	Yes	
 Compliance Indicator	B.6 - The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
			

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Measures			
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	Yes	
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes	
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]	Yes	
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)]	No	
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	C.1 - The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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.	Yes	Command Climate Surveys; FEV Surveys; Organizational Inspection Program (OIP); Management Controls
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.	Yes	Command Climate Surveys; FEVs; Organizational Inspection Program (OIP); Management Controls
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)]	Yes	Command Climate Surveys; FEVs; Organizational Inspection Program (OIP); Management Controls
 Compliance Indicator	C.2 - The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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);	Yes	Army Directive 2015-40 (Implementing Procedures for Anti-Harassment Policy) dated 30 Oct 2015

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	Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		
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]	Yes	
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)]	Yes	Deputy District Commander serves as the Anti-Harassment Coordinator.
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)]	Yes	Army Directive 2015-40 (Implementing Procedures for Anti-Harassment Policy) dated 30 Oct 2015
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.]	Yes	
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 <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes	Army Directive 2015-40 (Implementing Procedures for Anti-Harassment Policy) dated 30 Oct 2015
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)]	Yes	
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)]	Yes	
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)]	Yes	
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)]	N/A	HQ Army EEOCCR is currently working to establish Policy which will then be provided to USACE for implementation.

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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)]	Yes	
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)]	Yes	
C.2.b.5	Does the agency process all accommodation requests 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 in the comments column.	Yes	100%
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)]	N/A	HQ Army EEOCCR is currently working to establish Policy which will then be provided to USACE for implementation.
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.	N/A	HQ Army EEOCCR is currently working to establish Policy which will then be provided to USACE for implementation.
 Compliance Indicator	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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?	Yes	LRD Performance Management And Awards Policy dated 2 Mar 2018, established standard EEO objectives for managers and supervisors.
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]	Yes	
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)]	Yes	

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C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	
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]	Yes	
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	
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)]	Yes	
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)]	Yes	
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)]	Yes	
 Compliance Indicator  Measures	C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	Monthly ADR Meetings
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	Yes	The Division Merit Promotion Program Policy and Procedures were updated Feb 2017. The district team is scheduled to begin

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	practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		review and update of the existing District Awards Policy during FY 2019.
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes	EEO Office has access to BOXI, DCPDS, etc.
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes	
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)]	Yes	EEO & HR also serve as Advisors to District Leadership regarding the employment of Individuals with Disabilities.
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	No	
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	The LRD CPAC provides supervisory training on the Strategic Recruitment Discussion (SRD), and special hiring authorities. Employee training is also provided on the application process using USAJOBS.
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	No	
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	EEO Officer receives information from HR necessary for the completion of the MD 715 Report.
 Compliance Indicator	C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes	
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.	Yes	None during the reporting period.
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the	Yes	

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	agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]		
 Compliance Indicator  Measures	C.6 - The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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.	Yes	Annual "State of the District", monthly ADR, District Staff meetings, and special call meetings as necessary, etc.
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	
Essential Element D: Proactive Prevention This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			
 Compliance Indicator  Measures	D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	
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; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes	
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)]	N/A	HQ USACE conducts the USACE Employee Exit online Survey. However, the survey does not include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities?

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 Compliance Indicator  Measures	D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	
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)]	Yes	
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)]	Yes	
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, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	Yes	EEO Complaint Trends analysis; Command Climate Survey analysis; FEVS analysis.
 Compliance Indicator  Measures	D.3 - The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
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)]	Yes	
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes	
 Compliance Indicator	D.4 - The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.

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Measures			
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	No	
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)]	Yes	
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)]	Yes	
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)]	Yes	
Essential Element E: Efficiency			
This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			
	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Compliance Indicator			
			
Measures			
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	
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)?	Yes	
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	
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.	Yes	Nine (9) calendar days
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine	Yes	

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	access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	N/A	Department of Defense, Investigations and Resolutions Division is responsible for overseeing the completion of fair and thorough investigations.
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)?	Yes	
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	N/A	HQ Army EEOCCR is responsible for overseeing the timely issuing of final agency decisions.
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)?	Yes	
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.	N/A	USACE does not use contractors in the EEO complaint process.
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)]	Yes	Implicit in the responsibilities of the EEOO.
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)]	Yes	
 Compliance Indicator  Measures	E.2 - The agency has a neutral EEO process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
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.	Yes	Detroit District EEO Officer receives legal advice and legal sufficiency reviews from the Chicago District Office of Counsel.
E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is	Yes	

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	there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		
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)]	Yes	
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)	Yes	
 Compliance Indicator	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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)]	Yes	
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)]	Yes	
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	
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)]	Yes	
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)]	Yes	
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	
 Compliance Indicator	E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			

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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)]	Yes	USACE uses the Army IComplaints Tracking System.
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes	
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)]	Yes	Applicant flow data is monitored at the USACE level.
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
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]	Yes	The Agency system only monitors anti-harassment complaints that are filed through the EEO Complaint Process
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]	Yes	
 Compliance Indicator  Measures	E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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.	Yes	Command Climate Surveys; FEV Surveys; Organizational Inspection Program (OIP); Management Controls
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.	Yes	EEO Office is active with and coordinates with the Federal Executive Board's (FEB) Diversity Council.
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)]	Yes	This comparison is completed at the USACE level.

