

EEOC FORM 715-01 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
For period covering October 1, 2004, to September 30, 2005				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Department of Homeland Security</b>	
	1.a. 2 <sup>nd</sup> level reporting component		United States Coast Guard	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		2100 2 <sup>nd</sup> Street, S.W.	
	<b>3. City, State, Zip Code</b>		Washington, DC 20593-0001	
	4. CPDF Code	5. FIPS code(s)	<b>4. HSAC</b>	<b>5. 7008</b>
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			<b>1. 7,000</b>
	2. Enter total number of temporary employees			<b>2. 247</b>
	3. Enter total number employees paid from non-appropriated funds			<b>3. 1,564</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 8,811</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>ADM Thomas Collins, Commandant</b>	
	2. Agency Head Designee		<b>VADM Thad W. Allen, Chief of Staff</b>	
	3. Principal EEO Director/Official Official Title/series/grade		<b>CAPT Jack R. Smith, Acting Director, Office of Civil Rights</b>	
	4. Title VII Affirmative EEO Program Official		<b>Ms. Arlene Gonzalez, Chief, Policy and Plans Division</b>	
	5. Section 501 Affirmative Action Program Official		<b>Ms. Arlene Gonzalez, Chief, Policy and Plans Division</b>	
	6. Complaint Processing Program Manager		<b>Mr. John Gustafson, Team Leader, Investigations and Response Team</b>	
	7. Other Responsible EEO Staff			

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<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>  <b>This section reserved for any unit with civilian personnel, including temporary and NAFE employees</b>	<b>CPDF and FIPS codes</b>	

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

U. S. Coast Guard	For period covering October 1, 2004, to September 30, 2005.
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**EXECUTIVE SUMMARY**

The United States Coast Guard is a multi-mission maritime service and one of the nation's five Armed Services. Its mission is to protect the public, the environment, and U.S. economic interests – in the nation's ports and waterways, along the coast, on international waters, and in any other maritime region to support national security.

The Coast Guard's Civil Rights program missions and principles of MD-715 are well aligned throughout the organization. All elements of the Coast Guard's civilian workforce were considered as this MD-715 report was prepared.

The Coast Guard identified a total of 18 program deficiencies in the 123 areas on our Self-Assessment Checklist. The Coast Guard's areas of strength include Essential Elements D (Proactive Prevention) and F (Responsiveness and Legal Compliance). There were no deficiencies in these areas. Essential Element C (Management and Program Accountability) was the weakest area in FY 04's self-assessment and significant improvements were made in this area during FY 05.

The Action Plans to address the 18 identified program deficiencies (Part H) were developed in accordance with EEOC and DHS requirements. Given that a number of the measures in the Self Assessment were inter-related, action plans were created to address multiple deficiencies. For example, in the area of dissemination of the Reasonable Accommodation policy and manager/supervisor training for Reasonable Accommodation procedures, these issues were combined into a single EEO Action Plan. In addition to the Action Plans for this year, Action Plans for items completed from last year's report are also included.

Monitoring progress is key to successful implementation of the items found in this report—both for the Self-Assessment Checklist and for the Action Plans (Parts H and I). The Coast Guard Self Assessment Team, comprised primarily of members from Human Resources and Civil Rights, meets at least quarterly to monitor implementation of the EEO Action Plans. In addition, we are monitoring progress through effectiveness indicators derived from the self-assessment.

The Coast Guard civilian workforce includes 7,247 permanent and temporary civilian employees and 1,564 non-appropriated fund employees. The workforce profiles indicate that women and Hispanics within the Coast Guard civilian workforce are below that of Civilian Labor Force (CLF). Hispanic men and women are 3.1% and 2.9% below the CLF, respectively. Hispanic male representation has improved since last year. A review of our critical occupations indicates that: for Contract Specialist (series 1102) Hispanic men and women and white men are below the appropriate Occupational CLF; and for Information Technology Specialist (series 2210) positions, Hispanic men and women and Asian men and women are below the appropriate Occupational CLF.

Women comprise 35.5% of the total Coast Guard civilian workforce, which is below the CLF of 46.8%. Women only comprise 24.1% of the senior GS 13-15 grades and efforts are underway to bring this percentage in line with the overall percentage of women in the Coast Guard's workforce. Although women are well established within the critical occupations of series 1102 and 2210, there are disparities among the various race and national origin groups. Women are below the appropriate occupational CLF numbers in the following occupational categories: Officials and Managers (1), Professionals (2), Technicians (3), Craft Workers (6), Operatives (7), Laborers and Helpers (8), and Service Workers (9).

The Coast Guard will focus on improving Hispanic and female representation with increased targeted recruitment efforts, including an emphasis on our critical occupations for Hispanic men and women; increased number of career ladder positions and conversion of more personnel in the Student Career Experience Program into permanent positions. For improvements to the representation of women there will be targeted recruitment with an emphasis on vacancies for GS 13 - GS 15 positions and in vacancies in the Professional occupational category.

The Coast Guard has improved our employment of individuals with targeted disabilities, with 0.8% of our workforce with a targeted disability (up from 0.7% last year, but below the Federal-high rate of 2.27%). Total employment of individuals with disabilities has increased from 7.9% to 8.2%. This area will remain a focus.

The EEO Action Plans to address barriers to EEO (Part I) were developed through analysis of workforce statistics, complaints data, and discussions with program owners familiar with EEO and HR programs, practices and procedures. There was a particular focus on the disparity of Hispanics and individuals with targeted disabilities compared to the CLF, as well as grade distribution of women and all minority groups. There were a few barriers identified, including:

- Lack of conversion of Student Career Experience Program positions into permanent positions,
- Majority of positions are filled at the full performance level limiting the applicant pools, and
- Lack of awareness of available resources for the employment of individuals with disabilities.

The Coast Guard will continue to use this process to strive for a barrier free workplace and a model EEO program.

