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| <b>EEOC FORM<br/>715-01<br/>PART A - D</b>                                 |  | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |   |
| <b>Agency for International Development</b>                                |  | <b>For period covering October 1, 2014 to September 30, 2015</b>  |   |
| <b>PART A<br/>Department<br/>or Agency<br/>Identifying<br/>Information</b> | <b>1. Agency</b>   |   | US Agency for International Development   |
|  | 1.a. 2nd level reporting component                                   |   |   |
|  | 1.b. 3rd level reporting component                                   |   |   |
|  | 1.c. 4th level reporting component                                   |   |   |
|  | <b>2. Address</b>  |   | 1300 Pennsylvania Avenue NW   |
|  | <b>3. City, State, Zip Code</b>                                      |   | Washington                      District of Columbia                      20523 |
|  | <b>4. Agency Code</b>  | <b>5. FIPS code(s)</b>  | AM00  |
| <b>PART B<br/>Total<br/>Employment</b>                                     | 1. Enter total number of permanent full-time and part-time employees |   | 3303  |
|  | 2. Enter total number of temporary employees                         |   | 487   |
|  | 3. Enter total number employees paid from non-appropriated funds     |   | 0   |
|  | <b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>                 |   | <b>3790</b>   |

Agency for International Development

For period covering October 1, 2014 to September 30, 2015

**PART C  
Agency  
Official(s)  
Responsible  
For Oversight  
of EEO  
Program(s)**

|  |   |
|--|---|
| 1. Agency Head                                 | Administrator Gayle Smith   |
| 2. Agency Head Designee                        |   |
| 3. EEO Director                                | Director, Office of Civil Rights and Diversity JuanCarlos Hunt  |
| 4. Affirmative Employment Manager              | Diversity Management and Outreach Team Lead Taylor Njagu  |
| 5. Complaint Processing Manager                | Dispute Intake and Resolution Team Lead Jacqueline Canton   |
| 6. Other EEO Staff                             |   |
| 7. MD-715 Preparer                             | Diversity Management and Outreach Team Leader Taylor Njagu, EEO Specialist Aurore Dorelien, Strategic Advisor Doreen Rizopoulos |
| 8. Diversity and Inclusion Officer             | Director, Office of Civil Rights and Diversity JuanCarlos Hunt  |
| 9. Disability Special Emphasis Program Manager | Human Resource Specialist Monica Flint  |
| 10. Hispanic Special Emphasis Program Manager  | Human Resource Specialist Monica Flint  |
| 11. Women's Special Emphasis Program Manager   |   |
| 12. Anti-Harassment Program Manager            | Dispute Intake and Resolution Team Lead Jacqueline Canton   |
| 13. Reasonable Accommodation Program Manager   | EEO Specialist James Cerwinski  |

Agency for International Development

For period covering October 1, 2014 to September 30, 2015

| <b>PART D<br/>List of Subordinate Components Covered in This Report</b> | <b>Subordinate Component and Location<br/>(City/State)</b> | <b>CPDF and FIPS codes</b> |  |
|---|--|----------------------------|--|
|   |  |                            |  |

**Agency for International Development**

**For period covering October 1, 2014 to September 30, 2015**

**EXECUTIVE SUMMARY**

**Introduction**

The U.S. Agency for International Development is pleased to share its Equal Employment Opportunity (EEO) Program Status Report for Fiscal Year (FY) 2015. The report outlines the Agency's EEO program activities and highlights USAID's accomplishments in establishing and maintaining a model EEO Program. The report also identifies areas for improvement and action items and plans to address deficiencies.

**USAID's Mission and Mission-Related Functions**

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. USAID maintains Missions in five regions of the world: Sub-Saharan Africa; Asia; Latin America and the Caribbean; Europe and Eurasia; and the Middle East. USAID seeks to promote broadly shared economic prosperity; strengthen democracy and good governance; protect human rights; improve global health; advance food security and agriculture; improve environmental sustainability; further education; help societies prevent and recover from conflicts; and provide humanitarian assistance in the wake of natural and man-made disasters.

USAID's efforts directly enhance American and global security and prosperity. The United States is safer and stronger when fewer people face destitution, when our trading partners are flourishing, when nations around the world can withstand crisis, and when societies are freer, more democratic, and more inclusive, protecting the basic rights and human dignity of all citizens. By focusing on these two goals, USAID positions itself to meet the challenges of today while mitigating the risks of tomorrow.

USAID's commitment to diversity and inclusion is both a moral imperative (we treat others with respect and value the humanity of each and every person) and a business imperative (to attract and retain talent, to be innovative, to enhance our workplace culture, and to deliver the best on behalf of the American people). Our core values include:

- **Respect:** We demonstrate respect for one another, our partners, and the people we serve in communities around the world.
- **Empowerment:** We elevate all voices striving for global economic, environmental, and social progress.
- **Inclusion:** We value our differences and draw strength from diversity.

**Model Equal Employment Opportunity Program**

USAID continues to make progress implementing a Model Equal Employment Opportunity (EEO) Program. USAID is committed to ensuring the moral and fundamental right to equal opportunity in the workplace. The Director, Office of Civil Rights & Diversity (OCRD) is also the Agency's Chief Diversity Officer and reports to the USAID Administrator. The OCRD Director advises on all aspects of equal employment opportunity. The OCRD Director is a member of the Administrator's Leadership Council and other Agency management councils and has regular and effective means of informing Agency leadership about the effectiveness of the EEO program and providing input on recruitment strategies, training and human resources activities and initiatives.

USAID's Executive Diversity Counsel (EDC), co-chaired by the Deputy Administrator and the OCRD Director, is comprised of USAID's Bureau and Independent Office Heads and Senior Coordinators for Gender; Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI); and Disabilities in Development who identify opportunities and support priorities related to diversity and inclusion throughout the Agency.

USAID's 2015 EEO Policy and Anti-Harassment Policy are up-to-date. These, and related policies and procedures, are communicated and made available to all employees via a variety of mechanisms (including on the Agency's website and postings in Agency facilities). Managers and supervisors are evaluated on their commitment to these policies.

On an ongoing basis, USAID takes steps to prevent discrimination; review data, policies, and procedures to identify barriers to EEO; and develop and implement plans to eliminate barriers that impede equal employment opportunity. USAID promotes the use and benefits of ADR (including in non-EEO matters) and once elected by an employee, an Agency senior leader and other appropriate officials are required to participate.

USAID employs personnel with adequate training to conduct the analyses required by MD-715 and continues to develop its data

gathering and technical capabilities. USAID has a dedicated Reasonable Accommodation Program Manager to process all requests for reasonable accommodation and coordinate with appropriate Agency officials. In addition, the Agency has a centralized source for funding reasonable accommodations. All accommodation requests were processed within the time frame set forth in the agency procedures for reasonable accommodation.

