

APPENDIX 1. FORMULATING AND REVIEWING IN-HOUSE
EE PROJECTION PLANS

1. RESPONSIBILITY. The following officers are responsible for the annual development of In-House EE Projection Plans: each Assistant Secretary, the General Counsel, the Federal Insurance Administrator, the Executive Assistant to the Secretary, each Regional Administrator, each Area Office Director, and each HUD-FHA Insuring Office Director, and the Federal Disaster Assistance Administrator. These officers are subsequently referred to as In-House EE Plan Officers.
2. PURPOSE. It is intended that In-House EE Plans embody commitment of the Plan Officer to accomplish the following:
 - a. Establish specific methods and techniques to identify, within all geographic offices of the Department, knowledge of the status of minority groups (Negro, Spanish-Surnamed, American Indian, Oriental, Aleut and Eskimo) and women in their employment.
 - b. Require specific commitment to the use of Departmental programs and managerial and supervisory acts, such as Merit Staffing policies, to improve the status of minority and women employees where patterns of exclusion or limitation of opportunity are apparent.
 - c. Address problems of discrimination in personnel practices and operations, in working conditions and in relationships with employees and applicants for employment.
3. DEVELOPMENT, SUBMISSION AND IMPLEMENTATION. In-House EE Plans will be formulated by each Plan Officer in accordance with these guidelines which require the statistical identification of problem areas and a commitment to realistic Plans achievable within a specified period of time.
 - a. Each HUD-FHA Insuring Office and Area Office Director will forward the In-House EE Plan for his organization to the appropriate Regional Administrator with three additional copies for the following people:

- (1) One information copy to the labor organization duly recognized by the office for which the Plan is intended.
 - (2) One copy each to the Assistant Regional Administrators for Equal Opportunity and Administration, who will give their concurrence or non-concurrence to the Plan prior to its review by the Regional Administrator.
- b. Each Regional Administrator and each Central Office Assistant Secretary will forward the In-House EE Plan for his organization to the Under Secretary with three additional copies for the following people. (Assistant Secretaries having operations of more than 100 employees within the Central Office will file the In-House EE Plan of those offices separately from the plan for the remainder of their Central Office organization.)
- (1) One information copy to the labor organization duly recognized by the office for which the Plan is intended.
 - (2) One copy each to the Assistant Secretaries for Equal Opportunity and Administration who will give their concurrence or non-concurrence to the Plan prior to its review by the Under Secretary.
- c. Plans will be submitted once each year, in accordance with the following schedule. All plans will follow the budget cycle and will be considered in force as of July 1 each year.
- (1) Assistant Secretaries, General Counsel, Inspector General, Federal Insurance Administrator and the Executive Assistant to the Secretary, and the Federal Disaster Assistance Administrator will submit their plans to the Under Secretary by March 1.
 - (2) Regional Administrators will submit their plans to the Under Secretary by March 15.
 - (3) Area and Insuring Office Directors will submit their plans to their Regional Administrators, in accordance with schedules determined by the Regional Administrators.
4. REVIEW. In-House EE Plans will be reviewed for approval or disapproval on the following criteria:

- a. Compliance with actions and projections specified in the

- previous year's plan.
- b. Commitment to direct actions relevant to the correction of the statistically identified problems, and reduction of the difference between the current profile and Long Range Desired Profile. (Statistically identified problems are problems identified through comparison of current work force statistics and the Long Range Desired Profile which show the deficiencies of distribution of minorities and/or women throughout all levels of the work force.)
 - c. The establishment of realistic plans achievable within one year.
5. ASSURING COMPLIANCE. The annual formulation of In-House EE Plans will provide the Plan Officer an additional opportunity for evaluation of the sufficiency of the total employment program within his purview.
- a. Remedial or disciplinary actions with respect to managerial or supervisory employees who have failed in their responsibilities to implement policies of equal opportunity in employment may be submitted as documentation of efforts toward compliance. (Federal Personnel Manual System - Letter 713.3 - Subject: Equal Employment Opportunity Regulations - 1966.)
 - b. Intentional violation of this policy by the EE Plan Officer and any other employee for attendant responsibilities can be cause for dismissal subject to the required statutory and procedural safeguards of the Department.
6. SUPPORT AND ASSISTANCE. The support and assistance of the appropriate staff level of the Assistant Secretaries for Administration and Equal Opportunity will be available to all offices. Requests for support or assistance may be either specific or general in nature.
7. RELATIONSHIP TO OTHER PERSONNEL PROGRAMS. Equal Opportunity in employment is an implicit objective of all aspects of personnel administration. Use of existing personnel programs and procedures and HUD training programs will provide each Plan Officer with great flexibility in making and carrying out his commitments for increasing equal employment opportunity in his organization over the next 12 months. Reference to use of a training program or an administrative action under the requests for "Planned Actions and Justification" is necessary documentation for the filing of an In-House EE Plan. See Appendix 4 for a partial list of HUD training programs.

8. RESERVED.

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