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

I, Jack R. Smith, Captain, Acting Director, Office of Civil Rights am the

Principal EEO Director/Official for United States Coast Guard

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 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.

CAPT J. R. Smith  
Acting Director, Office of Civil Rights  
U.S. Coast Guard

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

Date

RDML R. S. Branham  
Acting Chief of Staff  
U. S. Coast Guard

Signature of Agency Head or Agency Head Designee

Date

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

**LEVEL 2: USCG SELF-ASSESSMENT CHECKLIST**

November 30, 2005

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	1. The Agency Head was installed on <b>July, 2002</b> . The EEO policy statement was issued on <b>January 2003</b> . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	2. During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.	X		
	3. Are new employees provided a copy of the EEO policy statement during orientation?	X		
	4. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief

 <b>Measures</b>		Yes	No	<b>explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
5.	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
6.	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
7.	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>	X		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
8.	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
9.	resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
	address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		 <b>Formatted: Bullets and Numbering</b>
	support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		 <b>Formatted: Bullets and Numbering</b>
	ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		 <b>Formatted: Bullets and Numbering</b>

ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X			←----- Formatted: Bullets and Numbering
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X			←----- Formatted: Bullets and Numbering
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X			←----- Formatted: Bullets and Numbering
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X			←----- Formatted: Bullets and Numbering
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X			←----- Formatted: Bullets and Numbering
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			CG Equal Opportunity Manual and Commandant Instructions are used to inform the workforce.	
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X	The instruction is in the final draft and is scheduled for release in FY06.	Formatted: Bullets and Numbering
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X	Continuing training to be provided in FY 06.	Formatted: Bullets and Numbering

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

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

Compliance Indicator	The reporting structure for the EEO Program provides the Principal	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM
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 <b>Measures</b>	<b>EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Yes</b>	<b>No</b>	<b>715-01 PART H to the agency's status report</b>
<p>Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b>            For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)</p>	<p>X</p>			 <b>Formatted: Bullets and Numbering</b>
<p>Are the duties and responsibilities of EEO officials clearly defined?</p>	<p>X</p>			 <b>Formatted: Bullets and Numbering</b>
<p>Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?</p>	<p>X</p>			 <b>Formatted: Bullets and Numbering</b>
<p>If the agency has 2<sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?</p>	<p>X</p>			 <b>Formatted: Bullets and Numbering</b>
<p>If the agency has 2<sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?</p>	<p>X</p>			 <b>Formatted: Bullets and Numbering</b>
<p>If not, please describe how EEO program authority is delegated to subordinate reporting components.</p>	<p style="background-color: black; color: black;">[REDACTED]</p>	<p style="background-color: black; color: black;">[REDACTED]</p>		
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM</b>	

 Measures	<b>EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	Yes	No	<b>715-01 PART H to the agency's status report</b>
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X			 Formatted: Bullets and Numbering
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?	X			 Formatted: Bullets and Numbering
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?	X			 Formatted: Bullets and Numbering
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?	X			 Formatted: Bullets and Numbering
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>		X		 Formatted: Bullets and Numbering

Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		Formatted: Bullets and Numbering
<b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?			X	Efforts to obtain adequate funding are on-going within the budget process. Formatted: Bullets and Numbering
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?			X	Efforts to improve are on-going. Formatted: Bullets and Numbering
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?				Formatted: Bullets and Numbering
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		Formatted: Bullets and Numbering
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204			X	CG Atlantic Area to appoint HEPM in FY06. Formatted: Bullets and Numbering
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709			X	CG Atlantic Area to appoint PWDPM in FY06. Formatted: Bullets and Numbering
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO		X		Formatted: Bullets and Numbering

guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?				
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		 <b>Measures</b>	<b>Yes</b>	
	Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X	Efforts to improve data collection and tracking systems are on-going. 
	Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X		
	Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
	Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		
	Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X	The Civil Engineering FY05 Section 508 report indicates that 74 administrative facilities were upgraded to meet UFAS compliance to-date. This represents 63% of all administrative facilities in compliance with UFAS. The FY-05 goal was set at 72%, hence a short-fall of 9%. 
	Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
	Is there sufficient funding to ensure the prominent posting of written materials in	X		

all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]			
Is there sufficient funding to ensure that all employees have access to this training and information?	X		← --- Formatted: Bullets and Numbering
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		← --- Formatted: Bullets and Numbering
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		← --- Formatted: Bullets and Numbering
to provide religious accommodations?	X		← --- Formatted: Bullets and Numbering
to provide disability accommodations in accordance with the agency's written procedures?	X		← --- Formatted: Bullets and Numbering
in the EEO discrimination complaint process?	X		← --- Formatted: Bullets and Numbering
to participate in ADR?	X		← --- Formatted: Bullets and Numbering

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**  
**This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.**

→ Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
	Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	x		
	Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?	x		
→ Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
	Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?	X		
	Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the		X	

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program by all groups?						
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?					X	Formatted: Bullets and Numbering
<b>→ Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>		
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>			
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?					X	Formatted: Bullets and Numbering
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?					X	Formatted: Bullets and Numbering
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?						No final findings of discrimination have occurred in the past two years. Formatted: Bullets and Numbering
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.						
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?					X	Formatted: Bullets and Numbering
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?					X	Analysis of accommodation decisions will begin as requests are centrally received. Formatted: Bullets and Numbering

### Essential Element D: PROACTIVE PREVENTION

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

➡ Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
➡ Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X			← ----- Formatted: Bullets and Numbering
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			← ----- Formatted: Bullets and Numbering
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X			← ----- Formatted: Bullets and Numbering
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			← ----- Formatted: Bullets and Numbering
66. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X			← ----- Formatted: Bullets and Numbering
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X			← ----- Formatted: Bullets and Numbering
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X			← ----- Formatted: Bullets and Numbering

<b>Compliance Indicator</b>	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
Are all employees encouraged to use ADR?		X		Formatted: Bullets and Numbering
Is the participation of supervisors and managers in the ADR process required?		X		Formatted: Bullets and Numbering