USAID utilizes the iComplaints 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. The system identifies the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends.

USAID monitors and ensures 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. The agency also monitors and ensures that experienced counselors, investigators, and collateral duty investigators, receive the 8 hours of refresher training. The agency provides timely EEO counseling and provides an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion. USAID managers and supervisors 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.

USAID has a system of management controls to ensure that agency timely complies with EEOC decisions and completes actions and obligations of settlement agreements. The agency has control over the payroll processing and has steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief.

The Agency launched a comprehensive No FEAR Act training course through its agency-wide training portal, USAID University. USAID updated on a quarterly basis statistical EEO data to its public website.

#### Accomplishments

The Agency held its first-ever Diversity Day and Summit. The Summit reflected USAID's commitment to foster equal opportunity, diversity, and inclusion within our agency and in our work. The Summit was an opportunity for individuals to come together as One Team, One USAID, to celebrate the differences and multiple viewpoints that make USAID a model employer. The Summit was an all-day event, and featured a keynote address on unconscious bias; panel sessions focused on diversity and inclusion at USAID, recent LGBT EEO decisions, and communication. There was also a flash mentoring session, during which USAID employees had the opportunity to get advice, ask questions, and discuss career goals with USAID's senior leaders in one-on-one sessions.

USAID continued its Donald M. Payne International Development Fellowship Program. The Payne Program is administered in partnership with Howard University as a means to attract outstanding young people who are interested in pursuing careers in the Foreign Service. The Program encourages members of minority groups who have been historically underrepresented in international development careers and those with financial need to apply. The Payne Program provides selected Fellows two internships (one domestic and one at a USAID Mission), financial support toward completing a two-year graduate degree, and appointment into the Foreign Service upon graduation and completion of program requirements. To date, the Payne Fellows are 38% Hispanic; 38% Black/African American; 15% Asian American; and 8% Native American.

USAID's Centralized Internship Program continued to be an effective strategy to advance workforce diversity in 2014 - 2015; 82% of the Interns were minorities, including 36% Hispanic.

USAID expanded outreach and recruitment strategies involving minority-serving institution. For example, USAID established new partnerships with the National Society of Hispanic MBAs (NSHMBA) and the Hispanic Serving Health Professions Schools; and, organized and presented International Career Panels with representatives from USAID, Department of State, and Peace Corps, to discuss Foreign Service and Civil Service positions with an international focus at the League of Latin American Citizens (LULAC) and NSHMBA National Conferences; and established partnerships with three local high schools with very diverse student bodies.

USAID continued to sponsor 13 Employee Resource Groups (ERGs). ERGs are indispensable to strengthening workplace inclusion. The Agency supports and partners with ERGs to engage and empower employees to best advance the Agency's commitment to an inclusive and diverse workforce. ERGs provide employees an opportunity to raise common issues and concerns; provide recommendations for solutions; receive support from those who share similar backgrounds, experiences, or interests; and provide informal mentoring and additional opportunities for personal and professional development.

USAID delivered on-going EEO, diversity, and inclusion workshops and training for employees, including managers and

members of the Agency's ERGs. The workshops and training are tailored and delivered to operating units and overseas missions based on specialized needs.

- Conducted Crucial Conversations trainings, where employees learned new skills to have open and honest conversations with management and co-workers from all walks of life. The ability to speak effectively and be heard when the issues are high-stake, risky, or emotional is crucial to the Agency's line of work.
- Launched a Diversity and Inclusion training based on the Office of Personnel Management's Master Game-Changer course. The training provided by USAID's Chief Diversity Officer offered participants a deeper understanding of unconscious bias and social networks, as well as practical implementation of strategies to enhance inclusion. The training was provided to several technical and interview hiring panels, as well as to several missions.
- Provided career development and career transition tools necessary through one-on-one career counseling and career development training events for internal and upward mobility. Career counseling activities involve the following: individual learning and training plans (ILTP), resume preparation, interview preparation, internal and external job search strategies, self-assessments, networking, social networking, and retirement transition counseling. In FY 2015,
- Provided disability awareness, hiring, and reasonable accommodation (RA) training to managers and supervisors.
- Conducted 35 New Employee Orientation (NEO) training sessions that covered EEO laws, anti-harassment, reasonable accommodations, and the EEO complaint process. The NEO trainings received excellent ratings by participants.

#### Workforce Demographics

The MD-715 report contains three separate sets of data tables. USAID's U.S. Direct Hire (USDH) workforce is comprised of Civil Service employees and Foreign Service Officers. Due to distinct differences in these service types, we conducted analyses on USAID's total USDH workforce and disaggregated by service type. The first set of data tables includes all USDH, the second set covers Civil Service (CS) employees, and the third set covers Foreign Service (FS) employees.

USAID used the 2010 EEO National Civilian Labor Force (NCLF) statistics from the Census Bureau's American Community Survey as the basis of comparison for USAID's Civil Service and Foreign Service workforce. The 2010 EEO Relevant Civil Labor Force (RCLF) statistics served as the basis of comparison for USAID's Civil Service and Foreign Service major occupations.

Civil Service and Foreign Service employees work in a broad array of professional, technical, scientific, managerial, and operational fields in the United States and abroad to advance U.S. foreign policy. As of September 30, 2015, the agency's total workforce included 3,303 permanent and 487 temporary USDH employees.

- Women comprised 52.66% of the USAID workforce, exceeding their corresponding representation in the NCLF.
- USAID's representation of Black Males (6.99%), Black females (13.80%), Asian males (3.19%), and Asian females (4.59%) exceeded their corresponding representation in the NCLF: 5.49%, 6.53%, 1.97%, and 1.93%, respectively.

USAID focused its analysis on the permanent USDH workforce<sup>[1]</sup>. As of September 30, 2015, the agency's total permanent workforce of 3303 included 1,548 Civil Service employees and 1,755 Foreign Service Officers.

- Women comprised 53.04% of the USDH workforce, exceeding their corresponding representation in the NCLF by 4.9%
- Minorities comprised 36.60% of the USDH workforce, exceeding their corresponding representation in the NCLF by 8.96%.
- USAID's representation of Black males (7.21%), Black females (14.96%), Asian males (3.30%) and Asian females 4.42% exceeded their corresponding representation in the NCLF: 5.49%, 6.53%, 1.97%, and 1.93%, respectively.

#### Demographic Overview of Permanent Civil Service U.S. Direct Hire Employees

Hispanic representation in the permanent CS workforce increased by 0.25% to 6.01% in FY2015, but remained below the corresponding NCLF rate of 9.96%.