Essential Element F: Responsiveness and Legal Compliance
This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

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 Compliance Indicator  Measures	F.1 - The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	Implicit in the responsibilities of the EEOC.
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)]	Yes	Implicit in the responsibilities of the EEOC.
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	Implicit in the responsibilities of the agency Resource Management Officer (RMO). The agency RMO has authority to effect timely predictable processing.
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	Implicit in the responsibilities of the EEOC.
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)]	Yes	
 Compliance Indicator  Measures	F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
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)]	Yes	
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]	Yes	
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)]	Yes	

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F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	N/A	HQ Army EEOCCR submits to EEOC an accurate and complete No FEAR Act report
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	N/A	Starting FY 2019 commands will timely post on its public webpage its quarterly No FEAR Act data

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715 - PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Essential Element B: Integration of EEO into the agency's Strategic Mission. Question B.3.b. Does the agency's current strategic plan reference EEO/diversity and inclusion principles? Question B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	The Detroit District Strategic Plan "Detroit District Blueprint to Building Strong" does not directly reference EEO/diversity and inclusion principles. Therefore, senior managers do not incorporate EEO Action Plan Objectives into agency strategic plans.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
11/08/2018	Modify the Detroit District Strategic Plan "Detroit District Blueprint to Building Strong" to contain language that references EEO/diversity and inclusion principles. Require senior managers to incorporate EEO Action Plan Objectives into agency strategic plans.	09/30/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
		District Leadership will form a team to review and modify the District Strategic Plan "Detroit District Blueprint to Building Strong" to incorporate language that references EEO/diversity and inclusion principles, and require senior managers to incorporate EEO Action Plan Objectives into agency strategic plans.

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	District Leadership will form a team to review and modify the District Strategic Plan "Detroit District Blueprint to Building Strong" to incorporate language that references EEO/diversity and inclusion principles, and require senior managers to incorporate EEO Action Plan Objectives into agency strategic plans.	Yes		

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715 - PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

Report of Accomplishments

Fiscal Year	Accomplishments
FY-2019	Scheduled for accomplishment during FY-2019.

715 - PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Essential Element C: Management and Program Accountability. C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program. Question C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? Question C.4.e.4. Identify and remove barriers to equal opportunity in the workplace?	The HR and EEO Directors do not currently meet regularly with the district's Outreach Recruitment Team to develop and/or conduct outreach and recruiting initiatives, and to identify and remove barriers to equal opportunity in the workplace.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
11/08/2018	The EEO Office will coordinate to schedule regular meetings with the HR Director, and the District Outreach Recruitment Team to assist the district in conducting more aggressive outreach and recruiting initiatives to institutions and organizations through science, technology, engineering and mathematics (STEM) activities, as well as through participation and recruitment at career fairs. The team will also assist the District to Identify and remove barriers to equal opportunity in the workplace. The objective is to broaden the applicant pool to increase participation of women, minorities and Individuals with Disabilities (IWD).	09/30/2019		

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Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO/HR & District Recruitment Team		EEO, HR and the District Recruitment Team will to schedule regular meetings with the HR Director, and the District Outreach Recruitment Team to assist the district in conducting more aggressive outreach and recruiting initiatives. The team will also assist the District to Identify and remove barriers to equal opportunity in the workplace.

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	EEO, HR and the District Recruitment Team will to schedule regular meetings with the HR Director, and the District Outreach Recruitment Team to assist the district in conducting more aggressive outreach and recruiting initiatives. The team will also assist the District to Identify and remove barriers to equal opportunity in the workplace.	Yes		

715 - PART H

EEO Plan To Attain the Essential Elements of a Model EEO Program

Report of Accomplishments

Fiscal Year	Accomplishments
FY-2019	Scheduled for accomplishment during FY-2019.

715 - PART H

EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Essential Element D: Proactive Prevention. Question D.4.a. Does the agency post its affirmative action plan on its public website?	The agency does post its affirmative action plan on its internal website, however the posting is not reflected on its public website.

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Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
11/08/2018	Once executed, the District EEO Officer will post the District's Affirmative action plan, FY-2018 Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 on the public website.	09/30/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO		Once executed, the District EEO Officer will post the District's Affirmative action plan, FY-2018 Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 on the public website.

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Once executed, the District EEO Officer will post the District's Affirmative action plan, FY-2018 Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 on the public website.	Yes		

715 - PART H

EEO Plan To Attain the Essential Elements of a Model EEO Program

Report of Accomplishments

Fiscal Year	Accomplishments
FY-2019	Scheduled for accomplishment during FY-2019.