**Essential Element E: EFFICIENCY**

Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

<b>Compliance Indicator</b>	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?			X	Formatted: Bullets and Numbering
Has the agency implemented adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X	Formatted: Bullets and Numbering
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		Formatted: Bullets and Numbering

Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			← - - - - Formatted: Bullets and Numbering
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			← - - - - Formatted: Bullets and Numbering
<b>→ Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>		
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			← - - - - Formatted: Bullets and Numbering
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			← - - - - Formatted: Bullets and Numbering
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X			← - - - - Formatted: Bullets and Numbering
If yes, briefly describe how: Timeframes for investigations, and sanctions, are contained in the contract.					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			← - - - - Formatted: Bullets and Numbering

Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			←----- Formatted: Bullets and Numbering
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>	<b>No</b>		
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			←----- Formatted: Bullets and Numbering
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?			X	Timely EEO counseling and reporting continues to be a challenge. This process will be reviewed in FY06.	←----- Formatted: Bullets and Numbering
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			←----- Formatted: Bullets and Numbering
Does the agency complete the investigations within the applicable prescribed time frame?			X	Most investigations are completed within the prescribed time frame. The process will be streamlined in FY 06 to reduce investigation times.	←----- Formatted: Bullets and Numbering
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?				N/A, completed by the Department of Homeland Security.	←----- Formatted: Bullets and Numbering
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			←----- Formatted: Bullets and Numbering
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such		X			←----- Formatted: Bullets and Numbering

agreements?					
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			← --- Formatted: Bullets and Numbering
 <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>	<b>No</b>		
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			← --- Formatted: Bullets and Numbering
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X			← --- Formatted: Bullets and Numbering
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X			← --- Formatted: Bullets and Numbering
Does the responsible management official directly involved in the dispute have settlement authority?		X			← --- Formatted: Bullets and Numbering
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>	<b>No</b>		
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X			← --- Formatted: Bullets and Numbering
Does the agency provide reasonable		X			← --- Formatted: Bullets and Numbering

resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?					
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			← --- Formatted: Bullets and Numbering
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			← --- Formatted: Bullets and Numbering
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			← --- Formatted: Bullets and Numbering
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	Have started collecting applicant flow data; will begin analysis in FY 06	Formatted: Bullets and Numbering
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			← --- Formatted: Bullets and Numbering
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>	<b>No</b>		
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X			← --- Formatted: Bullets and Numbering
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			← --- Formatted: Bullets and Numbering
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?				N/A, Performed by DHS	Formatted: Bullets and Numbering

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

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

 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
104. Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
105. Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
106. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
107. Are procedures in place to promptly process other forms of ordered relief?		X		

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 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
108. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		x		
<p>If so, please identify the employees by title in the comments section, and state how performance is measured.</p>				<ul style="list-style-type: none"> <li>• Deputy Director for Civil Rights</li> <li>• Team Leader, Investigations and Response Team</li> <li>• Formal Complaints Program Manager</li> <li>• Coast Guard Atlantic Area Civil Rights Director</li> <li>• Coast Guard Pacific Area Civil Rights Director</li> <li>• Coast Guard HQ Area Civil Rights Director</li> </ul> <p>Compliance is measured as part of employees annual Performance Appraisal.</p>
109. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
<p>If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.</p>				
110. Have the involved employees received any formal training in EEO compliance?		X		
111. Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		
112. Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		
113. Awards: A narrative statement by an appropriate agency official stating the dollar		X		

amount and the criteria used to calculate the award?			
114. Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
115. Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
116. Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
117. Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
118. Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
119. Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
120. Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
121. Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
122. Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
123. Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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Footnotes:

1. See 29 C.F.R. § 1614.102.

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

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #3,4</b>	<b>FY 04 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<u>Essential Element A: Demonstrated Commitment from Agency Leadership</u> 1. New employees are currently not provided a copy of the EEO policy statement during orientation. 2. Employees promoted into the supervisory ranks are not currently provided a copy of the EEO policy statement.	
OBJECTIVE:	Provide EEO Policy Statements as part of an employee's entrance into a new position—either as a new employee or a new supervisor.	
RESPONSIBLE OFFICIAL:	Office of Civilian Personnel, (CG-121)	
DATE OBJECTIVE INITIATED:	11/1/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	8/31/05	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
EEO Policy Statement to be included in overall new employee orientation package	Completed	
EEO Policy Statement to be included with official notification of selection to new supervisor	Completed	
G-WPX (NAF) will change process to include statements to new supervisors during training	Completed	
G-WPX (NAF) will change process to include statements to new employees	Completed	
Review potential processes to include new military supervisors (of civilians)	Completed	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
All activities completed.		

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #18, 19</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<u>Essential Element A: Demonstrated Commitment from Agency Leadership</u> 1. Procedures for Reasonable Accommodation for individuals with disabilities have not been disseminated during orientation and by placing such information on the Intranet. 2. Managers and supervisors have not been trained on their responsibilities under the procedures for reasonable accommodation.	
OBJECTIVE:	To formalize Coast Guard specific procedures for reasonable accommodations in accordance with the DHS procedures, by creating a Coast Guard Commandant Instruction and then disseminate this information to all employees and supervisors through orientation and/or specific training.	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR) Office of Civilian Personnel (CG-121)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/05	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Finalize Coast Guard Instruction Re: Reasonable Accommodation Process for individuals with disabilities	2/28/06	
Disseminate new procedures via Commandant (G-C) ALCOAST (Coast Guard-wide message system) and placing on Intranet site available to all employees.	2/28/06	
Identify methods of providing training for supervisors and managers	Completed	
Provide information regarding the procedures during new employee orientation	5/31/06	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
Draft instruction has been completed and will be sent to DHS for review before publication. Continuing training for managers and supervisors.		

