

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

PART A
Department
or Agency
Identifying
Information

1. Agency

1. International Boundary and Water Commission

1.a 2nd level reporting component

2. Address

2. 4191 N. Mesa St.

3. City, State, Zip Code

3. El Paso, TX 79902

4. Agency Code

5. FIPS code(s)

4. GW00

5. 48141

PART B
Total
Employment

1. Enter total number of permanent full-time and part-time employees

1. 272

2. Enter total number of temporary employees

2. 7

3. TOTAL EMPLOYMENT [add lines B 1 through 2]

4. 279

PART C

Title Type

Name

Title

Agency Official(s) Responsible
For Oversight of EEO
Program(s)

Head of Agency

Dr. Maria-Elena Giner

Commissioner

Head of Agency Designee

Xochitl Aranda

Chief of Staff

Principal EEO Director/Official

Frances Castro

EEO Director

Principal MD-715 Preparer

Leslie Grijalva

EEO Specialist

For period covering October 1, 2023 to September 30, 2024

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
Organization Chart	Y	Y	
EEO Policy Statement	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	

International Boundary and Water Commission

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EXECUTIVE SUMMARY: MISSION

The U.S. Section of the International Boundary and Water Commission (USIBWC) provides binational solutions to issues that arise during the application of United States - Mexico treaties regarding boundary demarcation, national ownership of waters, sanitation, water quality, and flood control in the border region. The Federal Agency is directed by Commissioner Dr. Maria-Elena Giner, P.E. The IBWC serves a vital function overseeing the boundary and water treaties of the United States and Mexico and settles differences that may arise in their application.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

IBWC Model EEO Program for FY 24

The International Boundary and Water Commission (IBWC) is committed to fostering a workplace that values and respects every employee, where equality and fairness are at the forefront of all organizational initiatives. To fulfill this commitment, the agency has developed a Model Equal Employment Opportunity (EEO) Program, designed to promote equal opportunity, eliminate discrimination, and create an inclusive culture. The following outlines the key elements of this program, which serve as the foundation for ensuring that the IBWC remains compliant with federal Equal Employment Opportunity Commission (EEOC) regulations. We are dedicated to promoting fairness and ultimately enhancing employee productivity and organizational success.

Element A - Demonstrated Commitment from Agency Leadership

A cornerstone of an effective EEO program is the strong commitment of leadership. The IBWC has taken multiple steps to demonstrate its dedication to promoting equal opportunity and eliminating discrimination. In FY 2024, the EEO office launched an education initiative to keep all personnel well-informed, providing mandatory training for all employees. Supervisors received specialized training tailored to their roles. Additionally, EEO Officials are always available to assist managers and supervisors with EEO-related queries, emphasizing the agency's continuous progress in advancing equal opportunity. This steadfast commitment from leadership ensures that all employees contribute to a discrimination-free work environment.

Element B - Integration of EEO into the Agency's Strategic Mission

The IBWC has embedded Equal Employment Opportunity into the agency's strategic mission by offering formal recognition for those who demonstrate outstanding accomplishments in EEO. While a policy exists, the agency acknowledges that formal recognition has not been consistently implemented. The agency is working to promote this process and enforcing the policy to ensure recognition is granted for exceptional EEO achievements. Moreover, the EEO Director's involvement in strategic planning discussions ensures that EEO considerations are integrated into key decisions regarding workforce changes, recruitment, and promotions. The agency continues to refine its internal surveys to improve the monitoring of employees' perceptions of EEO principles, ensuring a transparent and respectful work environment for all.

Element C - Management and Program Accountability

The IBWC has successfully implemented an Anti-Harassment program that ensures harassment complaints are addressed promptly and efficiently. The EEO Director serves as a neutral advisor in investigating harassment claims, ensuring impartiality and proper handling of the issue. This program has proven effective through close collaboration with HR and legal teams, ensuring an inclusive and respectful work environment. Furthermore, the agency's reasonable accommodations program is fully aligned with EEOC regulations, offering timely and necessary support for employees with disabilities. Training and resources are continuously updated to ensure managers and supervisors are held accountable for upholding these values, and the EEO Director is actively recommending corrective actions when necessary.

Element D - Proactive Prevention of Unlawful Discrimination

The IBWC is dedicated to preventing unlawful discrimination proactively. Regular reviews of policies and practices are conducted to identify and address potential barriers to equal employment opportunities. By analyzing workforce data and conducting exit interviews, the agency gains valuable insights into areas for improvement in the recruitment and hiring process. Additionally, the EEO office regularly assesses employment practices, offering an avenue for employees to report incidents confidentially. These proactive steps help maintain a positive work environment where every employee feels valued and respected. The EEO program also maintains the integrity

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

its processes through impartial decision-making, ensuring a secure work environment for all employees.

Element E – Efficiency

The IBWC's EEO Complaints Program is integral to the agency's success, ensuring compliance with all relevant regulations and timely processing of complaints. The agency efficiently resolves EEO complaints and collaborates with other small federal agencies to share resources, enhancing the overall effectiveness of its program. The agency ensures a clear separation of functions between legal compliance review and defensive functions, preserving the objectivity of the EEO complaint process. Mediation is offered for all EEO complaints, emphasizing the agency's commitment to resolving conflicts at the lowest level possible.

Element F - Responsiveness and Legal Compliance

The EEO office at the IBWC is committed to ensuring compliance with all EEOC orders and settlement agreements. The EEO Director oversees compliance, ensuring all steps are taken promptly and accurately. The agency promptly addresses any compliance concerns, keeping the EEOC and relevant stakeholders informed throughout the process. The IBWC is proactive in meeting its legal obligations, providing timely responses to EEOC orders and ensuring full compliance with the No FEAR Act reporting requirements. Through its dedication to legal compliance and responsiveness, the agency strives to maintain a discrimination-free workplace where every employee has equal access to opportunities.

The IBWC's Model EEO Program reflects its continued commitment to creating a work environment that is inclusive and respectful, where employees are valued and provided equal opportunities to succeed. By focusing on key areas such as leadership commitment, program integration, management accountability, proactive prevention, efficiency, and legal compliance, the IBWC has built a strong foundation for ensuring that all employees, regardless of background, are treated fairly and have the tools they need to thrive. Moving forward, the agency remains dedicated to enhancing its EEO efforts, maintaining a positive work environment, and promoting fairness, equality, and respect for all employees.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Section III- Workforce analysis

Workforce Table Analysis

Overall Workforce Composition by Race/Ethnicity and Sex

Table A-1 shows the total workforce of the IBWC (agency) for FY 2024 compared with the previous year (FY 2023) and shows both growth and shifts in demographic representation. The total number of employees increased from 254 in FY 2023 to 279 in FY 2024, reflecting a 9.84% growth in the agency's workforce. When comparing this data to the Alternate Benchmark (local Census data for El Paso, where the agency is headquartered), the analysis reveals several trends in workforce composition.

The representation of Hispanic or Latino males has remained stable, with a slight increase of 15 employees, rising from 144 (56.69%) in FY 2023 to 159 (56.99%) in FY 2024. This increase aligns closely with the local demographic, where Hispanic or Latino males make up 43.30% of the population, highlighting the agency's successful recruitment efforts within the El Paso community. Similarly, Hispanic or Latino females saw a positive increase, growing by 6 employees, from 30 (11.81%) in FY 2023 to 36 (12.90%) in FY 2024, though the agency's percentage remains below the 39.90% seen in the local benchmark.

White males increased by 4 employees, from 43 (16.93%) in FY 2023 to 47 (16.85%) in FY 2024, which is well above the 6.80% represented in the Alternate Benchmark for El Paso. In contrast, White females experienced a slight decrease, with their representation falling from 6 (6.69%) in FY 2023 to 17 (6.09%) in FY 2024, reflecting a -0.60% change, despite no net change in their total number.

Black or African American males showed a slight increase, rising from 8 employees (3.15%) in FY 2023 to 10 employees (3.58%) in FY 2024. However, this still remains below the 5.20% in the Alternate Benchmark for El Paso. On the other hand, Black or African American females saw a significant decrease, from 3 employees (1.18%) in FY 2023 to just 1 employee (0.36%) in FY 2024, a -0.82% drop in representation.