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
<p>Less than expected representation: Detroit District continues to reflect less than expected representation of Hispanic males/females.</p>	<p>Table A1, A6-1</p>	<p>Less than expected representation. The Detroit district total workforce continues to reflect less than the expected representation of women, minorities (with the exception of American Indian/Alaskan Native males & females, and two or more males) in the total District workforce in comparison with the Civilian Labor Force (CLF).</p> <p>In addition, the Detroit district workforce continues to reflect less than the expected representation of women and minorities in the district's top Major Occupational Series 5426 Lock & Dam, 0401 General Biological Science, 0810 Civil Engineering, and 0802 Engineering Technical.</p> <p>Triggers were identified by analyzing the MD 715 workforce tables. Table A1, Total Workforce (FY-18), shows less than the expected representation of women and minorities (with the exception of American Indian/Alaskan Native males & females, and two or more males), in the overall Detroit district workforce in comparison to the Civilian Labor Force (CLF). Women and minorities comprised 36.26% of the Detroit district's workforce which is significantly below the CLF's expectation of 61.66%.</p> <p>Table A6-1, Distribution by Major Occupations, shows less than the expected representation of women and minorities in the district's top Major Occupational Series 5426 Lock & Dam, 0401 General Biological Science, 0810 Civil Engineering as shown below:</p> <p><u>Series 0810 – Civil Engineering – 82</u> 62.33% Male – (CLF 87.60%) 37.80% Female – (CLF 10.10%) Males held 62.33% of positions in this series which is considerably below the CLF expectation of 89.90%; 58.53% of which were occupied by White males which is noticeably below the CLF expectation of 74.10%; 1.21% of which were occupied by Hispanic males which is considerably below the CLF expectation of 3.70%; 1.21% of which were occupied by Black males which is noticeably below the CLF expectation of 2.90%; 1.21% of which were occupied by males of two or more races which is slightly below the CLF expectation of 1.30%; Females occupied 37.80% of positions in this series which is significantly above the CLF expectation of 10.10%; 31.70% of which were occupied by White females which is well above the CLF expectation of 7.50%; 2.43% of which were occupied by Black females which is well above the CLF expectation of 0.60%; 2.43 of which were occupied by Hispanic females which is well above the CLF expectation of 0.60%; 1.21% of which were occupied by Asian females which is slightly above the CLF expectation of 1.10%; All other minorities were absent in this major occupational series which is below the CLF expectation.</p> <p><u>Series 0401 – General Biological Science – 42</u> 52.38% Male – (CLF 55.90%) 47.61% Female – (CLF 44.10%) Males occupied 52.38% of positions in this series which is slightly below the CLF expectation 55.90%; 50.00% of which here occupied by White males which is noticeably above the CLF expectation of 47.30%; 2.38% of which were occupied by males of two or more races which is well above the CLF of 0.90%. Females occupied</p>

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Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
		<p>47.61% of positions in this series which is slightly above the CLF expectation 44.10%; 35.71% of which were occupied by White females which is slightly above the CLF expectation of 35.00%; 9.52% of which were occupied by Black females which is well above the CLF expectation of 1.80%; All other minorities were absent in this major occupational series.</p> <p><u>SERIES 5426 – Lock & Dam Operating – 31</u> 100.00% Male – (CLF 86.30%) Males occupied 100.00% of positions in this series which is above the CLF expectation of 86.30%; White males occupied 87.09% which is well above the CLF expectation of 59.30%; American Indian/Alaskan Natives occupied 9.67% which is well above the CLF expectation of 0.40%. Males of two or more races occupied 3.22% which is also well above the CLF expectation of 1.60%. All other minorities including women were absent in this major occupational series.</p>

EEO Group(s) Affected by Trigger (Check)

	All Men	X	All Women
X	Hispanic or Latino Males		Hispanic or Latino Females
	White Males		White Females
X	Black or African American Males		Black or African American Females
X	Asian Males		Asian Females
X	Native Hawaiian or Other Pacific Islander Males		Native Hawaiian or Other Pacific Islander Females
	American Indian or Alaska Native Males		American Indian or Alaska Native Females
	Two or More Races Males		Two or More Races Females

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Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	X	Workforce Data Table A1, and A6-1
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes	Yes

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Previous recruitment efforts have not resulted in the recruitment of a significant increase in the number of women, minorities and individuals in the overall workforce, and more particularly in the district's top Major Occupational Series

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Description of Policy, Procedure, or Practice
5426 Lock & Dam, 0401 General Biological Science, 0810 Civil Engineering.

