



**FY 2013**

**FEDERAL AGENCY**

**ANNUAL EEO PROGRAM STATUS REPORT**

**MANAGEMENT DIRECTIVE 715**



**U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
Civil Rights Office**

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**OCTOBER 1, 2012 TO SEPTEMBER 30, 2013**

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**EEOC FORM**  
**715-01 PART A - D**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**For period covering October 1, 2012 to September 30, 2013**

<b>PART A</b>  Department or Agency Identifying Information	1. Agency		<b>U.S. Department of Commerce</b>	
	1.a. 2 <sup>nd</sup> level reporting component		<b>National Oceanic and Atmospheric Administration</b>	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		<b>Herbert C. Hoover Building, Room 5128 14<sup>th</sup> and Constitution Avenue, N.W., OR 1305 East West Highway SSMC4, Room 7500</b>	
	3. City, State, Zip Code		<b>Washington, DC 20230 OR Silver Spring, MD 20910</b>	
	4. CPDF Code	5. FIPS code(s) 1330	4. CM54	5. 11 – DC 24031 – MD
<b>PART B</b>  Total Employment	1. Enter total number of permanent full-time and part-time employees			<b>11,799</b>
	2. Enter total number of temporary employees			<b>218</b>
	3. Enter total number employees paid from non-appropriated funds			Not Available
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>12,017</b>

<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	<b>Dr. Kathryn D. Sullivan, Acting Administrator, NOAA</b>
	2. Agency Head Designee	Edward C. Horton, Chief Administrative Officer
	3. Principal EEO Director/Official Title/series/grade	Joseph E. Hairston, Director, Civil Rights Office ZA-0260-V
	4. Title VII Affirmative EEO Program Official	4. Coneshea Simpson, EEO Specialist
	5. Section 501 Affirmative Action Program Official	5. N/A
	6. Complaint Processing Program Manager	6. Carol Summers, EEO Specialist
	7. Other Responsible EEO Staff	7. Helen Buggs, EEO Specialist Michelle Moore, EEO Specialist Jeanette Toledo, EEO Specialist Tillman Peck, Data Analyst Monica Hodnett, EEO Assistant

**EEOC FORM  
715-01 PART A - D**  
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<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
List of Subordinate Components Covered in This Report	National Weather Service (NWS) Silver Spring, MD	CM54	24031
	National Ocean Service (NOS) Silver Spring, MD	CM54	24031
	National Marine Fisheries Service (NMFS) Silver Spring, MD	CM54	24031
	Office of Oceanic and Atmospheric Research Silver Spring, MD/Boulder, CO	CM54	24031/08013
	National Environmental Satellite, Data and Information Service (NESDIS) Silver Spring, MD	CM54	24031
	Office of Marine and Aviation Operations (OMAO) Silver Spring, MD	CM54	24031
	NOAA Staff Offices Washington, DC & Silver Spring, MD	CM54	24031

**EEOC FORMS and Documents Included With This Report**

*Executive Summary [FORM 715-01 PART E], that includes:	<b>X</b>	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	<b>X</b>
Brief paragraph describing the agency's mission and mission-related functions	<b>X</b>	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	<b>X</b>

Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	N/A
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

**EEOC FORM  
715-01 PART E**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**  
**For Period Covering October 1, 2012 to September 30, 2013**

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**EXECUTIVE SUMMARY**

**INTRODUCTION**

On October 1, 2003, Management Directive 715 (MD-715) became effective. Title VII of the Civil Rights Act of 1964, as amended, and Section 501 of the Rehabilitation Act of 1973, as amended, require federal agencies to take proactive steps to ensure equal employment opportunity for all employees and applicants for employment. This means that agencies must work to proactively prevent potential discrimination before it occurs and establish systems to monitor compliance with Title VII.

**MISSION AND VISION-RELATED FUNCTIONS**

NOAA's mission is to understand and predict changes in climate, weather, oceans, and coasts; to share that knowledge and information with others; and to conserve and manage coastal and marine ecosystems and resources. Our vision of the future incorporates healthy ecosystems, communities, and economies that are resilient in the face of change.

NOAA, one of several operating units within the U.S. Department of Commerce (DOC), provides a variety of services to the Nation. NOAA's goals are: 1) climate adaptation and mitigation, 2) a weather-ready nation, 3) healthy oceans, and 4) resilient coastal communities and economies. These services are provided by NOAA's National Weather Service (NWS); National Marine Fisheries Service (NMFS); National Ocean Service (NOS); National Environmental Satellite, Data and Information Service (NESDIS); Office of Oceanic and Atmospheric Research (OAR); and the Office of Program Planning and Integration (PPI).

NOAA's major occupations include the following job series: Meteorologist, Fishery Biologist, Computer Science/Information Technology Specialist, and Electronic Engineer.

**WORKFORCE ANALYSIS SUMMARY**

During FY 2013, NOAA's total workforce (permanent, temporary, and term) included 12,017<sup>1</sup> total employees. This represents a decrease from the FY 2012 workforce (12,598) of 581 individuals (4.6%). An analysis of the workforce data shows several trends:

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<sup>1</sup> The demographic data for this report is based on the MD-715 Data Tables provided to NOAA by the Department of Commerce's Office of Civil Rights. MD-715 requires that the data include all employees who appeared on the rolls at any time during the year. This is different than typical data reports or references, which are snapshot, and "as of" a certain time of the year, i.e., September 30.

- Hispanic males and females, White females, African American males and females, American Indian/Alaska Native females and Multiple Race males and females continue to have lower than expected participation rates when compared to their availability in the Civilian Labor Force (CLF).
- Asian females and American Indian/Alaska Native males also have lower than expected participation rates.
- Although the number of Multiple Race males increased, their participation rates remained below the CLF.

The following EEO groups are above or equal to the CLF:

- White males
- Asian males
- Native Hawaiian/Pacific Islander males and females

During FY 2013, NOAA also experienced declining participation rates among some EEO groups. The groups affected include White females (.27%), African American males (.01%), African American females (.03%), Asian females (.08%), American Indian/Alaska Native males (.02%), American Indian/Alaska Native females (.01%), and Multiple race females (.01%)

During this same time period, the total number of employees with disabilities increased slightly by 4 from 664 to 668, resulting in 5.6% participation. The number of employees with targeted disabilities decreased by 3 from 42 to 39, resulting in 0.3% participation. The disability participation rate remains substantially below the 2% Federal Goal<sup>2</sup>.

NOAA's largest groups of permanent employees with targeted disabilities are in the following categories: mental illness (20), convulsive disorder (8), deafness (5), and mental retardation (3).

## **AGENCY SELF ASSESSMENT SUMMARY OF THE "ESSENTIAL ELEMENTS"**

### ***A. Demonstrated Commitment from Agency Leadership***

#### **Strengths:**

- Issued the Annual EEO Policy Statement in 2013.

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<sup>2</sup> In FY 2009 NOAA adopted the Federal Goal of 2% participation of employees with targeted disabilities and therefore is using that figure as the benchmark for comparison. The EEOC has recommended a goal of 2% as a part of the Leadership for the Employment of Americans with Disabilities (LEAD) initiative to address the declining number of employees with targeted disabilities in the federal workforce. In a training of Disability Program Managers, EEOC formally announced that the Federal High would no longer be used--instead the benchmark will be the Federal Goal of 2%.

- The EEO Policy Statement was provided to new employees and supervisors and was posted in common areas and on the Web.
- Reasonable accommodations procedures were posted on the agency's website and made available to new employees during orientation.
- New supervisors received EEO training, including reasonable accommodation responsibilities/procedures.
- SES-level executives were evaluated on their commitment to EEO policies.
- EEO program and remedial procedures were posted within agency facilities and on the Web.

**Deficiencies:**

- Non SES-level managers and supervisors are not evaluated on their commitment to EEO policies.

***B. Integration of EEO into the Agency's Strategic Mission***

**Strengths:**

- Provided mandatory EEO training to five (5) full-time and six (6) collateral duty EEO Counselors.
- The Civil Rights Director presented the "State of the Agency" briefing on MD-715 at the Blacks in Government (BIG) Annual National Training Institute and posted it on the Civil Rights Office website.
- EEO Officials attended weekly senior staff meetings.
- NOAA hosted over 500 children during Kids Day to participate in science-based workshops and seminars that demonstrated NOAA's mission and goals.
- NOAA Seas and Skies Chapter of Federally Employed Women (FEW) sponsored a Dress for Success Initiative and donated over 700 items of clothing to Sisters4Sisters, Inc.
- NOAA served as exhibitor at Congresswomen Donna Edwards technical workshop hosting over 1,900 students and parents.
- Participated in a STEM event at Morgan State University and provided interactive exhibits for over 500 K-12 students.

- NOAA's BIG Chapter provided tuition assistance through its Send Your Child to Camp (SYCC) Program. Recipients aged 8-12 received up to \$100 tuition for camp.
- NOAA supported the District of Columbia's Shepherd Elementary School in its annual science fair and served as mentors to third - fifth grade students.
- Employees and managers, including remote locations, received training on EEO and ADR.
- NOAA participated in the Denver Public Schools 8th Grade Career Fair and provided information to over 4,000 participants, including a high number of minority students.
- NOAA provided funding support to the American Indian Science and Engineering Society National Conference.
- NOAA participated in the Denver Indian Center Career/Job Fair, demonstrated use of USA Jobs, and highlighted NOAA careers.
- NOAA presented to the EEO Advisory Committee on outreach efforts to Tribal Colleges and Universities.

**Deficiencies:**

- The Civil Rights Director does not report directly to the agency head.
- The Civil Rights Director did not present the "State of the Agency" briefing to senior officials.

***C. Management and Program Accountability***

**Strengths:**

- Time-tables/schedules were established to review the Merit Promotion Program Policy, Employee Recognition Awards Program, and Employee Development/Training Program for systemic barriers.
- EEO complaint activity updates were provided to management officials to identify training needs.

**Deficiency:** There are no deficiencies in this element.

***D. Proactive Prevention of Unlawful Discrimination***

**Strengths:**

- Line Office EEO Program Managers met with senior managers to identify barriers to equal employment opportunity.

**Deficiency:** The participation of supervisors and managers in the ADR process is not required.

### ***E. Efficiency***

#### **Strengths:**

- The Agency utilized iComplaints to track and monitor the status of EEO complaints.
- At a minimum, 90% of all reasonable accommodation requests are processed within the required timeframes.
- The agency identified systems used to track recruitment and analyze efforts to identify potential barriers.

**Deficiency:** Recruitment data and efforts have not yet been analyzed to identify potential barriers.

### ***F. Responsiveness and Legal Compliance***

#### **Strengths:**

- NOAA complied with federal EEO statues and regulations, policy guidance, and other applicable written instructions with respect to responsiveness and legal compliance.
- Monetary agreements were timely processed, and documentation for compliance was promptly provided and reviewed by the CRO.

**Deficiencies:** There are no deficiencies in this element.

## **SUMMARY OF EEO PLAN OBJECTIVES TO ELIMINATE IDENTIFIED BARRIERS- PART I PLAN SUMMARIES**

An analysis of NOAA's workforce data tables A and B shows several "triggers" at various stages of the employment cycle. As a result, NOAA continued its four (4) Part I Plans to complete in FY 2014. The Part I Plans address the following conditions: 1) the low participation rates of women at the GS-13 (or equivalent) and above; 2) the low participation rates of Hispanic Fishery Biologists; 3) the low participation rates of individuals with targeted disabilities; and 4) the overall high rate of separations for women.

Part I Plan #1 addresses the low participation of women that continues to affect higher graded positions. During FY 2014, the CRO will utilize Affinity Groups to initiate a barrier analysis to identify the root cause of this condition.

Part I Plan #2 continues to focus on the low participation rates of Hispanics in NOAA's Fishery Biologist positions. The CRO collaborated with WFMO to identify current databases that allow the tracking of applicant flow data. This data will be analyzed semi-annually. CRO will continue to collaborate with Line Office EEO Program Managers to conduct outreach/education campaigns in predominantly Hispanic communities/colleges and universities to increase awareness of fish biology careers.

Part I Plan #3 will continue to address the low participation rate of employees with targeted disabilities. The participation rates decreased this fiscal year. This condition will be addressed through implementation of DOC's Diversity Plan.

Part I Plan #4 addresses the high rate of separation of women within the workforce. During FY 14, NOAA will review and analyze the latest Employee Climate Survey to determine if employee perceptions drive separation. We will also continue to work with Workforce Management to determine if an exit interview process can be developed.

### **EEO COMPLAINT TRENDS**

According to the FY 13 EEOC-462 Report, the NOAA Civil Rights Office completed 67 EEO counseling requests, which represents a decrease of 15 when compared to FY 12. In addition, the use of EEO/Alternative Dispute Resolution (ADR) increased by 7 in FY 13. Of the 15 employees who elected ADR, 1 (6.7%) was settled, and 5 (33.3%) resulted in no complaint filed, which represents an increase of 3 compared to FY 12. We will continue to encourage managers and employees to utilize the ADR process to resolve workplace conflict.

During FY 13, NOAA experienced a significant decrease of 23 (35.4%) in the number of formal complaints from 65 in FY 12 to 42 in FY 13. Reprisal, sex (gender), and race were the top three (3) bases; with reprisal remaining at the top for the past seven fiscal years. Harassment (non-sexual) continued to be the highest raised issue in FY 13, along with Evaluation/Appraisal and Assignment of Duties among the next highest set of issues. The NOAA CRO will continue to collaborate with the Line Office EEO Program Managers to address these current trends through training and other measures.

### **CONCLUSION**

During FY 13, NOAA moved closer to achieving the goal of becoming a model EEO agency. The self-assessment showed that NOAA met all but five (5) of 123 basic compliance measures required of a model EEO agency.

The agency remains committed to examining the reasons for the low participation rates by conducting a thorough barrier analysis on identified triggers and implementing actions identified in DOC's Diversity Plan.

In FY 14, the CRO will continue to strengthen relationships with key stakeholders across the agency and other partners on issues relating to MD-715. The agency will work to address the identified compliance measures that were not met in FY 13.