The agency's representation of Asian males remained relatively stable, though slightly decreased in percentage, from 1.57% in FY 2023 to 1.43% in FY 2024. The representation of Asian females increased from 0 employees (0%) in FY 2023 to 1 employee (0.36%) in FY 2024, marking a positive development in workforce diversity.

Regarding Native Hawaiian or Other Pacific Islander groups, there has been little change, with Native Hawaiian or Other Pacific Islander males showing no representation in both years. Native Hawaiian or Other Pacific Islander females remained at 1 employee (0.36%) in both years, reflecting a slight decline in their percentage representation, from 0.39% in FY 2023.

American Indian or Alaska Native males decreased by 1 employee, from 4 (1.57%) in FY 2023 to 3 (1.08%) in FY 2024, indicating a -0.49% drop in their representation. There has been no representation of American Indian or Alaska Native females in either year.

Permanent Workforce Comparison

The analysis of the permanent workforce data for FY 2023 and FY 2024 shows significant growth and trends that reflect the agency's continued expansion. The total number of permanent employees increased from 245 in FY 2023 to 272 in FY 2024, marking an 11% increase in staffing, which indicates a positive trajectory aligned with the agency's operational demands. The demographic breakdown reveals that Hispanic or Latino males remain the largest group, growing by 12.23%, from 56.73% to 57.35%, which is in strong alignment with the local Alternate Benchmark for El Paso, where the population is predominantly Hispanic.

Hispanic or Latino females also showed a 20.69% increase, with an additional 6 employees, boosting their representation from 11.84% to 12.87%. However, their percentage remains below the Alternate Benchmark for the region, indicating a potential area for further recruitment efforts. White males and White females saw slight increases and decreases in representation, respectively, with White males growing by 14.63% and White females seeing a slight decrease of 5.88%.

The agency also made progress with Black or African American males, who increased by 28.57%, raising their percentage from 2.86% to 3.31%. Although the representation of Black or African American females decreased, the agency still outperformed the local benchmark for both groups. Asian females showed growth with 1 employee in FY 2024, a representation of 0.37%, while Asian males experienced a slight drop from 1.63% to 1.10%. American Indian or Alaska Native males slightly exceeded the local benchmark, even though their representation dropped by 0.53%.

Overall, the agency's permanent workforce composition reflects a significant alignment with the surrounding community, particularly

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Hispanic or Latino males and females. Despite some areas where representation does not fully align with the Alternate Benchmark, growth in various groups suggests that the agency is making progress toward ensuring a workforce reflective of its local demographics.

Temporary Workforce Comparison

In FY 2024, the temporary workforce saw a decrease in overall staffing levels, with a 22.22% reduction in the total number of employees compared to FY 2023. However, there were positive trends for certain groups, including Hispanic or Latino females, who saw an increase in their representation within the temporary workforce, and Black or African American males, who gained representation in the temporary workforce. Conversely, White females saw a decrease in their temporary workforce presence. Despite the overall decrease in the number of employees, the changes in the workforce composition indicate an evolving and dynamic workforce, with some groups maintaining or increasing representation.

When comparing the agency's workforce with the Alternate Benchmark, the data reveals that the agency is closely aligned with the local demographic trends, particularly among Hispanic or Latino males, which is in line with the El Paso area's population. For example, the Hispanic or Latino male representation in the agency's workforce aligns well with local population trends, showing that the agency is effectively reflecting the El Paso community. This contrasts with comparing against the national CLF, where the Hispanic or Latino population is underrepresented, thus making the Alternate Benchmark a more relevant measure for the agency's performance in reflecting its immediate surroundings.

While the agency's workforce has grown by nearly 10%, aligning positively with the Alternate Benchmark in several categories, there are areas where representation is still below local demographic levels, such as Hispanic females, Black or African American females, and American Indian or Alaska Native males. These trends provide valuable insights into the agency's workforce composition and highlight areas where recruitment efforts could be enhanced to better align with the local community's demographic makeup. However, it's important to note that the agency is committed to hiring the best candidates, regardless of demographic background, ensuring that qualified individuals who bring the necessary skills and experience to the role are selected.

Workforce Composition by Disability

Table B1 provides a detailed breakdown of the agency's workforce composition in terms of disability status for FY 2023 and FY 2024. This table includes data on employees with no disability, employees with disabilities, and employees with targeted disabilities. The table also tracks the agency's progress toward meeting the Section 504 goal, which sets the target for employment of individuals with disabilities in the federal sector.

In FY 2023 there were 254 employees, with 69.29% identified as having no disability, 25.20% with some form of disability, and 5.12% with a targeted disability. In FY 2024, the total workforce increased to 279 employees, with 67.03% having no disability, 22.94% with a disability, and 5.02% with a targeted disability.

There was an increase of 25 employees in total. The percentage of individuals with disabilities decreased slightly from 25.20% in FY 2023 to 22.94% in FY 2024, but there was a slight increase in the percentage of employees identifying with a targeted disability (from 5.12% to 5.02%).

The Permanent Workforce data reveals a similar trend. In FY 2023, there were 245 permanent employees, with 170 employees having no disability and 62 employees having disabilities. In FY 2024, the total number of permanent employees grew to 272, with 187 employees identified as having no disability and 61 employees with disabilities. This reflects a net increase of 11.02% in permanent staff, with a slight decrease in the proportion of employees with disabilities, from 25.31% in FY 2023 to 22.43% in FY 2024.

The Temporary Workforce data shows a significant shift between the two years. In FY 2023, there was 1 temporary

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employee, with 1 employee identified as having a disability. However, in FY 2024, the temporary workforce grew substantially to 4 employees, with 200% of the increase in temporary positions attributed to individual disabilities. This remarkable increase in the Temporary workforce highlights the agency's effort to ensure disability representation in temporary roles, with a huge percentage increase in employees with disabilities. However, the category saw extreme fluctuations, particularly in terms of percentage change, which can be attributed to the small base of temporary employees in the previous fiscal year.

Each year, we dedicate significant efforts to educating our workforce on the importance of self-identification of individuals with disabilities. Through these campaigns, employees are encouraged to voluntarily disclose their disability status, knowing that this information is used solely for analysis purposes to support future planning and improvements. We are proud to report that, despite a slight decrease in the overall number of employees identifying with disabilities, we have successfully met the federal goal of 12% of the workforce being comprised of individuals with disabilities, with 2% self-identifying as having a targeted disability. This demonstrates our commitment to maintaining a workforce that reflects individuals with disabilities while striving for continuous growth and positive impact in line with federal objectives.

Workforce Composition and Distribution Analysis by Race, Ethnicity, Sex, and Disability

The IBWC does not have sub-components. Tables A-2 and B-2 present the total number of permanent employees, with Table A-2 comparing the workforce composition by race, ethnicity, and sex to the Alternative Benchmark percentages, and Table B-2 providing a breakdown of the workforce by disability status.

Analysis of Workforce Composition by Occupation, Race/Ethnicity, and Sex

The data highlights the progress made in broadening the composition of the agency's leadership and managerial roles. Hispanic or Latino employees, particularly males, show a strong presence in managerial positions, though there is still room for growth in senior leadership roles. While Black or African American and Asian individuals currently make up a smaller portion of officials and managers, there are opportunities to further increase their representation at higher levels. The agency remains committed to improving the balance in leadership roles by focusing on ensuring all groups are well represented across various levels of management.

The table shows the distribution of employees in various occupational categories within the workforce broken down by race/ethnicity and sex. The data includes the number of employees and their percentages in each category, with a total of eight occupational categories being analyzed: Professionals, Technicians, Sales Workers, Administrative Support Workers, Craft Workers, Operatives, Laborers and Helpers, and Service Workers.

In the Professional category, there are a total of 62 employees, with 45.16% being female and 54.84% male. Within this group, Hispanic or Latino males represent 29.03%, Hispanic or Latino females represent 32.26%, and White males comprise 16.13% of the total. Other racial/ethnic groups, including Black or African American and Asian, have relatively small representations in this category.