- Hispanic male representation in the Official and Managers occupational category (2.67%) was below the corresponding NCLF representation of 3.70%.
- Hispanic female representation in the Official and Managers category (2.84%) was below the corresponding NCLF representation of 3.40%.
- 53.06% of Hispanic males held a senior level position (GS-13, GS-14, or GS-15).
- 68.18% of Hispanic females held a senior level position (GS-13, GS-14, or GS-15).
- Hispanics males represented 9.38% of the Senior Executive Service (SES), exceeding their corresponding representation in the RCLF by 5.68%.
- Hispanics Hispanic females represented 3.13% of the Senior Executive Service (SES), trailing behind their corresponding representation in the RCLF by 0.27%.
- Hispanic employees accounted for 5.64% of permanent CS new hires.

Black representation in the permanent CS workforce decreased by 0.45% to 34.17% in FY2015, but continued to significantly exceed the corresponding NCLF rate by 22.15%.

- Black males accounted for 24.09% of those in the Official and Managers occupational category, surpassing their RCLF rate of 3.70%.
- Black females accounted for 11.73% of those in the Official and Managers occupational category, surpassing their RCLF rate of 5.10%.
- Approximately 73.85% of Black males held a senior level position (GS-13, GS-14, or GS-15) position.
- Approximately 58.25% of Black females held a senior level position (GS-13, GS-14, or GS-15) position.
- Black males represented 12.50% of the Senior Executive Service (SES), surpassing the RCLF for Black males by 8.80%.
- Black females represented 18.75% of the Senior Executive Service (SES), significantly surpassing the RCLF for Black females by 13.65%.

Asian representation in the permanent CS workforce increased by 0.58% to 7.23% in FY2015, surpassing the corresponding NCLF rate of 3.90%.

- Asian males accounted for 2.84% of all in the Official and Managers occupational category, surpassing their RCLF rate by 2.20%.
- Asian females accounted for 3.56% of all in the Official and Managers occupational category, surpassing their RCLF rate by 1.90%.
- Approximately 79.24 % of Asian males held a senior level position (GS-13, GS-14, or GS-15) position.
- Approximately 77.96% of Asian females held a senior level position (GS-13, GS-14, or GS-15) position.
- Asian males represented 3.13% of the Senior Executive Service (SES), exceeding their RCLF rate by 0.93%.
- Asian females represented 6.25% of the Senior Executive Service (SES), exceeding their RCLF rate by 4.45%.

#### Demographic Overview of Foreign Service Permanent U.S. Direct Hire Employees

Hispanic representation in the permanent FS workforce increased by 0.15% to 5.53% in FY2015, but their representation remained below the corresponding NCLF rate of 9.96%.

- Hispanic males accounted for 3.00% of employees in the Official and Managers occupational category compared to the corresponding RCLF rate of 3.70%.
- Hispanic females accounted for 2.23% of employees in the Official and Managers occupational category compared to the corresponding RCLF rate of 3.40%.
- Approximately 73.58% of Hispanic males held a senior level position (FS-03, FS-02, or FS-01) position.
- Approximately 72.73% of Hispanic females held a senior level position (FS-03, FS-02, or FS-01) position.
- Hispanics males represented 3.77% of the Senior Foreign Service (SFS) compared to the corresponding RCLF of 3.70%.
- Hispanics females represented 4.55% of the Senior Foreign Service (SFS), exceeding the corresponding RCLF rate of 3.40%.
- Hispanic employees accounted for 13.64% of permanent FS new hires.
- Hispanic males accounted for 4.55% of all FS-02 employees who were internally promoted to FS-01 positions.
- Hispanic females accounted for 2.63% of FS employees in Backstop 50 (Public Health Program Specialist).
- There were no Hispanic males in Backstop 50 (Public Health Program Specialist).

Black employees represented 11.56% of the permanent FS workforce in FY2015, trailing behind the corresponding NCLF rate of 12.02%.

- Black males accounted for 4.38% of employees in the Official and Managers occupational category, exceeding their RCLF rate of 3.70%.
- Black females accounted for 6.77% of employees in the Official and Managers occupational category, exceeding their RCLF rate of 5.10%.
- Roughly 71.76% of Black males held a senior level position (FS-03, FS-02, or FS-01) position.
- Roughly 83.05% of Black females held a senior level position (FS-03, FS-02, or FS-01) position.
- Black males represented 5.45% of the Senior Foreign Service (SFS), exceeding their RCLF rate by 1.75%.
- Black females represented 2.42% of the Senior Foreign Service (SFS) compared to the corresponding RCLF rate of 5.10%.
- Black employees accounted for 9.09% of permanent FS new hires.

Asian employees represented 8.15% of the permanent FS workforce in FY2015, exceeding the corresponding NCLF rate of 3.90%.

- Asian males accounted for 3.15% of employees in the Official and Managers occupational category, exceeding their RCLF rate of 2.20%.
- Asian females accounted for 4.23% of employees in the Official and Managers occupational category, exceeding their RCLF rate of 1.90%.

- Asian males represented 2.42% of the Senior Foreign Service (SFS) compared to the corresponding RCLF rate of 2.20%
- The representation of Asian females in the SFS remained at 0.00% compared to the corresponding RCLF rate of 1.90%.
- Asian females accounted for 2.27% of employees internally promoted to FS-01 positions.
- Asian employees accounted for 12.13% of permanent FS new hires.

#### Demographic Overview of Employees with a Disability

- USAID continues to realize positive results in the employment of individuals with a disability. Approximately 6.25 % of all new permanent USDHs were individuals with a disability.
- The representation of individuals with a disability in USAID's permanent workforce increased by 0.23% to 4.81% in FY2015.
- The representation of individuals with a disability in USAID's permanent CS workforce increased by 0.45 % to 7.56% in FY2015.
- The representation of individuals with a disability in USAID's permanent FS workforce remained at 2.39% in FY2015.

#### Demographic Overview of Employees with Targeted Disabilities

- The representation of individuals with a targeted Disability in the USAID's permanent workforce increased by 0.04% to 0.79%.
- Approximately 0.48 % of new hires were individuals with a targeted disability.
- The representation of individuals with a targeted disability in USAID's permanent CS workforce increased by 0.06% to 1.55% in FY2015.
- The representation of individuals with a targeted disability in USAID's permanent FS workforce remained at 0.11% in FY2015.

#### Opportunities for Improvement

USAID recognizes its workforce representation challenges and has developed objectives and strategies to address them. We've focused on the following challenges:

- 1) Less than expected representation of Hispanics in both the Civil Service and the Foreign Service.
- 2) Less than expected representation of individuals with Targeted Disabilities.
- 3) Less than expected representation of Black females and Asian females in particular major occupations as identified in Part I.
- 4) Less than expected representation of Blacks and Asian females in particular pay grades as identified in Part I.

The following summarizes planned initiatives identified in Parts H, I, and J to eliminate identified barriers or correct program deficiencies.