**EEOC FORM  
715-01 PART F**

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
CERTIFICATION OF ESTABLISHMENT OF CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

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I, **Joseph E. Hairston, Director, Civil Rights Office, ZA-0260-V**, am the Principal EEO Director/Official for the **National Oceanic and Atmospheric Administration (NOAA)**.

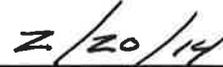
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Signature of Principal EEO Director and Reporting  
Component Designee Certifies that this Federal Agency  
Annual EEO Program Status Report is in compliance with  
EEO MD-715.



Date



Signature of Agency Head or Agency Head Designee



Date

**EEOC FORM  
715-01 PART G**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION – FY 2013**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
<b>➔ Compliance Indicator</b>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
	<b>EEO policy statements are up-to-date.</b>			
	The Agency Head was installed in February 28, 2013. The EEO policy statement was issued on June 14, 2013. Was the EEO policy Statement issued within 6 – 9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.	X		
	Are new employees provided a copy of the EEO policy statement during orientation?	X		
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		
<b>➔ Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief</b>

<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	<b>explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		<b>X</b>		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		<b>X</b>		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		<b>X</b>		
<b>→ Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		<b>X</b>		
- resolve problems/disagreements and other conflicts in their respective work environments as they arise?		<b>X</b>		
- address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		<b>X</b>		

- support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
- ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
- ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
- ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
- ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
- ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

**Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION**  
**Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.**

 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)			<b>X</b>	EEO Director will provide regular reports and status updates on NOAA's EEO Program to NOAA Senior Leadership.
Are the duties and responsibilities of EEO officials clearly defined?		<b>X</b>		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		<b>X</b>		
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		<b>X</b>		
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		<b>X</b>		

<p>If not, please describe how EEO program authority is delegated to subordinate reporting components.  <i>The NOAA Civil Rights Office (CRO) sets policy and provides oversight and guidance to EEO Program Managers in five major Line Offices. The CRO Director also chairs the NOAA EEO Programs Committee, which is comprised of the Line Office EEO Program Managers.</i></p>				
<p>→ <b>Compliance Indicator</b></p>	<p><b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b></p>	<p><b>Measure has been met</b></p>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
<p>↓ <b>Measures</b></p>		<p><b>Yes</b></p>	<p><b>No</b></p>	
<p>Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?</p>		<p><b>X</b></p>		
<p>Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?</p>			<p><b>X</b></p>	<p>See Part H Plan 1</p>
<p>Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?</p>		<p><b>X</b></p>		
<p>Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?</p>		<p><b>X</b></p>		

Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
<b>→ Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program – 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program – Title 5 CFR, Subpart B, 720.204		X		

	People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities – Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709	X		
	Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP – 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?	X		
<b>→ Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency’s status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
	Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X		
	Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X		
	Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
	Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		

Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
- for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
- to provide religious accommodations?	X		
- to provide disability accommodations in accordance with the agency's written procedures?	X		
- in the EEO discrimination complaint process?	X		
- to participate in ADR?	X		

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

**This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.**

<b>→ Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief</b>
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<p><b>↓ Measures</b></p>	<p><b>of EEO programs within each managers or supervisor's area or responsibility.</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
<p>Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?</p>		<p><b>X</b></p>		
<p>Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?</p>		<p><b>X</b></p>		
<p><b>→ Compliance Indicator</b></p>	<p><b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b></p>	<p><b>Measure has been met</b></p>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
<p><b>↓ Measures</b></p>		<p><b>Yes</b></p>	<p><b>No</b></p>	
<p>Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?</p>		<p><b>X</b></p>		
<p>Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?</p>		<p><b>X</b></p>		
<p>Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?</p>		<p><b>X</b></p>		

→ Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
<p>If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.</p> <p><i>One Finding in violation of Rehabilitation Act: Agency provided training on reasonable accommodation and agency obligations under the Act to five (5) agency officials.</i></p>				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		

**Essential Element D: PROACTIVE PREVENTION**

**Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.**

 <b>Compliance Indicator</b>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>	<p style="text-align: center;"><b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b></p>			
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	<b>X</b>		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	<b>X</b>		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	<b>X</b>		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	<b>X</b>		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	<b>X</b>		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	<b>X</b>		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	<b>X</b>		

Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
<b>→ Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?			X	DOC & NOAA ADR Policy requires ADR to be voluntary for all parties.

**Essential Element E: EFFICIENCY**

**Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.**

<b>→ Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief</b>
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 <b>Measures</b>		Yes	No	<b>explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		<b>X</b>		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		<b>X</b>		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		<b>X</b>		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		<b>X</b>		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		<b>X</b>		
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	

Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	X			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?	X		Contractors are not used for Counseling.	
If yes, briefly describe how: <i>Contract investigations are managed by the Agency Level (Department of Commerce, Office of Civil Rights). Investigation timelines are monitored by the Department and Contract Investigators are not paid until cases are completed.</i>				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	X			
Does the agency monitor, and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?	X			
<b>→ Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>		<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>			<b>Yes</b>	
Are benchmarks in place that compares the agency's discrimination complaint processes with 29 C.F.R. Part 1614?	X			

Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		Under DOC purview. See DOC MD 715 Report.
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		Under DOC purview. See DOC MD 715 Report.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		Under DOC purview. See DOC MD 715 Report.
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
<b>→ Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		

Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?			X	DOC & NOAA ADR policy requires that ADR be voluntary for all parties
Does the responsible management official directly involved in the dispute have settlement authority?		X		
<b>→ Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a) (1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		

Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	See Part H Plan 5
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
<b>→ Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		This is managed by the DOC Office of Civil Rights.
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		This is managed by the DOC Office of Civil Rights.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		This is managed by the DOC Office of Civil Rights.

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

**This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**

<p><b>→ Compliance Indicator</b></p>	<p><b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b></p>	<p><i>Measure has been met</i></p>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status</b></p>
<p><b>↓ Measures</b></p>		<p>Yes</p>	<p>No</p>	
<p>Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?</p>		<p>X</p>		
<p><b>→ Compliance Indicator</b></p>	<p><b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b></p>	<p><b>Measure has been met</b></p>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
<p><b>↓ Measures</b></p>		<p>Yes</p>	<p>No</p>	
<p>Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.</p>		<p>X</p>		

Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
<b>→ Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured.		Civil Rights Director; Annual Performance Plan		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?		X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		

Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	<b>X</b>		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	<b>X</b>		
Compensatory Damages: The final agency decision and evidence of payment, if made?	<b>X</b>		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	<b>X</b>		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	<b>X</b>		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	<b>X</b>		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	<b>X</b>		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	<b>X</b>		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	<b>X</b>		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	<b>X</b>		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	<b>X</b>		

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U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2013 – PART H PLAN #1 – New</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	The Civil Rights Director did not present the “State of the Agency” to senior officials.
<b>OBJECTIVE:</b>	Conduct a briefing with senior officials covering all components of MD-715, including the assessment and any identified barriers.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Office
<b>DATE OBJECTIVE INITIATED:</b>	February 28, 2014
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	June 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) The Civil Rights Director will collaborate with the Chief Administrative Officer to identify participating senior officials and schedule meeting.	March 31, 2014
2) Conduct “State of the Agency” briefing with senior officials.	June 30, 2014
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	

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<b>FY 2013 – PART H PLAN #2 – Completed</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?
<b>OBJECTIVE:</b>	Establish a plan to review the Agency’s Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Workforce Management Office Director, Civil Rights Office Line Office EEO Program Managers
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2013
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) Develop a plan for Review of the Agency’s Merit Promotion Program Policy and Procedures relating to Agency promotion actions.	July 20, 2013
2) Establish a cross organizational workgroup to identify issues relating to merit promotion policies and procedures that may be impeding full participation in promotion opportunities by all groups.	September 20, 2013
3) Document Findings and present to agency leadership.	May 30, 2014

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

Item 1: Completed - During FY 13, the Office of Workforce Management began the process of reviewing and revising NOAA's Merit Promotion Program Policy and has committed to initiating an annual review of the policy.

Items 2 & 3: Deleted – Upon annual review, actions will be developed if barriers are identified.

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**FY 2013 – PART H PLAN #3 – Completed**

<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?	
<b>OBJECTIVE:</b>	Establish timetables to review Agency’s Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, Workforce Management Office Director, Civil Rights Office	
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
1) Develop a plan to review the Agency’s Employee Recognition Award programs and procedures.	September 30, 2013	
2) Identify concerns relating to the employee recognition and awards program that may be impeding full participation in the program by all groups.	February 28, 2014	
3) Document findings and recommendations.	September 15, 2014	

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

Item 1 – Completed: The agency has committed to reviewing its Employee Recognition Award Program and Procedures on an annual basis.

Items 2 & 3 – Deleted: Upon annual review, actions will be developed if barriers are identified.

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<b>FY 2013 – PART H PLAN #4 – Completed</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?
<b>OBJECTIVE:</b>	Establish time-tables to review Agency’s Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Workforce Management Office Director, Civil Rights Office
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2013
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	May 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) Develop Annual Plan for Review of the Agency’s Employee Development/Training Programs.	August 28, 2013
2) Document findings and recommendations.	April 30, 2014
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	
Item 1 – Completed: The agency has committed to reviewing its Employee Development/Training Programs on an annual basis.	
Item 2 – Deleted: Upon annual review, actions will be developed if barriers are identified.	

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<b>FY 2013 – PART H PLAN #5 – Partially Completed</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?
<b>OBJECTIVE:</b>	Track and analyze recruitment efforts to identify potential barriers in accordance with MD 715 standards.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Office Director, Workforce Management Office
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) The Civil Rights Office will collaborate with Workforce Management to determine the best approach to track applicant flow data in the current application processing system.	March 2013
2) Develop a Recruitment Events Calendar, and identify Line Office Recruitment Point of Contacts.	October 15, 2014
3) Develop a NOAA-wide method to track recruitment efforts.	May 30, 2014
4) Review recruitment efforts and applicant flow data to analyze on a semi-annual basis.	September 15, 2014

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

Items 1 & 3 – Completed: During FY 13, the Office of Workforce Management identified systems used to retrieve applicant flow data and has committed to providing this data on a semi-annual basis.

Items 2 & 4 – Continued: These actions have been continued for FY 14.

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EEO Plan to Eliminate Identified Barrier**

**FY 2013: PART I PLAN #1 – NOAA-Continued**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Women At The GS-13 And Above Grade Levels.</b>  The participation rate of women at the GS-13 and above is 25.3%, which is lower than the expected rate of 32.5%.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>As in the previous fiscal year, workforce statistics for grades GS-13 and above were reviewed and analyzed on a basic level. However, the triggers identified above require additional, refined analysis in order to initiate the investigation of the root cause.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>As a thorough barrier analysis has not been completed at this time, no barrier has been identified.</p>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Civil Rights Office will utilize the barrier analysis methodology to identify the root cause of this condition.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, CRO</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>March 2012</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>August 2013</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) The Civil Rights Office will collaborate with WFMO and supervisors to identify a workgroup to conduct the barrier analysis.	May 2014
2) Review and use appropriate actions from DOC's Diversity Plan to address any identified barriers.	August 2014

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

All planned actions have been continued.

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**EEO Plan to Eliminate Identified Barrier**

**FY 2013: PART I PLAN #2 –NOAA-Continued**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Hispanic Fishery Biologist.</b></p> <p>The participation rate of Hispanics Fishery Biologist is 2.4% (2.0% male, 0.4% female), which is lower than the expected rate of 4.5% (2.4% male, 2.1% female).</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The Civil Rights Office developed a barrier analysis tool to investigate the ‘why’ behind EEO target group low participation. The methodology enabled NOAA to conduct this type of investigation for any target group.</p> <p>The methodology was tested on Hispanic Fisheries Biologists, and was completed in FY10.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<ol style="list-style-type: none"> <li>1. NOAA has not yet analyzed recruitment efforts.</li> <li>2. Eligible Hispanic Fishery Biologists are not applying for promotions at the expected rate. This results in Hispanics not being appropriately represented in the higher pay levels of Fishery Biologists.</li> </ol>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<ol style="list-style-type: none"> <li>1. Collect and analyze applicant flow data by Office/Hiring Officials.</li> <li>2. Conduct evaluations of recruitment events, which include the number of attendees, type of questions asked and materials taken, and other pertinent observations.</li> <li>3. Implement activities outlined in the DOC’s Diversity Plan.</li> </ol>

<b>RESPONSIBLE OFFICIALS:</b>	NOAA WFMO Supervisors Director, CRO	
<b>DATE OBJECTIVE INITIATED:</b>	March 2012	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (Must be specific)</b>
1) The CRO will collaborate with WFMO to determine how the current recruitment database will allow the tracking of applicant flow data.		March 2013
2) Conduct outreach & education campaigns in predominantly Hispanic communities/colleges & universities designed to increase education on fish biology careers.		September 2014
3) Once the tracking of data has been established, the CRO will review/analyze data on a semi-annual basis.		September 2014
4) Use focus groups to determine why eligible Hispanic Fishery Biologists are not applying for promotions at a higher rate.		September 2014
<b>REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:</b>		
Item 1 – Completed: During FY 13, the Office of Workforce Management identified systems used to retrieve applicant flow data and has committed to providing this data on a semi-annual basis.		
All other planned actions have been continued.		

**EEOC FORM  
715-01 PART I  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Eliminate Identified Barrier**

**FY 2012: PART I PLAN #3 – NOAA – Continued**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Employees With Targeted Disabilities.</b>  The participation rate of NOAA employees with targeted disabilities decreased from 0.4% during FY 2012 to 0.3% in FY 2013, substantially below the 2% Federal Goal.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>At the end of Fiscal Year 2013, NOAA's workforce decreased from 12,598 to 12,017 employees, and the number with targeted disabilities decreased by 3 (-7.1%).  Employees with targeted disabilities are concentrated in lower grade (or equivalent) groupings and have lower than expected participation rates at higher grades (or equivalents).</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>As a thorough barrier analysis has not been completed at this time, no barrier has been identified.</p>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>1) Implement activities outlined in DOC's Diversity Plan.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, WFMO</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>January 2012</p>

<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>

**REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE**

During FY 13, management was informed/reminded of resources such as the Computer/Electronic Accommodations Program (CAP) and the Job Accommodations Network (JAN) through training, consultations, and on Workforce Management Office Reasonable Accommodation web pages.