The Technicians category includes 21 employees, with a strong male representation (80.95% male, 19.05% female). The highest percentage of employees in this group are Hispanic or Latino males, comprising 61.90% of the total. This category also shows White males representing 9.52% and American Indian/Alaska Native males representing 9.52% of the workforce within that category.

The Sales Workers category shows that there are 2 employees, both of whom are Hispanic or Latino males (100% male, 100% Hispanic).

For the Administrative Support Workers, there are 17 total employees, with 58.82% female and 41.18%

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Hispanic or Latino males and females make up the majority of the representation in this category, with 29.41% and 41.18%, respectively. White females and Black males each make up 11.76% of the workforce in this category while Black females represent only 5.88%.

The Craft Workers category has 37 employees, with 100% of them being male. Within this category, Hispanic or Latino males make up 78.68% of the workforce, with the second largest representation being White males at 21.62%. There is one worker under Black males, with 2.70%.

The Operatives category consists of 55 employees, with 100% of them being male. Hispanic or Latino males are the largest group in this category, accounting for 78.18% of the total, while White males comprise 18.18%. Black males and American Indian males each have one employee, representing 1.82% of the workforce within this category.

The Laborers and Helpers category shows 2 employees, both of whom are male. This category shows Hispanic or Latino male and 50% White male representation.

There are 24 Service Workers, all of whom are male. 95.83% of the workers in this category are Hispanic or Latino, and one White male representing 4.17%.

Analysis of Workforce Composition by Disability

The table presents the distribution of employees in various occupational categories within the workforce, broken down by disability. The data includes the number of employees and their percentages in each category, with a total of 8 occupational categories being analyzed: Professionals, Technicians, Sales Workers, Administrative Support Workers, Craft Workers, Operatives, Laborers and Helpers, and Service Workers.

In the Professional category, there are a total of 62 employees, with 27.42% identifying as having a disability and 62.9% identifying as having no disability. Within this group, four employees identified as having a targeted disability, which is 6.45%. One employee identified as having a traumatic brain injury (1.61%), one employee identified as being deaf or having serious difficulty hearing (1.61%), one employee identified as having partial or complete paralysis (1.61%), and one employee identified as having a significant psychiatric disorder.

The Technicians category includes 21 employees, with 76.19% identifying as having no disability and 19.05% identifying as having a disability. There were no employees reporting a targeted disability in this category.

In the Sales Workers category, there are 2 employees, 50% of which identified as having no disability and 50% who identified as having a disability.

For the Administrative Support Workers, there are 17 total employees, with 58.82% of employees identifying as having no disability and 35.29% reporting having a disability. Within this group, 17.65% of the employees identified disabilities reported having a targeted disability. One employee (5.88%) identified as having partial or complete paralysis, one employee (5.88%) identified as having a significant psychiatric disorder, and one employee (5.88%) identified as having a significant disfigurement.

The Craft Workers category has 37 employees, with 70.27% reporting no disability and 18.92% reporting having a disability. Within this category there were no employees identifying a targeted disability.

The Operatives category consists of 55 employees, with 70.91% reporting no disability and 18.18% reporting having a disability. Within this group, two employees identified having a targeted disability (3.64%). One employee (1.82%) identified as being deaf or having serious difficulty hearing, and one employee (1.82%) reported having a significant disfigurement.

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The Laborers and Helpers category shows 2 employees, both of whom reported having no disabilities.

Service Workers have 24 employees, 70.83% of whom reported having no disabilities. 16.67% of the workers within this category reported having a disability, with two employees (8.33%) reporting a targeted disability. Both identified having a significant psychiatric disorder.

Permanent and Temporary Workforce Composition by Gender, Race/Ethnicity, and GG Levels

The IBWC has a total of 172 GG permanent employee; of those employees, 118 are male (68.6%) and 54 female (31.4%). Additionally, the agency has 7 temporary employees, 5 males and 2 females.

The data from Tables A4 permanent and temporary shows the following:

Permanent table analysis

Hispanic males total 81 of 172 employees (47.09%). The largest GS group is GS-07, with a total of 22 employees (84.62%) followed by GS-12 with 16 (42.11%). White males have a total of 25 employees (14.53%) with a majority in the GS-12 (7) and GS-14 (6) levels. Hispanic females have a total of 35 (20.35%) and most females are GS-12 (9), followed by GS-13 with 8. White females total 16 (9.3%), with 5 females at the GS-15 level followed by GS-12, with 3 employees. Black males comprise 4.07% of the workforce, Asian males 1.74%, American Indian males represent 1.16%. Black females have 1 employee, and there is only 1 female employee each in Asian and Native Hawaiian/Pacific Islander in the agency, each at 0.58%.

Based on the data in Table A4P, a large portion of employees (90 out of 172 male and female employees, or 52%) occupy GG-12 through GG-15 positions. Approximately 58 of these employees are male, and of those employees in the GS 12-15 levels, 34 are Hispanic males, which is still the largest demographic group. Women make up 32 out of the 172 employees (31.4%), with 32 of them occupying GS 12- 15 positions. 35 of those total employees are Hispanic, the largest demographic for the female workforce as well. Data once again shows that the demographic location of the agency along the U.S.- Mexico border greatly impacts demographics within the agency.

Temporary table analysis

The agency has 7 temporary employees, 5 males (71.4%) and 2 females (28.6%). Hispanic males have a total of 3 employees, or 42.9%. Both female employees are Hispanic or Latino (28.6%). There is one Black male (16.67%), one white female (16.67%), and one Asian male (16.67%). The distribution by GS grades, is as follow: GS-12 (3 employees), GS-8 (1 employee), GS-11 (1 employee), Other Senior Pay (1 employee).

Permanent and Temporary Workforce Composition by Disability, and GG Levels

In analyzing the permanent workforce across different General Schedule (GS) levels, it is evident that a significant portion of employees have self-identified as having a disability. At the GS-07 level, out of 26 employees, 18 have no disabilities (69.23% within this grade level), 5 have a disability (19.23% within this grade level), and 1 of those employees identified as having a targeted disability (0.2% within this grade level). Similarly, at the GS-12 level, out of 16 employees, 25 don't have a disability (65.79%), 7 have a disability (18.42%), and 1 of those employees has a targeted disability (2.63%).

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When analyzing the temporary workforce across different General Schedule (GS) levels, out of a total of 172 employees, 1 identified as not having a disability (0.14%), and 2 identified having a disability (28.6%), with both employees reporting having a targeted disability.

Overall, across all GS levels, out of a total of 172 employees, 115 don't have a disability (66.86%), 43 have a disability (25%), and 10 have a targeted disability (5.81%). This data emphasizes the importance of promoting an equitable and accommodating work environment that fits the needs of our workforce, as well as the need to ensure equal opportunities for individuals with disabilities across all GS levels.

Representation of Employees by Race/Ethnicity and Sex in the Permanent and Temporary Workforce, by Salary

Data in Table A5 shows that the salary range of \$60,000- \$70,000 has the highest number of men (63, 36.6%) in the agency. The salary range of \$110,000- \$120,000 has the highest number of women (8, 4.7%) in the agency. The Hispanic or Latino category has the highest number of employees, with a total of 191 male and female employees (70.2%). Within this group, 51 male and female employees are within the \$60,000 - \$70,000 salary range (26.7%). The next highest pay scale for Hispanic or Latino males is the \$70,000-\$80,000 range, with 12 males (12.6%). Hispanic females at the \$110,000-\$120,000 salary range has the highest number of employees (7, 3.66%), with the second highest range being \$100,000-\$110,000 with 5 employees (2.61%). The Hispanic or Latino categories have the highest pay distribution, with the lowest salary range being \$40,000 and the highest being \$180,000 and greater and employees in every category range between that.

White males in the \$60,000-\$70,000 salary range are the second largest demographic group, with 9 males (3.3% of the workforce), while white females in the \$50,000- \$60,000, \$70,000- \$80,000, \$150,000- \$160,000, and \$170,000- \$180,000 salary range, each with 2 employees, indicate far less numbers but a higher earning capacity (2 employees each, 0.74% each).