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
<p>GOAL: Create and maintain a diverse, high performing workforce that enables full participation through strategic outreach and retention.</p> <p>OBJECTIVE: Increase representation of women and minorities in the overall workforce, and particularly in the district's top Major Occupational Series 5426 Lock & Dam, 0401 General Biological Science, 0810 Civil Engineering over a five year period.</p>	10/01/2018	09/30/2023	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Selecting Officials, District Outreach Recruitment Team, Civilian Personnel Advisory Center (CPAC), EEO		Yes

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Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
10/01/2023	Development of recruitment/retention initiatives, succession planning, etc. Continued use of developmental opportunities. Encouraged participation in Leadership Development and Mentoring Programs, etc.		

Report of Accomplishments

Fiscal Year	Accomplishments
Ongoing	<p>Implemented district wide program to address recruitment retention and succession planning for ten years and beyond.</p> <p>During FY-18 the Detroit District attended the 2017 Women of Color (WOC) STEM Conference Career Fair which is held annually in October. The WOC STEM Conference helps women improve their education and careers in science, technology, engineering, and math fields. The 20-year-old conference opens up many opportunities for women of color to achieve their STEM goals and aspirations. It is noted that the District's attendance at this Career Fair resulted in the selection of a Hispanic female Physical Scientist, General Biological Science Major Occupational Series 0401.</p> <p>During FY-18, the district's team attended Career Fairs at the University of Minnesota (12 Sept 2018), Walsh College (17 Sept 2018), Lawrence Technical University (20-Sep 2018), Northern Michigan University (20 Sept 2018), Michigan State University (25 Sept 2018), University of Wisconsin (25 Sept 2018), University of Toledo (26 Sept 2018). The admission offices of each institution places emphasis on having a diverse student body.</p> <p>In an effort to keep the lines of communication open, the EEO Office sends letters to the local chapter of Minority Student Organizations (i.e. National Society of Black Engineers, Society of Women Engineers etc.) located at each school notifying that the district would be participating at the career fairs. The EEO Office also sends social media invitation letters, inviting the student organizations to like us on Facebook and follow us on Twitter. Further, the letters explain that district external vacancy announcements open to U.S. Citizens are reflected on the District Facebook and Twitter pages.</p> <p>The Detroit District's PAO Office has developed and maintains Facebook and Twitter pages and places District external job vacancies, available to U.S. Citizens, on these pages to assist in</p>

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	<p>attracting a diversified group of potential applicants to include women and minorities. The Detroit District currently has more than 11,000 likes on Facebook and more than 1,800 followers on Twitter.</p> <p>In an effort to heighten community awareness, and for the purpose of outreach the Detroit District has established and maintained networking activities with several local Hispanic Organizations such as the Detroit Hispanic Development Corporation, and Latin Americans for Social and Economic Development, Inc. (LA SED). The desired outcome is to increase the number of female and minority applicants for District external vacancies.</p>
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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), Equal Employment Opportunity Commission (EEOC) regulations (29 C.F.R. § 1614.203(e)) and Management Directive (MD) 715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD 715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and 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)	Yes	<input checked="" type="checkbox"/>	No	
b. Cluster GS-11 to SES (PWD)	Yes	<input checked="" type="checkbox"/>	No	
Less than expected representation. The Detroit District reflects less than the expected representation of Individuals with Disabilities in comparison to EEOC's 12% benchmark in the GS grade level clusters shown in 1.a. (1.23%) and 1.b. (0.98%).				

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 (PWD)	Yes	<input checked="" type="checkbox"/>	No	
b. Cluster GS-11 to SES (PWD)	Yes	<input checked="" type="checkbox"/>	No	
Less than expected representation. The Detroit District reflects less than the expected representation of Individuals with Targeted Disabilities in comparison to EEOC's 2% benchmark in the GS grade level clusters shown in 2.a. (0.49%) and 1.b. (1.72%).				

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

The Detroit district continually seeks opportunities to attract, hire, train and develop Individuals with Disabilities. Human Resource officials inform and strongly encourage selecting officials to utilize existing programs (such as Wounded Warriors, Hiring Our Heroes, etc.), and special hiring authorities to noncompetitively appoint Individuals with Disabilities. All appropriate announcements for vacancies using formal recruitment methods contain statements regarding acceptance of applications by the Veterans Employment Opportunities Act (VEOA), the Veterans Readjustment Appointing Authority (VRA), and the 30% Disabled Veteran Appointment Authority. Delegated examining (non-Federal) recruitment carefully assessed applicants for proper veteran status and assured that referred applicants were provided with appropriate consideration. Supervisors receiving DEU referrals were carefully briefed on the requirements of veteran's preference in working on the referrals.

The Great Lakes and Ohio River Division Regional CPAC provides supervisory training on the Strategic Recruitment Discussion (SRD), the Veterans Employment Opportunities Act (VEOA), the Veterans Readjustment Appointing Authority (VRA), and the 30% Disabled Veteran Appointment Authority, and other hiring authorities, to assist in employing and advancing Individuals with Disabilities.

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

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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 and 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.

