



February 5, 2016

TO: ALL CONTRACTORS ON FEDERAL-AID HIGHWAY CONSTRUCTION PROJECTS

Enclosed for your review and utilization are forms used by GDOT/EEO to conduct the annual review for your company. The forms are enclosed as a reminder to you of the regulations by which we must abide in working on Federal-Aid Highway related projects. The regulations are applicable to the type of contracts on which your company performs and require you to conform to national equal employment opportunity standards. Those standards, for which GDOT has monitoring and reporting responsibility, prohibit discrimination in any form. The non-discrimination standards include, but are not limited to, the duty to refrain from discriminating against any applicant or employee on the basis of race, color, religion, sex, handicap or national origin.

GDOT encourages your evaluation, on a periodic basis, of your EEO program plan. When you undertake such a review, be sure to initiate affirmative steps to correct any identified deficiencies. Your evaluation should include a review of your personnel policies and practices, and an analysis of your workforce composition by race, gender and job classification. The forms referenced above will assist in your evaluation. We encourage you to use them in your internal examination as they will help to familiarize you with the considerations that make up the core of our formal review.

The Affirmative Action Recommendations checklist suggests measures you should consider to strengthen your EEO program plan. Please document any action(s) taken outside these recommendations.

Please be advised that all prime contractors are responsible for the completion of Monthly Utilization Reports in accordance with the workforce reporting requirements.

GDOT staff works hard at making the EEO Compliance Program efficient and effective. We know that the companies working on our projects are aware of their responsibilities regarding compliance with program requirements. We are available to offer assistance to your company in achieving the necessary compliance with the equal opportunity laws and look forward to doing so upon request.

As the Commissioner for the Department of Transportation, I am committed to the standards and principles of Equal Opportunity. I appreciate your continued cooperation and compliance with the program.

Sincerely,

A handwritten signature in blue ink that reads "Russell R. McMurry".

Russell R. McMurry, P.E.
Commissioner

RRM:KAK:bcm

Enclosures:

- 1) Affirmative Action Checklist
- 2) Monthly Utilization Report & Instructions
- 3) Form 1391