Data shows Blacks males with 4 employees each (1.47% each) in the \$60,000-\$70,000 salary range and 2 employees in the \$100,000 and \$110,000 salary range. There were two additional employees in this demographic group, one in the \$50,000-\$60,000 salary range and one in the \$80,000- \$90,000 salary range (one employee each, 0.36% each). Black females have one employee in \$70,000 - \$80,000 salary range (0.36%). Asian females have one employee in \$40,000 - \$50,000 salary range (0.36%). There are three Asian Males in the agency, one each in the \$120,00- \$130,000, \$130,000- \$140,000, and \$140,000- \$150,000 salary range (one each, 0.36% each pay scale, 1.1% of the total workforce). There is only one Native Hawaiian female in the \$90,000-\$100,000 salary range (0.36%). There are three American Indian male employees in \$60,000-\$70,000 salary range (1.1% of the workforce).

Representation of Employees with Disabilities in the Permanent Workforce, by Salary

The table provides a breakdown of the salary distribution for permanent employees, categorized by disability status. It shows a wide range of salaries, with the majority of employees falling into the higher salary brackets. For example, in the \$60,001-\$70,000 salary range, there are 68 employees (approximately 25% of the total permanent workforce), while in the \$70,001-\$80,000 range, there are 35 employees (about 12.86%). On the other hand, the lower salary ranges, such as \$20,001-\$30,000 and \$30,001-\$40,000, represent a smaller portion of the workforce.

In terms of disability representation, the data shows a predominance of employees without disabilities across all salary ranges. For example, in the \$60,001-\$70,000 salary range, 66.18% of employees have no disability, while

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only 23.5% are persons with disabilities, and 2.94% of those have identified as having a targeted disability. The pattern is consistent throughout other salary ranges, with employees with disabilities generally comprising a small percentage of the total in each salary bracket.

Notably, the \$140,001 - \$150,000 salary range has a more balanced representation of employees with and without disabilities, with 20% of employees in this range having disabilities. The \$150,001 - \$160,000 range shows a greater proportion of employees without disabilities (57.14%), with 14.29% of employees having disabilities and 28.57% with disability status not identified. \$160,001 - \$170,000 has a similar distribution, with 66.67% of employees being without disabilities and 33.33% being employees with disabilities. The \$170,001 - \$180,000 and \$180,001 and above salary ranges are exclusively represented by employees without disabilities. The analysis indicates that employees with disabilities are represented across higher salary ranges, with the \$140,001 - \$150,000 range showing a higher proportion of disability representation. However, in the highest salary ranges such as \$170,001 and above, employees without disabilities make up 100% of the employees. While there is some representation in the mid-to-high salary ranges, it remains relatively low in comparison to the total number of employees without disabilities, particularly in the upper salary tiers.

While employees with disabilities are represented across all salary ranges, their presence is minimal, particularly in the upper salary tiers. This is evident from the targeted disability category, where, in most ranges, representation is either very low or absent. For example, in the \$100,001-\$110,000 salary range, 85% of employees are without disabilities, with very few employees from the disability categories.

This trend indicates that the IBWC successfully employs individuals with disabilities across various salary ranges. However, there is an opportunity to increase their representation in higher-paying positions. While the Section 504 Goal of having 2% of employees with disabilities is recognized, further efforts could help ensure that this goal is better reflected in the higher salary brackets.

Representation of Employees with Disabilities in the Temporary Workforce, by Salary

The data for the temporary workforce shows a positive representation of employees with disabilities across various salary ranges. In the \$40,001-\$50,000 range, there is 1 employee, and their disability status is not identified, while the \$50,001-\$60,000 range includes 2 employees, with one having a targeted disability and the other having a disability not identified, resulting in a balanced representation of employees with disabilities. The \$60,001-\$70,000 range shows 1 employee with a targeted disability, which highlights a strong presence of employees with disabilities in this salary range.

In the \$70,001-\$80,000 range, there are 2 employees, both with disabilities not identified, and in the \$180,001 and above greater salary range, there is 1 employee with no disability. While there is a mix of identified and non-identified disabilities, the data reflects that employees with disabilities are represented across a variety of salary ranges, particularly in the middle salary brackets. The diversity of disability statuses in the workforce is encouraging, and there is a promising foundation for continued growth in higher salary brackets. This reflects the agency's ongoing efforts to include individuals with disabilities within the temporary workforce, with room to build upon these efforts as we move forward.

Summary Workforce Analysis

The International Boundary and Water Commission (IBWC) continues to make positive strides in expanding its workforce and aligning its composition with the surrounding community. The agency's total number of employees grew by 25 individuals, reflecting a 9.84% increase from FY 2023 (254 employees) to FY 2024 (279 employees). This growth reflects the agency's continued expansion to meet operational demands. The agency's workforce composition, primarily consisting of Hispanic or Latino employees, aligns with the demographic makeup of the surrounding El Paso area, where the agency is headquartered along the U.S.-Mexico border.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

To ensure a fair and relevant comparison, the IBWC applies the Alternative Benchmark, which uses local Census data for El Paso. This benchmark allows for a more accurate analysis of the workforce in the context of the agency's location. By comparing the IBWC workforce to this local benchmark, the data reveals that the agency has higher numbers of Hispanic or Latino males, White males and females, Black males, Asian males, Native Hawaiian females, and American Indian males than the benchmark. The application of the Alternative Benchmark ensures that the analysis is grounded in the local demographic context, highlighting the agency's successful recruitment efforts within the El Paso community.

In terms of gender and race representation, the data shows that Hispanic or Latino males grew by 12.23%, from 56.69% in FY 2023 to 57.35% in FY 2024. Similarly, Hispanic or Latino females increased by 20.69%, reflecting a positive trend in female representation, although their percentage remains below the local benchmark. Representation of White males and females also showed slight increases and decreases, respectively, with White males growing by 14.63%. Black or African American males showed positive growth, with an increase of 28.57%, while the number of Black females decreased. Asian males remained stable, while Asian females saw an increase in representation.

The agency's commitment to hiring qualified individuals is reflected in its consistent focus on recruiting the best candidates for all roles, regardless of race/ethnicity, sex, or disability. The IBWC is proud of its efforts to meet the federal goal of employing individuals with disabilities and targeted disabilities. In FY 2023, 25.20% of the workforce was identified as having a disability, which decreased slightly to 22.94% in FY 2024 due to the overall increase in staffing. However, the agency has continued to meet the federal goal of 12% of its workforce being comprised of individuals with disabilities. Notably, the IBWC exceeded the federal target for targeted disabilities, with 5.02% of its workforce identified as having a targeted disability, well beyond the 2% goal set by the federal government.

The increased representation of employees with disabilities is attributed to the agency's ongoing education campaigns aimed at encouraging self-identification. These efforts have helped eliminate the stigma surrounding disability status and have made significant strides in fostering an accessible and inclusive workplace.

In conclusion, the IBWC's workforce composition for FY 2024 reflects significant growth and continued alignment with the local community. The agency's ongoing recruitment efforts, combined with its commitment to providing opportunities for all qualified candidates, ensure that the IBWC continues to hire the best talent to meet its mission and serve the community effectively.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

Accomplishments of IBWC Towards Becoming a Model EEO Agency

The International Boundary and Water Commission (IBWC) has made significant strides in ensuring that its Equal Employment Opportunity (EEO) programs foster a respectful and equitable work environment for all employees. The agency has demonstrated its commitment to the principles of equal opportunity and anti-discrimination through the implementation of comprehensive initiatives and adherence to EEOC guidelines. Below are the accomplishments of the IBWC in the pursuit of becoming a model EEO agency:

1. Strong Leadership Commitment to EEO Principles

The leadership at IBWC has consistently shown a strong commitment to creating a discrimination-free workplace. The agency has worked diligently to integrate EEO into its strategic mission by ensuring that all employees, including supervisors and managers, receive regular and tailored training. The EEO Director is actively involved in strategic decision-making processes, helping to align EEO efforts with the agency's broader goals. Additionally, the agency has taken proactive steps to enhance the education and understanding of EEO matters throughout the workforce, ensuring that all employees are well-informed about their rights and responsibilities.