	Yes	X	No	
N/A				

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	X			Valerie Stevenson, Individuals with Disabilities Program Manager
Answering questions from the public about hiring authorities that take disability into account	X			Valerie Stevenson, Individuals with Disabilities Program Manager
Processing reasonable accommodation requests from applicants and employees	X			Valerie Stevenson, Individuals with Disabilities Program Manager
Section 508 Compliance	X			Vladimir Volodar, IT Chief, Detroit District
Architectural Barriers Act (ABA) Compliance	X			Valerie Stevenson, Individuals with Disabilities Program Manager
Special Emphasis Program for PWD and PWTD	X			Valerie Stevenson, Individuals with Disabilities Program Manager

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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.

	Yes	X	No	
EEOC – Processing Reasonable Accommodations				
EEOC - Diversity and Inclusion				
USACE - Affirmative Employment Program Plan				
USACE – Special Emphasis Program Manager				
USACE EEO Disability Course				
FEB – EEO, Diversity and Inclusion				

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*.

	Yes	X	No	
The Detroit District EEO Office develops and maintains its own budget.				

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 Applicants with Disabilities.

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

<p>The Detroit District seeks opportunities to attract, hire, train and develop IWDs to include disabled Veterans. Human Resource officials inform and strongly encourage selecting officials to utilize existing programs (such as Wounded Warriors, Hiring Our Heroes, etc.), and special hiring authorities to noncompetitively appoint IWDs and disabled Veterans. All appropriate announcements for vacancies using formal recruitment methods contain statements regarding acceptance of applications by the Veterans Employment Opportunities Act (VEOA), the Veterans Readjustment Appointing Authority (VRA), and the 30% Disabled Veteran Appointment Authority. Delegated examining (non-Federal) recruitment carefully assess applicants for proper veteran status and assure that referred applicants are provided with appropriate consideration. Supervisors receiving DEU referrals are briefed on the requirements of veteran's preference in working on the referrals.</p> <p>The Great Lakes and Ohio River Division Regional CPAC will continue to provide supervisory training on the Strategic Recruitment Discussion (SRD), the Veterans Employment Opportunities Act (VEOA), the Veterans Readjustment Appointing Authority (VRA), and the 30% Disabled Veteran Appointment Authority, and other hiring authorities, to assist in employing and advancing disabled veterans. Training will also be provided to employees to include disabled veterans on the U.S. Army, Corps of Engineers application process using USAJOBS.</p> <p>The Detroit district is committed to and will continue its efforts to identify methods and strategies to provide Individuals with Disabilities training, development, and inclusive environment that enables them to reach their full potential. Human Resource officials will continue to inform selecting officials of their responsibilities employing and advancing Individuals with Disabilities, and will continue to strongly encourage them to utilize existing programs (such as Wounded Warriors, Hiring Our Heroes, etc.), and special hiring authorities to noncompetitively appoint Individuals with Disabilities.</p>
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The Detroit District maintains a partnership with the Detroit Area Employment Coordinator for the Department of Veteran Affairs to share employment opportunities in an effort to broaden the applicant pool and possibly assist the District in increasing the workforce representation of disabled Veterans. This coordination resulted in one disabled Veteran applying for a District vacancy during FY 2018. The EEO Office continues to assist selecting officials with recruiting efforts by providing updated directories reflecting local colleges and universities known for having diverse student enrollment to include Veteran organizations. The EEO Office has also provided updated directories reflecting Technical and Trade Schools as well as rehabilitative organizations offering skills to assist individuals with disabilities.

The District Outreach Recruitment Team will conduct and analyze strategic outreach and recruitment to reach a diverse applicant pool. The team will collaborate to identify job fairs in areas that target targeted disabilities, and disabled veterans; determine base levels from previous participation levels; then, establish goals to increase participation. The team will collaborate to ensure meaningful participation and results at recruitment events by, at a minimum, ensuring candidates who are eligible for hire under special hiring authorities are given full consideration; resumes are collected and reviewed to determine qualifications.

As of September 30, 2018, the number of Individuals with Disabilities (IWDs) in the Detroit District workforce was 42, representing 110.09% as compared to 8.37% in FY 2017. Of the IWDs, 9 (2.20%) are Individuals with Targeted Disabilities (IWTDs). Individuals with Targeted Disabilities are a subset of those who have a reportable disability. The criteria EEOC used to select the nine disabilities categorized as "targeted disabilities" included the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group.

EEOC is currently using the Federal Goal of 2.00% as a benchmark as there is no NCLF for IWTDs. The District's 2.20% participation rate of IWTDs is slightly above the DOD and Federal goal of 2.00%. For this reporting period, 16 (3.92%) of Detroit District employees have chosen not to identify their disability status.

As of September 30, 2018, veterans represented 37.01% (151) of the Detroit District's workforce, and disabled veterans represented 13.40% (55). During FY 2018, the District hired ten disabled Veterans. There are three categories of disabled veterans: 1) 10-Point/Compensable preference with less than 30% disability; 2) 10-Point Compensable preference with 30 percent or more disability, and 3) 10 percent disability.