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #22</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<u>Essential Element B: Integration of EEO Into the Agency's Strategic Mission</u> Many collateral duty EEO Officials, primarily EEO Counselors and Special Emphasis Program Managers do not have the knowledge and/or training to carry out the duties and responsibilities of their positions.	
OBJECTIVE:	To increase the percentage of collateral duty EEO officials that receive training for their positions to ensure EEO officials have the knowledge and/or training necessary to carry out their duties.	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/07	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Increase the number of EEO Counselors trained to 75% CG Civil rights program managers conducted a training needs assessment for EEO counselors nationwide. All Counselors have received their initial 40 hours of required training and their 8 hour refresher training.	Completed	
Increase the number of EEO Counselors trained to 100% This goal has already been met. CG CR program managers will continue to conduct annual review of training needs to ensure requirements for quality counselor services are met.	Completed	
Begin tracking number of SEPMS trained	Completed	
Increase the number of SEPMS trained to 50%	Completed	
Increase the number of SEPMS trained to 75%	Completed	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE All activities have been completed.		

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #27</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO Program officials are not currently present during agency deliberations prior to decisions regarding vacancy projections, succession planning, and selections for training/career development opportunities.	
OBJECTIVE:	To integrate EEO Program Officials into agency deliberations effecting civilian workforce changes.	
RESPONSIBLE OFFICIAL:	Human Resources Directorate, (CG-1) Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Completed	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Identify key meetings for deliberations on workforce changes and create working list	Completed	
Create process for integrating EEO Officials into such meetings—through mutual agreement of HR and EEO officials	Completed	
Utilize this process to ensure integration of EEO Officials into such meetings.	Completed	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> All activities have been completed. Civil Rights and Human Resources staffs plus other CG officials meet quarterly to deliberate on policy initiatives, outreach and on MD-715. A member of the Civil Rights staff attends monthly recruiting meetings with Human Resources. Focus is on diversity.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #29</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Management/personnel policies, procedures and practices are not examined at regular intervals to assess whether there are hidden impediments to the realization of EO for any group of employees or applicants.	
OBJECTIVE:	Management/Personnel policies, practices and procedures made free of barriers, through regular examination of policies, procedures and practices.	
RESPONSIBLE OFFICIAL:	Office of Civilian Personnel, (CG-121) Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	1 February 2005	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	31 March 2006	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Examine hiring, promotions, other internal selections, and attainment of supervisory and management positions for barriers.	31 March 2006	
Review EEO complaints, meet and discuss with EEO and HR Staff	31 March 2006	
Review grievances and adverse actions, meet and discuss with EEO and HR Staff	31 March 2006	
Review monetary awards, meet and discuss with EEO and HR Staff	31 March 2006	
Design corrective plan to address the identified cause of barriers	31 March 2006	
Establish measures of success	31 March 2006	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> The Investigations and Response Team prepared statistical summaries of civilian informal and formal discrimination complaint activity for mid- and end of FY 03, 04 & 05; by Area, issue, and basis. Review process has been established and will commence second quarter FY06		

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #31 &amp; 32</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO Director does not have the funding necessary to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate barriers to the realization of EEO. The EEO program is not allocated sufficient personnel resources to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system.	
OBJECTIVE:	Advocate for an increase funding to ensure implementation of agency action plans to improve EEO program efficiency	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/08	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Continue to advocate for increased funding for Civil Rights programs and new field infrastructure	9/30/08	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Two additional billets and additional field funding was obtained for FY 06 to provided additional training and conduct unit assist visits. This action plan will be ongoing for years as the Coast Guard works within the federal budget constraints.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #34 &amp; 35</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Hispanic Employment Program and People with Disability Program are not sufficiently staffed. Currently one Special Emphasis Program Manager handles all three programs (FWP, HEP, PWD). The requirements of PWD are not being adequately met.	
OBJECTIVE:	Identify program and/or staffing improvements/recommendations to adequately fulfill the requirements of this position.	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	06/30/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Conduct workload analysis for SEP regarding PWD Program.	Completed	
Identify recommendations for improving program delivery, including funding implications	6/30/06	
Appoint a Hispanic Employment Program Manager for CG Atlantic Area.	6/30/06	
Appoint a People With Disabilities Program Manager for CG Atlantic Area.	6/30/06	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE The workload analysis of the overall SEP program is complete and job descriptions are being revised to reflect the workload providing part of an additional FTE to assist with the PWD program.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #37</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There are not sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems.	
OBJECTIVE:	Improve data collection and tracking systems so that information can be obtained on a regional and specific location basis.	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR) Office of Civilian Personnel (CG-121)	
DATE OBJECTIVE INITIATED:	11/30/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	06/30/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Identify fields in National Finance Center personnel data that will provide the required granularity.	3/31/06	
Institute regular data access for Civil Rights Staff to prepare analysis reports.	6/30/06	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE In FY 05, the Coast Guard converted to the National Finance Center for its civilian personnel data system. Efforts to adjust to the new system are ongoing.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #41</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Major renovation projects to ensure compliance with Uniform Federal Accessibility Standards are not completed in a timely manner.	
OBJECTIVE:	Administrative facilities Section 504 compliance	
RESPONSIBLE OFFICIAL:	Office of Civil Engineering (CG-43)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2009	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
72% of administrative facilities will be in compliance	FY2005	
79% of administrative facilities will be in compliance	FY2006	
86% of administrative facilities will be in compliance	FY2007	
93% of administrative facilities will be in compliance	FY2008	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> The Civil Engineering FY05 Section 504 report indicates that 74 administrative facilities were upgraded to meet UFAS compliance to-date. This represents 63% of all administrative facilities in compliance with UFAS. The FY-05 goal was set at 72%, hence a short-fall of 9% points. The Civil Engineering Program Annual Performance Plan projects 100% compliance by the end of FY08. However, being an unfunded mandate, more resources need to be allocated to meet the target date or the target date needs to be moved further ahead.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #53</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Time-tables have not been established by the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups.	
OBJECTIVE:	Revised Merit Promotion Plan free of barriers to full participation.	
RESPONSIBLE OFFICIAL:	Office of Civilian Personnel, (CG-121)	
DATE OBJECTIVE INITIATED:	30 September 2006	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Analyze Workforce Statistics, identify triggers (e.g., lack of promotions of specific groups to mid-level and senior-level positions. Review process on promotions, reassignments, attainment of supervisory positions, employee recognition, adverse actions, and grievances. We will continue to review data each fiscal year for possible triggers that may indicate that our policies, procedures and practices are creating barriers.	Quarterly MD-715 Meetings	
Review non-selection complaints. Discuss with EEO and Human Resources Staff.	Quarterly MD-715 Meetings	
Review grievances and adverse actions, meet and discuss with EEO and HR staff	Done	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Regular reviews of the policy and procedures have begun and are continuing with quarterly meetings.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #54</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Schedules have not been established to review Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups.	
OBJECTIVE:	Employee Recognition Awards Program free of barriers to full participation by all groups.	
RESPONSIBLE OFFICIAL:	Office of Civilian Personnel, (CG-121)	
DATE OBJECTIVE INITIATED:	1 February 2005	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	1 January 2007	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Determine existence, identify source and/or availability of Employee Recognition Awards Program statistics/data for both monetary and non-monetary awards	Completed	
Work with DHS to determine whether new tracking system availability for analysis	1 January 2007	
CG-121 will: <ul style="list-style-type: none"> <li>• Determine NAF data fields needed</li> <li>• Meet with ADP to have fields created and discuss costs</li> <li>• Implement new fields</li> </ul>	1 January 2007	
Begin to analyze Employee Recognition Awards Program statistics/data, identify triggers (e.g., lack of recognition of specific groups of individuals) on a quarterly basis	1 January 2007	
Review complaints and/or results of statistics/data analysis	1 January 2007	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Availability of data is very limited, efforts will continue to revise data collection and tracking so analysis can begin.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #55</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Schedules have not been established for to review Employee Development/Training Programs for systemic barriers that may be impeding full participation in the program by all groups.	
OBJECTIVE:	Create schedule to review Employee Development/Training Programs on a quarterly basis	
RESPONSIBLE OFFICIAL:	Human Resources Directorate, (CG-1)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3/31/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Determine existence, identify source and/or availability of Employee Development/Training statistics/data	3/31/06	
Create a quarterly schedule to begin to track the participation of groups in various sources of training and training opportunities.	3/31/06	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Availability of data is very limited, efforts will continue to determin if revision of the data collection and tracking system is feasible.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #57</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Employees, supervisors and managers have not been informed as to the penalties for being found to perpetrate discriminatory behavior.
OBJECTIVE:	To ensure that all employees, supervisors and managers have been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis.
RESPONSIBLE OFFICIAL:	Human Resources Directorate, (CG-1) Office of Civil Rights, (G-CR)
DATE OBJECTIVE INITIATED:	11/30/04
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Completed