2. Comprehensive Training Programs

IBWC has implemented comprehensive training programs on EEO policies and procedures for all employees. These training sessions ensure that every employee, regardless of their role, understands the agency's commitment to EEO and their responsibility in maintaining a respectful and discrimination-free workplace. Specialized training for supervisors and managers has also been designed to provide them with the necessary skills to manage and resolve any EEO-related issues effectively.

3. EEO and Disability Inclusion Initiatives

The IBWC has developed and implemented initiatives that promote respect within the organization. These efforts include enhanced outreach and engagement strategies to ensure that employees are well-informed of their rights and responsibilities under EEO regulations. The agency has also worked diligently to ensure that reasonable accommodations for employees with disabilities are readily available and accessible, demonstrating its commitment to fostering an inclusive work environment.

4. Timely and Efficient EEO Complaint Process

The agency's commitment to resolving EEO complaints in a timely manner has been a key accomplishment. The IBWC processes all EEO complaints promptly, ensuring that each case is handled with fairness and in accordance with the appropriate procedures. Additionally, the agency has consistently processed requests for reasonable accommodations (RAs) within the required time frames, demonstrating its dedication to supporting employee needs efficiently.

5. Mediation and Alternative Dispute Resolution (ADR)

The IBWC has successfully resolved many EEO complaints through mediation and alternative dispute resolution methods. The agency's ADR program has been an effective tool for resolving conflicts in a timely and non-adversarial manner, promoting a more harmonious work environment. The agency encourages employees to utilize ADR as a means to resolve disputes before they escalate, demonstrating its proactive approach to resolution.

6. Collaboration and Best Practices

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

IBWC has made significant efforts to collaborate with other agencies and stakeholders to share best practices and improve the overall EEO environment across the federal sector. This collaboration has enabled the agency to stay informed about new strategies and approaches that can further enhance its EEO programs. Sharing knowledge and resources with other federal agencies has strengthened IBWC's position as a leader in EEO practices.

7. Transparency and Communication

Improved transparency and communication regarding EEO policies and procedures have been central to the agency's success. The EEO Office actively disseminates essential information, including anti-harassment policies, reasonable accommodation procedures, and contact details for EEO officials, to ensure employees are fully aware of their rights. The agency also takes steps to address any gaps in communication, seeking feedback from employees and continuously improving internal EEO communication strategies.

8. Accountability and Management Participation

The IBWC has placed a strong emphasis on ensuring that managers and supervisors understand their role in upholding EEO principles. Managers are held accountable for fostering a respectful work environment and are provided with ongoing training and resources to support their EEO-related responsibilities. Regular meetings between EEO officials and management help reinforce the importance of EEO in all aspects of the agency's operations, further integrating these principles into the day-to-day functioning of the agency.

9. Monitoring and Continuous Improvement

The agency actively monitors the effectiveness of its EEO programs to ensure continuous improvement. Regular evaluations of workforce data, complaint activity, and training participation help the agency assess its progress and identify areas for further development. The IBWC's commitment to reviewing and refining its EEO programs ensures that it remains responsive to the needs of its workforce and compliant with EEOC regulations.

The IBWC's commitment to becoming a model EEO agency is evident through its proactive efforts to promote equal opportunity, prevent discrimination, and ensure a fair workplace for all employees. By fostering a culture of respect, accountability, and transparency, the agency has made significant progress in achieving its EEO goals. The agency's continuous focus on improving its EEO policies and practices, along with the active involvement of leadership, will help ensure its success in providing equal employment opportunities for all employees. The IBWC remains dedicated to creating a workplace where every employee feels valued, supported, and empowered to contribute to the agency's mission.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Planned Activities for FY 2025 – IBWC EEO Program

In FY 2025, the International Boundary and Water Commission (IBWC) is committed to further enhancing its Equal Employment Opportunity (EEO) program. The agency plans to build on its past successes by focusing on initiatives designed to create a more respectful and supportive work environment for all employees. These activities reflect the IBWC's ongoing dedication to promoting equal opportunity and addressing workplace issues proactively, ensuring compliance with EEOC regulations, and fostering a culture of fairness and respect.

One of the core activities for FY 2025 will be the expansion of the agency's EEO training programs. The IBWC will increase the frequency and depth of its training, ensuring that all employees, including supervisors and leadership, have up-to-date knowledge of EEO policies and their roles in maintaining a respectful workplace. The agency is committed to making training more comprehensive and accessible, enabling employees to better understand their rights and responsibilities under EEO regulations. This initiative aims to enhance employee awareness and equip supervisors with the necessary tools to address workplace conflicts effectively.

The agency will also place a strong focus on improving employee engagement by introducing more robust survey tools and feedback mechanisms. By gathering insights through exit interviews, employee surveys, and other feedback channels, the agency aims to gain a deeper understanding of employees' perceptions of the workplace and the effectiveness of its EEO programs. These efforts will guide future improvements in workplace culture and ensure that the agency continues to meet the needs of its workforce.

IBWC will also strengthen its outreach and recruitment efforts to attract qualified individuals. The agency will enhance partnerships with local organizations, educational institutions, and military bases to encourage applicants, including individuals with disabilities. The agency will leverage special hiring authorities like Schedule A, VRA, and VEOA to increase the diversity of its applicant pool and ensure equal opportunities for all candidates.

In FY 2025, IBWC will also focus on increasing the use of mediation and Alternative Dispute Resolution (ADR) methods to resolve EEO and non-EEO issues. The agency will promote its Conflict Resolution Program to address workplace disputes at the earliest possible stage. This initiative will involve all employees and managers in resolving issues collaboratively, with the goal of reducing formal complaints and fostering a more harmonious work environment.

To support these efforts, IBWC will continue to work on improving transparency and communication regarding EEO policies and procedures. The agency will implement additional methods, such as newsletters and intranet posts, to ensure that all employees are well-informed of their rights and the resources available to them under the EEO program. Clear communication of EEO matters will foster an open and transparent work environment, helping employees feel supported and empowered.

The agency will also conduct a comprehensive barrier analysis to identify and address any systemic barriers that may exist in recruitment, hiring, or promotion processes. This will include a detailed review of workforce data and policies to ensure that all practices are fair and equitable.

Finally, IBWC will continue collaborating with other federal agencies and external stakeholders to share best practices and improve the overall EEO environment across the federal sector. This collaboration will help the agency stay informed about the latest EEO trends and ensure that it is adopting the most effective strategies for promoting equal opportunity within the workforce.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL
EMPLOYMENT OPPORTUNITY PROGRAMS****Frances N. Castro**

I, _____

am the

(Insert name above)

(Insert official title/series/grade above)

Principal EEO Director/Official the International Boundary and Water Commission, U.S. Section
for _____

(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.

FRANCES CASTRODigitally signed by FRANCES
CASTRO
Date: 2025.03.26 15:54:02 -06'00'**3/26/2025**

Signature of Principal EEO Director/Official

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

Date

Digitally signed by XOCHITL
ARANDA
Date: 2025.03.28 11:26:27 -06'00'**3/28/2025**

Signature of Agency Head or Agency Head Designee



Date

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.			
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		The IBWC consistently issues a signed and dated EEO policy statement on agency letterhead, demonstrating the agency's steadfast commitment to EEO for all employees and applicants. 3/22/2024
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X		The IBWC strictly prohibits discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability (mental or physical and the relationship with or perception of a disability), genetic information, or any other non-merit-based factor.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.	Yes	No	N/A

A.2.a. Does the agency disseminate the following policies and procedures to all employees:

A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]

X

The agency ensures that the Anti-Harassment Directive is distributed to all employees. The EEO Office disseminates this directive via email to new employees and ensures it is prominently posted on the main bulletin boards in each office for all employees. To enhance accessibility, barcodes have been created for quick access to the electronic version. Additionally, the policy is available on the EEO's

A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]

X

The EEO Office ensures that this directive is distributed to new employees via email and posted on bulletin boards in all agency buildings. To facilitate easy access, barcodes have been created for the electronic version, which is also available on the EEO's internal SharePoint, internal drive, and public website.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:

A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X		In compliance with 29 C.F.R. § 1614.102(b)(7), the EEO Office has created posters containing essential contact information for: EEO Director, EEO Officials, and EEO Counselors. These posters are designed to ensure employees have easy access to the appropriate EEO personnel and resources. They have been distributed for display in visible locations across agency buildings.
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X		In compliance with 29 CFR §1614.102(b)(5), written educational materials covering the EEO program, relevant laws, policy statements, and the EEO complaint process have been provided to the workforce. These materials are distributed during training sessions, made available on the agency's internal drive for easy reference, and posted on the public website to ensure broad access to all employees.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X		In compliance with 29 CFR § 1614.203(d)(3)(i), written materials outlining the agency's reasonable accommodation procedures have been provided to the workforce. These materials are distributed during training sessions, made available on the agency's internal drive, and posted on the public website for easy access, at: https://www.ibwc.gov/organization/executive-offices/eeo/
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A.2.c. Does the agency inform its employees about the following topics:

A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X		Comprehensive training is provided annually through a combination of in-person sessions, online courses, and informational materials distributed via email. Additionally, new employees receive this training within their first 30 days of employment. Written materials are also distributed during training, available on the agency's internal drive, and posted on the public website for easy access.
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International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.

X

The agency ensures that its employees are well-informed about the ADR process. This comprehensive training is delivered annually through a combination of in-person sessions, online courses, and informational materials distributed via email, and it is also provided to new agency employees within their first 30 days.

A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.

X

The agency ensures that its employees are well-informed about the Reasonable Accommodations program. This comprehensive training is delivered annually through a combination of in-person sessions, online courses, and informational materials distributed via email, and it is also provided to new agency employees within their first 30 days.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.

X

The agency ensures that its employees are well-informed about the Anti-harassment program. This training is delivered annually and it is also provided to new agency employees within their first 30 days. Additional training is provided on an as-needed basis to address specific situations or concerns.

A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.



X

The agency ensures that its employees are well-informed about the behaviors that are inappropriate in the workplace and could result in disciplinary action. This information is part of the New Employee Orientation training is delivered annually and it is also provided to new agency employees within their first 30 days.

International Boundary and Water Commission

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Agency Self-Assessment Checklist

 Compliance Indicator		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	
	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .	X			The IBWC provides recognition to employees, supervisors, managers, and units for demonstrating superior accomplishment in equal employment opportunity. However, no recognitions were issued in 2024.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]'	X			The agency utilizes the Federal Employee Viewpoint Survey to monitor the perception of EEO principles within the workforce.

International Boundary and Water Commission

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Agency Self-Assessment Checklist

Essential Element: B Integration of EEO into the agency's Strategic Mission

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

 Compliance Indicator		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	
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	X			The Commissioner is the immediate supervisor of the EEO Director, overseeing day-to-day control of the EEO office. The Chief of Staff serves as the administrative supervisor, responsible for matters such as leave and other administrative functions.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.				X	The Commissioner is the immediate supervisor of the EEO Director, overseeing day-to-day control of the EEO office. The Chief of Staff serves as the administrative supervisor, responsible for matters such as leave and other administrative functions.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			The agency's organizational chart clearly defines the reporting structure for the EEO office.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]

X

As a small federal agency, The EEO Director has direct access to the Commissioner and executive staff. She meets monthly with the Commissioner to report on the effectiveness, efficiency, and legal compliance of the EEO program, ensuring regular and effective communication with senior management.

B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.

X

During this reporting period, the EEO Director presented the "State of the Agency" briefing to the Commissioner and senior management officials.

B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]



X

The EEO Director is a regular participant in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024

Agency Self-Assessment Checklist

 Compliance Indicator		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	
B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	B.2. The EEO Director controls all aspects of the EEO program.	X			The EEO Director is responsible for implementing a continuing affirmative employment program to promote EEO and identify and eliminate discriminatory policies, procedures, and practices.
B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]		X			The EEO Director is responsible for overseeing the completion of EEO counseling.
B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X			The EEO Director is responsible for overseeing the fair and thorough investigation of EEO complaints.
B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X			The EEO Director is responsible for overseeing the timely issuance of final agency decisions.
B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]		X			The EEO Director is responsible for ensuring compliance with EEOC orders.

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Agency Self-Assessment Checklist

B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]

X

The EEO Director is responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head. This includes analyzing the effectiveness of EEO policies and practices and suggesting areas for enhancement to ensure a robust and compliant EEO program.

B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]



X

The IBWC doesn't have subordinate components.

International Boundary and Water Commission

For period covering October 1, 2023 to September 30, 2024



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.			N/A
B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X		The EEO Director participates in agency meetings regarding workforce changes that may impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training and career development opportunities.
B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X		The IBWC's current strategic plan references EEO principles, stating: "Continue to implement equal opportunity, diversity and inclusion programs and processes to proactively prevent discrimination, achieve more equitable and inclusive work environments, and more effectively address equal opportunity concerns."

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Agency Self-Assessment Checklist

 Compliance Indicator		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	
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]		X			The EEO Director conducts self-assessment of the IBWC's EEO program to identify possible EEO program deficiencies.
B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		X			The agency has allocated sufficient funding and qualified staffing to effectively manage its reasonable accommodation program.
B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]		X			The agency has allocated sufficient funding and qualified staffing to ensure timely and complete compliance with EEOC orders.
B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]		X			In FY 24, the IBWC allocated sufficient funding and qualified staffing to successfully implement the EEO program. We hired a new EEO Specialist as part of a developmental assignment, and one of her main duties is conducting a thorough barrier analysis of the workforce.

International Boundary and Water Commission

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Agency Self-Assessment Checklist

B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]

X

The IBWC has allocated sufficient funding and qualified staffing to successfully implement the EEO program, ensuring the timely, thorough, and fair processing of EEO complaints, including counseling, investigations, final agency decisions, and legal sufficiency reviews.

B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.

X

The IBWC has allocated sufficient funding and qualified staffing to successfully implement the EEO program, including providing all supervisors and employees with training on retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR.

B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]

X

The agency conducts thorough, accurate, and effective field audits of the EEO programs in the field offices,

B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]

X

The agency publishes and distributes EEO materials to the workforce.

International Boundary and Water Commission

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Agency Self-Assessment Checklist

B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			The agency has allocated sufficient funding and qualified staffing to successfully implement the EEO program to maintain accurate data collection and tracking systems for complaint tracking, and workforce demographics..
B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			The IBWC has allocated sufficient funding and qualified staffing to successfully implement the EEO program, including effectively administering its special emphasis programs. We hired a new person as an EEO Specialist to help implement these initiatives.
B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			The agency has allocated sufficient funding and qualified staffing to effectively manage its anti-harassment program.
B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			The EEO office has a budget that is separate from other offices within the agency.
B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			The duties and responsibilities of EEO officials are clearly defined.
B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			The agency ensures that any EEO collateral duty or contract personnel are up-to-date with their training requirements.

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B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?

X

The agency ensures that any EEO collateral duty or contract personnel are up-to-date with their training requirements.

 **Compliance Indicator****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**

B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills

Yes

No

N/A

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]

X

Managers and supervisors receive annual training on EEO complaints process.

B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]

X

Managers and supervisors receive annual training on reasonable accommodations procedures.

B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]

X

Managers and supervisors receive annual training on the anti-harassment program.

B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]

X

Managers and supervisors receive annual training on different skills, as identified and needed.

B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]



X

Managers and supervisors receive annual training on conflict resolution.

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 Compliance Indicator		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	B.6. The agency involves managers in the implementation of its EEO program.	Yes	No	N/A	
B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]		X			Our senior managers are involved in the implementation of our Special Emphasis Programs.
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X			Given that we are a small federal agency, senior managers participate in the barrier analysis process as needed.
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X			As a small federal agency, senior managers assist in developing agency EEO action plans on an as-needed basis, especially when barriers are identified.
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]		X			Senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans on an as-needed basis.