- Engage executives and managers in recruitment activities, as well as incumbents who can provide specifics about the job role to prospective candidates.
- Develop Training and Support plans that develop employees as part of a culture that embraces equal opportunity, diversity and inclusion.
- Continue pursuit of qualified candidates at targeted annual conferences including the BIG, LULAC, and Wounded Warrior symposium.
- Train hiring managers in the use of Schedule A appointing authority and other special hiring authorities to facilitate quick hires when qualified candidates are found.
- Increase senior leadership's focus on hiring Individuals with Targeted Disabilities.
- Increase the pipeline of qualified Hispanic Applicants and other under-represented groups by hiring students through the Pathways Program.
- Improving USAID's ability to target and attract a more diverse applicant pool by initiating/developing outreach and recruitment plans that identify sources for obtaining highly qualified candidates from the underrepresented groups.
- Institutionalize the use of Exit Surveys and develop procedures for analyzing.

Review, develop, and implement processes and procedures to obtain robust applicant flow data for Civil Service and Foreign Service positions as well as applicant flow data for Senior Executive Service positions.

[1] Most temporary employees (68%) serve in Foreign Service Limited positions that are time-limited appointments and fluctuate with the short-term needs of the Agency.



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| <b>EEOC FORM<br/>715-01<br/>PART F</b>      | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |
| <b>Agency for International Development</b> | <b>For period covering October 1, 2014 to September 30, 2015</b>  |

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

I, Director, Office of Civil Rights and Diversity JuanCarlos Hunt am the

(Insert name above) (Insert official  
title/series/grade above)

Principal EEO Director/Official for US Agency for International Development

(Insert Agency/Component Name above)

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

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

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

Signature of Agency Head or Agency Head Designee

Date

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

| EEOC FORM<br>715-01<br>PART G   |  | U.S. Equal Employment Opportunity Commission<br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT |    |     |  |
|---|--|--|----|-----|--|
| Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP<br>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity. |  |  |    |     |  |
| Agency for International Development  |  | For period covering October 1, 2014 to September 30, 2015  |    |     |  |
| 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 | N/A |  |
| The Agency Head was installed on <u>12/31/2009</u> The EEO policy statement was issued on <u>03/25/2010</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?  |  | X  |    |     |  |
| During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually?<br>If no, provide an explanation.  |  | X  |    |     |  |
| Are new employees provided a copy of the EEO policy statement during orientation?   |  | X  |    |     |  |
| When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?   |  | X  |    |     |  |
| Compliance Indicator  | EEO policy statements have been communicated to all employees. | Measure has been met   |    |     | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| Measures  |  | Yes  | No | N/A |  |
| Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?   |  | X  |    |     |  |
| Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?                                       |  | X  |    |     |  |
| Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]  |  | X  |    |     |  |

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| Compliance Indicator   | Agency EEO policy is vigorously enforced by agency management. | Measure has been met                                      |    |     | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report  |
| Measures   |  | Yes   | No | N/A |   |
| Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:  |  | X   |    |     |   |
| 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   |    |     |   |
| 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   |    |     |   |
| ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?  |  | X   |    |     |   |
| ensure a workplace that is free from all forms of discrimination, harassment and retaliation?  |  | X   |    |     |   |
| 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   |    |     |   |
| ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?  |  | X   |    |     |   |
| ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?  |  | X   |    |     |   |
| Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.              |  | X   |    |     | The Agency informs employees about the penalties for unacceptable behavior in the EEO trainings, Anti-harassment trainings. The penalties for unacceptable behavior are also outlined in the USAID Automated Directives System. |
| 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   |    |     |   |

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| Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation? | X   |  |  |  |

| <b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b><br><b>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.</b>   |  |   |    |     |   |
|---|--|---|----|-----|---|
| Agency for International Development  |  | For period covering October 1, 2014 to September 30, 2015 |    |     |   |
| Compliance Indicator  | <b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>   | Measure has been met                                      |    |     | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
| Measures  |  | Yes   | No | N/A |   |
| Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)  |  | X   |    |     |   |
| Are the duties and responsibilities of EEO officials clearly defined?   |  | X   |    |     |   |
| Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?   |  | X   |    |     |   |
| If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?   |  |   |    | X   |   |
| If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting  |  |   |    | X   |   |
| If not, please describe how EEO program authority is delegated to subordinate reporting components.   |  |   |    | X   |   |
| Compliance Indicator  | <b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b> | Measure has been met                                      |    |     | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
| Measures  |  | Yes   | No | N/A |   |
| Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?   |  | X   |    |     |   |
| Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of? |  | X   |    |     |   |
| Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections   |  | X   |    |     |   |

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| Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?   |   | X   |           |            |   |
| 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? [see 29 C.F.R. § 1614.102(b)(3)]                                     |   | X   |           |            |   |
| 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  |   | X   |           |            |   |
| <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> | <b>N/A</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   |           |            |   |
| Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?   |   | X   |           |            |   |
| Are statutory/regulatory EEO related Special Emphasis Programs sufficiently  |   | X   |           |            |   |
| Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204   |   |   |           | X          |   |
| Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204  |   | X   |           |            |   |
| 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   |           |            |   |
| Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs? |   | X   |           |            |   |
| <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>  | <b>No</b> | <b>N/A</b> |   |

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

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

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| 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 | N/A |  |
| 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 | N/A |  |
| 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 program by all groups?        |  | X                    |    |     |  |
| 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                    |    |     |  |
| Compliance Indicator  | When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.   | Measure has been met |    |     | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| Measures  |  | Yes                  | No | N/A |  |
| Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?  |  | X                    |    |     |  |



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|--|---|--|---|---|
| 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   |  |   |   |
| Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?   |   |  | X | N/A. There were no findings over the last two years. See attached USAID 462 Report. |
| If so, cite number found to have discriminated and list penalty /disciplinary action   |   |  |   |   |
| Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?      | X   |  |   |   |
| Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??                  | X   |  |   |   |

| <b>Essential Element D: PROACTIVE PREVENTION</b><br><b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b> |  |  |           |            |   |
|---|--|--|-----------|------------|---|
| <b>Agency for International Development</b>   |  | <b>For period covering October 1, 2014 to September 30, 2015</b> |           |            |   |
| <b>Compliance Indicator</b>   | <b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</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> | <b>N/A</b> |   |
| 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  |           |            |   |
| 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  |           |            |   |
| Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?  |  |  |           | X          |   |
| Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?  |  | X  |           |            |   |
| 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  |           |            |   |
| Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?  |  | X  |           |            |   |
| Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?  |  | X  |           |            |   |
| <b>Compliance Indicator</b>   | <b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</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> | <b>N/A</b> |   |
| Are all employees encouraged to use ADR?  |  | X  |           |            |   |
| Is the participation of supervisors and managers in the ADR process required?   |  | X  |           |            |   |

| <b>Essential Element E: EFFICIENCY</b><br><b>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> |  |  |           |            |   |
|---|--|--|-----------|------------|---|
| <b>Agency for International Development</b>   |  | <b>For period covering October 1, 2014 to September 30, 2015</b> |           |            |   |
| <b>Compliance Indicator</b>   | <b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</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> | <b>N/A</b> |   |
| Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?   |  | X  |           |            |   |
| Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?  |  | X  |           |            |   |
| 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          |   |
| 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  |           |            |   |
| Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?  |  | X  |           |            |   |
| <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> | <b>N/A</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  |           |            |   |
| Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?  |  | X  |           |            |   |
| Does the agency hold contractors accountable for delay in counseling and investigation processing times?  |  | X  |           |            |   |
| If yes, briefly describe how:   |  |  |           |            |   |
| Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?  |  | X  |           |            |   |