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
CG-1 will ensure that new employees are provided this information as part of new employee orientation.	Completed
CG-121 will provide this information during new employee orientation and during Annual Personnel Training	Completed
CG-121 will ensure that penalties will be available on intranet site for reference for all employees, managers and supervisors.	Completed
G-CR will disseminate ALCOAST (electronic message) to raise awareness of penalties and identify where more information can be obtained.	Completed

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE  
All activities completed.

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #60</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Disability Accommodation decisions/actions are not currently reviewed to ensure compliance with written procedures, nor is there a tracking system.	
OBJECTIVE:	To create a disability accommodation reporting system and begin systematically tracking such decisions.	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Disseminate Report Forms for Reasonable Accommodation Requests	Completed	
Collect this information centrally as requests are generated	9/30/06	
Begin to review and analyze results to ensure compliance with written procedures	9/30/06	
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p> <p>The Coast Guard has implemented a contractual service agreement with the Department of Transportation, Disability Resource Center (DRC). The DRC provides the Coast Guard with a variety of reasonable accommodation services and products such as assistive technology, interpretive services, advice on identifying needs, options for reasonable accommodations, and on a limited basis disability/awareness and sensitivity training. On September 5, 2005, an ALCOAST message was disseminated to all Coast Guard commands and units advising them to continue using the online DRC reasonable accommodation requests forms.</p>		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) # 67, 68</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Trend analyses are not currently conducted on workforce compensation and reward system or for the effects of management/personnel policies, procedures and practices to assess whether there are hidden impediments to the realization of EO for any group of employees or applicants.	
OBJECTIVE:	Examine management/personnel policies, procedures and practices on a quarterly basis (to include trend analyses), utilizing a standing MD-715 Assessment Team.	
RESPONSIBLE OFFICIAL:	Office of Civilian Personnel (CG-121) Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Level 2 MD-715 assessment team will continue to be comprised of members from CG-1 and G-CR, to include the AEP Manager, Special Emphasis Program Manger, Selective Placement Coordinator, and other HR professionals as needed.	Completed	
Create schedule and process for conducting quarterly MD-715 Assessment Team update meetings to discuss: Policies/practices and methods MD-715 Action Plans Progress Conduct trend analyses on management/personnel policies, procedures and practices Conduct trend analyses on workforce compensation and reward system.	Completed	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE All activities completed. Level 2 MD-715 assessment team continues to meet and discuss barriers, deficiencies and progress on an as-needed basis. Formal quarterly meetings are scheduled in which program managers in CG-121 and G-CR review and discuss concerns, initiatives and upcoming events and activities.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #71 &amp; 72</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The EEO Office does not employ personnel with adequate training and experience to conduct the analyses required by MD-715. There is not an adequate data collection and analysis systems that permit tracking of the information required by MD-715.	
OBJECTIVE:	Complete full-time staffing implementation plan. Obtain adequate data collection and analysis systems via DHS	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	11/30/04	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Replace part-time EEO Officials with full-time staff per the Coast Guard's Civil Rights Top-to-Bottom Review implementation plan.	9/30/10	
Continue to work with DHS to provide information necessary for DHS-wide solution.	9/30/06	
Obtain data granularity to provide the field Civil Rights Directors with field specific data.	9/30/06	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Two FTE obtained for FY 06 full-time positions. Plans call for the following FTE additions: FY 07 – 2 FTE, FY 08 – 3 FTE, FY 09 – 2 FTE, and FY 10 – 1 FTE. Received a complete listing of all CG civilian personnel in Nov 05. Will use this to analyze how to separate information by region and specific location.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #82</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The agency does not provide timely EEO counseling within 30 days of the initial request or within an agreed upon estension in writing, up to 60 days.	
OBJECTIVE:	To promote consistent compliance with informal pre-complaint procedures, including timely provision of counseling services, throughout the Coast Guard.	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	10/01/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3/31/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Draft and disseminate procedural guidance document and sample forms and letters, consistent with EEOC regulations and the Coast Guard's Equal Opportunity Manual, for use by Civil Rights Service Providers (CRSPs) responsible for administering the informal pre-complaint program in the field.	Completed	
Provide hands-on training re: informal pre-complaint procedures to CRSPs in the field and CRSP trainees at the Defense Equal Opportunity Management Institute (DEOMI).	9/30/06	
Bring field CRSPs online for real-time entry of informal pre-complaint case data in departmental EEO complaint tracking database.	9/30/06	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Written guidance has been disseminated. Team members presented informal pre-complaint process training modules at collateral duty Civil Rights Training courses on the east and west coasts in May, June, and September of 2005. Training has continued through November and December 05 and the final visits are planned for January 06. Training on the use of EEO Eagle Complaint Management System is being provided to field personnel.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #84</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The agency does not complete investigations within the applicable prescribed time frame.	
OBJECTIVE:	To ensure that the Coast Guard complies with regulatory timelines for completion of investigations and issuance of Reports of Investigation to complainants (ROIs).	
