

# INSTRUCTIONS FOR COMPLETING FHWA PR FORM 1391 ANNUAL EMPLOYMENT REPORT

**I. BACKGROUND:** Form PR 1391 is to be completed annually by each contractor and each subcontractor holding contracts or subcontracts exceeding \$10,000. A separate report is to be completed for each covered contract or subcontract. Prime contractors are responsible for ensuring that the subcontractors are aware of the 1391 reporting requirement. For each project, prime contractors are to collect and submit all reports. The employment data entered should reflect the workforce on board during all or any part of the last payroll period preceding the end of the month of July.

**II. INSTRUCTIONS:** Complete the form as follows:

1. Indicate whether you are a CONTRACTOR or SUBCONTRACTOR
2. Fill-in your COMPANY NAME, CITY, & STATE as indicated on the email and/or letter you received
3. Provide the PROJECT NUMBER
4. List the DOLLAR AMOUNT OF THE CONTRACT
5. List PROJECT LOCATION(S)
6. Enter last two digits of the year
7. Fill-in the employment information for Tables A, B & C as it applies to the workforce on board during all or any part of the last payroll period preceding the end of the month of July:
  - Table A – Enter the number of employees for each job category by gender and race/ethnicity. Definitions are located on page 2 of this document. **(DO NOT INCLUDE Apprentices and On-the-Job Trainees in Table A)**
  - Table B – Enter the number of Apprentices and On-The-Job Trainees (OJT) for each job category by gender. **(They MUST be enrolled in an approved training program).**
  - Table C – Enter the number of Apprentices and On-the-Job Trainees by race. **(Table B and C should reflect the same number of employees).**
  - If no work was performed during the reporting period, type “**No Work Performed**” in Table A
8. Complete field 8 - PREPARED BY
9. Fill in DATE.
10. Numbers 10-11 will be filled out by ALDOT representative

**III. NOTES:**

1. ONLY use the approved Form FWHA 1391
2. Typed signature and date are acceptable
3. When completing the total racial/ethnicity column, please note that white females are not considered minorities
4. Completed forms must be submitted to ALDOT by mail or email
5. Failure to report will result in noncompliance with 23 CFR Part 230

Ensure that the totals for each column are accurate and keep a copy of the report submitted for your records. For further assistance, please contact our office at (334)-242-6941.

#### IV. **DEFINITIONS FOR RACIAL/ETHNIC & JOB CATEGORIES:**

**Racial/Ethnic Category Definitions:** Count each employee **only once** from the racial/ethnic choices below:

- **Black or African American** – A person having origins in any of the black racial groups in Africa.
- **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **Two or More Races** – All persons who identify with more than one of the above five races and/or ethnicities.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Job Category Definitions:** Count each employee **only once** in the most appropriate job category below:

- **Officials (Managers)** – Officers, project engineers, superintendents, etc. who have management level responsibility and authority.
- **Supervisors** – All levels of project supervision, if any, between management and foremen levels.
- **Foremen/Women** – Men and women in direct charge of crafts workers and laborers performing work on the project.
- **Mechanics** – Equipment service and maintenance personnel.
- **Laborers, Semi-Skilled** – All laborers classified by specialized type of work.
- **Laborers, Unskilled** – All Non-classified laborers.
- **Others** – Miscellaneous job classifications are to be incorporated in the most appropriate category listed on the form. All employees on the project during the last week of July must be accounted for.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor			2. COMPANY NAME, CITY, STATE: XYZ Corporation, Salem, OR					3. PROJECT NUMBER: 12345			4. DOLLAR AMOUNT OF CONTRACT: \$3,500,000.00				5. PROJECT LOCATION: (County and State) Marion, OR							
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in August, 2019.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20_20 (INSERT YEAR)																						
JOB CATEGORIES	TABLE A										TABLE B											
	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	1	0	1	0		1																
SUPERVISORS	2	1	1	0					1							1	1					
FOREMEN/WOMEN	6	0	3	0	2				1							3						
CLERICAL	0	3	0	1				1										2				
EQUIPMENT OPERATORS	5	3	4	2	1	2	1		1				1			1	1			1		
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONWORKERS	8	1	6	0	2		1		2		1					2	1	2				
CARPENTERS	6	2	3	1	2	1	1									3	1	1	1	1		
CEMENT MASONS	6	1	4	1			3	1			1							2				
ELECTRICIANS	0	0	0	0																		
PIPEFITTER/PLUMBERS	0	0	0	0																		
PAINTERS	0	0	0	0																		
LABORERS-SEMI SKILLED	8	2	5	1	1		3		1					1		3	1	1	1	1		
LABORERS-UNSKILLED	0	0	0	0																		
<b>TOTAL</b>	<b>42</b>	<b>13</b>	<b>27</b>	<b>6</b>	<b>9</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>0</b>	
TABLE C (Table B data by racial status)																						
APPRENTICES	4	3	2	3			2	1								1						
OJT TRAINEES	0	0	0	0																		
8. PREPARED BY: (Signature and Title of Contractors Representative) Jane Doe, Office Manager										9. DATE 0/0/00			10. REVIEWED BY: (Signature and Title of State Highway Official)								11. DATE	

Form FHWA- 1391 (Rev. 09-13)

PREVIOUS EDITIONS ARE OBSOLETE

NO WORK PERFORMED

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LABORERS-SEMI SKILLED																						
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<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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