In FY 14, NOAA will continue to analyze data and implement appropriate activities identified in the DOC Diversity Plan.

**EEOC FORM  
715-01 PART I  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Eliminate Identified Barrier**

**FY 2012: PART I PLAN #4 – NOAA-New**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Women At The GS-13 And Above Grade Levels.</b>  Permanent females separated at a rate of 38.4%, which is above their representation of 32.5%.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Workforce statistics for separations were reviewed and analyzed on a basic level. However, the triggers identified above require additional refined analysis in order to initiate the investigation of the root cause.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>As a thorough barrier analysis has not been completed at this time, no barrier has been identified.</p>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Civil Rights Office will utilize the barrier analysis methodology to identify the root cause of this condition.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, CRO</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>March 2013</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 2014</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) Review NOAA's Climate Survey to determine if employee perceptions drive separation.	June 2014
2) Coordinate with Workforce Management to determine if an Exit Interview process can be developed.	July 2014

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

All planned actions have been continued.

**EEOC FORM  
715-01 PART J**

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with  
Targeted Disabilities**

<b>PART I. Department or Agency Information</b>	1. Agency		1. Department of Commerce				
	1.a. 2 <sup>nd</sup> Level Component		1.a. National Oceanic and Atmospheric Administration				
	1.b. 3 <sup>rd</sup> Level or lower		1.b. n/a				
<b>PART II. Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY		... end of FY		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	12,598	100.0%	12,017	100%	-581	-4.6%
	Reportable Disability	664	5.2%	668	5.5%	4	0.6%
	Targeted Disability*	42	0.4%	39	0.3%	-3	-7.1%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						15
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						0	

**PART III. Participation Rates In Agency Employment Programs**

Other Employment/ Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions*									
4. Non-Competitive Promotions	327	22	6.7	1	0.3%	12	3.6%	292	89.2%
5. Employee Career Development Programs									
5.a. Grades 5 - 12	0	0	0%	0	0%	0	0%	0	0%
5.b. Grades 13 - 14	0	0	0%	0	0%	0	0%	0	0%
5.c. Grade 15/SES	7	0	0%	0	0%	0	0%	7	100%
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	1,985	126	6.3%	5	0.2%	43	2.1%	1,811	91.2%
6.b. Cash Awards (total \$\$\$ awarded)	6,983,796.02	260,529.37	3.7%	10,669	0.15%	117,206.98	1.6%	6,595,390.67	94.4%
6.c. Quality-Step Increase	151	6	3.90%	1	0.6%	3	1.9%	141	93.3%



<p>EEOC FORM <b>715-01</b> Part J</p>	<p>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>
<p><b>Part IV</b> Identification and Elimination of Barriers</p>	<p>Agencies with 1,000 or more permanent employees <b>MUST</b> conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I</b>. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.</p> <p>Note: Information on competitive promotions is not available at this time.</p> <p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p><b>Provide a brief narrative describing the condition at issue.</b></p> <p>The overall representation of NOAA employees with targeted disabilities is 0.3%. The NOAA offices with the largest participation rates for employees with targeted disabilities are the Staff Office of the Office of the Under Secretary at 0.9%, the National Environmental Satellite, Data and Information Service 0.38%, the National Ocean Service 0.36%, and the National Weather Service 0.35%, which are below the NOAA and Federal-wide goal of 2%.</p> <p>NOAA selected 1 (0.3%) new permanent employee with a targeted disability and 2 (0.2%) voluntarily separated resulting in a decrease of people with targeted disabilities in 2013.</p> <p>The participation rate for permanent employees with targeted disabilities at the GS-12/equivalent pay level is 15.8% as compared to 30.1% participation rate for the overall workforce. The participation rate for permanent employees with targeted disabilities at the GS1-11 equivalent pay level is 42.1% as compared to 20.6% participation rate for the overall workforce. The participation rate for permanent employees with targeted disabilities at the GS12-SES pay level is 57.9% as compared to 79.4% participation rate for the overall workforce. This indicates that people with targeted disabilities are disproportionately found in the lower pay levels than the overall workforce.</p> <p>There are 0.51% officials and managers with targeted disabilities as compared to 15.0% for the overall workforce.</p> <p>In the four most populous major occupations, 1) Meteorologist 0.3% as compared to 44%, 2) Computer Science &amp; Information Technology with</p>

	<p>targeted disabilities participated 0.09% as compared to 19% of the overall workforce, 3) Fishery Biologist 0.2% compared to 16%, and 4) Electronic Engineer 0.2% as compared to 13%.</p> <p>NOAA's largest groups of permanent employees with targeted disabilities are in the following categories: mental illness (20), convulsive disorder (8), deafness (5), and mental retardation (3).</p> <p>Of the 2 permanent employees who voluntarily separated, 1 (50%) had self-disclosed a mental illness and 1 (50%) a mental retardation.</p> <p>Employees with targeted disabilities were not represented in the number of participants in Career Development Programs.</p>
<p><b>Part V</b></p> <p>Goals for Targeted Disabilities</p>	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p> <p><b>Goal I. Increase (and retain) the employment of people with targeted disabilities within NOAA to achieve a NOAA-wide participation rate of 2% within the next five years.</b></p> <p><b>Goal II. Increase the number of qualified applicants with disabilities who are offered employment with NOAA.</b></p> <p><b>Strategies:</b></p> <ul style="list-style-type: none"> <li>• <b>Implement 2% Goals.</b> Each Line Office will implement hiring/retention goals for people with targeted disabilities to be broken</li> </ul>

down over the next five years to achieve 2%. **Expand the Number of People with Disabilities in NOAA's Recruitment Pool.** NOAA's Resume Bank provides hiring managers with resumes of 30% or more service-connected disabled veterans and Schedule A individuals with disabilities who meet the qualification requirements. The NOAA Resume Bank is a recruitment tool for managers who are interested in considering high quality candidates with disabilities, particularly those trained and/or experienced in the scientific, engineering, financial management, IT, and other professional fields. All Resume Bank candidates have been pre-certified by the Workforce Management Office (WFMO) to meet the minimum qualifications for one or more job series. Hiring managers are encouraged to check available Resume Bank candidates early the workforce planning stage, well before a vacancy is posted on USAjobs. Managers may conduct interviews with candidates from the Resume Bank at any time (before an announcement opens, while an announcement is posted, or after considering applicants from the certificate of the posted announcement.) WFMO is establishing internal Standard Operating Procedures and outreach materials for managers and applicants regarding use of the NOAA Resume Bank. In addition, instructions for applicants for applying via the Schedule A hiring authority for people with disabilities will be provided via the NOAA Careers website and in other marketing materials.

- **Create a Pipeline for Future Employment through Federal Internship Programs and On-The-Job Programs for Students and Veterans with Disabilities.** Participation in the Workforce Recruitment Program (WRP) will be publicized heavily in partnership with other NOAA WRP champions. Initiate partnerships with organizations supporting Veterans with Disabilities, and educate NOAA managers on the benefits of hiring veterans with disabilities.
- **Increase Retention of Employees with Disabilities by Providing Technical Assistance on Disability Issues.** Publicize the role of the NOAA Selective Placement Coordinator (SPC), regarding recruitment and outreach to applicants with disabilities. WFMO has developed a variety of tools and guidance to facilitate the use of special hiring authorities and strategies tailored towards three separate audiences: applicants with disabilities, hiring managers, and WFMO employees.
- **Improve Management's Awareness on Issues Related to Hiring and Retaining Employees with Disabilities.** WFMO provides guidance as it relates to the hiring tools currently available to management to

increase hiring of People with Targeted Disabilities and Veterans with Disabilities, including Veterans' preference and noncompetitive appointments for Schedule A and preference eligible Veterans, as well as reasonable accommodations through the Computer/Electronic Accommodations Program (CAP) and the Job Accommodation Network (JAN). Hiring officials are provided briefings on success stories of employed people with disabilities and engage in other activities to make them more receptive to hiring people with disabilities. The Recruitment and Workforce Planning modules on the Commerce Learning Center have recently been updated to include information on how to hire employees with disabilities.

# A TABLES ANALYSES

## OVERALL NOTES:

Groups in which the number of people is less than 10 if the benchmark was applied to that group are considered to be too low for a valid evaluation.

## TABLE A1: TOTAL WORKFORCE – DISTRIBUTION BY RACE/ETHNICITY AND SEX

The total number of employees (permanent and temporary) decreased from 12,598 in FY 2012 to 12,017 in FY 2013. This is a decrease of 581 employees. Decreases occurred in its representation of males (-4.1%), and females (-5.7%). Specific decreases included Hispanic males (-3.1%), Hispanic females (-5.0%), White males (-4.2%), White females (-5.7%), African American males (-4.9%), African American females (-5.2%), Asian males (-2.8%), Asian females (-8.4%), American Indian/Alaska Native males (-9.4%), American Indian/Alaska Native females (-6.7%), and Multiple Race females (-9.1%). NOAA saw an increase in its representation of Native Hawaiian/Other Pacific Islander males (6.7%), Native Hawaiian/Other Pacific Islander females (11.1%), and Multiple Race males (11.1%).

The total number of permanent employees decreased from 12,288 in FY 2012 to 11,799 in FY 2013. This represents a decrease of 489 permanent employees. Decreases occurred in males (-3.5%) and females (-5.0%). Specific decreases included Hispanic males (-2.2%), Hispanic females (-3.4%), White males (-3.7%); White females (-5.0%), African American males (-3.7%), African American females (-4.6%); Asian males (-2.1%), Asian females (-7.9%), American Indian/Alaska Native males (-9.4%) American Indian/Alaska Native females (-3.4%), and Multiple Race females (-6.3%). However, NOAA saw increases in its representation of Native Hawaiian/Pacific Islander males (16.7%); Native Hawaiian/Pacific Islander females (11.1%), and Multiple Race males (15.4%).

The total number of temporary employees decreased from 310 in FY 2012 to 218 in FY 2013. This is a decrease of 92 employees. Decreases occurred in males (-30.7%); females (-28.2%); Hispanic males (-50.0%), Hispanic females (-100%), White males (-28.1%), White females (-24.8%), African American males (-45.5%), African American females (-44.4%), Asian males (-42.9%), Asian females (-22.2%), Native Hawaiian/Pacific Islander males (-33.3%), American Indian/Alaska Native females (-100%), Multiple Race males (-100.0%), and Multiple Race females (-100.0%). There were no net increases. The number of Native Hawaiian/Pacific Islander females, and American Indian/Alaska Native males remained 0%.

***In comparison to the CLF, the following groups are above their participation rate in the CLF:***

Total males  
White males  
Asian males  
Native Hawaiian/Pacific Islander males and females

*In comparison to the CLF, the following groups are below their participation rate in the CLF:*

Total females  
Hispanic males and females  
White females  
African American males and females  
Asian females  
American Indian/Alaska Native males and females  
Multiple Race males and females

**TABLE A2: TOTAL WORKFORCE (PERMANENT EMPLOYEES ONLY) BY COMPONENT - DISTRIBUTION BY RACE/ETHNICITY AND SEX**

In FY 2013, the National Weather Service (NWS) remained the largest Line Office with 4,587 (38.8%) employees and the National Marine Fisheries Service (NMFS) followed with 3,045 (25.8%) employees.

The workforce breakdown shows that females continue to be below the CLF in all offices except the Office of the Under Secretary, Staff Offices, and the Office of Program Planning and Integration. Hispanic males and females are substantially below the CLF in all of NOAA's Offices.

*In comparison to the CLF, the following groups had lower than expected participation rates when compared to the CLF:*

Under Secretary

Total males  
Hispanic males and females  
White males  
African American males  
Asian males and females  
Native Hawaiian/Pacific Islander males and females  
American Indian/Alaska Native males and females  
Multiple Race females

Staff Offices

Total males  
Hispanic males and females  
White males and females  
Native Hawaiian/Pacific Islander females  
American Indian/Alaska Native males and females

OMAO

Total females  
Hispanic males and females

White females  
African American females  
Asian females  
American Indian/Alaska Native females  
Multiple Race females

NOS

Total females  
Hispanic males and females  
White females  
African American males and females  
Asian females  
Native Hawaiian/Pacific Islander males  
American Indian/Alaska Native males and females

NWS

Total females  
Hispanic males and females  
White females  
African American males and females  
Asian females  
American Indian/Alaska Native females  
Multiple Race males and females

NMFS

Total females  
Hispanic males and females  
White females  
African American males and females  
American Indian/Alaska Native males and females  
Multiple Race males and females

NESDIS

Total females  
Hispanic males and females  
White females  
Asian females  
Native Hawaiian/Pacific Islander males and females  
American Indian/Alaska Native males and females  
Multiple Race males and females

OAR

Total females  
Hispanic males and females  
White females  
African American males and females

Asian females  
Native Hawaiian/Pacific Islander males and females  
American Indian/Alaska Native males  
Multiple Race females

PPI

Total males  
Hispanic males and females  
African American males  
Asian males and females  
Native Hawaiian/Pacific Islander males and females  
American Indian/Alaska Native males and females  
Multiple Race males and females

**TABLE A3-1: OCCUPATIONAL CATEGORIES (PERMANENT) - DISTRIBUTION BY RACE/ETHNICITY AND SEX**

Overall, males represent 40.2% of all **Officials and Managers** and females 59.8%. Hispanic females, White females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race males and females have rates of participation equal to or higher than their overall representation in the permanent workforce.

All Hispanic males, White males, Asian males, and American Indian/Alaska Native males have less participation in this category than their participation in the permanent workforce.

At the **Executive/Senior** level (Grades 15 and above) males represent 60.1% with females at 39.9%. White females, African American males and females, Native Hawaiian/Pacific Islander females, American Indian/Alaska Native males, and Multiple Race females have a higher participation rate than their overall representation in the workforce.