RESPONSIBLE OFFICIAL:	Office of Civil Rights, (G-CR)	
DATE OBJECTIVE INITIATED:	10/1/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3/31/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Provide feedback and quality assurance to contract investigators through the Formal Complaint Program Manager's review of investigators' investigative plans and preliminary ROIs to ensure compliance with the contract statement of work.	Ongoing	
Disseminate a procedural guidance document and sample forms and letters, consistent with EEOC regulations and the Coast Guard's Equal Opportunity Manual, for use by Area Civil Rights Directors responsible for drafting acceptance and draft-dismissal letters, and for facilitating contacts between investigators and Coast Guard witnesses and custodians of Coast Guard records.	3/31/06	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> The Formal Complaint Program Manager is providing quality assurance on the contract investigations. The majority of investigations has been completed within the 180-day regulatory period or within the periods the regulations allow for amendments to complaints or for extensions granted with the parties' written consent. Development of Procedural Guidance on Formal Complaint Processing for Area Civil Rights Directors is on schedule.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>Part G Question(s) #98</b>	<b>FY 05 U.S. Coast Guard, Department of Homeland Security</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Recruitment efforts are not analyzed to identify potential barriers in accordance with MD-715 standards	
OBJECTIVE:	Development of a tracking system to analyze and remove barriers to the recruitment and selection of diverse candidates	
RESPONSIBLE OFFICIAL:	Office of Civilian Personnel (CG-121)	
DATE OBJECTIVE INITIATED:	10/1/05	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/06	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Use the QuickHire automated web-based staffing and recruiting service to implement a system to measure Race and National Origin (RNO) People With Disabilities (PWD), and gender of all applicants	Completed	
Develop reports to measure RNO, PWD and gender data of all applicants	9/30/06	
Develop reports to measure RNO, PWD, and gender data for applicants referred on certificates	9/30/06	
Develop reports to measure RNO, PWD, and gender data for applicants not referred on certificates and reason for non- referral	9/30/06	
Partner with marketing companies to determine the diversity of individuals browsing the COAST website, by linking the marketing diversity statistics to those of Quickhire	9/30/06	
CG-121 will: <ul style="list-style-type: none"> <li>• Discuss fields and costs</li> <li>• Create system and appoint a program manager</li> </ul>	3/31/06	

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
US Coast Guard	FY 05	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The disparity between Hispanic men and women in the Coast Guard civilian workforce and the civilian labor force (CLF) is significant. Hispanic men comprise 3.03% of the CG civilian workforce compared to 6.2% of the CLF. Hispanic women comprise 1.58% of the CG civilian workforce compared to 4.5% of the CLF.</p> <p>A review of the participation rates for critical occupations, including series 1102 and 2210, also shows Hispanic men and women are below the respective occupational CLF.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed workforce statistics Reviewed recruitment statistics Reviewed complaint statistics</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The Coast Guard fills a majority of positions at the full performance level with civilians from other Federal agencies and Coast Guard retired military members. Hispanics are underrepresented in both applicant pools.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To utilize effective methods to increase representation of Hispanics in the applicant pool, primarily through an increase of career ladder positions announced as a percentage of all vacancy announcements and increase use of entry level hiring programs, with an emphasis on critical occupations.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Office of Civilian Personnel (CG-121)	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	10/1/04	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	9/30/06	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Identify lawful methods to encourage management to fill positions below the full performance level.	Completed	
Target recruitment for vacancies which receive inadequate numbers of applications from Hispanics—with an emphasis on critical occupations 2210 and 1102.	Completed	
Fully utilize the Career Entry-Level Opportunity (CEO) billets within the Coast Guard, giving priority to occupational series 1102.	Completed	
Increase the number of career ladder positions announced as a percentage of all vacancy announcements to increase the number of Hispanics in the applicant pool.	9/30/06	
Assess effectiveness of increasing career ladder positions as a means to increase Hispanic participation and adjust plan as necessary to achieve objective.	9/30/06	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> In FY05 Coast Guard did the following in order to address this barrier:</p> <ol style="list-style-type: none"> <li>1. Developed a document that outlined the entry level hiring authorities as a tool for HR Specialists to use in advising management regarding the authorities. Issued the Career Entry-Level Opportunity Program Commandant Instruction which provides an explanation of many entry level hiring authorities.</li> <li>2. Utilized Career Development Programs <ol style="list-style-type: none"> <li>a. Federal Career Internship Program - 3 hires were made in FY05 under this program; 1 hire was Hispanic.</li> <li>b. Career Entry-Level Opportunity Program (CEO)- Centrally Funded billets to encourage Commands to use existing entry-level hiring programs (Federal career intern, student employment, upward mobility) to attract talented, diverse, and high quality civilian employees into the Coast Guard. As an incentive to build this pipeline, 20 billets have been allocated for use. Vacancy announcements for these entry-level hiring opportunities were provided to Hispanic colleges and universities and in the hirediversity.com website. As of 08-30-2005, 15 of the 20 billets were encumbered. Three of the 16 participants are Hispanic.</li> <li>c. MSI - 1 Hispanic was hired</li> <li>d. Special Emphasis Programs (Student Career Experience Program, Student Temporary Employment Program, Summer Employment Program) - For FY05, 249 were hired, of which 14 were Hispanic. For FY04, 192 were hired, of which 14 were Hispanic.</li> </ol> </li> </ol>		