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 PWTB for positions in the permanent workforce.

During FY-18, there were 14 Special Hiring authorities as follows: One Schedule A appointment for Employee's with Disabilities which was an African American male; ten disabled Veterans one of which was a White female and one female of two or more races; seven Veterans Employment Opportunity Act (VEOA) hires; four Veterans Recruitment Act (VRA) hires; two Expedited hires; and one Direct Hiring Authority (DHA) which was an African American male.

Through annual reviews it is noted that out of our fifty-five (55) disabled Veterans, only thirty (30) have indicated that they have a disability, and eight (8) have indicated that they wish not to identify their disability. This may be due to incorrect or omitted data in DCPDS. Although self-identification is voluntary, the Detroit District annually sends instructions to all personnel requesting a review and update (if necessary) to the self-identification status in MyBiz+.

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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.

Human Resource officials inform and strongly encourage selecting officials to utilize existing programs (such as Wounded Warriors, Hiring Our Heroes, etc.), and special hiring authorities to noncompetitively appoint IWDs and disabled Veterans. All appropriate announcements for vacancies using formal recruitment methods contain statements regarding acceptance of applications by the Veterans Employment Opportunities Act (VEOA), the Veterans Readjustment Appointing Authority (VRA), and the 30% Disabled Veteran Appointment Authority. Delegated examining (non-Federal) recruitment carefully assess applicants for proper status and assure that referred applicants are provided with appropriate consideration. Supervisors receiving DEU referrals are briefed on the requirements of veteran's preference in working on the referrals.

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.

	Yes	X	No	
The Great Lakes and Ohio River Division Regional CPAC provides supervisory training on the Strategic Recruitment Discussion (SRD), the Veterans Employment Opportunities Act (VEOA), the Veterans Readjustment Appointing Authority (VRA), and the 30% Disabled Veteran Appointment Authority, and other hiring authorities, to assist in employing and advancing disabled veterans.		X		

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.

The Great Lakes and Ohio River Division Regional CPAC has established and maintains contact with the Wounded Warriors Program. The CPAC reviews the Wounded Warriors Program Data Base and seeks to match Wounded Warriors for district vacancies.

The Detroit District maintains a partnership with the Detroit Area Employment Coordinator for the Department of Veteran Affairs to share employment opportunities in an effort to broaden the applicant pool and possibly assist the District in increasing the workforce representation of disabled Veterans. This coordination resulted in one disabled Veteran applying for a District vacancy during FY 2018.

The EEO Office continues to assist selecting officials with recruiting efforts by providing updated directories reflecting local colleges and universities known for having diverse student enrollment to include Disability and Veteran organizations. The EEO Office has also provided updated directories reflecting Technical and Trade Schools as well as rehabilitative organizations offering skills to assist individuals with disabilities.

During FY-19 the district's Outreach Recruiting Team plans to attend fall career fairs at the local colleges and universities from which we routinely recruit. The admissions offices of each institution places emphasis on having a diverse student body, to include Individuals with Disabilities. During FY-19, in an effort to keep the lines of communication open and to maintain established contacts, the EEO Office will send letters to the local chapter of Minority and Veterans organizations located at each school advising that the district will be participating at the career fairs. In addition, the EEO Office will send Social Media letters inviting these Minority and Veteran organizations to like us on Facebook and to follow us on Twitter.

The Detroit District's PAO Office has developed and maintains Facebook and Twitter pages and places District external job vacancies, available to U.S. Citizens, on these pages to assist in attracting a

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diversified group of potential applicants to include Individuals with Disabilities. The Detroit District currently has more than 11,000 likes on Facebook and more than 1,800 followers on Twitter. This is done in an effort to broaden the applicant pool to include disabled Individuals with Disabilities.

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. New Hires for Permanent Workforce (PWD)	Yes	X	No	
b. New Hires for Permanent Workforce (PWTD)	Yes	X	No	
<p>Less than expected representation. The Detroit District reflects less than the expected representation of Individuals with Disabilities among the new hires for FY-18, in comparison to EEOC's 12% benchmark as shown in C.1.a. above (0.98%) and 2% benchmark as shown in C.1.b. (0.49%). However, the representation of Individuals with Disabilities in the overall workforce is reflected at 42, which represents 10.29% of the workforce as compared to 8.37% in FY 2017. Of the IWDs, 9 (2.21%) are Individuals with Targeted Disabilities (IWTDs).</p>				

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.

a. New Hires for MCO (PWD)	Yes		No	
b. New Hires for MCO (PWTD)	Yes		No	
<p>The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.</p>				

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.

a. Qualified Applicants for MCO (PWD)	Yes		No	
b. Qualified Applicants for MCO (PWTD)	Yes		No	
<p>The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.</p>				

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.

a. Promotions for MCO (PWD)	Yes		No	
b. Promotions for MCO (PWTD)	Yes		No	
<p>The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.</p>				

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

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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.