At the **Mid-level** (Grades 13-14) males represent 40.2% and females 59.7%. Hispanic females, White females, African American males and females, Asian females, Native Hawaiian/Pacific Islander females, and Multiple Race males and females have a participation rate higher and/or equal to their overall workforce representation.

**First-Level** (GS 12 and below) males represent 36.0% and females 63.9%. Hispanic males and females, White females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race males and females have a participation rate higher and/or equal to their overall workforce representation.

**Professionals**

Overall, males represent 73.8% of all Professionals and females 26.1%. Hispanic males, White males, and Asian males have rates equal to or higher than their overall representation in the permanent workforce.

Hispanic females, White females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males and females, and Multiple Race males and females have less participation in this category than their participation in the permanent workforce.

### **Technicians**

Males represent 86.3% of all Technicians and females represent 13.6%.

Hispanic males, White males, African American males, Native Hawaiian/Pacific Islander males, American Indian/Alaska Native males, and Multiple Race males have rates of participation equal to or higher than their overall representation in the permanent workforce.

Hispanic females, White females, African American females, Asian males and females, Native Hawaiian/Pacific Islander females, American Indian/Alaska Native females, and Multiple Race females have less participation in this category than their participation in the permanent workforce.

### **Sales Workers**

All EEO groups were absent from this category during FY 2013.

### **Administrative Support Workers**

Overall, males represent 15% of all Administrative Support Workers and females represent 85%.

Females of all ethnic/racial groups have a higher participation in this category than their participation in the workforce.

Males of all ethnic/racial groups, except African American have less participation in this category than their participation in the overall workforce.

### **Craft Workers**

Overall, males represent 88.9% of all Craft workers and females 11.03%.

All males have higher participation in this category than their participation in the workforce. At the same time; all females, except Native Hawaiian/Pacific Islander and Multiple Race, were represented below their overall participation.

### **Operatives**

Males represent 88.8% of all Operatives and females 11.1%.

White, African American, and Asian males have rates of participation higher than their overall representation in the permanent workforce.

White females have less participation in this category than their participation in the permanent workforce. No other EEO groups were represented in FY 2013.

### **Laborers And Helpers**

All groups were absent from this category during FY 2013.

### **Service Workers**

Overall males represent 79.2% of all Service Workers and females represent 20.7%.

Hispanic males, White males, Asian males and females, American Indian/Alaska Native females, and Multiple Race males have rates of participation higher than their overall representation in the permanent workforce.

Hispanic females, White females, and African American males and females have less participation in this category than their participation in the permanent workforce. Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males, and Multiple Race females were not represented in this category in FY 2013.

### **TABLE A4-1: (PERMANENT) PARTICIPATION RATES FOR GS GRADES AND CAPS BY RACE/ETHNICITY AND SEX**

There were a total of 11,370 GS/CAPS III employees; of which males represented 66.6% and females 33.3%.

The majority of NOAA employees (3,419) comprise the GS-12/CAPS III pay level. Males represent 63.1% and females 36.8%.

When compared to their overall representation in the permanent workforce Hispanic males and females, White females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race females are sufficiently represented at this level.

In contrast, White males, African American males and females, Asian males, and American Indian/Alaska Native males, and Multiple Race males have a slightly lower than expected participation rate.

The GS-14/CAPS IV is the second highest comprised pay level (2,887); with males representing 68.4% and females 31.5%. White males, African American females, Asian males and females, and Multiple Race females were represented at a rate higher and/or equal to their overall representation in the workforce.

Hispanic males and females, White females, African American males, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males and females, and Multiple Race males were represented at rates lower than their overall workforce representational rate.

**TABLE A5-1: (PERMANENT) WAGE GRADE PARTICIPATION RATES BY RACE/ETHNICITY AND SEX**

There were a total of 429 WG employees; of which males represented 89.0% and females 10.9%.

The majority of NOAA employees (115) comprise the WG-8 pay level. Males represent 85.2% and females 14.7%.

Hispanic females, White males, African American males, American Indian/Alaska Native males, and Multiple Race females have higher participation in this category than they do in the total permanent workforce.

White females, African American females, and Asian males have lower participation in this category than in the total workforce.

Hispanic males, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race males were not represented in this category in FY 2013.

**TABLE A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS (PERMANENT) BY RACE/ETHNICITY AND SEX**

**Overall Note:** The following Major Occupations are the four (4) most populous occupations employed at NOAA: 1) Meteorologist; 2) Computer Science & Information Technology Specialist; 3) Fishery Biologist; and 4) Electronic Engineer. The Occupational CLF is determined by the percentage of the population that is available for a specific position. Therefore, each position is compared to the respective Occupational CLF.

**1) Meteorologist (1340):**

This is NOAA's highest employed major occupation. In FY 2013, males comprised 85.5% of this occupation and females represented 14.4%.

Those that participated at rates above and/or equal to the occupational CLF include Hispanic males, White males, Asian males and females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race females.

***In comparison to the occupational CLF, the following groups had participation rates that fell below the occupational CLF:***

Hispanic females

White females  
African American males and females  
American Indian/Alaska Native males  
Multiple Race males

**2) Computer Science & Information Technology Specialist (2210):**

In FY 2013, males comprised 77.6% of this occupation and females represented 22.4%.

Those that participated at rates above and/or equal to the occupational CLF include Hispanic males, White males, African American males, Asian males, Native Hawaiian/Pacific Islander males, and American Indian/Alaska Native males.

*In comparison to the occupational CLF, the following groups had participation rates that fell below the occupational CLF:*

Hispanic females  
White females  
African American females  
Asian females  
Native Hawaiian/Pacific Islander females  
American Indian/Alaska Native females  
Multiple Race males and females

**3) Fishery Biologist (0482):**

In FY 2013, males comprised 63.6% of this occupation and females represented 36.4%.

Those that participated at rates above and/or equal to the occupational CLF include White males, Native Hawaiian/Pacific Islander males and females, and American Indian/Alaska Native males and females.

*In comparison to the occupational CLF, the following groups had participation rates that fell below the occupational CLF:*

Hispanic males and females  
White females  
African American males and females  
Asian males and females  
Multiple Race males and females

**4) Electronic Engineer (0800):**

In FY 2013, males comprised 95.2% of this occupation and females represented 4.8%.

Those that participated at rates above and/or equal to the occupational CLF include White males, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males and females, and Multiple Race males.

***In comparison to the occupational CLF, the following groups had participation rates that fell below the occupational CLF:***

Hispanic males and females  
White females  
African American males and females  
Asian males and females  
Multiple Race females

**TABLE A7: APPLICANT FLOW DATA FOR MAJOR OCCUPATIONS –  
DISTRIBUTION BY RACE/ETHNICITY AND SEX**

**1) Meteorologist (1340):**

There were 1,533 qualified applicants for this occupation; of which 86.2% were male and 13.8% female. Hispanic males, White females, Asian males, and Multiple Race females were selected at rates higher and/or equal to their qualified rate. Asian females, Native Hawaiian/Pacific Islander males and females, and American Indian/Alaska Native females were not identified as qualified applicants.

***In comparison to the qualified rate, the following groups had selection rates that fell below their participation as qualified applicants:***

Hispanic females  
White males  
African American males and females  
Asian males  
American Indian/Alaska Native males  
Multiple Race males

**2) Computer Science & Information Technology Specialist (2210):**

There were 747 qualified applicants for this occupation; of which 79.5% were males and 20.5% females. White males, African American females, Asian males, and Multiple Race females were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander males and American Indian/Alaska Native females were not identified as qualified applicants.

***In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:***

Hispanic males and females  
White females

African American males  
Asian females  
Native Hawaiian/Pacific Islander females  
American Indian/Alaska Native males  
Multiple Race males

**3) Fishery Biologist (0482):**

There were 336 qualified applicants for this occupation; of which 51.2% were males and 48.8% females. Hispanic females and White males were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander males were not identified as qualified applicants.

*In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:*

Hispanic males  
White females  
African American males and females  
Asian males and females  
Native Hawaiian/Pacific Islander females  
American Indian/Alaska Native males and females  
Multiple Race males and females

**4) Electronic Engineer (0800):**

There were 278 qualified applicants for this occupation; of which 92.5% were male and 7.5% females. White males were the only group selected at a rate higher and/or equal to their qualified rate. Hispanic females, Native Hawaiian/Pacific Islander males and females, and American Indian/Alaska Native females were not identified as qualified applicants.

*In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:*

Hispanic males  
White females  
African American males and females  
Asian males and females  
American Indian/Alaska Native males  
Multiple Race males and females

**TABLE A8: NEW HIRES BY TYPE OF APPOINTMENT – DISTRIBUTION BY RACE/ETHNICITY AND SEX**

In FY 2013, there were 331 total new hires (including temporary). Males comprised 64.6% of all new hires and females 35.4%. White males represented the highest number of new hires at 172 (51.9%), while White females represented the second highest group at 76 (22.9%).

Those EEO groups above and/or equal to the CLF include African American males and females, Native Hawaiian/Pacific Islander females, American Indian/Alaska Native males and females, and Multiple Race males and females. Native Hawaiian/Pacific Islander males were not represented in the number of new hires.

*In comparison to the CLF, the following new hire rates fell below the CLF:*

Hispanic males and females  
White males and females  
Asian males and females

**Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS**

**1) Meteorologist (1340):**

There were 453 qualified internal applicants for this occupation; of which 76.8% were males and 23.2% females. Hispanic males, White females, and Native Hawaiian/Pacific Islander females were selected at rates higher and/or equal to their qualified rate. African American males and females, Asian females, Native Hawaiian/Pacific Islander males, and Multiple Race females were not identified as qualified applicants.

*In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:*

Hispanic females  
White males  
Asian males  
American Indian/Alaska Natives males and females  
Multiple Race males

**2) Computer Science & Information Technology Specialist (2210):**

There were 132 qualified applicants for this occupation; of which 84.1% were males and 15.9% females. White females, African American females, and Asian males were selected at a rate higher and/or equal to their qualified rate. Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race males and females were not identified as qualified applicants.

***In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:***

Hispanic males and females  
White males  
African American males  
American Indian/Alaska Native males

**3) Fishery Biologist (0482):**

There were 80 qualified applicants for this occupation; of which 48.7% were males and 51.3% females. White males were the only group selected at rates higher and/or equal to their qualified rate. Hispanic males and females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males and females, and Multiple Race males and females were not identified as qualified applicants.

***In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:***

White females  
Asian males

**4) Electronic Engineer (0800):**

There were 55 qualified applicants for this occupation; of which 90.9% were males and 9.1% females. White males were the only group selected at rates higher and/or equal to their qualified rate. Hispanic females, African American females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race males and females were not identified as qualified applicants.

***In comparison to the qualified rate, the following groups had selection rates that fell below their participation as applicants:***

Hispanic males  
White females  
African American males  
Asian males  
American Indian/Alaska Native males

**TABLE A12: PARTICIPATION IN CAREER DEVELOPMENT BY RACE/ETHNICITY AND SEX**

There were no applicants or participants for the 30 available slots in career development programs for **GS 5-12** employees.

In the **GS 13-14** category, 30 slots were available, but there were no applicants.

In the **GS 15-SES** career development program, 30 slots were available; 7 employees applied, and 4 were selected as participants. Of those, 2 (50.0%) were males and 2 (50.0%) females. White males and females were the only groups that participated at rates above their overall workforce representation. No other EEO group participated, although 1 African American male and 1 African American female applied to the program.

**Table A13: EMPLOYEE RECOGNITION AND AWARDS – Distribution by Race/Ethnicity and Sex**

**Cash Awards \$100-\$500:**

During FY 2013, 1,260 cash awards were distributed to employees totaling \$484,686.38, of which males received \$318,502.35 (67%) and females \$166,184.03 (33%).

All EEO-groups received awards at rates equal to and/or higher than their overall workforce representation, except White males and females, Asian males, and Native Hawaiian/Pacific Islander males and females.

**Cash Awards \$501+**

In FY 2013, 4,702 awards were distributed totaling \$6,499,109.64. Males received \$4,155,008.98 (63.5%) and females \$2,344,100.66 (36.5%).

All EEO-groups received awards at rates equal to and/or higher than their overall workforce representation, except Hispanic males, White males, African American males and females, Native Hawaiian/Pacific Islander males, American Indian/Alaska Native males and females, and Multiple Race males.

**Quality Step Increases (QSI)**

In FY 2013, 151 employees earned QSIs. Males received 68.2% and females 32.8%.

All EEO-groups received increases at rates equal to and/or higher than their overall workforce representation, except Hispanic females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males, and Multiple Race males.

**Time-Off Awards 1-9 hours:**

In FY 2013, 1,067 (7,022 hours) Time-off awards were distributed, of which males represented 753 (70.6%) and females 314 (29.4%).

White males and American Indian/Alaska Native males were the only EEO-groups which received awards at rates equal to and/or higher than their overall workforce representation. All other groups received awards at rates below their overall workforce representation rates.

**Time-Off Awards 9+ hours:**

There were 918 (21,545.5 hours) Time-off awards distributed, of which males represented 539 (58.7%) and females 379 (41.3%).

All EEO-groups received awards at rates equal to and/or higher than their overall workforce representation, except Hispanic males, White males, Asian males, and American Indian/Alaska Native males.

**TABLE A14: PERMANENT SEPARATIONS BY TYPE OF SEPARATION –  
DISTRIBUTION BY RACE/ETHNICITY AND SEX****Total Separations:**

In FY 2013, there were 794 total separations. Males represented 61.6% and females 38.4%. Females separated at a rate higher than their overall representation.

**Voluntary Separations:**

There were 760 voluntary separations; males 465 (61.2%) and females 295 (38.8%). Hispanic females, White females, African American males and females, Asian females, American Indian/Alaska Native males, and Multiple race males and females separated at rates higher than their participation rate in the workforce.

**Involuntary Separations:**

There were 34 involuntary separations; males 24 (70.6%) and females 10 (29.4%). Hispanic males, African American males and females, American Indian/Alaska Native males, and Multiple Race males and females separated at a rate higher than their overall workforce representation.