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|--|---|---|-----------|------------|--|
| 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   |           |            |  |
| <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> | <b>N/A</b> |  |
| Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?   |   | X   |           |            |  |
| Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?  |   | X   |           |            |  |
| Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?   |   | X   |           |            |  |
| Does the agency complete the investigations within the applicable prescribed time frame?   |   |   | X         |            | See Part H.  |
| When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?   |   |   | X         |            | As a result of quality and timeliness issues with contracted FADs, OCRD is no longer utilizing external resources to draft FADs. All FADs are now prepared in house. |
| 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   |           |            |  |
| When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?  |   | X   |           |            |  |
| Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?  |   | X   |           |            |  |
| <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> | <b>N/A</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   |           |            |  |

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| Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? |   | X   |           |            |   |
| After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?   |   | X   |           |            |   |
| Does the responsible management official directly involved in the dispute have settlement authority?  |   |   | X         |            | Responsible Management Officials directly involved in the dispute may have settlement authority when the redress is within their delegated authority. Otherwise, a higher level manager will be involved. |
| <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> | <b>N/A</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  |   | X   |           |            |   |
| Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102   |   | X   |           |            |   |
| 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   |           |            |   |
| Do the agency's EEO programs address all of the laws enforced by the EEOC?  |   | X   |           |            |   |
| Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?  |   | X   |           |            |   |
| Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?   |   | X   |           |            | The Agency tracks recruitment efforts. Also see Part H—addressing applicant flow data.  |
| 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   |           |            |   |

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| Compliance Indicator  | The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests. | Measure has been met                                      |    |     | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| Measures  |   | Yes   | No | N/A |  |
| 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 |   | X   |    |     |  |
| If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?                        |   | X   |    |     |  |
| Does the agency discrimination complaint process ensure a neutral adjudication function?  |   | X   |    |     |  |

| <b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b><br>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions. |   |
|--|---|
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| <b>Compliance Indicator</b>   | <b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>   | <b>Measure has been met</b>                               |           |            | <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> | <b>N/A</b> |   |
| 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 |   | X   |           |            |   |
| <b>Compliance Indicator</b>   | <b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b> | <b>Measure has been met</b>                               |           |            | <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> | <b>N/A</b> |   |
| Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.                                      |   | X   |           |            |   |
| Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?  |   | X   |           |            |   |
| Are procedures in place to promptly process other forms of ordered relief?  |   | X   |           |            |   |
| <b>Compliance Indicator</b>   | <b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b> | <b>Measure has been met</b>                               |           |            | <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> | <b>N/A</b> |   |
| Is compliance with EEOC orders encompassed in the performance standards of any agency employees?  |   | X   |           |            |   |
| If so, please identify the employees by title in the comments section, and state how performance is measured.   |   |   |           |            |   |
| Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?  |   | X   |           |            |   |
| If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.                 |   |   |           |            |   |
| Have the involved employees received any formal training in EEO compliance?   |   | X   |           |            |   |
| Does the agency promptly provide to the EEOC the following documentation for completing compliance:   |   |   |           |            |   |

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

Footnotes:

1. See 29 C.F.R. § 1614.102.

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



|  |   |  |
|--|---|--|
| <b>EEOC FORM<br/>715-01<br/>PART H-1</b>   | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>   |  |
| <b>Agency for International Development</b>  |   | <b>For period covering October 1, 2014 to September 30, 2015</b> |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY:  | Time frame to conduct investigations exceeds established guidelines.  |  |
| OBJECTIVE:   | Complete investigations within the applicable prescribed time frame.  |  |
| RESPONSIBLE OFFICIAL:  | Dispute Intake and Resolution Team Lead, Office of Civil Rights and Diversity   |  |
| DATE OBJECTIVE INITIATED:  | 9/1/2015  |  |
| TARGET DATE FOR<br>COMPLETION OF OBJECTIVE:  | 9/30/2017   |  |
| PLANNED ACTIVITIES TOWARD<br>COMPLETION OF OBJECTIVE:  |   |  |
| The Dispute Intake and Resolution division will review new processes and develop standard operating procedures to ensure that investigations are complete within the prescribed time frame. Coordinate with EEO Staff and contractors to develop streamlined review processes to expedite issuance of Report of Investigations (ROIs). |   |  |
| TARGET DATE: 9/30/2016   |   |  |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE   |   |  |
| USAID will report on accomplishments next fiscal year.   |   |  |
| <b>EEOC FORM<br/>715-01<br/>PART H-2</b>   | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>   |  |
| <b>Agency for International Development</b>  |   | <b>For period covering October 1, 2014 to September 30, 2015</b> |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY:  | Pursuant to Model EEO Program Essential Element E, agencies should evaluate applicant flow data to assess and improve its effort to reach all segments of our nation's population. Furthermore, the analysis of applicant flow data is essential to any meaningful assessment of USAID's hiring practices. It is important to know whether individuals are not being hired because they are not represented in the pool of qualified applicants or whether there is some hiring policy or practice that is eliminating qualified candidates from consideration. While USAID does an excellent job of capturing demographic data on applications received, there are currently no standard operating procedures (SOPs) for hiring officials on how to record subsequent data points (e.g. interview, not interviewed, selected and et cetera). |  |
| OBJECTIVE:   | Continue to collect demographic statistics on applications received for vacancies; establish SOPs; provide corresponding training; evaluate and validated Applicant Flow data.  |  |
| RESPONSIBLE OFFICIAL:  | Director, Office of Civil Rights and Diversity (OCRD) Director, Human Capital Services Center (HCSC)  |  |
| DATE OBJECTIVE INITIATED:  | 10/1/2015   |  |
| TARGET DATE FOR<br>COMPLETION OF OBJECTIVE:  | 9/30/2017   |  |

**PLANNED ACTIVITIES TOWARD  
COMPLETION OF OBJECTIVE:**

The Office of Human Capital and Talent Management will work with hiring officials to ensure that they are consistently and correctly using the automated Applicant tracking system.

TARGET DATE: 3/30/2016

The Office of Human Capital and Talent Management and Office of Civil Rights and Diversity will work with managers and supervisors involved in recruitment and hiring activities on outreach efforts to all segments of society.

