

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
ADMINISTRATIVE SUPPORT OFFICES  
OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY**

The Office of Departmental Equal Employment Opportunity (ODEEO) was established in 2003 as an independent office in the Office of the Secretary. The Office is responsible for ensuring the enforcement of Federal laws relating to the elimination of all forms of discrimination in the Department's employment practices. The applicable laws include Title VII of the Civil Rights Act of 1964 (as amended), the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Equal Pay Act, and the Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act of 2002.

In addition, activities of the ODEEO are subject to Executive Order 11478, regulations promulgated by the U.S. Equal Employment Opportunity Commission (EEOC) at 29 CFR §1614, EEOC Management Directives (MD) MD-110 and MD-715, and Departmental regulations promulgated at 24 CFR Part 7, which are currently under revision in an effort to align the Agency regulation with the applicable Federal sector processing guidelines. The ODEEO has nationwide responsibility for the Department's Equal Employment Opportunity Programs. ODEEO is responsible for planning and implementing the Department's Equal Employment Opportunity/Affirmative Employment (EEO/AE) activities pursuant to the Federal Regulation at 29 CFR § 1614.

The activities of the ODEEO are carried out through the functions of three Divisions: The Equal Employment Opportunity Division (EEO), Affirmative Employment Division (AED), and Alternative Dispute Resolution (ADR) Division. To that end, the ODEEO is charged with leading the effort to ensure Equal Employment Opportunity (EEO), promote inclusiveness, and foster a culture that values diversity and empowers the HUD workforce. Our ODEEO Strategic Plan aligns with Goal 5 of HUD's Strategic Plan – "Transform the Way HUD Does Business," which embraces Federal EEO rules and regulations that promote responsiveness, openness, and transparency.

Administrative Support Offices-Office of Departmental Equal Employment Opportunity

<b>TOTAL - SALARIES AND EXPENSES</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY2012 to FY 2014</b>
<b>Personnel Subtotal</b>	<b>2,633</b>	<b>2,927</b>	<b>2,522</b>	<b>(111)</b>
<b>Non-Personnel Services</b>				
Travel	70	37	6	(64)
Printing and Reproduction	-	1	-	-
Other Services	593	620	564	(29)
Training	46	40	10	(36)
Supplies	3	7	4	1
<b>Non-Personnel Subtotal</b>	<b>712</b>	<b>705</b>	<b>584</b>	<b>(128)</b>
<b>GRAND TOTAL</b>	<b>3,345</b>	<b>3,632</b>	<b>3,106</b>	<b>(239)</b>
<b>Associated FTE</b>	<b>20</b>	<b>22</b>	<b>18</b>	<b>(2)</b>

**DESCRIPTION OF CHANGE FROM FY 2012 TO FY 2014**

- ODEEO is requesting \$3,106K and 18 FTE in fiscal year 2014, which is a decrease of \$239K and 2 FTE from fiscal year 2012. This fiscal year 2014 level assumes a .75 percent pay raise/Cost of Living Adjustment and funding for promotions and within grade increases.
- A decrease of 2 FTE, which represents a decrease of \$111K to Salary funding and an additional decrease of \$128K to Non-Salary funding.
- A decrease of \$64K for Travel to comply with the government-wide Campaign to Cut Waste.
- An increase of \$1K for Supplies and no change in Printing funding.
- A decrease of \$29K for Other Services/Contracts.
- A decrease of \$36K for Training.

**BUDGET REQUEST BY FUNCTION**

**ODEEO - Affirmative Employment**

Affirmative Employment is responsible for the management of the Department's Affirmative Programs of EEO for all employees and applicants, which includes persons with disabilities. As required by the EEOC and the Office of Personnel Management (OPM), this Division monitors the Department's workforce diversity and utilization, analyzes workforce demographics and employment trends, prepares and submits annual assessments and EEO Program status reports. Other activities include, the Annual MD-715 Report, the Barrier Analysis Report, Policy Development, HUD Workforce Training, Special Emphasis Training, guidance to Affinity Groups, Co-chair Monthly Diversity Council, AED Strategic Planning, Program Management, and Management Oversight.

<b>Affirmative Employment</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$887</b>	<b>\$1,050</b>	<b>\$698</b>	<b>(\$189)</b>
<b>Non-Personnel Services</b>				
Travel	9	13	2	(7)
Printing and Reproduction	-	1	-	-
Other Services	9	17	10	1
Training	16	13	3	(13)
Supplies	1	3	2	1
<b>Non-Personnel Subtotal</b>	<b>35</b>	<b>47</b>	<b>17</b>	<b>(18)</b>
<b>GRAND TOTAL</b>	<b>922</b>	<b>1,097</b>	<b>715</b>	<b>(207)</b>
<b>Associated FTE</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>(2)</b>

**FTE/Workload & Summary of Change**

- 5 FTE to manage 7 Affirmative Employment Special Emphasis Programs; produce the annual MD-715 report; conduct Affirmative Employment Training and provide Equal Employment Opportunity Program Management, Policy Development, Strategic Planning, and Compliance Monitoring at all 10 HUD regions.
- This is a decrease of 2 FTE from fiscal year 2012. ODEEO will absorb the decreased FTE through business process improvements in program management and oversight and a reduction in EEO training sessions provided to the HUD workforce.

**ODEEO – Federal Processing EEO Complaints**

Federal Processing of EEO Complaints, in accordance with Executive Order 11478, and with regulation 29 C.F.R. 1614 promulgated by the EEOC and the Department. The ODEEO, Equal Employment Opportunity Division (EEOD) is required to perform a number of functions including complaint processing, counseling, ADR, and managing the conduct of the investigation of employment discrimination complaints filed by HUD employees, former employees, and applicants for employment. Other activities include, EEO Counseling, Facilitating EEO Investigations, Mediations, Final Agency Decisions (FADs), EEO Compliance, No FEAR Report, EEOC 462 Report, Prevention EEO Training, Reasonable Accommodation, and Oversight of EEO Contracts.

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<b>Federal Processing EEO Complaints</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$1,746</b>	<b>\$1,877</b>	<b>\$1,824</b>	<b>\$78</b>
<b>Non-Personnel Services</b>				
Travel	61	24	4	(57)
Other Services	584	603	554	(30)
Training	30	27	7	(23)
Supplies	2	4	2	-
<b>Non-Personnel Subtotal</b>	<b>677</b>	<b>658</b>	<b>567</b>	<b>(110)</b>
<b>GRAND TOTAL</b>	<b>2,423</b>	<b>2,535</b>	<b>2,391</b>	<b>(32)</b>
<b>Associated FTE</b>	<b>13</b>	<b>14</b>	<b>13</b>	<b>-</b>

**FTE/Workload & Summary of Change**

- 13 FTE to process 115 formal EEO Complaints, mediate 60 ADR cases, research, develop and write 120 FADs, produce the EEO Compliance, No Fear and EEOC 462 Reports, and provide counseling services support to include conducting 170 formal counseling sessions. This is the same level as fiscal year 2012.

# Office of Departmental Equal Employment Opportunity (ODEEO) Organizational Structure