## **B TABLES ANALYSES**

### **OVERALL NOTES:**

NOAA has adopted the Federal Goal of 2% participation of employees with targeted disabilities, and therefore is using that figure as the benchmark for comparison.

### **TABLE B1 TOTAL WORKFORCE – DISTRIBUTION BY DISABILITY**

In comparing the FY 2013 workforce (12,017) to the FY 2012 workforce (12,598), there was an overall decrease of 581 individuals (4.6%). During this same time period, the total number of employees with disabilities increased slightly from 5.2% to 5.5%; while the participation rate of NOAA employees with targeted disabilities remained below the 2% Federal Goal at 0.3%.

The number of permanent employees with reportable disabilities did increase, from 651 to 660. However, the number of permanent employees with targeted disabilities decreased by 3 individuals (a net change of 7.3%).

The number of temporary employees with reportable disabilities decreased, from 13 to 8. The number of temporary employees with targeted disabilities remained at 1 (0.4%).

### **TABLE B2: TOTAL WORKFORCE (PERMANENT EMPLOYEES ONLY) BY COMPONENT – DISTRIBUTION BY DISABILITY**

For FY 2013, the National Weather Service (NWS) was the largest line office with 4,587 (38.9%) permanent employees, and the National Marine Fisheries Services (NMFS) followed with 3,045 (25.8%) employees. The NWS had a 0.35% participation rate for employees with targeted disabilities and 0.26% for NMFS, both substantially below the Federal and NOAA goal of 2%.

Staff Offices had a 0.9% participation rate of employees with targeted disabilities, while the National Environmental Satellite, Data, and Information Service (NESDIS) and the National Ocean Service were each at 0.3%

The number of employees with targeted disabilities in the other line offices are too small to evaluate, and therefore are not included.

### **TABLE B3-1: OCCUPATIONAL CATEGORIES (PERMANENT) – DISTRIBUTION BY DISABILITY**

Compared to the overall workforce participation rate of 15.1% for Officials and Managers, **Officials and Managers** with targeted disabilities have a participation rate of 0.5%.

The overall workforce participation rate for **Professionals** is 65.4%, as compared to 0.2% participation rate for people with targeted disabilities in this category. The overall workforce participation rate for **Technicians** is 9.5% as compared to 0.2% for people with targeted disabilities. The overall workforce participation rate for **Administrative Support** is 5.3% as compared to 1.6% for people with targeted disabilities.

There were no employees with targeted disabilities in the other categories (**Sales, Laborers, Craft, Operations, and Service**).

**TABLE B4: (PERMANENT) PARTICIPATION RATES FOR GS BY DISABILITY**

In general, employees with targeted disabilities have a higher participation rate at the lower (GS1-11) pay levels than the higher (GS12-SES) pay levels; 0.6% versus 0.2%.

The participation rate for GS-12 equivalent employees with targeted disabilities is 0.2% as compared to the 30.1% participation rate for the overall workforce; although GS-12 equivalent employees with targeted disabilities make up 0.3% of the total workforce.

**TABLE B5: (PERMANENT) WAGE GRADE PARTICIPATION RATES BY DISABILITY**

The numbers of employees with targeted disabilities in all of the wage grade categories are too small to evaluate and therefore the analysis is not included.

**TABLE B6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS (PERMANENT) BY DISABILITY**

**Overall Note:** The following Major Occupations are the four most populous occupations employed at NOAA.

Although the Meteorologists and Computer Science/IT Specialists occupations remain high, the participation rate for meteorologists with targeted disabilities is 0.3%, and the rate for Computer Science/IT Specialists is 0.1%, both substantially lower than the Federal and NOAA goal of 2%.

The overall participation rate of Fishery Biologist is 15.7%, as compared to 0.21% for people with targeted disabilities, and Electronic Engineers is 12.8% as compared to 0.3%

**TABLE B7: APPLICATION AND HIRES – DISTRIBUTION BY DISABILITY**

There were a total of 1,702 applications received for NOAA positions. Of those applicants, 0.9% identified a targeted disability. Although there were 4.2% hires; none were from applicants with a targeted disability.

**TABLE B8: NEW HIRES BY TYPE OF APPOINTMENT – DISTRIBUTION BY DISABILITY**

Of the 331 total new hires for FY 2013, 32 (9.6%) had a reportable disability. There was 1 (0.3%) with a targeted disability.

**TABLE B9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS BY DISABILITY CODE**

**1) Meteorologist (1340):**

A total of 38 (8.4%) qualified persons with disabilities applied for positions within this occupation; of which 1 (5.9%) was selected. There was 1 (0.3%) with a targeted disability.

**2) Electronic Engineer (0800):**

A total of 6 (10.9%) qualified persons with disabilities applied for positions within this occupation; of which none were selected. There were also no selectee(s) with a targeted disability.

No other selections of persons with disabilities were made within NOAA's major occupations.

**TABLE B10: PARTICIPATION IN AGENCY EMPLOYMENT PROGRAMS BY DISABILITY CODE**

There were 327 internal promotions, of which 22 (6.7%) were persons with disabilities, and 1 (0.3%) with a targeted disability.

**TABLE B12: PARTICIPATION IN CAREER DEVELOPMENT – DISTRIBUTION BY DISABILITY [OPM FORM 256 SELF-IDENTIFICATION CODES]**

Of all career development programs, a total of 7 individuals applied and 4 were selected. None of these individuals had a reportable disability or targeted disability.

**TABLE B13: EMPLOYEE RECOGNITION AND AWARDS – DISTRIBUTION BY DISABILITY**

**Cash awards \$100 - \$500:** Of 1,260 cash awards, 73 (5.7%) were distributed to employees with a disability and 3 (0.2%) to those with targeted disabilities; totaling 29,411.31.

**Cash awards \$501+:** Of 4,702 cash awards, 183 (3.8%) were distributed to employees with disabilities, and 7 (0.1%) to employees with targeted disabilities; totaling 241,787.06.

**Quality Step Increase (QSI):** In FY 2013, there were a total of 151 QSIs; of which 6 (3.9%) were awarded to employees with disabilities, and 1 (0.6%) with a targeted disability.

**Time off awards 1-9 hours:** Of 1,067 time-off awards, 57 (5.3%) were earned by employees with disabilities and 1 (0.1%) with a targeted disability.

**Time off awards 9+ hours:** Of 918 time-off awards, 69 (7.5%) were earned by employees with disabilities and 4 (0.4%) with targeted disabilities.

**TABLE B14: SEPARATIONS BY TYPE OF SEPARATION (PERMANENT) –  
DISTRIBUTION BY DISABILITY**

**Total Separations:** In FY 2013, there were 794 total separations. Persons with disabilities represented 50 (6.3%) and targeted disabilities 2 (0.2%).

**Voluntary Separations:** Of the 760 voluntary separations, 45 (5.9%) were by persons with disabilities and 2 (0.2%) targeted disabilities.

**Involuntary Separations:** Of the 34 involuntary separations, 5 (14.7%) were persons with disabilities. There were no involuntary separations for those with targeted disabilities.



## EEO Policy Statement

10/10/2013

Dr. Kathy Sullivan <announcement@noaa.gov>

Fri, Jun 14, 2013 at 1:15 PM



## Message from the Acting Under Secretary

June 2013

### National Oceanic and Atmospheric Administration Policy Statement on Non-Discrimination and Equal Employment Opportunity (EEO)

The National Oceanic and Atmospheric Administration (NOAA) reaffirms its commitment to provide a workplace that is free of discrimination. We continue to take a comprehensive approach to managing diversity by practicing equal employment and engaging in affirmative efforts to create and maintain an environment that supports and encourages the contributions of all employees.

The success of our Agency requires the steadfast support and commitment of every employee. We cannot accomplish our vital mission without the talent, dedication, and skills of all employees. As such, NOAA will not tolerate discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information or disability (physical or mental), including the provisions of reasonable accommodations on the basis of disability to qualified applicants and employees. Retaliation against those who initiate discrimination complaints, serve as witnesses or otherwise oppose discrimination and harassment is strictly prohibited. NOAA's policy is to ensure that EEO covers all personnel/employment programs, management practices, and decisions.

The NOAA Civil Rights Office (CRO) is charged with the vital mission of ensuring adherence to Federal civil rights laws and regulations in all aspects of employment. Employees and applicants for employment who believe they have been discriminated against and wish to initiate an EEO complaint must contact NOAA's CRO within 45-days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45-days of the effective date of the action. For information on the EEO complaint process call [1-800-452-6728](tel:1-800-452-6728) or visit [www.eeo.noaa.gov](http://www.eeo.noaa.gov).

I strongly support civil rights, EEO and Alternative Dispute Resolution initiatives. The diversity of our workforce enriches the workplace and our community. I urge each manager, supervisor and employee to embrace and develop a workforce within NOAA that reflects the diversity of the Nation we serve. All of us share in the responsibility for creating and maintaining a workplace free of discrimination, harassment, and reprisal.

We must foster an inclusive environment in which every employee is respected and valued. Let us continue to cultivate and reap the benefits of a diverse workforce that is rich in talent, ideas, background, and experience.

Sincerely

Kathryn D. Sullivan, Ph.D.

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

**PART I - PRE-COMPLAINT ACTIVITIES**

EEO COUNSELOR	COUNSELINGS	INDIVIDUALS
<b>A. INTENTIONALLY LEFT BLANK</b>		
<b>ADR INTAKE OFFICER</b>		
<b>B. INTENTIONALLY LEFT BLANK</b>		
<b>TOTAL COMPLETED/ENDED COUNSELINGS</b>		
<b>C. TOTAL COMPLETED/ENDED COUNSELINGS</b>		65
1. COUNSELED WITHIN 30 DAYS	24	22
2. COUNSELED WITHIN 31 TO 90 DAYS		36
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	18	18
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	10	10
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	8	8
3. COUNSELED BEYOND 90 DAYS	7	7
4. COUNSELED DUE TO REMANDS	0	0
<b>D. PRE-COMPLAINT ACTIVITIES</b>		
1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	8	8
2. INITIATED DURING THE REPORTING PERIOD	69	67
3. COMPLETED/ENDED COUNSELINGS		65
a. SETTLEMENTS (MONETARY AND NON-MONETARY)	2	2
b. WITHDRAWALS/NO COMPLAINT FILED	23	23
c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	42	40
d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0
4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	10	10

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
<b>TOTAL</b>	0	0	
1. COMPENSATORY DAMAGES	0	0	0.00
2. BACKPAY/FROTPAY	0	0	0.00
3. LUMP SUM PAYMENT	0	0	0.00
4. ATTORNEY FEES AND COSTS	0	0	0.00
5.	0	0	0
6.	0	0	0
7.	0	0	0

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
<b>TOTAL</b>	1	1	
1. HIRES		0	
a. RETROACTIVE	0	0	
b. NON-RETROACTIVE	0	0	
2. PROMOTIONS		0	
a. RETROACTIVE	0	0	
b. NON-RETROACTIVE	0	0	
3. EXPUNGEMENTS	1	1	
4. REASSIGNMENTS	0	0	
5. REMOVALS RESCINDED		1	
a. REINSTATEMENT	0	0	
b. VOLUNTARY RESIGNATION	1	1	
6. ACCOMMODATIONS	0	0	
7. TRAINING	0	0	
8. APOLOGY	0	0	
9. DISCIPLINARY ACTIONS		1	
a. RESCINDED	1	1	
b. MODIFIED	0	0	
10. PERFORMANCE EVALUATION MODIFIED	0	0	
11. LEAVE RESTORED	0	0	
12. EXTENDED RETIREMENT	0	0	
13.	0	0	

G. ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
<b>TOTAL</b>	0	0	
1. COMPENSATORY DAMAGES	0	0	0.00
2. BACKPAY/FROTPAY	0	0	0.00
3. LUMP SUM PAYMENT	0	0	0.00
4. ATTORNEY FEES AND COSTS	0	0	0.00
5.	0	0	0
6.	0	0	0
7.	0	0	0

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
<b>TOTAL</b>	1	1	
1. HIRES		0	
a. RETROACTIVE	0	0	
b. NON-RETROACTIVE	0	0	
2. PROMOTIONS		0	
a. RETROACTIVE	0	0	
b. NON-RETROACTIVE	0	0	
3. EXPUNGEMENTS	0	0	
4. REASSIGNMENTS	0	0	
5. REMOVALS RESCINDED		0	
a. REINSTATEMENT	0	0	
b. VOLUNTARY RESIGNATION	0	0	
6. ACCOMMODATIONS	0	0	
7. TRAINING	0	0	
8. APOLOGY	0	0	
9. DISCIPLINARY ACTIONS		0	
a. RESCINDED	0	0	
b. MODIFIED	0	0	
10. PERFORMANCE EVALUATION MODIFIED	1	1	
11. LEAVE RESTORED	1	1	
12. CHANGE IN EMPLOYMENT STATUS	0	0	
13.	0	0	

I. NON-ADR SETTLEMENTS			
	COUNSELINGS	INDIVIDUALS	
<b>TOTAL</b>	1	1	

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT: CM54**

**REPORTING PERIOD: FY2013**

**PART II - FORMAL COMPLAINT ACTIVITIES**

**PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE**

**76** A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD

**42** B. COMPLAINTS FILED

**1** C. REMANDS (sum of lines C1+C2+C3)

**1** C.1. REMANDS (NOT INCLUDED IN A OR B)

**1** C.2. REMANDS (INCLUDED IN A OR B)

**0** C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE

**0** C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F, OR H. THAT RESULTED FROM REMANDS

**0** D. TOTAL COMPLAINTS (sum of lines A+B+C1)

**116** E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED

**60** F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD

**3** G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED

**0** H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD

**1** I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]

**40** J. INDIVIDUALS FILING COMPLAINTS (Complainants)

**1** K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

**A. AGENCY & CONTRACT RESOURCES**

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
<b>1. WORK FORCE</b>				
a. TOTAL WORK FORCE	11975			
b. PERMANENT EMPLOYEES	11775			
<b>2. COUNSELOR</b>				
a. FULL-TIME	5		0	
b. PART-TIME	0		0	
c. COLLATERAL DUTY	6		0	
<b>3. INVESTIGATOR</b>				
a. FULL-TIME	0		0	
b. PART-TIME	0		0	
c. COLLATERAL DUTY	1		1	
<b>4. COUNSELOR/INVESTIGATOR</b>				
a. FULL-TIME	0		0	
b. PART-TIME	0		0	
c. COLLATERAL DUTY	0		0	