TARGET DATE: 6/15/2016

The Office of Human Capital and Talent Management and Office of Civil Rights and Diversity will review applicant flow data on agency Presidential Management Fellows to determine whether applicant pools are reflective of the relevant civilian labor force (RCLF).

TARGET DATE: 6/1/2016

The Office of Human Capital and Talent Management will measure percentage of interns converted and/or hired for permanent employment.

TARGET DATE: 8/01/2016

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

OCR D and HCTM conducted analysis of the cumulative result of selections for internal promotion opportunities for Foreign Service major backstops and internal selections for promotions to the FS-03, FS-02, and FS-01 level. For the first time, the U.S. Agency for International Development was able to provide Applicant Flow data on Civil Service Schedule A applicants. The Office of Civil Rights and Diversity (OCR D), the Office Of Human Capital and Talent Management (HCTM), and members of USAID Executive Diversity Council created a workgroup to develop a system and strategy to collect accurate and consistent applicant flow data. OCR D and HCTM will continue to analyze workforce diversity trend data during FY16 in response to the needs of Agency management and other requestors, and in accordance with statutory reporting requirements, privacy regulations, and resource and data availability.

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| <b>EEOC FORM<br/>715-01<br/>PART I-1</b>   | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>  |  |
| <b>Agency for International Development</b>  | <b>For period covering October 1, 2014 to September 30, 2015</b>   |  |
| <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>There are low participation rates for Hispanics in the total workforce and major occupations compared to the Relevant Civilian Labor Force (RCLF). Table A1 shows less than expected representation of Hispanic males and females in the CS and FS overall workforce. Hispanic males represent 3.17% of the CS permanent workforce and 3.85% of the temporary workforce. Hispanic females represent 2.84% of the CS permanent workforce and 3.21% of the temporary workforce. Hispanic males represent 3.02% of the FS permanent workforce and 0.91% of the temporary workforce. Hispanic females represent 2.51% of the FS permanent workforce and represent 1.81% of the temporary workforce. Table A6 shows less than expected representation in Major Occupational Categories: There are no Hispanic males in the permanent Civil Service (CS) Program Management (0340) and Public Health Program Specialist (0685) occupations. The representation of Hispanic males in the permanent CS Contracting (1102) series is 1.90% compared to an occupational CLF of 3.30%. The representation of Hispanic females in the Miscellaneous Administration and Program (0301) series is 1.60 % compared to an occupational CLF of 5.8%. The representation of Hispanic females in the CS Auditing (0511) series is 2.56% compared to the Occupational CLF of 3.9%. The representation of Hispanic females in the permanent CS Public Health Program Specialist (0685) series is 2.38% compared to the occupational CLF 3.00%. The representation of Hispanic males and females in all Foreign Service major occupations is less than the corresponding Occupational CLFs.</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>A review of workforce data indicates that Hispanics are below the Relevant Civilian Labor Force percentage and the Federal average in several categories.</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>A review of workforce data indicates that Hispanics are below the Relevant Civilian Labor Force percentage and the Federal average in several categories.</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>Engage in targeted recruitment initiatives to increase the representation of Hispanics in both the Civil Service and Foreign Service.</p>   |  |
| <p><b>RESPONSIBLE OFFICIAL:</b></p>  | <p>Director, Human Capital and Talent Management (HCTM)</p>  |  |
| <p><b>DATE OBJECTIVE INITIATED:</b></p>  | <p>9/30/2014</p>   |  |
| <p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>   | <p>9/30/2020</p>   |  |
| <b>EEOC FORM<br/>715-01<br/>PART I-1</b>   | <b>EEO Plan To Eliminate Identified Barrier</b>  |  |

| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:   | TARGET DATE<br>(Must be specific) |
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| <p>USAID recently launched the Career Candidate Corps (C3) program. The C3 Program is a recruitment program designed to sustain the size of USAID's Foreign Service workforce. This Program seeks qualified junior professionals and a limited number of mid-level professionals who want to make a long-term career commitment to international development.</p> <p>USAID will engage in strategic recruitment activities to attract Hispanics and other underrepresented groups to join the Career Candidate Corps and pursue a career in the Foreign Service.</p> | 9/30/2015                         |
| <p>The Office of Human Capital and Talent Management will conduct webinar for health applicants, analyze the impact of additional support to applicants, and report out to EDC if those extra efforts had an impact.</p>   | 5/30/2014                         |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE   |                                   |
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USAID expanded outreach and recruitment strategies involving minority-serving institution. For example, USAID established new partnerships with the National Society of Hispanic MBAs (NSHMBA) and the Hispanic Serving Health Professions Schools; and, organized and presented International Career Panels with representatives from USAID, Department of State, and Peace Corps, to discuss Foreign Service and Civil Service positions with an international focus at the League of Latin American Citizens (LULAC) and NSHMBA National Conferences; and established partnerships with three local high schools with very diverse student bodies.

USAID expanded Hispanic outreach through a new partnership with Don Bosco Cristo Rey High School. This institution is composed of highly diverse, high performing students. The school offers a Corporate Work Study Program for young men and women from the Washington, DC area that have the need due to limited financial resources and the motivation to help earn their own tuition money through an innovative Corporate Work Study Program with partners such as USAID. The USAID Deputy Chief Human Capital Officer spearheaded a Federal Day Open House at the Don Bosco Cristo Rey School to expose students to what federal agencies do as well as future employment opportunities. The event also provided an opportunity for over ten federal agencies to interact with students and faculty. In addition USAID hired nine interns through the Corporate Work Study Program during the 2014-2015 internship sessions. The profile of these interns included Hispanics (89%) and African Americans (11%).

USAID expanded its role in several major Hispanic conferences. USAID was a member of the League of United Latin American Citizens (LULAC) 2015 Annual Training Conference Planning Committee. USAID was the lead, coordinating an International Careers Panel, which included personnel from USAID, Department of State and the Peace Corps. This session provided a perspective on life abroad in the Foreign Service. The Agency also augmented its participation at the National Society for Hispanic MBAs (NSHMBA) Conference by conducting pre-conference mock interviews and resume review sessions. In addition, we once again partnered with Department of State and Peace Corps on an International Careers Panel.

The Office of Human Capital and Talent Management collaborated with the Office of Small and Disadvantaged Business Utilization to sponsor a breakout session at the Hispanic Association of Colleges and Universities (HACU) Conference. The session, Federal and Private Support for International Work, was highly attended and generated substantial networking opportunities. Agency personnel also had the opportunity for several meetings with staff from the HACU National Internship Program. As a result of follow on from these meetings, ten percent of the agencies 2015 summer interns were from the HACU National Internship Program. HCTM hired a deputy director for their External Outreach & Strategic Recruitment (XOSR) office.

Six Hispanic/Latino interns were hired from the Hispanic Association of Colleges and Universities National Internship Program (HACU).