3. Recruitment Outreach

- a. Translated our civilian recruitment brochures into Spanish.
- b. Met monthly with the Coast Guard Hispanic Employment Program Manager regarding outreach methods and utilizing recruitment tools.
- c. Utilized job posing web sites Latpro and Latinos for Hire for Hispanic outreach.
- d. Utilized ADNET for MSI program in providing internships to Hispanic students.
- e. Placed advertisements in the following magazines:

Catalina Magazine

Latina Style

United States Hispanic Leadership Institute Magazine

Society of Hispanic Professional Engineers Magazine

Hispanic Engineers National Annual Awards Conference Viva Tech. Magazine

HACU's program magazine "The Voice"

Hispanic Business Magazine

4. Participated in the following events to market Coast Guard opportunities within the Hispanic Community:

Society of Hispanic Professional Engineers

Sponsored a reception during HACU's capital forum in Washington, DC

National Council of La Raza in Phoenix, AZ

League of United Latin American Citizens in San Antonio, TX

Latinos for Hire Career Fair in Los Angeles, CA

National Image Inc. in Albuquerque, NM

American GI Forum in Anaheim, CA

National Hispanic Women's Corporation in Phoenix, AZ

HACU 18<sup>th</sup> National Conference in Miami, FL

Hispanic Engineers National Annual Awards Conference in Pasadena, CA

Casa De Maryland Annual Career Fair in Silver Spring, MD

National Annual Hispanic Year book reception

Centro de La Comundiad Career fair in Baltimore, MD

Hispanic Aposolate career fair in Baltimore, MD

National Society of Hispanic MBA's in Dallas, TX

Congressional Hispanic Caucus Institute career and public policy conference

Attended Latina Style Magazine honor of Hispanic military members

United States Hispanic Leadership Institute in Chicago, IL

Our data shows that 7 percent of civilian applicant pool is Hispanic. This is an upward trend from 6 percent in FY03 and 4 percent in FY02. As of 9/30/05 the Hispanic representation in the Coast Guard was 3.95%. While we have taken many steps to eliminate the barrier, we will continue our active recruitment of Hispanics in FY06.

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
US Coast Guard	FY 05	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Women comprise 35.5% of the CG civilian workforce, compared to the 46.8% in the Civilian Labor Force (CLF). Women represent 35.3% of the Professional Occupational category, compared to the Relevant Civilian Labor Force (RCLF) of 53.7%.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed workforce statistics— The Professional occupational category includes engineers (the 800 series), which is one of the Coast Guard's most populous series. It also includes a number of GS-13 through GS-15 positions.</p> <p>Reviewed recruitment activities— The Coast Guard recruits at the full performance level for engineers, a predominately male applicant pool.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Coast Guard practice has been to hire at the full performance level in the Professional category which includes engineering positions. The qualified applicant pool consists primarily of Federal civilian employees and prior Coast Guard military members which is predominately male.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase the percentage of women in the applicant pool for vacancies in the Professional occupational group—through outreach activities, and targeted recruitment for women engineers.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Office of Civilian Personnel (CG-121)</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>2/15/05</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>9/30/06</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Identify sources of potential applicants, such as professional women's engineering groups	Completed	
Identify engineering programs at schools with high percentages of women engineers, for marketing Student Career Experience Program opportunities.	06-30-06	
Utilize professional women's engineering groups and schools to target recruitment activities.	09-30-06	
Research the potential benefits of creating an MOU with a school or professional organization to target women engineers.	09-30-06	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>The Coast Guard attended various conferences and job fairs throughout the U.S. that were sponsored by and for women. The majority of the events that we attended were sponsored by the Women for Hire organization (in such cities as Washington, DC, San Diego, Los Angeles, Dallas, Houston, Atlanta, Boston and Tampa). At all of the events we were able to educate and inform the participants by handing out civilian careers brochures, various Federal employment benefits information, promotional items, and our business cards. Also, for each individual that gave us a resume with a functioning email address, we were able to send out the informational handouts on federal resumes, KSA's, OF-510, etc. In FY05, the Coast Guard hired 347 women (36% of our new hires). Of these, 70 women (20%) were hired in professional occupations.</p> <p>We will continue to seek out women's organizations and associations that have annual conferences or job fairs so that we can participate in any sponsored capacity to inform participants of the professional, administrative, technical, IT and wage grade employment opportunities at the CG.</p>		

