



Russell R. McMurry, P.E., Commissioner
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January 7, 2021

TO: ALL CONTRACTORS ON FEDERAL-AID HIGHWAY CONSTRUCTION PROJECTS

The Georgia Department of Transportation (GDOT) uses certain forms to conduct an annual review of your company. These forms are FHWA 1391, Recommendations for Affirmative Action checklist, and a Monthly Utilization report. The forms can be found on GDOT's Office of EEO's website at <http://www.dot.ga.gov/PS/Business/EEO#tab-1>. The associated regulations are applicable to the type of contracts on which your company performs and require that you 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.

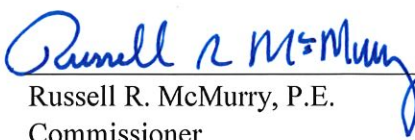
The Recommendations for Affirmative Action checklist suggests measures you should consider in order to strengthen your EEO program plan. Please document any action(s) taken outside these recommendations.

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,


Russell R. McMurry, P.E.
Commissioner