**B. AGENCY & CONTRACT STAFF TRAINING**

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
<b>1. NEW STAFF - TOTAL</b>	0	0	0	0	0	0
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	0	0	0	0	0	0
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
<b>2. EXPERIENCED STAFF - TOTAL</b>	11	0	1	1	0	0
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	11	0	1	1	0	0
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

**C. REPORTING LINE**

**1** EEO DIRECTOR'S NAME: **Suzan J. Aramaki**

1a. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD  YES  NO  
Must use 'X' to designate response to question

2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?  
PERSON: Fred Stephens  
TITLE: Deputy Asst. Secretary for Administration

3. WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?  
PERSON: Suzan J. Aramaki  
TITLE: Director, Office of Civil Rights

4. WHO DOES THAT PERSON REPORT TO?  
PERSON: Fred Stephens  
TITLE: Deputy Asst. Secretary for Administration

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION										TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	
	RACE						COLOR		RELIGION	REPRISAL				
	AMER INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES								
A. APPOINTMENT/HIRE	0	0	0	1	0	0	0	0	0	0	2			
B. ASSIGNMENT OF DUTIES	0	0	0	5	0	0	3	2	7					
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0			
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0			
E. DISCIPLINARY ACTION														
1. DEMOTION	0	0	0	0	0	0	0	0	0	0	1			
2. REPRIMAND	0	0	0	3	0	0	1	1	5					
3. SUSPENSION	0	0	0	1	0	0	1	1	1					
4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0			
5.	0	0	0	0	0	0	0	0	0	0	0			
6.	0	0	0	0	0	0	0	0	0	0	0			
7.	0	0	0	0	0	0	0	0	0	0	0			
F. DUTY HOURS	0	0	0	1	0	0	0	13	2					
G. EVALUATION/APPRaisal	0	0	0	7	0	0	0	1	12					
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0					
I. HARASSMENT														
1. NON-SEXUAL	0	0	0	7	0	1	3	2	16					
2. SEXUAL									0					
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0					
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	1					
L. PROMOTION/NON-SELECTION	0	0	0	2	0	0	0	0	2					
M. REASSIGNMENT														
1. DENIED	0	0	0	1	0	0	1	0	2					
2. DIRECTED	0	0	0	0	0	0	0	0	0					
N. REASONABLE ACCOMMODATION														
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0					
P. RETIREMENT	0	0	0	0	0	0	0	0	0					
Q. TERMINATION	0	0	0	0	0	1	1	0	4					

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION										TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	
	RACE												TOTAL ALL BASES BY ISSUE
	AMER INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES	COLOR	RELIGION	REPRISAL				
R. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	5	0	0	0	0	0	0	7		
S. TIME AND ATTENDANCE	0	0	0	4	0	0	1	1	1	0	7		
T. TRAINING	0	0	0	1	0	0	1	0	0	0	3		
U. OTHER (Please specify below)													
1.	0	0	0	0	0	0	0	0	0	0	0		
2.	0	0	0	0	0	0	0	0	0	0	0		
3.	0	0	0	0	0	0	0	0	0	0	0		
4.	0	0	0	0	0	0	0	0	0	0	0		
5.	0	0	0	0	0	0	0	0	0	0	0		
TOTAL-ALL ISSUES BY BASES	0	0	0	10	0	0	1	4	3	0	26		
TOTAL ALL COMPLAINTS FILED BY BASES	0	0	0	10	0	0	1	4	3	0	26		
TOTAL ALL COMPLAINTS BY BASES	0	0	0	10	0	0	1	4	3	0	26		

EEOC FORM 462 (REVISED APR 2011)

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION														TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	TOTAL ALL BASES BY ISSUE				
	MALE	FEMALE		HISPANIC/LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL						
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	3	1	0	0	0	0	0	5	5
B. ASSIGNMENT OF DUTIES	0	4	0	0	2	0	0	2	0	3	0	0	0	0	12	12
C. AWARDS	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	1
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14
1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
2. REPRIMAND	0	1	0	1	1	0	0	1	1	2	0	0	0	0	7	7
3. SUSPENSION	0	1	0	1	0	0	0	0	0	1	0	0	0	0	2	2
4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	1	0	0	0	0	0	1	1	1	1	0	0	0	3	3
G. EVALUATION/APPRaisal	0	4	0	1	2	0	0	4	1	4	0	0	0	0	18	18
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	8	1	0	2	0	0	5	2	4	0	0	0	0	22	22
1. NON-SEXUAL	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
2. SEXUAL	0	6	1	0	2	0	0	5	2	4	0	0	0	0	20	20
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	2	0	0	0	0	0	0	0	0	0	0	0	0	3	3
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1. DENIED	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2	2
2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
N. REASONABLE ACCOMMODATION	0	0	0	0	0	0	0	0	0	3	0	0	0	0	6	6
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. TERMINATION	0	1	0	0	2	0	0	0	1	0	0	0	0	0	4	4

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION														TOTAL ALL COMPLAINTS BY ISSUE
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN			EQUAL PAY ACT		AGE	DISABILITY		GVA	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	
	MALE	FEMALE		HISPANIC/LATINO	OTHER	MALE	FEMALE	MENTAL		PHYSICAL					
R. TERMS/CONDITIONS OF EMPLOYMENT	0	5	0	0	1				2	1	3	1		14	
S. TIME AND ATTENDANCE	0	5	0	0	0				3	1	3	0		7	
T. TRAINING	0	3	0	0	1				3	2	1	0		2	
U. OTHER (Please specify below)	0	0	0	0	0				0	0	0	0		0	
1.	0	0	0	0	0				0	0	0	0		0	
2.	0	0	0	0	0				0	0	0	0		0	
3.	0	0	0	0	0				0	0	0	0		0	
4.	0	0	0	0	0				0	0	0	0		0	
5.	0	0	0	0	0				0	0	0	0		0	
TOTAL ALL ISSUES BY BASES	0	13	0	0	4				11	5	7	1		1	
TOTAL ALL COMPLAINTS FILED BY BASES	0	13	1	2	4				11	5	7	1		1	
TOTAL ALL COMPLAINTS BY BASES	0	13	1	2	4				11	5	7	1		1	

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**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

AGENCY OR DEPARTMENT: CMS4

REPORTING PERIOD: FY2013

**PART IVA - BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS**

FINDINGS/ALLEGATIONS IN:	BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED BASIS IN SETTLEMENTS																						
	RACE				COLOR				RELIGION		SEX		POA		NATIONAL ORIGIN		EQUAL PAY ACT		AGE		DISABILITY		CRNA
	AMERICAN INDIAN ALASKA NATIVE	ASIAN	BLACK/AFRICAN AMERICAN	WHITE	HISPANIC LATINO	OTHER	REPRODUCTION	OTHER	RELIGION	OTHER	MALE	FEMALE	POA	OTHER	HISPANIC LATINO	OTHER	MALE	FEMALE	AGE	MENTAL	PHYSICAL		
1. Counseling Settlement Allegations	0	1	0	1	0	0	0	0	0	0	1	2	0	0	0	0	0	0	2	0	0	0	
1a. Number of Counselings Settled	0	1	0	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	
1b. Number of Counselors Settled With	0	1	0	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	
2. Complaint Settlement Allegations	0	0	4	2	0	4	10	28	1	3	0	0	11	0	0	12	1	2	0	0	0	0	
2a. Number of Complaints Settled	0	0	2	1	0	2	4	10	1	2	0	0	4	0	0	4	1	1	0	0	0	0	
2b. Number of Complainers Settled With	0	0	2	1	0	2	3	9	1	2	0	0	3	0	0	4	1	1	0	0	0	0	
3. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3b. Number Complainers Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4. AJ Decision Findings	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4a. Number AJ Decisions With Findings	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5. Final Agency Order Findings Implemented	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5a. Number of Final Orders With Findings Implemented	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5b. # of Complainers issued FADs with Findings Implemented	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL SETTLEMENT ALLEGATIONS</b>																							
<b>TOTAL FINAL ACTION FINDINGS</b>																							

**PART IVB - ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS**

FINDINGS/ALLEGATIONS IN:	ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED ISSUES IN SETTLEMENTS																					
	APPOINTMENT TYPE	ASSIGNMENT OF DUTIES	EMPLOYER TO FULL-TIME	DISCIPLINARY ACTION		DUTY PERFORMED	EVALUATION APPROVAL	EXAM TYPE	EXAMINATION		MEDICAL EXAM	PAY OVERTIME	# OF NON- SELECTION	REASONING DENIED	REASONING SELECTED	REASONING OTHER						
				REMOVAL	SUSPENSION				NON-SEXUAL	SEXUAL												
1. Counseling Settlement Allegations	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1a. Number of Counselings Settled	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1b. Number of Counselors Settled With	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Complaint Settlement Allegations	1	5	0	0	0	1	0	5	0	6	0	1	2	1	4	0	0	2	1	1	0	0
2a. Number of Complaints Settled	1	5	0	0	0	1	0	5	0	6	0	1	2	1	4	0	0	2	1	1	0	0
2b. Number of Complainers Settled With	1	5	0	0	0	1	0	4	0	6	0	1	2	1	4	0	0	2	1	1	0	0
3. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3b. Number Complainers issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. AJ Decision Findings	0	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
4a. Number AJ Decisions With Findings	0	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
5. Final Agency Order Findings Implemented	0	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
5a. Number of Final Orders With Findings Implemented	0	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
5b. # of Complainers issued FADs with Findings Implemented	0	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL SETTLEMENT ALLEGATIONS</b>																						
<b>TOTAL FINAL ACTION FINDINGS</b>																						

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

## PART V - SUMMARY OF CLOSURES BY STATUTE

**A. STATUTE** (IF A SINGLE COMPLAINT HAS MULTIPLE STATUTES RECORD EACH ON THE APPROPRIATE LINE.)

- 43 1. TITLE VII
- 2 1a. PREGNANCY DISCRIMINATION ACT (PDA)
- 20 2. AGE DISRIMINATION IN EMPLOYMENT ACT (ADEA)
- 20 3. REHABILITATION ACT
- 1 4. EQUAL PAY ACT (EPA)
- 1 5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

**B. TOTAL BY STATUTES**

THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED.

(A1+A1a+A2+A3+A4+A5)

## PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
<b>A. TOTAL NUMBER OF CLOSURES</b> (1+2+3)	60	1911	318.52
1. WITHDRAWALS	2	238	119.00
a. NON-ADR WITHDRAWALS	2	238	119.00
b. ADR WITHDRAWALS	0	0	0.00
2. SETTLEMENTS	12	2543	211.92
a. NON-ADR SETTLEMENTS	12	2738	228.17
b. ADR SETTLEMENTS	1	205	205.00
3. FINAL AGENCY ACTIONS (B+C)	45	15930	354.00
<b>B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION</b> (1+2+3)	36	8148	226.33
1. FINDING DISCRIMINATION	0	0	0.00
2. FINDING NO DISCRIMINATION	29	7909	272.72
3. DISMISSAL OF COMPLAINTS	7	239	34.14
<b>C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION</b> (1+2)	24	7782	324.25
1. AJ DECISION FULLY IMPLEMENTED (a+b+c)	9	7132	792.44
(a) FINDING DISCRIMINATION	1	1652	1652.00
(b) FINDING NO DISCRIMINATION	8	6130	766.25
(c) DISMISSAL OF COMPLAINTS	0	0	0.00
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b+c)	15	650	43.33
(a) FINDING DISCRIMINATION (i+ii+iii)	0	0	0.00
i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
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**AGENCY OR DEPARTMENT: CM54**

**REPORTING PERIOD: FY2013**

**PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
<b>D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED (1+2+3+4)</b>			
<b>1. COMPLAINANT REQUESTED IMMEDIATE FAD (1a+1b)</b>			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	8	208	
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	3	580	
<b>2. COMPLAINANT DID NOT ELECT HEARING OR FAD (2a+2b)</b>			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	5	259	
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	8	1572	
<b>3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)</b>			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	2	77	
b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	1	177	
<b>4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)</b>			
a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	1	21	
b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	1	55	

**PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS**

	NUMBER	AMOUNT
<b>A. TOTAL COMPLAINTS CLOSED WITH BENEFITS</b>	14	
<b>B. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT</b>	11	
1. BACK PAY/FRONT PAY	0	0.00
2. LUMP SUM PAYMENT	10	182,000.00
3. COMPENSATORY DAMAGES	0	0.00
4. ATTORNEY FEES AND COSTS	4	92,714.61
<b>D. INTENTIONALLY LEFT BLANK</b>		
<b>E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT</b>	11	
<b>F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES</b>	<small>NUMBER OF CLOSURES THAT RECEIVED MONETARY BENEFITS AS WELL</small>	<small>NUMBER OF CLOSURES THAT RECEIVED ONLY NON-MONETARY BENEFITS</small>
1. HIRES		
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS		
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	2	0
4. REASSIGNMENTS	1	0
5. REMOVALS RESCINDED		
a. REINSTATEMENT	0	0
b. VOLUNTARY RESIGNATION	1	0
6. ACCOMMODATIONS	0	0
7. TRAINING	3	0
8. APOLOGY	1	1
9. DISCIPLINARY ACTIONS		
a. RESCINDED	4	0
b. MODIFIED	0	0
10. PERFORMANCE EVALUATION MODIFIED	2	0
11. LEAVE RESTORED	2	0
12. Neutral Reference	1	0
13. Discontinued Service Retirement	1	0
14. Desk Audit/Priority Consideration	0	2

