

**US Coast Guard's Civil Rights Command Checklist
Compliance Rates by Command Checklist Elements (FY 13)**

Policy & Posting Requirements	Compliance Rate
1) Are CG's current EEO/EO policy statements posted at your Command location?	99.64%
2) Is the CG's current Anti-Discrimination/Anti-Harassment policy statement posted at your command location?	99.64%
3) Is an EEO/EO notice advising personnel of the bases for an EEO/EO complaint; POC and instructions on initiating a complaint prominently displayed at accessible locations within your Command?	99.64%
4) Are the command's facilities accessible to individuals with disabilities? (Section 504, Rehabilitation Act, 1973; Equal Employment Opportunity Commission Management Directive 715 (EEOC MD 715)?)	92.09
Complaint Process	
5) Are facilities adequate to conduct counseling, training and investigations (secure, private, and conducive for training)?	100%
6) Does the Command appropriately delegate authority for EEO/EO mediation to those with authority to sign & execute a settlement?	100%
Management Responsibilities	
7) Does the command perform a DEOMI Organizational Climate Survey in accordance with Coast Guard Policy (within 6 months of taking command and annually thereafter?)	97.48%
8) Is there an action plan/team in place to address items of concern identified in the DEOCS survey?	99.28%
9) Does Commanding Officer regularly express requirements to meet the Commandant's civil rights mission?	99.64%
10) Are key personnel actions (training, promotions, awards, disciplinary actions) reviewed and monitored for fair application? (EEOC MD 715).	99.64%
11) Are personnel up to date in Civil Rights Awareness Training requirements?	93.88%
12) Are command personnel up to date with annual Sexual Harassment Prevention training?	97.12%
13) Are command personnel up to date with biennial Notification and Federal Employee Anti-discrimination and Retaliation (NoFEAR) Act training requirement?	96.76%
Does the Command support workforce initiatives, goals and objectives outlined in the MD- 715 annual report?	
14) Do personnel performance elements include meaningful objectives which support the EEO/EO mission?	99.64%
15) Does the command forward reasonable accommodations reports to the servicing CRSP in accordance with the Reasonable Accommodations reporting requirement in the Civil Rights Manual? (Chapter 5, Section C, Part 11)	100%
16) Does the command support Special Emphasis Programs? (i.e., Does the command work with servicing CRSPs to ensure individuals/committees are designated for programs such as Individuals With Disabilities, Federal Women's Program, Asian American and Pacific Islander, African-American, Hispanic, and Native American	100%

**US Coast Guard's Civil Rights Command Checklist
Compliance Rates by Command Checklist Elements (FY 13)**

program managers, etc.) (29 C.F.R. § 1614, EEOC MD 110).		
17) Does the command support special observances designed to educate the workforce on cultural appreciation?	99.28%	
18) Does the command participate in any outreach community programs, including Partnership in Education programs?	99.64%	
	YES	NO
19) If you currently have a PIE program, have you registered your program with headquarters' national PIE Manager?	74	58
20) Are you aware that EEOC's MD-715 encourages commands to include EEO/EO objectives in their strategic plans/documents?	95	2
21) Are you aware that EEOC's MD-715 encourages commands to conduct periodic assessments of their workforce; and that EO Reviews, program surveys, command suggestion boxes, assessment inquiries during all hands, etc. are assessment methods?	95	1
Protecting and Safeguarding Personally Identifiable Information (PII)	Comply	
22) Does the command comport to all security requirements for documentation, records and equipment storage involving an EEO/EO matter? (Records must be under lock and key and if electronic, in a secure database.)	100%	
23) Does the command report all EEO/EO privacy record violations and take appropriate action on personnel found to be responsible?	100%	
24) Does the Command ensure that EEO/EO matters are only discussed discretely with personnel who have a need to know? (EEO/EO personnel, management officials named in the matter, and other witnesses.)	99.64%	
25) Are all requests for formal complaint information pertaining to report of investigations forwarded to the CRD?	100%	
26) Are command personnel up to date with mandated Privacy Awareness & Security Awareness training?	97.12%	
Records Management		
27) Are records maintained in accordance with The Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)?	100%	

Optional US Coast Guard Civil Rights Program Command Checklist Elements	YES	NO
28) Does the command recognize managers for significant EEO/EO accomplishments?	21	8
29) Does the command nominate personnel for awards or recognition who embody Coast Guard EEO/Diversity goals and initiatives?	20	10