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		The agency regularly assesses its component and field offices for possible EEO program deficiencies. Field offices, which vary in personnel and can range from 1-30 employees, are visited and audited on a biennial basis.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		As the field offices vary in size, with some having only 1-2 employees, the agency finds it operationally challenging to conduct regular assessments at these locations. Therefore, regular assessments for possible EEO program deficiencies at these component and field offices are not feasible due to their limited size.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		Field offices fully comply with any recommendations resulting from a field audit.

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 Compliance Indicator		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	
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	C.2. The agency has established procedures to prevent all forms of EEO discrimination.	X			The agency has established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance. The directive was initially created in 2016 and was recently reviewed and revamped in September 22, 2022 to ensure alignment with current EEOC standards.
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X			The agency's Anti-Harassment Program requires corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment.
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X			The EEO Office is the owner of the Anti-Harassment Program and the HR Offices receives and processes any complaints under this program. The EEO Director doesn't make decisions on these complaints.

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C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			The IBWC uses the Anti-Harassment Program to process EEO and non-EEO harassment complaints received, besides the EEO complaint process.
C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			EEO Officials informed every person that alleges harassment during their EEO counseling, that the Agency has an Anti-Harassment Program.
C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			The IBWC promptly looks into allegations of harassment that have been brought to the supervisor or management's attention.
C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			The EEO training includes examples of disability-based harassment.
C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			The IBWC's Reasonable Accommodations procedures was updated and approved by EEOC.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			The EEO Director is the point of contact to process requests for reasonable accommodations; the decisions are made by the requester's supervisor.
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			The EEO Director is the point of contact to process requests for reasonable accommodations; the decisions are made by the requester's supervisor.

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C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			The HRO makes sure that every job announcement and candidates attending an interview are aware of their rights to request a reasonable accommodation.
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			The EEO Director processes request for reasonable accommodation within 5 days of receiving any requested medial information.
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			The EEO Director processes all requests within the internal time limits.
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			The IBWC has established procedures to request PAS.
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	X			https://www.ibwc.gov/organization/executive-offices/eoo/#reasonable-accommodation

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 Compliance Indicator		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	
	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.			N/A	
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			All managers and supervisors are required to have an EEO element on their performance appraisal.
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			Managers and supervisors are required to resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings.
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			Managers and supervisors are required to ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators.
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			Managers and supervisors are required to ensure a workplace that is free from all forms of discrimination, including harassment and retaliation.

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C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			Managers and supervisors are required to ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees.
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			Managers and supervisors are required to provide religious accommodations when such accommodations do not cause an undue hardship
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			Managers and supervisors are required to provide disability accommodations when such accommodations do not cause an undue hardship
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			Managers and supervisors are required to support the EEO program in identifying and removing barriers to equal opportunity.
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			Managers and supervisors are required to support the anti-harassment program in investigating and correcting harassing conduct.

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C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X		Managers and supervisors are required to comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority.
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X		The EEO Director makes remedial or disciplinary actions recommendations to the IBWC Commissioner regarding managers and supervisors who have failed in their EEO responsibilities.
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X		Recommendations are evaluated and regularly implemented.

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 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.			N/A
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X		As a small federal agency with direct access to various officials, we do not have a set schedule for meetings; however, the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives.
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/ personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X		The EEO Office ensures the regular review personnel policies, procedures, and practices for systemic barriers that may impede full participation by all EEO groups. All new directives undergo thorough review by the EEO Office before they are finalized, ensuring that this critical process takes place.

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C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			In 2022, the EEO Office was granted access to timely, accurate, and complete data, including demographic data for the workforce, applicants, and training programs, which is essential for preparing the MD-715 workforce data tables.
C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			The HR office provides information almost immediately upon request.
C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			The EEO office collaborates with the HR office, if needed.
C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			The EEO office collaborates with the HR office on outreach and recruiting initiatives.
C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			The EEO office collaborates with the HR office on training for managers and employees.
C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			The HR office collaborates with the EEO office in removing barriers to equal opportunity in the workplace.
C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			As requested, the HR office collaborates with the EEO office in preparing the MD0715 report.

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 Compliance Indicator		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	
C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]		X			Yes, the agency has a disciplinary policy and/or table of penalties that specifically covers discriminatory conduct.
C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.				X	In FY 23, the agency did not have any instances requiring disciplinary action or sanctions for discriminatory conduct.
C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]				X	In FY 23, the agency did not have any findings of discrimination or settle cases in which a finding was likely. Therefore, there were no instances requiring the agency to inform managers and supervisors about discriminatory conduct through post-mortem discussions to discuss lessons learned as per MD-715, II(C).

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.			N/A	
C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.		X			Due to the size of the agency, the EEO office provides management/supervisory officials with regular EEO updates on at least an annual basis. This communication takes place on an as-needed basis or every other year, given the agency's specific requirements and resources.
C.6.b. Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]		X			EEO officials are readily available to answer managers' and supervisors' questions or concerns within a 2-hour response rule.

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Agency Self-Assessment Checklist

Essential Element: D Proactive Prevention

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 Compliance Indicator		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	
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			This process involves monitoring workplace dynamics, reviewing EEO complaints, and conducting regular feedback sessions with employees and supervisors to pinpoint potential issues early. The goal is to proactively address any concerns before they escalate into larger problems, ensuring a healthy and respectful work environment.
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			The agency regularly uses several sources of information to identify potential triggers in the workplace. These include workforce data, complaint/grievance data, exit surveys, employee climate surveys, program evaluations, and special emphasis programs.

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D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]



X

The EEO Office conducts exit interviews for the agency. The questions have been updated to specifically include inquiries on how the agency can improve the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities.

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 Compliance Indicator		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	
D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X			Once triggers such as workforce data, complaint/grievance data, exit surveys, and employee climate surveys are gathered, the EEO office analyzes the information to assess whether there are patterns or barriers that may be hindering equal opportunity. This process helps the agency identify areas for improvement.
D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]		X			This review is part of the agency's ongoing efforts to ensure compliance with EEOC guidelines and identify any potential disparities in how policies are applied across different demographic groups. The agency's analysis helps ensure that its practices are fair, equitable, and effective in providing equal opportunities for all employees.

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D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]

X

The agency actively evaluates potential impacts on diverse groups to ensure that its decisions are fair and do not inadvertently disadvantage any employees or applicants based on race, national origin, sex, disability, or other protected categories. This proactive approach helps to minimize the risk of discrimination and ensures that all employees are treated equitably.

D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.



X

The agency regularly reviews several sources of information to identify potential barriers. The agency uses these tools to assess the work environment, identify areas for improvement, and address any obstacles that may affect employee experiences or hinder their ability to perform.

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 Compliance Indicator		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	
D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	D.3. The agency establishes appropriate action plans to remove identified barriers.	X			The agency effectively tailors action plans to address identified barriers by reviewing and adjusting policies, procedures, and practices. This approach ensures targeted solutions and promotes inclusivity while maintaining compliance with regulations.
D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]				X	Since no barriers were identified during the reporting period, the agency did not implement a plan as outlined in Part I, nor were there any target dates set for planned activities.
D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]				X	Since the agency did not identify any triggers or barriers during the reporting period, no action plan was implemented in Part I. As a result, there was no need for a review of the effectiveness of such plans.

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 Compliance Indicator		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	
D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	X			The agency posts its affirmative action plan on its public website for transparency and accessibility.
D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]		X			The agency actively ensures that qualified individuals with disabilities are aware of and encouraged to apply for job vacancies. This includes partnering with local organizations at HQ and field office locations, collaborating with HR to host recruitment events, and leveraging special hiring authorities to promote equal employment opportunities for individuals with disabilities.
D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]		X			The agency's EEO and HRO offices ensure that disability-related questions from the public are addressed promptly and accurately, reflecting our ongoing commitment to accessibility.

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D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]

X

The agency has taken several steps to increase the employment of individuals with disabilities or targeted disabilities, including hosting recruitment events, partnering with military branches and nearby military bases, educating the public about Schedule A Hiring Authority, VRA, and VEOA hiring authorities, and implementing targeted outreach initiatives.