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT: CM54**

**REPORTING PERIOD: FY2013**

## PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+1a+2+3+4)	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	DAYS PENDING OLDEST CASE	OLDEST DOCKET #
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)	0	0		0	
1a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS	1	23		23	
2. COMPLAINTS PENDING IN INVESTIGATION	14	1530		226	
3. COMPLAINTS PENDING IN HEARINGS	38	26568		1757	531-2010-00235X
4. COMPLAINTS PENDING A FINAL AGENCY ACTION	7	1629		228	

## PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD (1+3)			
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL (a+b+c)			
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	3	129	
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS			
1. TIMELY COMPLETED INVESTIGATIONS	0	0	
2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	
2. AGENCY INVESTIGATION COSTS	7,157.00		
3. INVESTIGATIONS COMPLETED BY CONTRACTORS (a+b+c)			
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	24	3907	
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS			
1. TIMELY COMPLETED INVESTIGATIONS	18	3887	
2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	
4. CONTRACTOR INVESTIGATION COSTS	194,046.50		

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

**PART X - SUMMARY OF ADR PROGRAM ACTIVITIES**

**INFORMAL PHASE (PRE-COMPLAINT)**

**A. INTENTIONALLY LEFT BLANK**

**B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS**

	COUNSELINGS	INDIVIDUALS		
1. ADR OFFERED BY AGENCY	54	54		
2. REJECTED BY INDIVIDUAL (COUNSELEE)	39	39		
3. INTENTIONALLY LEFT BLANK				
4. TOTAL ACCEPTED INTO ADR PROGRAM		15		
<b>C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)</b>		<b>15</b>		
1. INHOUSE	0	0		
2. ANOTHER FEDERAL AGENCY	15	15		
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
4. MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
5. FEDERAL EXECUTIVE BOARD	0	0		
6.	0	0		
7.	0	0		

	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
<b>D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)</b>		<b>15</b>		

1. MEDIATION	15	15	564	
2. SETTLEMENT CONFERENCES	0	0	0	
3. EARLY NEUTRAL EVALUATIONS	0	0	0	
4. FACTFINDING	0	0	0	
5. FACILITATION	0	0	0	
6. OMBUDSMAN	0	0	0	
7. PEER REVIEW	0	0	0	
8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	
9.	0	0	0	
10.	0	0	0	
11.	0	0	0	

	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
<b>E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS</b>				

1. TOTAL CLOSED		15		
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	1	1	55	
b. NO FORMAL COMPLAINT FILED	5	5	197	
c. COMPLAINT FILED				
i. NO RESOLUTION	8	8	190	
ii. NO ADR ATTEMPT (aka Part X.E.1.d)	1	1	122	
e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0	0	
2. INTENTIONALLY LEFT BLANK				

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: CM54

REPORTING PERIOD: FY2013

## PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES

### FORMAL PHASE (COMPLAINT FILED)

B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
1.	ADR OFFERED BY AGENCY	4	4		
2.	REJECTED BY COMPLAINANT	1	1		
3.	INTENTIONALLY LEFT BLANK				
4.	TOTAL ACCEPTED INTO ADR PROGRAM		3		
<b>C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)</b>			3		
1.	INHOUSE	0	0		
2.	ANOTHER FEDERAL AGENCY	3	3		
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
5.	FEDERAL EXECUTIVE BOARD	0	0		
6.	USDA ASSESSMENT TEAM	0	0		
7.		0	0		
		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
<b>D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)</b>			3		
1.	MEDIATION	3	3	154	
2.	SETTLEMENT CONFERENCES	0	0	0	
3.	EARLY NEUTRAL EVALUATIONS	0	0	0	
4.	FACTFINDING	0	0	0	
5.	FACILITATION	0	0	0	
6.	OMBUDSMAN	0	0	0	
7.	MINI-TRIALS	0	0	0	
8.	PEER REVIEW	0	0	0	
9.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	
10.		0	0	0	
11.		0	0	0	
12.		0	0	0	
<b>E. STATUS OF CASES IN COMPLAINT CLOSURES</b>		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1.	TOTAL CLOSED		3		
a.	SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	1	1	86	
b.	WITHDRAWAL FROM EEO PROCESS	0	0	0	
c.	NO RESOLUTION	2	2	68	
d.	NO ADR ATTEMPT	0	0	0	
2.	INTENTIONALLY LEFT BLANK				
<b>F. BENEFITS RECEIVED</b>		COMPLAINTS	COMPLAINANTS	AMOUNT	
1.	MONETARY (INSERT TOTALS)	1	1	7,500.00	
a.	COMPENSATORY DAMAGES	0	0	0.00	
b.	BACKPAY/FRONTPAY	0	0	0.00	
c.	LUMP SUM	1	1	7,500.00	
d.	ATTORNEY FEES AND COSTS	0	0	0.00	
e.		0	0	0	
f.		0	0	0	
g.		0	0	0	
2.	NON-MONETARY (INSERT TOTALS)	1	1		
a.	HIRES		0		
i.	RETROACTIVE	0	0		
ii.	NON-RETROACTIVE	0	0		
b.	PROMOTIONS		0		
i.	RETROACTIVE	0	0		
ii.	NON-RETROACTIVE	0	0		
c.	EXPUNGEMENTS	0	0		
d.	REASSIGNMENTS	0	0		
e.	REMOVALS RESCINDED		0		
i.	REINSTATEMENT	0	0		
ii.	VOLUNTARY RESIGNATION	0	0		
f.	ACCOMMODATIONS	0	0		
g.	TRAINING	1	1		
h.	APOLOGY	0	0		
i.	DISCIPLINARY ACTIONS		1		
i.	RESCINDED	1	1		
ii.	MODIFIED	0	0		
j.	PERFORMANCE EVALUATION MODIFIED	0	0		
k.	LEAVE RESTORED	0	0		
l.		0	0		
m.		0	0		

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

**(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

**AGENCY OR DEPARTMENT: CM54**

**REPORTING PERIOD: FY2013**

**PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES**

**EEO ADR RESOURCES**

**A. NO LONGER COLLECTED**

<b>B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR</b>	11775
<b>C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. &amp; XI.)</b>	1
1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	0
2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	0
3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	1
4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	0
<b>D. EEO ADR FUNDING SPENT</b>	<b>AMOUNT</b> 0.00

**E. EEO ADR CONTACT INFORMATION**

1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER	Joseph Hairston
2. TITLE	Director, Civil Rights Office
3. TELEPHONE NUMBER	301-713-0500
4. EMAIL	joseph.hairston@noaa.gov

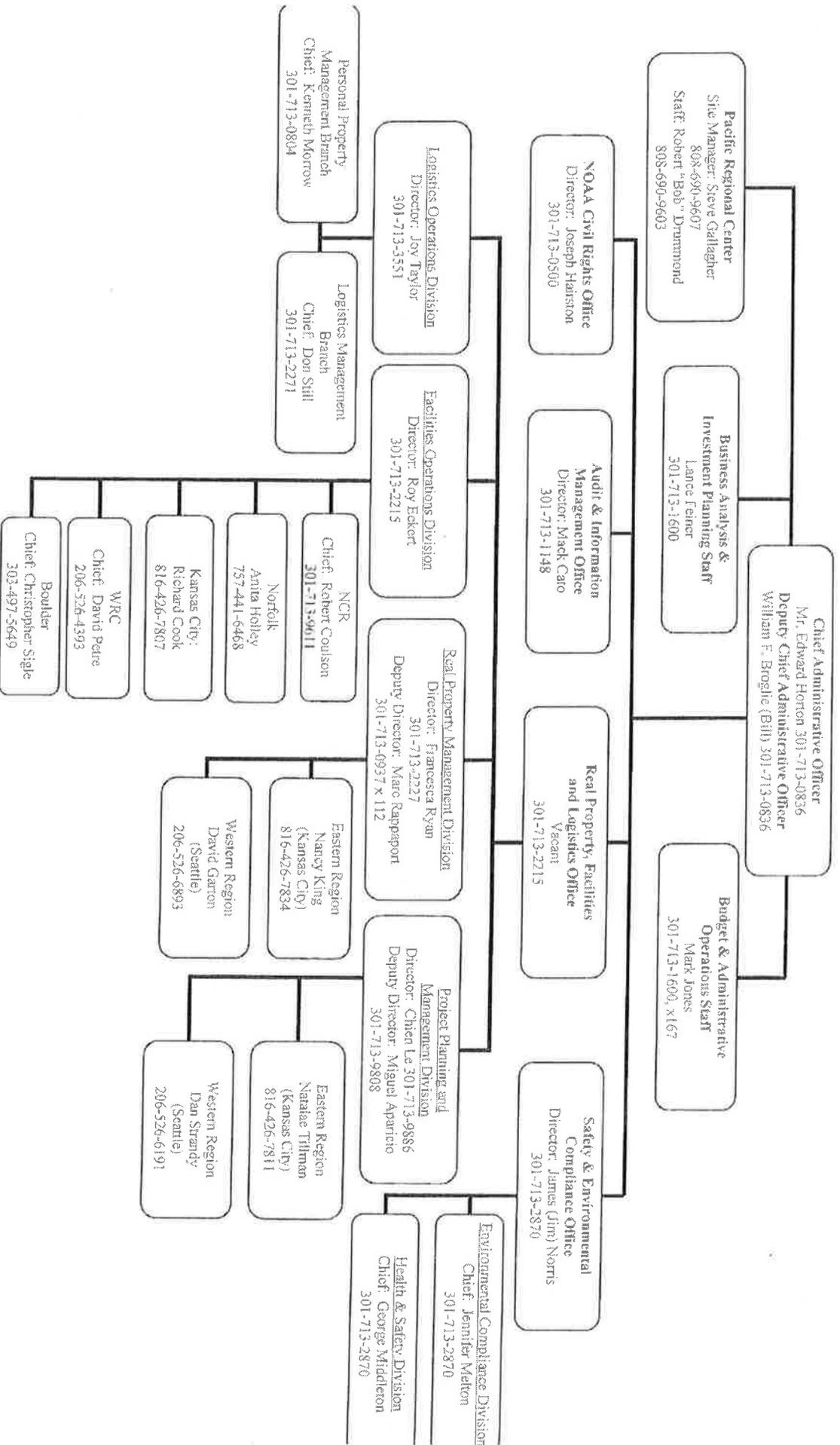
**F. EEO ADR PROGRAM INFORMATION**

*Must use 'X' to designate response to questions*

	YES	NO
1. Does the agency require the alleged responsible management official to participate in EEO ADR?		X
1a. If yes, is there a written policy requiring the participation?		
2. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?		X

**The FY 2013 Form 462 report must be "Accepted" by EEOC by November 29, 2013 to be considered timely.**

## NOAA Office of the Chief Administrative Officer



## FY 2013 Federal Equal Opportunity Recruitment Program Report NOAA Responses

### Promising Practices

Two of NOAA's career development programs are successful examples of how the bureau continues to support Diversity and Inclusion Plan goals.

1. NOAA's Leadership Competencies Development Program (LCDP) is an 18-month intermittent NOAA leadership development program aimed at identifying and developing NOAA's future leaders. The program provides the selected employees with a series of cross-line, multidisciplinary training and learning experiences that broaden participants' understanding of NOAA's strategic vision, mission, and goals, as well as the bureau's business processes. The LCDP, a key component of NOAA's Strategic Human Capital Management Plan, is our premier succession planning initiative. More than thirteen years have passed since the LCDP's inception in 2000. Seven cohorts have completed the program to date (167 alumni) with an eighth cohort graduating in January 2014 (delayed due to October 2013 furlough). This latest cohort consisted of 22 participants all of whom are between the GS-13 or equivalent and the GS-15 or equivalent. Less than half of this cohort (9 employees) are supervisors. The cohort is nearly evenly split gender-wise (12 males, 10 females) with 22 classified as white and 1 Pacific Islander. There were no disclosed disabilities in the LCDP VIII class.

NOAA recently completed an internal evaluation of the program with the following findings:

- 44% of LCDP alumni are either at the GS-15 level (or equivalents) or Senior Executive Service, up from only 10% of participants that began the program at the GS-15 (or equivalent) level.
- NOAA's investment in the LCDP protects and promotes its investment in its high performing employees and future leaders. The average salary of LCDP alumni increased \$29,948 from program start to September 2012.
- 57% of LCDP alumni are supervisors, up from 23% at program start.
- The LCDP boasts a non-retirement retention rate of 91% overall for its alumni.
- The LCDP improves awareness, knowledge-sharing, and cross-line pollination as evidenced by the career mobility of graduates: 29% of LCDP graduates have changed job series; 20% have changed duty station; and 14% have changed Line/Staff Offices at least once since graduating from the program.
- A cost comparison between the LCDP and six other Federal and private leadership development programs showed that the LCDP continues to be NOAA's best option for developing future leaders at \$20,660 per participant for FEI training. When looking at program costs (normed to match the LCDP's five weeks of training), the next lowest cost program is the OPM's Executive Leadership Education and Development Certificate Program for Supervisors and Managers at \$22,320.

2. The NOAA Rotational Assignment Program (NRAP) is a competitive, NOAA-wide employee development program offering short-term (typically 3–6 months) rotational assignments to employees at all grade levels. NRAP offers rotational assignments in all occupational areas that support NOAA's mission. Participating employees expand their knowledge, enhance their professional growth, and bring broader skills back to their full-time positions. Some assignments require temporary relocation. Once a participant and assignment are matched, the host office supervisor, the home office supervisor, and the participant reach consensus on the assignment's length and its start and end dates. An assignment length may be extended to 1 year, if all parties agree. The host office pays travel and lodging expenses related to the assignment. The host office supervisor ensures a worthwhile experience and evaluates the participant's performance. The home office is responsible for the participant's time and attendance and salary/benefits. The participant's home office supervisor ensures coverage of the participant's position while on assignment, and conducts performance reviews.

The NRAP became a NOAA-wide program in 2005 and has operated annually since then. Over 340 NOAA employees have utilized NRAP for career development during the 8 years of its existence, and another NRAP class will soon be selected for 2013.