Participated in the following outreach events:

1. Hispanic National Bar Association Career Fair exhibitor
2. Hispanic Association of Colleges and Employers Career Fair exhibitor
3. National Society of Hispanic MBAs Career Fair exhibitor and International Careers panelist
4. Career information session at Wharton College, TX
5. Career information session at University of New Mexico

Participated in the following Councils

1. National Council of Hispanic Employment Program Managers (NCHEPM) active member/participant
2. OPM Hispanic Council on Federal Employment

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| <b>EEOC FORM<br/>715-01<br/>PART I-2</b>  | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>   |  |
| <b>Agency for International Development</b>   | <b>For period covering October 1, 2014 to September 30, 2015</b>  |  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Table B1- Total Workforce- Distribution by Disability: Table B1 shows low participation of PWTD, representing 0.79% of the overall workforce (0.79% in the permanent workforce and 0.82% in the temporary workforce) compared to a federal high of 2.00% among all agencies. Among CS permanent employees, PWTD represent 0.27% and among Foreign Service (FS), the representation at 0.17% participation rate.<br>Table B3- Occupational Categories- Distribution by Disability: Although the majority of CS and FS PWTD employees are in the Officials and Managers occupational category, Table B3 indicates that they represent less than 1% of all employees in that category. |  |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   | A review of workforce data showed that the representation of PWTDs was below the Federal High.  |  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | There is less than expected representation of people with targeted disabilities (PWTD) in the Civil Service (CS) and Foreign Service (FS) workforce. A review of the MD715 data tables revealed the potential barrier.  |  |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | At USAID, we recognize that solutions to the most challenging development problems require innovation, creativity, and multiple approaches for success. As a Federal employer, USAID is committed to recruiting and employing qualified people with all types of disabilities.  |  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Human Capital and Talent Management (HCTM)  |  |
| <b>DATE OBJECTIVE INITIATED:</b>  | 9/1/2014  |  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | 9/30/2020   |  |
| <b>EEOC FORM<br/>715-01<br/>PART I-2</b>  | <b>EEO Plan To Eliminate Identified Barrier</b>   |  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   | <b>TARGET DATE</b><br>(Must be specific)  |  |
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| <p>Develop and implement a new Outreach and Recruitment strategic plan.</p> <p>Ensure roles and responsibilities associated with the hiring process are sufficiently defined and staffed to improve hiring opportunities for all underrepresented groups, including PWTD.</p> <p>Provide more prescriptive and consistent guidance about the use of Special Hiring Authorities and Reasonable Accommodations.</p> <p>Re-evaluate the Foreign Service career path and structure to ensure that it enables employees to contribute to their full potential.</p> <p>Increase visibility of the services OCRD provides to employees and managers.</p> <p>Provide employees with the skills and knowledge required to create a culture that embraces diversity and inclusion and provides equal employment opportunity.</p> <p>Create a culture of performance in which leaders and managers are held accountable for fostering an environment that values all employees and enables them to contribute to their full potential.</p> <p>Partner with disability advocates and schools, including Gallaudet University, to promote USAID as an employer of choice.</p> <p>Require mandatory training on recruiting and hiring PWTD for all management officials. Training will include information about USAID's current hiring goals, special hiring authorities (including Schedule A), Reasonable Accommodation (RA), assistive technology programs, advancement and retention strategies for PWTD, and a certification process for SPCs and DPMs.</p> <p>Assess staffing flexibilities and special hiring authorities.</p> | <p>9/30/2020</p> |
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REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

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USAID expanded its centrally funded Employment for People with Disabilities (EPWD) Program launched in 2013. Four employees participated in the FY 2015 EPWD Program: a GS-07 Program Analyst in Bureau for Economic Growth, Education and Environment (E3), a GS-09 Executive Assistant in the Office of Faith Based and Community Initiatives, a GS-09 Communications Analyst in the Bureau for Policy Planning and Learning, and a GS-09 Communications Specialist, Internal Communications. In FY 2014, 100% of EPWD participants were converted to permanent positions in USAID.

USAID enhanced the Veterans Resume Database by adding a section for non-veterans who qualify for the Schedule A(u) hiring authority to upload their resumes. The database automates the process of organizing and categorizing resumes from job seekers, which improves customer service for all applicants. In FY 2015, the database included 75 new resumes.

In FY 2015, USAID targeted outreach to organizations and events that had a wide reach in the disability community. USAID exhibited at the New Perspectives Training Conference co-hosted by the Federal Employees with Disabilities (FEDs) and FEDQ. The OCRD director served as a panelist and DEPM and OCRD representatives staffed an information booth and met with representatives from several disability organizations.

USAID partnered with USAID's Employees With Disabilities Employee Resource Group to participate in the Americans with Disabilities Act (ADA) Festival on the National Mall. Sponsored by the Smithsonian Institute, the event commemorated the 25th anniversary of the landmark ADA legislation. USAID representatives distributed information on Schedule A(u) hiring and disability program initiatives to attendees on the Mall. These events allowed hiring managers and USAID staff to build stronger relationships with Career Services offices, the general public, and individuals with disabilities seeking employment.

The DEPM routinely conducts briefings at Senior Staff and Expanded Senior Staff meetings, Administrative Management Officer meetings, and Human Capital and Talent Management meetings to ensure USAID employees and hiring managers are aware of the Schedule A(u) hiring authority.

USAID is committed to providing reasonable accommodation to qualified individuals with disabilities pursuant to the Rehabilitation Act. Reasonable accommodations are processed and approved by OCRD. OCRD streamlined the agency's reasonable accommodation process; increased its capacities; and significantly lower processing times. In addition, OCRD increased its outreach and regularly conducts training for internal stakeholders on the Agency's reasonable accommodation program and the agency's accommodation obligations.

USAID established PWD Hiring Targets: Total Disability New Hires = 3%; Targeted Disabilities = 1%



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| <b>EEOC FORM<br/>715-01<br/>PART J</b> | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT<br/>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted</b> |
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| <b>Agency for International Development</b> | <b>For period covering October 1, 2014 to September 30, 2015</b> |
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| <b>PART I<br/>Department or<br/>Agency<br/>Information</b> | 1. Agency                | 1. US Agency for International Development |
|  | 1.a. 2nd Level Component | 1. a.                                      |
|  | 1.b. 3rd Level or lower  | 1. b.                                      |

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| <b>PART II<br/>Employment<br/>Trend and<br/>Special<br/>Recruitment for<br/>Individuals With<br/>Targeted<br/>Disabilities</b> | Enter Actual Number at the ...   | ... beginning of FY. |       | ... end of FY. |       | Net Change |                |
|  |  | Number               | %     | Number         | %     | Number     | Rate of Change |
|  | Total Work Force   | 3881                 | 100%  | 3815           | 100%  | -66        | -1.7 %         |
|  | Reportable Disability  | 165                  | 4.3 % | 169            | 4.4 % | 4          | 2.4 %          |
|  | Targeted Disability*   | 28                   | 0.7 % | 29             | 0.8 % | 1          | 3.6 %          |
|  | * 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.  |                      |       |                |       | 0          |                |
|  | 2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.   |                      |       |                |       | 0          |                |