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Agency Self-Assessment Checklist

Essential Element: E Efficiency

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Agency Self-Assessment Checklist

 Compliance Indicator		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	
	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			The EEO Office ensures that counseling is initiated within the required time frame and follows the established procedures to address and resolve complaints efficiently.
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			The agency provides written notification of rights and responsibilities in the EEO process during the initial counseling session, as required by 29 CFR §1614.105(b)(1).
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			The agency issues acknowledgment letters immediately upon receipt of a formal complaint, in accordance with MD-110, Chapter 5, Section I.

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E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X		The agency issues acceptance letters or dismissal decisions within a reasonable time, typically within 60 days after receipt of the written EEO Counselor report, in accordance with MD-110, Chapter 5, Section I. The average processing time for these decisions is approximately 15 calendar days.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X		The agency ensures that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, in accordance with 29 CFR §1614.102(b)(6). This cooperation is essential to maintaining a fair and transparent EEO process.
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	X		Yes, the agency ensures that investigations are completed in a timely manner, in accordance with 29 CFR §1614.108. We strive to meet the required timeframes for investigations.

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E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X		As the agency has consistently completed investigations in a timely manner, there have been no instances requiring notifications to complainants regarding the completion date of the investigation or their right to request a hearing or file a lawsuit, in accordance with 29 CFR §1614.108(g).
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	X		As the agency did not encounter any instances where a complainant did not request a hearing, no final agency decisions were issued in such cases, in accordance with 29 CFR §1614.110(b).
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	X		As the agency did not encounter any instances where final actions were required following receipt of the hearing file and the administrative judge's decision, no final actions were issued in such cases, in accordance with 29 CFR §1614.110(a).

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E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If “yes”, please describe how in the comments column.	X		The agency holds contractors accountable for poor work products and/or delays through the terms outlined in their Statement of Work (SOW). This ensures that contractors are held to the same performance standards as agency employees in the EEO complaint process, in accordance with MD-110, Ch. 5(V)(A).
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X		Yes, the agency holds employees accountable for poor work products and/or delays during performance reviews. This accountability is integrated into the performance evaluation process, ensuring that employees are evaluated based on the quality and timeliness of their work in the EEO complaint process, in line with MD-110, Ch. 5(V)(A).
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	X		The agency submits complaint files and other documents in the proper format to the EEOC through the Federal Sector EEO Portal (FedSEP), in compliance with 29 CFR § 1614.403(g).

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 Compliance Indicator		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	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.	E.2. The agency has a neutral EEO process.	X			The EEO complaint process is handled independently, allowing for an unbiased and thorough review of complaints, while the agency's defensive function addresses any potential legal or procedural matters related to the complaint in a separate, distinct manner.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			The EEO office has access to sufficient legal resources separate from the agency representative when seeking legal sufficiency reviews, ensuring that the EEO office can obtain independent legal guidance and support and that decisions are made based on fair and objective legal considerations, without influence from the agency's defensive function.

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E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]

X

This does not apply to our agency, as the EEO office does not rely on the agency's defensive function for conducting the legal sufficiency review. The EEO office ensures that legal sufficiency reviews are conducted independently, separate from the agency's defensive function, to maintain objectivity and fairness in the process.

E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]

X

The agency ensures that its representative does not interfere with EEO counseling, investigations, or final agency decisions. This separation of functions is crucial for maintaining the integrity, impartiality, and fairness of the EEO process.

E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]



X

The agency incorporates processing time frames for the legal counsel's sufficiency review, ensuring that legal sufficiency reviews are completed within a reasonable and efficient period to avoid delays.

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 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.			N/A
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]		X		The agency has established a robust and effective ADR program that is available during both the pre-complaint and formal complaint stages of the EEO process. This program has proven to be successful in resolving disputes early on, promoting a positive work environment, and ensuring timely and efficient conflict resolution.
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X		The agency requires managers and supervisors to actively participate in ADR once it has been offered, reinforcing our commitment to collaborative conflict resolution and ensuring a positive, productive work environment.

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E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			The agency strongly encourages all employees to utilize ADR when appropriate. Our ADR program has proven to be an effective and constructive approach to resolving workplace disputes and is actively promoted as a valuable resource for conflict resolution.
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			The agency ensures that a management official with settlement authority is readily available throughout the dispute resolution process. This accessibility is a crucial element of the agency's commitment to fostering effective and timely resolutions of disputes.
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			The agency does not permit the responsible management official named in the dispute to have settlement authority. This policy ensures impartiality and maintains the integrity of the dispute resolution process.

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E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]



X

The agency conducts an annual evaluation of the effectiveness of its ADR program to help assess the program's impact, identify areas for improvement, and ensure that it continues to provide a constructive and efficient method for resolving workplace disputes.

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 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.			N/A

E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:

E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			The agency has systems in place to accurately collect, monitor, and analyze complaint activity. This includes tracking key data points such as the issues and bases of the complaints, the identities of the aggrieved individuals/complainants, and the involved management officials.
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			The agency uses Employee Express for the self-identification of race, national origin, sex, and disability status. Employee Express allows employees to voluntarily update their demographic information, ensuring that the agency can accurately capture and analyze data regarding workforce composition.
E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			As a small agency we monitor collectively our recruitment activity efforts.

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E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			We are currently collecting and reviewing external and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			As a small federal agency, the EEO office utilizes an Excel spreadsheet to effectively track and monitor the timely processing of reasonable accommodations. This system allows us to maintain organized records and ensure that all requests are handled promptly.
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			The HRO and EEO offices have established systems to efficiently monitor the processing of complaints under the anti-harassment program, ensuring timely and thorough handling in accordance with agency policies and procedures.
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			The agency has established systems to periodically re-survey the workforce as needed, ensuring up-to-date and accurate data for effective decision-making and planning.

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 Compliance Indicator		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	
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.	X			The agency actively monitors trends in its EEO program to assess whether we are meeting our obligations under the statutes enforced by the EEOC. This includes analyzing complaints and workforce data, tracking participation in EEO training programs, and reviewing hiring and promotion practices to ensure compliance and identify areas for improvement.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The EEO Director actively participates in the Small Federal Agencies EEO Committee and has established partnerships with other small federal agencies to exchange insights and adopt best practices for enhancing EEO programs.

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E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size?
[see MD-715, II(E)]

X



At least once a year, the EEO Director connects with other small federal agencies to benchmark and compare our EEO programs, ensuring continuous improvement and alignment with best practices.

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Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.			
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X		The EEO Director is responsible for ensuring that agency official comply with EEOC orders and FAD.
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X		The EEO Director is responsible for ensuring the timely, accurate, and complete compliance with resolutions/settlement agreements.
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X		The EEO Director is responsible for ensuring the timely processing of any monetary relief.
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X		The EEO Director has procedures in place to process any forms of relief promptly.
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X		The IBWC holds accountable anyone identified as the compliance officer for producing poor work product or delaying the process.

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Agency Self-Assessment Checklist

 Compliance Indicator		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	
F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	X			The agency consistently responds to and fully complies with EEOC orders in a timely manner, ensuring adherence to all required actions and deadlines.
F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]		X			The agency promptly forwards the investigative file to the appropriate EEOC hearing office when a complainant requests a hearing, ensuring timely processing in accordance with established procedures.
F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]		X			There were no findings of discrimination in FY 24. Therefore, no actions regarding compliance with orders of relief were required during this period.
F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]		X			The agency ensures that the investigative file is promptly forwarded to the EEOC's Office of Federal Operations when a complainant files an appeal. This process is carried out in a timely manner to comply with EEOC regulations.

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F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?		X			The agency promptly provides EEOC with the required documentation for completing compliance.
 Compliance Indicator	F.3. The agency reports to EEOC its program efforts and accomplishments.	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	
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]		X			The agency submits the No FEAR Act report timely to the EEOC, DOJ, and OPM, ensuring compliance with all reporting requirements and deadlines.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			The agency timely posts its quarterly No FEAR Act data on its public webpage, to ensure that the agency meets its obligations to provide transparent access to the No FEAR Act data for public review.

Essential Element: O Other

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Plan to Attain Essential Elements

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Plan to Eliminate Identified Barriers