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
US Coast Guard	FY 05	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The disparity between Hispanic men and women in the Coast Guard civilian workforce and the civilian labor force (CLF). Hispanic men comprise 2.79% of the CG civilian workforce compared to the CLF of 6.2%. Hispanic women comprise 1.63% of the CG civilian workforce compared to the CLF of 4.5%.</p> <p>A review of participation rates for critical occupations, including series 2210 and 1102, also show imbalances for Hispanic men and women.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed workforce statistics Reviewed recruitment activities Reviewed complaint statistics</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Although Hispanic participation in various Coast Guard career entry programs (e.g. Student Career Experience Program or Career Entry-Level Opportunity program) is better than the rest of the civilian workforce, Coast Guard practice has resulted in very few participants converting to Career Appointments. This is because there is rarely a match between the qualifications of the individual placed in a career entry program and a position vacancy in the specific Command.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase the percentage of conversions of personnel in the Student Career Experience Program into permanent positions.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Office of Civilian Personnel (CG-121)</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>10/1/04</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>9/30/06</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Identify methods to encourage management to fill positions below the full performance level, with primary emphasis on the critical occupations, 1102 and 2210.	Completed	
Monitor SCEP hires and their retention in the Coast Guard, to include an analysis of hires and retention rates for the critical occupations.	09/30/06	
Increase the number of conversion to Career Conditional Appointments of employees serving in SCEP appointments	06/30/06	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>Developed a document that outlined the entry level hiring authorities as a tool for HR Specialists to use in advising management regarding the authorities. Issued the Career Entry-Level Opportunity Program Commandant Instruction which provides an explanation of many entry level hiring authorities.</p> <p>Beginning with our FY05 data we will track retention and conversion of each student hired under SCEP.</p>		

<b>EEOC FORM 715-01 PART I</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
US Coast Guard	FY 05	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Disparity between women, all minority groups and individuals with disabilities with respect to grade distribution, specifically in the GS 13-15 grades.	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Workforce Statistics (grade distribution) Complaints Data Career Development Program "Ownership"	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Career Development for Coast Guard civilians is decentralized and therefore no one "owns" it. This means that no one is tracking career development opportunities and/or participation from an EEO perspective.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To create a career development program that proactively encourages and tracks participation of women, all minority groups and individuals with disabilities.	
<b>RESPONSIBLE OFFICIAL:</b>	Human Resources, CG-1	
<b>DATE OBJECTIVE INITIATED:</b>	10/1/04	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	9/30/07	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Invite all career development process holders to a "summit". Define what "career development" means, come to a consensus on "who owns what" and allocate responsibilities and accountability. Determine responsibility for tracking the progress of women, members of separate race or national origin groups, and people with disabilities in career ladder positions. Determine responsibility for proficiency training and executive development programs for women.	<del>06-30-06</del>	Deleted: 3-31
Re-write Coast Guard-wide upward mobility policy	<del>09-30-07</del>	Deleted: 6
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  The Coast Guard converted all of its civilian personnel tracking data to the National Finance Center during FY 05. Efforts will continue to develop a way to collect and track this information so that policies can be revised as necessary.		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency	1. Department of Homeland Security
	1.a. 2 <sup>nd</sup> Level Component	1.a. U.S. Coast Guard
	1.b. 3 <sup>rd</sup> Level or lower	1.b.

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY04		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	6,937	100.00%	7,000	100.00%	63	0.9%
	Reportable Disability	553	7.9%	573	8.2%	20	3.6%
	Targeted Disability*	51	0.7%	57	0.8%	6	11.8%
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).							
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.							
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.							

<b>PART III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/ Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
3. Competitive Promotions	234	22	9.4	0	0.0	4	1.7	208	88.9
4. Non-Competitive Promotions	190	14	7.4	2	1.1	4	2.1	172	90.5
5. Employee Career Development Programs									
5.a. Grades 5 - 12									
5.b. Grades 13 - 14									
5.c. Grade 15/SES									
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	9,144	748	8.2	52	0.6	183	2.0	8,213	89.8
6.b. Cash Awards (total \$\$\$ awarded)	1,787,978	125,460	7.0	10,651	0.6	24,251	1.4	1,638,257	91.6
6.c. Quality-Step Increase	57	4	7.0	0	0.0	0	0.0	53	93.0

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

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
US Coast Guard	FY 05	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	Disparity of individuals with targeted disabilities in the civilian workforce.	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	Workforce Statistics	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	Lack of awareness of resources available to hiring officials/managers/supervisors in the employment of individuals with disabilities	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	To increase awareness of hiring officials regarding the resources available in the employment of individuals with disabilities	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Human Resources (CG-121)/Civil Rights Directorate (G-CR)	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	01/15/05	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	09/30/06	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Advertise the resources available for individuals with disabilities for purposes of reasonable accommodation—such as the Disability Resource Center (DRC) and the CAP program.	Completed	
Create a brochure for supervisors/managers interested in special hiring authorities and advantages of their use.	3/31/06	
Include individuals with disabilities data in monthly HR recruiting briefing.	Completed	
Track and increase the % of hires that used special hiring authorities for the purpose of employment of individuals with disabilities.	9/30/06	
Increase the use of referral programs such as EARN and track the success of any referrals identified.	9/30/06	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>The Coast Guard Recruiting Team is finalizing a new website that addresses recruitment, including recruitment of PWD.</p> <p>Marketing, advertising, and corporate branding materials include information on people with disabilities and reasonable accommodation.</p> <p>Many vacancy announcements were sent to EARN as a source for recruiting disabled applicants.</p> <p>Continued our outreach to PWD by attending the following events:  People with Disabilities Job Fair, Orlando, Florida  People with Disabilities Mentoring Day, Washington, DC  Disability Expo, Washington, DC  Gallaudet University Job Fair, Washington, DC  Careers for the Disabled, New York, New York</p> <p>Identified Special Placement Coordinator (SPC) and provided the role of the SPC to HR Specialists for use in advising managers. HR Specialists were designated as the points of contact to work with the SPC.</p> <p>The Coast Guard has various online resources available for supervisors that provide information regarding hiring authorities, including a Recruitment Guide and Quick Tips to Recruitment.</p>		