All Individuals with Disabilities are encouraged to apply for internal advancement opportunities in accordance with procedures and policies outlined in the Merit Promotion Plan. Such opportunities include promotions, developmental assignments, details, training, transfers, and continued education. Detroit district requires all employees to include Individuals with Disabilities to complete Individual Development Plans (IDP) that identify employee's short and long term career goals. The IDP also identifies training and other developmental activities needed to achieve those goals.

B. Career Development Opportunities

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

The Detroit district offers a Formal Mentoring Program, in which all Individuals with Disabilities are encouraged to participate. The yearlong activity managed program capitalizes on the experiences of successful role models (mentors) who volunteer to serve on an individual basis to district personnel (protégés) who wish to define and develop goal setting and personal initiative. The program is evaluated annually based on feedback from the participants. Both mentors and protégés receive a two hour orientation training session, meet on a schedule both agree to, and attend informative Lunch and Learn sessions.

The Detroit District also offers several Leadership Development Programs (LDP I – III), in which all Individuals with Disabilities are encouraged to participate. The LDPI program is a part-time program that develops individual leadership skills and grows future leaders for the U.S. Army, Corps of Engineers. LDP1 candidates participate in seminars, career development, communication skills workshop, group discussions and executive staff meetings.

The LDPII Regional program in coalition with Buffalo, Chicago and Detroit emphasizes the advantages of teamwork, communication and using your individual strengths and understanding constraints with others to build stronger and more effective teams. The goal is to provide participants the skills to gain a better understanding of themselves and how to lead informally through formal training, mentoring, and life-long self-development.

The LDP III Great Lakes and Ohio River Division's Regional Leadership Development Program that offers participants the opportunity to develop and expand their regional leadership perspectives. It includes access to the region's senior leaders, and participation and exposure to the regional governance bodies. The Regional Leadership program allows participants to work on one or more team projects that address regional challenges, use their talents, and enable them to apply learning organization doctrine.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD 715 report, which is due on February 28, 2019.]

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Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
*Leadership Development Program I	17	17	0	N/A	1	1
Leadership Development Program II	3	3	0	N/A	0	N/A
Leadership Development Program III	3	3	0	N/A	0	N/A
**Mentoring Program	5	5	0	N/A	0	N/A
***Developmental /Detail						
****Internship Programs (Pathways – Fellowship)						

*One applicant for the LDPI Program chooses not to identify their disability.

**All applicants for the Detroit District Mentoring Program are accepted and assigned a Mentor.

***Detail/Developmental Assignments aren't processed through our Staffing systems. There is no data collection system in place to track these actions.

****The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.

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.

a. Applicants (PWD)	Yes		No	X
b. Selections (PWD)	Yes		No	X

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)	Yes		No	X
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b. Selections (PWTD)	Yes		No	X

C. Awards

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD 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, and Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, and Incentives (PWTD)	Yes		No	X
During FY-18 Individuals with Disabilities and Individuals with Targeted Disabilities received awards, Bonuses and Incentives at a rate of 93.3%. Where those with no disabilities received awards at a rate of 91.0%.				

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

a. Pay Increases (PWD)	Yes		No	X
b. Pay Increases (PWTD)	Yes		No	X
Triggers could not be identified because there is no mechanism in place to track subject actions as CPAC personnel do not maintain such data. As such, it is not possible to conduct a meaningful statistical analysis.				

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD 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)	Yes		No	X
b. Other Types of Recognition (PWTD)	Yes		No	X

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.

a. SES	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
b. Grade GS-15	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
c. Grade GS-14	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
d. Grade GS-13	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
Triggers could not be identified because the USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report, and CPAC Staffing personnel do not maintain such data.					

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant

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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.

a. SES	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
b. Grade GS-15	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
c. Grade GS-14	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
d. Grade GS-13	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
Triggers could not be identified because the USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report, and CPAC Staffing personnel do not maintain such data.					

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.

a. New Hires to SES (PWD)	Yes		No	
b. New Hires to GS-15 (PWD)	Yes		No	
c. New Hires to GS-14 (PWD)	Yes		No	
d. New Hires to GS-13 (PWD)	Yes		No	
The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.				

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.

a. New Hires to SES (PWTD)	Yes		No	
b. New Hires to GS-15 (PWTD)	Yes		No	
c. New Hires to GS-14 (PWTD)	Yes		No	
d. New Hires to GS-13 (PWTD)	Yes		No	
The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.				

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.

a. Executives	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
b. Managers	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
c. Supervisors	i. Qualified Internal Applicants (PWD)	Yes		No	
	ii. Internal Selections (PWD)	Yes		No	
Triggers could not be identified because the USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report, and CPAC Staffing personnel do not maintain such data.					

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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.

a. Executives	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes		No	
Triggers could not be identified because the USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report, and CPAC Staffing personnel do not maintain such data.					