## **Strategies Related to Hispanic Employment**

One of the successful methods NOAA uses to increase Hispanic employment in the scientific community is through its Educational Partnership Program (EPP). Specifically, the goal of the EPP is to increase the number of students from underrepresented communities who are educated, trained and graduated in fields that directly support NOAA's mission. It enhances the pipeline of high quality, diverse students in fields of science, engineering, mathematics, and technology for the future U.S. workforce. The program recruits high quality students from Minority Serving Institutions (MSIs) throughout the United States.

The EPP provides an opportunity for students to study in a wide range of science, engineering, mathematical, computer, technological, and pre-college science teacher education disciplines related to NOAA's mission and objectives. It provides opportunities for the scholars to:

- Become familiar with NOAA's various offices and sites;
- Become familiar with NOAA scientific and technological programs;
- Enhance their professional development in science, mathematics and engineering areas related to NOAA's mission;
- Continue their educations in their NOAA-related fields of study; and
- Become trained as scientists, engineers, and other technical personnel for potential employment in fields related to NOAA's mission and goals.

A unique aspect of this program is that it will challenge the students to expand beyond the broad academic foundation provided by their institutions and focus on research or operational issues consistent with NOAA's mission.

The scholarship is for two years of study in fields related to NOAA's mission critical sciences. In addition, the scholars are required to participate in two internships at approved NOAA offices and sites. During the internships, the student scholars are provided opportunities for hands-on research and participation at NOAA sites. The scholars receive financial assistance during the academic years and a weekly stipend and housing allowance during the summer internships.

The EPP began in 2000, and NOAA recently selected its 13<sup>th</sup> EPP class. More than 1500 students have graduated in NOAA mission sciences as a result of the EPP. Over 80 percent of graduates are from underrepresented groups. The program supports students at the undergraduate, masters and doctoral levels.

86 EPP graduates have been hired by NOAA since the program's inception. Of these 86 graduates, 17 self-identified ethnically as Hispanic. These include students such as Nelsie Ramos, who received a Ph.D. from the NOAA Center for Atmospheric Science at Howard University and is now a forecaster at the NWS National Hurricane Center. It also includes Jonathan Martinez, who received a Ph.D. at the University of Hawaii and is now a research scientist at the NOS Humpback Whale National Marine Sanctuary.

In addition to the EPP, NOAA's Center for Remote Sensing Science and Technology (CREST) and the NOAA Center for Atmospheric Sciences have spearheaded the following programs/outreach efforts in order to further attract Hispanic students to STEM careers:

- CREST established a joint PhD program between the City University of New York and the University of Puerto Rico, Mayaguez to train and graduate Hispanic students in STEM disciplines that directly support NOAA's mission.
- CREST developed a new MS inter-disciplinary degree program in Earth System Environmental Science and Technology with a degree track for Professional Science Masters (PSM) that targets Hispanic STEM students.
- At the University of Puerto Rico, Mayaguez, approximately 80% of the students who train in atmospheric sciences participate in summer Weather Camps hosted by the NOAA Center for Atmospheric Science at Howard University.
- CREST engages approximately 1000 Hispanic students annually through its STEM Expo and Science Enrichment hands-on activities.

## **Strategies Related to the Employment of People with Disabilities**

NOAA's program manager dedicated to increasing NOAA's hiring of people disabilities left the bureau in April 2013, and the position has remained vacant since then.

**NOAA'S EQUAL EMPLOYMENT OPPORTUNITY  
AND  
CIVIL RIGHTS PROGRAM STRATEGIC PLAN**



**Fiscal Years 2011 – 2016**

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Joseph E. Hairston  
Director, NOAA Civil Rights Office

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## INTRODUCTION

The NOAA Civil Rights Strategic Plan for fiscal years 2011 – 2016 is designed to guide NOAA's commitment to Equal Employment Opportunity and provide a framework for NOAA Line Offices/Staff to work in collaboration with the NOAA Civil Rights Office to drive continuous improvement across the agency and move NOAA to a model EEO employer of choice.

NOAA's Civil Rights Office and Line Office EEO Program Managers work together to meet the requirements of civil rights laws, rules, regulations, and guidelines codified, published, and outlined by the U.S. Equal Employment Opportunity Commission, the U.S. Office of Personnel Management, and the U.S. Department of Commerce.

The overall goal of this plan is to provide leadership to transform NOAA's EEO and Civil Rights program effectiveness. To this end, building on collaborative efforts and being transparent in our business strategies and processes are central to:

- Align with the NOAA Strategic Plan and Core Values: *People, Integrity, Excellence, Teamwork, and Ingenuity*;
- Allocate adequate resources to provide leadership, oversight and consistency in EEO Program products and services agency-wide;
- Build organizational credibility;
- Build partnerships;
- Enhance communications; and
- Support the Human Resources Council objectives.

This plan has 3 strategic goals which are aligned with the overall arching goal to provide leadership to transform NOAA's EEO and Civil Rights program effectiveness. Key to reaching our goals includes exploring external factors that may impact progress and achievement of our goals. Resources including funding and staffing levels could potentially affect the progress and priority associated with any business plan. Therefore, it is essential to also look at more cost effective ways of conducting business and providing services.

## **Equal Employment Opportunity and Civil Rights Strategic Goals and Measures**

**Goal 1: To implement a collaborative Equal Employment Opportunity Program that is fully compliant with all EEO Laws, rules and regulations that supports NOAA's mission and vision**

- Objective 1:** Meet the EEO Standards for a Model Federal Agency Equal Opportunity Program
- Objective 2:** Ensure that employees and managers have access to current and accurate information about key civil rights issues
- Objective 3:** Strengthen Program Delivery and Outreach
- Objective 4:** Implement a collaborative EEO program that maximizes the support of the Civil Rights Office and the LO/EEO Program Managers

### **Performance Measures**

*FY 2011-2016:*

- Develop and submit Annual EEO Program Status Reports (MD-715) to the EEOC and the DOC**
  - o Devise strategies to meet EEOC indicators of a Model EEO Program and present the NOAA Leadership with the EEO Program Status Report (MD-715) Briefing – Annually
  - o Develop and issue written guidelines to the LO/EEO Program Managers for completing the EEO Status Report (MD-715) – Annually
  - o Provide updates (statistical only) to the LO/EEO Program Managers on complaint activity in order to analyze trends – Monthly
  - o Develop and post the EEO Program Status Report (MD-715) on the CRO webpage – Annually
  - o Review the Complaints Activity Report (462 Report) and post it on the CRO webpage in accordance with EEOC requirements – Annually
  - o Conduct agency-wide workforce analysis in areas relevant to the Affirmative Employment Program and provide to the LO/EEO Program Managers – Quarterly
  - o Develop and issue the Complaints Activity Report (462 Report) in accordance with EEOC requirements – Annually
- Issue an Annual Civil Rights and Anti-Harassment Policy Statement**
- Develop an EEO Plan to eliminate barriers that impede the hiring and progression of women, minorities, and disabled individuals.**
  - o Develop training and communication mechanisms to consistently promote inclusion at all levels of the workforce

- **Provide ongoing technical assistance to managers, supervisors, employees and collateral duty counselors**
  - o Conduct Bi-monthly meetings between CRO and LO/EEO Program Managers to share information and identify activities that highlight diversity best practices.
  - o CRO and LO/EEO Program Managers collaborate to design training and workshops that address agency civil rights issues and concerns for all managers, supervisors, and employees – Annually
  - o Develop and provide training on handling EEO Complaints, the Rights and Responsibilities and the EEO process
  - o Establish the selection procedures for EEO-Collateral Duty Counselors and provide the Certification Training
  - o Coordinate and schedule the annual 8-hour Refresher Training for EEO Counselor's to keep them apprised of current laws and regulations
  - o Respond to requests for workforce analyses information related to EEO complaints
  
- **Provide Civil Rights information to the workforce through a variety of sources**
  - o Provide customized agency specific Civil Rights briefings to managers and employees in meetings through various computer based systems – Quarterly
  - o Provide Civil Rights information to the NOAA workforce through a Civil Rights Update and Special Bulletins (*electronically distributed*) – Monthly
  - o Provide consultation and presentations for units that deliver Civil Rights training
  - o Provide training schedules and packets via the CRO webpage

**Goal 2: CRO and LO/EEO Program Managers collaborate to strengthen and expand outreach, educational and Special Emphasis Programs that would continue to recruit and retain a multicultural workforce that reflects the Nation's diversity.**

- **Objective 1:** Follow the standard operating procedures for Special Emphasis Program commemorative events in an effort to develop and maintain a level of consistency in the management of NOAA-wide sponsored programs
  
- **Objective 2:** CRO and LO/EEO Program Managers will collaborate for the participation in job fairs, college fairs, and other outreach venues such as the Career and Training Fair for Native American students at the Northwest Indian College in Bellingham, Washington, Society for the Advancement of Chicanos and Native Americans (SACNAS) National Conference, American Indian Science & Engineering Society (AISES) National Conference and Hispanic Association of Colleges & Universities (HACU) to provide training, internships, scholarships and full employment
  
- **Objective 3:** Develop and promote a calendar of outreach events aimed at promoting diversity in the workforce
  
- **Objective 4:** Collaborate across NOAA Line and Staff Offices to establish career development, training and/or mentoring programs in support of the NOAA Workforce and Workplace Diversity Implementation Team Plans.

## **Performance Measures**

*FY 2011-2016:*

- Plan and execute Special Emphasis Program commemorative events, including Bring your Sons' and Daughters' to Work Program**
    - o Special Emphasis Program Manager will collaborate with LO/EEO Program Managers and committee members to educate and increase public awareness regarding NOAA's mission and employment opportunities
    - o Special Emphasis Program Manager will collaborate with LO/EEO Program Managers to develop and implement a Special Emphasis Marketing plan for NOAA
    - o CRO will monitor Special Emphasis initiatives included in MD-715
    - o Special Emphasis Program Manager will collaborate with LO/EEO Program Managers to develop and publicize a calendar of Special Emphasis Events and publish on the CRO webpage – Annually
  - CRO and LO/EEO Program Managers collaborate to deliver the resources to support NOAA's partnerships at Minority Serving Institutions (MSI)**
  - CRO and LO/EEO Program Managers collaborate to conduct site visits to review progress on the implementation of NOAA's partnerships at MSIs.**
  - Provide ongoing technical assistance to managers, supervisors, and employees**
  - Develop and monitor workforce barrier analysis (hiring and separations) and changes in workforce representation data – Quarterly**
  - Develop and distribute mid-year statistical analyses**
- Goal 3: Develop and implement programs, strategies, and initiatives designed to promote the early resolution of EEO complaints.**
- Objective 1:** CRO and LO/EEO Program Managers collaborate to provide training and information resources to managers and employees that will reduce EEO complaints

## **Performance Measures**

*FY 2011-2016:*

- o Develop and maintain a CRO EEO training database
- o Develop and provide customized EEO and Diversity training for employees and managers which includes Workplace Harassment Prevention that is available to all locations via webcast or CRO webpage
- o Implement and ensure a fully trained cadre of EEO collateral-duty counselors

## **Performance Measures**

*FY 2011-2016:*

- Ensure new employee orientation materials contain updated and accurate EEO materials**
- CRO and LO/EEO Program Managers collaborate to design training and workshops that address agency civil rights issues and concerns for all managers and supervisors – Annually**
- Increase the percentage of employees trained in EEO and Diversity**
- Maintain training evaluation ratings reports on the CRO and LO/EEO Program Managers training and educational events**

## Goals, Objectives, and Measures at a Glance

<b>Strategic Goal 1:</b> <i>Implement a collaborative Equal Employment Opportunity Program that is fully compliant with all EEO Laws, rules and regulations that supports NOAA's mission and vision.</i>	
<b>Objectives:</b>	<b>Measures:</b>
1. Meet the EEOC Standards for a Model Federal Agency EEO program	Devise strategies to meet EEOC indicators of a Model EEO Program and present the NOAA Leadership with the EEO Program Status Report (MD-715) Briefing - Annually
2. Ensure that employees and managers have access to current and accurate information about key civil rights issues	Provide consultation and presentations for units that deliver civil rights. Provide training schedules and packets via the CRO webpage
3. Strengthen Program Delivery and Outreach	Provide Civil Rights information to the NOAA workforce through a Civil Rights Update and Special Bulletins ( <i>electronically distributed</i> ) – Monthly
4. Implement a collaborative EEO program that maximizes the support of the Civil Rights Office and the LO/EEO Program Managers	Conduct Bi-monthly meetings between CRO and LO/EEO Program Managers to share information and identify activities that highlight diversity best practices
<b>Strategic Goal 2:</b> <i>Strengthen and Expand outreach, educational and special emphasis programs that would continue to recruit and retain a multicultural workforce that reflects the Nation's diversity.</i>	
<b>Objectives:</b>	<b>Measures:</b>
1. Follow the standard operating procedures for Special Emphasis Program commemorative events in an effort to develop and maintain a level of consistency in the management of NOAA-wide sponsored programs	Plan and execute Special Emphasis Program commemorative events, including Bring your Sons' and Daughters' to Work Program
2. Attendance at job fairs, college fairs, and other outreach venues targeted at underrepresented groups	An increase in the number of employees in underrepresented groups which supports NOAA Diversity Hiring Plan
3. Develop and promote a calendar of outreach events aimed at promoting diversity in the workforce	Special Emphasis Program Manager will collaborate with LO/EEO Program Managers to develop and publicize a calendar of Special Emphasis Events and publish on the CRO webpage – Annually
<b>Strategic Goal 3:</b> <i>Develop and implement programs, strategies, and initiatives designed to promote the early resolution of EEO complaints.</i>	
<b>Objectives:</b>	<b>Measures:</b>
1. Provide training and information resources to managers and employees that will reduce EEO complaints	Develop and maintain a CRO EEO training database. Develop and provide customized EEO and Diversity training for employees and managers which includes Workplace Harassment Prevention that is available to all locations via webcast or CRO webpage