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

| Other Employment/Personnel Programs    | TOTAL | Reportable Disability |       | Targeted Disability |       | Not Identified |       | No Disability |        |
|--|-------|-----------------------|-------|---------------------|-------|----------------|-------|---------------|--------|
|  |       | #                     | %     | #                   | %     | #              | %     | #             | %      |
| Competitive Promotions                 | 0     | 0                     | 0.0 % | 0                   | 0.0 % | 0              | 0.0 % | 0             | 0.0 %  |
| Non-Competitive Promotions             | 0     | 0                     | 0.0 % | 0                   | 0.0 % | 0              | 0.0 % | 0             | 0.0 %  |
| Employee Career Development Programs   | 0     | 0                     | 0.0 % | 0                   | 0.0 % | 0              | 0.0 % | 0             | 0.0 %  |
| a. Grades 5 - 12                       | 0     | 0                     | 0.0 % | 0                   | 0.0 % | 0              | 0.0 % | 0             | 0.0 %  |
| b. Grades 13 - 14                      | 0     | 0                     | 0.0 % | 0                   | 0.0 % | 0              | 0.0 % | 0             | 0.0 %  |
| c. Grade 15/SES                        | 0     | 0                     | 0.0 % | 0                   | 0.0 % | 0              | 0.0 % | 0             | 0.0 %  |
| Employee Recognition and Awards        | 1911  | 82                    | 4.3 % | 10                  | 0.5 % | 30             | 1.6 % | 1799          | 94.1 % |
| a. Time-Off Awards (Total hrs awarded) | 202   | 15                    | 7.4 % | 3                   | 1.5 % | 3              | 1.5 % | 184           | 91.1 % |
| b. Cash Awards (total \$\$\$ awarded)  | 1634  | 61                    | 3.7 % | 6                   | 0.4 % | 26             | 1.6 % | 1547          | 94.7 % |
| c. Quality-Step Increase               | 30    | 2                     | 6.7 % | 0                   | 0.0 % | 1              | 3.3 % | 27            | 90.0 % |

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| <b>EEOC FORM<br/>715-01</b>                                   |  | <b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b> |  |
| <b>Agency for International Development</b>                   |  | <b>For period covering October 1, 2014 to September 30, 2015</b>   |  |
| <b>Part IV<br/>Identification and Elimination of Barriers</b> | Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.  |  |  |
| <b>Part V<br/>Goals for Targeted Disabilities</b>             | <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>   |  |  |
| Established a Numerical Goal?                                 | No   |  |  |
| Goal  |  |  |  |
| Strategies  | <p>Develop and implement a new Outreach and Recruitment strategic plan.</p> <p>Ensure roles and responsibilities associated with the hiring process are sufficiently defined and staffed to improve hiring opportunities for all underrepresented groups, including PWTD.</p> <p>Provide more proscriptive and consistent guidance about the use of Special Hiring Authorities and Reasonable Accommodations.</p> <p>Re-evaluate the Foreign Service career path and structure to ensure that it enables employees to contribute to their full potential.</p> <p>Increase visibility of the services OCRD provides to employees and managers.</p> <p>Provide employees with the skills and knowledge required to create a culture that embraces diversity and inclusion and provides equal employment opportunity.</p> <p>Create a culture of performance in which leaders and managers are held accountable for fostering an environment that values all employees and enables them to contribute to their full potential.</p> <p>Partner with disability advocates and schools, including Gallaudet University, to promote USAID as an employer of choice.</p> <p>Require mandatory training on recruiting and hiring PWTD for all management officials. Training will include information about USAID's current hiring goals, special hiring authorities (including Schedule A), Reasonable Accommodation (RA), assistive technology programs, advancement and retention strategies for PWTD, and a certification process for SPCs and DPMs.</p> <p>Assess staffing flexibilities and special hiring authorities.</p> |  |  |

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| Objectives      | At USAID, we recognize that solutions to the most challenging development problems require innovation, creativity, and multiple approaches for success. As a Federal employer, USAID is committed to recruiting and employing qualified people with all types of disabilities.  |
| Accomplishments | <p>USAID expanded its centrally funded Employment for People with Disabilities (EPWD) Program launched in 2013. Four employees participated in the FY 2015 EPWD Program: a GS-07 Program Analyst in Bureau for Economic Growth, Education and Environment (E3), a GS-09 Executive Assistant in the Office of Faith Based and Community Initiatives, a GS-09 Communications Analyst in the Bureau for Policy Planning and Learning, and a GS-09 Communications Specialist, Internal Communications. In FY 2014, 100% of EPWD participants were converted to permanent positions in USAID.</p> <p>USAID enhanced the Veterans Resume Database by adding a section for non-veterans who qualify for the Schedule A(u) hiring authority to upload their resumes. The database automates the process of organizing and categorizing resumes from job seekers, which improves customer service for all applicants. In FY 2015, the database included 75 new resumes.</p> <p>In FY 2015, USAID targeted outreach to organizations and events that had a wide reach in the disability community. USAID exhibited at the New Perspectives Training Conference co-hosted by the Federal Employees with Disabilities (FEDs) and FEDQ. The OCRD director served as a panelist and DEPM and OCRD representatives staffed an information booth and met with representatives from several disability organizations.</p> <p>USAID partnered with USAID's Employees With Disabilities Employee Resource Group to participate in the Americans with Disabilities Act (ADA) Festival on the National Mall. Sponsored by the Smithsonian Institute, the event commemorated the 25th anniversary of the landmark ADA legislation. USAID representatives distributed information on Schedule A(u) hiring and disability program initiatives to attendees on the Mall. These events allowed hiring managers and USAID staff to build stronger relationships with Career Services offices, the general public, and individuals with disabilities seeking employment.</p> <p>The DEPM routinely conducts briefings at Senior Staff and Expanded Senior Staff meetings, Administrative Management Officer meetings, and Human Capital and Talent Management meetings to ensure USAID employees and hiring managers are aware of the Schedule A(u) hiring authority.</p> <p>USAID is committed to providing reasonable accommodation to qualified individuals with disabilities pursuant to the Rehabilitation Act. Reasonable accommodations are processed and approved by OCRD. OCRD streamlined the agency's reasonable accommodation process; increased its capacities; and significantly lower processing times. In addition, OCRD increased its outreach and regularly conducts training for internal stakeholders on the Agency's reasonable accommodation program and the agency's accommodation obligations.</p> <p>USAID established PWD Hiring Targets: Total Disability New Hires = 3%; Targeted Disabilities = 1%</p> |