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.

a. New Hires for Executives (PWD)	Yes		No	
b. New Hires for Managers (PWD)	Yes		No	
c. New Hires for Supervisors (PWD)	Yes		No	
The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.				

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.

a. New Hires for Executives (PWTD)	Yes		No	
b. New Hires for Managers (PWTD)	Yes		No	
c. New Hires for Supervisors (PWTD)	Yes		No	
The USA Staffing tool for vacancy referrals does not include data on applicant race, gender and disability. As such, it is not possible to conduct a meaningful statistical analysis. Therefore, applicant flow data is not included in this report.				

Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal 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 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

	Yes	X	No	
During FY-18, there was one Schedule A appointment employee (an African American male), eligible for conversion into the competitive service. The employee was converted.				

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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)	Yes		No	
b. Involuntary Separations (PWD)	Yes		No	
Triggers could not be identified because there is no mechanism in place to track subject actions as CPAC personnel do not maintain such data. As such, it is not possible to conduct a meaningful statistical analysis.				

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)	Yes		No	
b. Involuntary Separations (PWTD)	Yes		No	
Triggers could not be identified because there is no mechanism in place to track subject actions as CPAC personnel do not maintain such data. As such, it is not possible to conduct a meaningful statistical analysis.				

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*.

The District does conduct exit interviews however, there is no set list of questions for exit interviews.

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.

http://eeoa.army.pentagon.mil/web/prog_comp/outreach_spec_prog/piwd/legal.htm#aba;
<https://www.usace.army.mil/Careers/EE0/Special-Emphasis-Programs/>

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.

http://eeoa.army.pentagon.mil/web/prog_comp/outreach_spec_prog/piwd/legal.htm#aba;
<https://www.usace.army.mil/Careers/EE0/Special-Emphasis-Programs/>

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.

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The Detroit District maintains a five (5) year Improvement Plan for the two (2) Visitor's Centers as outlined and shown in Appendix C – Supporting Documents.

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.)

During FY – 2018 there were no new Reasonable Accommodations granted however, during previous Fiscal Years the average processing time reflects approximately 13.3 days.

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.

The Detroit District conducts Annual Consolidated Training which includes DA Anti-Harassment/No FEAR training for all employees. Reasonable Accommodation is contained within this training.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace
Pursuant to 29 C.F.R. § 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.

HQ Army EEOCCR is currently working to establish Policy which will then be provided to USACE for implementation.

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?

	Yes		No	X
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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?

	Yes		No	X
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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.

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N/A

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?

	Yes		No	X
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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?

	Yes		No	X
--	-----	--	----	---

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.

N/A

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?

	Yes	X	No	
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2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

	Yes	X	No	
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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.

Trigger 1	Essential Element D: Proactive Prevention. Question 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?		
Barrier(s)	The agency does conduct exit interviews however, there is no set list of questions for exit interviews.		
Objective(s)	The EEO Officer will form a team to assist the District in establishing a standard exit interview questionnaire that will include questions on how the District could improve the recruitment, hiring, inclusion, retention and advancement of IWDs.		
Responsible Official(s)	Performance Standards Address the Plan?		

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EEO		The EEO Officer will form a team to assist the District in establishing a standard exit interview questionnaire that will include questions on how the District could improve the recruitment, hiring, inclusion, retention and advancement of IWDs.		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019		Yes		
Fiscal Year	Accomplishments			
FY-19	Identification of deficiency, and plan to eliminate.			

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

N/A

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

N/A

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.

N/A

Appendix A Definitions

The following definitions apply to Management Directive 715:

- **Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.

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- **The nine job category titles are:**
 - **Officials and Manager** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1)**Executive/Senior-Level**, (2)**Mid-Level**, (3) **First-Level** and (4)**Other** . When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers , those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other**" contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other**" sub-category.
 - **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
 - **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
 - **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
 - **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
 - **Craft Workers**(skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations,

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compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

- **Operatives** (semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
- **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
- **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
- **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

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- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Under representation:** Result of conditions in which the representation of EEO groups is lower than expected.

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Appendix B

Data Tables

Table A1: TOTAL WORKFORCE – Distribution by Race/Ethnicity and Sex by FY (CEDET, FY 2018)

Table A3-1-1: OCCUPATIONAL GROUPS – Distribution by Race/Ethnicity and Sex (CEDET, FY 2018)

Table A6-1: DISTRIBUTION BY MAJOR OCCUPATIONS – Distribution by Race/Ethnicity and Sex (CEDET, FY 2018)

Appendix C

Supporting Documents

1. FY 2018 DVAAP Accomplishment Report
2. FY 2019 DVAAP Plan/Certification
3. FY 2018 FEORP Accomplishment Report
4. FY 2018 FEORP Tracker
5. FY 2018 FEORP Plan
6. FY 2018 FEORP Report
7. Soo Locks Accessibility Evaluation
8. LSMVC Accessibility Evaluation
9. Detroit District Org Chart
10. EEO Policy Letters