

EEOC FORM  
*U.S. Equal Employment Opportunity Commission*  
 FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**MD-715**  
**Parts A Through E**

**Part A - Department or Agency Identifying Information**

Agency	Second Level Component	Address	City	State	Zip Code (xxxxx)	Agency Code (xxxx)	FIPS Code (xxxx)
U.S. Department of Commerce	National Oceanic and Atmospheric Administration	Herbert C. Hoover Building, Room 5128	Washington, 20230	DC	20230	CM54	1330
		14 <sup>th</sup> and Constitution Avenue, N.W.,	OR	OR	OR		
		OR 1305 East West Highway SSMC4, Room 7500	Silver Spring, MD 20910	MD	20910		

**Part B - Total Employment**

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
<b>Number of Employees</b>	11,641	209	11,850

**Part C.1 - Head of Agency and Head of Agency Designee**

Agency Leadership	Name	Title
<b>Head of Agency</b>	Dr. Richard Spinrad	Under Secretary of Commerce for Oceans and Atmosphere and NOAA Administrator
<b>Head of Agency Designee</b>	Benjamin Friedman	Deputy Under Secretary for Operations

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**Part C.2 - Agency Official(s) Responsible for Oversight of EEO Program(s)**

<b>EEO Program Staff</b>	<b>Name</b>	<b>Title</b>	<b>Occupational Series (xxxx)</b>	<b>Pay Plan and Grade (xx-xx)</b>	<b>Phone Number (xxx-xxx-xxxx)</b>	<b>Email Address</b>
<b>Principal EEO Director/Official</b>	Kenneth M. Bailey	Director, Office of Inclusion & Civil Rights (OICR)	0260	ZA-V	301-628-0954	kenneth.bailey@noaa.gov
<b>Affirmative Employment Program Manager</b>	Kenneth M. Bailey	Director, OICR	0260	ZA-V	301-628-0954	kenneth.bailey@noaa.gov
<b>Complaint Processing Program Manager</b>	Coneshea Simpson	EEO Specialist	0260	ZA-IV	301-628-0952	coneshea.simpson@noaa.gov
<b>Diversity &amp; Inclusion Officer</b>	Richard Grant	Deputy Director, OICR	0260	ZA-IV	301-628-1032	richard.grant@noaa.gov
<b>Hispanic Program Manager (SEPM)</b>	Amneris Caba	EEO Specialist	0260	ZA-IV	301-628-0963	amneris.caba@noaa.gov
<b>Women's Program Manager (SEPM)</b>	Angie Moore	Management Analyst	0343	ZA-II	202-360-5019	angie.moore@noaa.gov
<b>Disability Program Manager (SEPM)</b>	Melvin Jones	EEO Specialist	0260	ZA-IV	301-628-1039	melvin.jones@noaa.gov

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<b>Special Placement Program Coordinator (Individuals with Disabilities)</b>	Kiana Campbell	Human Resource Specialist	0201	ZA-IV	301-628-1843	kiana.d.campbell@noaa.gov
<b>Reasonable Accommodation Program Manager</b>	Debbie Ferrara	Reas. Accom. Coordinator	0301	ZA-III	816-426-7822	debbie.a.ferrara@noaa.gov
<b>Anti-Harassment Program Manager</b>	Renee Desrosiers	Director, Workforce Relations Division	0301	ZA-V	301-628-1809	renee.desrosiers@noaa.gov
<b>ADR Program Manager</b>	Shannon Alfonso	Chief, Work Life Branch	0343	ZA-IV	301-741-9983	shannon.alfonso@noaa.gov
<b>Compliance Manager</b>	Coneshea Simpson	EEO Specialist	0260	ZA-IV	301-628-0952	coneshea.simpson@noaa.gov
<b>Principal MD-715 Preparer</b>	Coneshea Simpson	EEO Specialist	0260	ZA-IV	301- 628-0952	coneshea.simpson@noaa.gov
<b>EEO/ADR Program Manager</b>	Michelle Moore	EEO Specialist	0260	ZA-IV	301-628-0957	michelle.t.moore@noaa.gov
<b>Other EEO Staff</b>	Salim Abddeen	EEO Specialist	0260	ZA-IV	301-628-0956	salim.abddeen@noaa.gov
	Tillman Peck	IT Specialist	2210	ZP-III	301-628-0953	tillman.m.peck@noaa.gov

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**Part D.1 – List of Subordinate Components Covered in this Report**

Please identify the subordinate components within the agency (e.g., bureaus, regions, etc.).

If the agency does not have any subordinate components, please check the box.

<b>Subordinate Component</b>	<b>City</b>	<b>State</b>	<b>Country (Optional)</b>	<b>Agency Code (xxxx)</b>	<b>FIPS Codes (xxxxx)</b>
National Weather Service (NWS)	Silver Spring	MD	USA	CM54	24031
National Ocean Service (NOS)	Silver Spring	MD	USA	CM54	24031
National Marine Fisheries Service (NMFS)	Silver Spring	MD	USA	CM54	24031
Office of Oceanic and Atmospheric Research (OAR)	Silver Spring	MD	USA	CM54	24031
National Environmental Satellite, Data and Information Service (NESDIS)	Silver Spring	MD	USA	CM54	24031
Office of Marine and Aviation Operations (OMAO)	Silver Spring	MD	USA	CM54	24031
NOAA Staff Offices	Washington/Silver Spring	DC/MD	USA	CM54	24031

**Part D.2 – Mandatory and Optional Documents for this Report**

In the table below, the agency must submit these documents with its MD-715 report.

<b>Did the agency submit the following mandatory documents?</b>	<b>Please respond Yes or No</b>	<b>Comments</b>
Organizational Chart	Yes	
EEO Policy Statement	Yes	
Strategic Plan	Yes	
Anti-Harassment Policy and Procedures	Yes	

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Reasonable Accommodation Procedures	Yes	
Personal Assistance Services Procedures	Yes	
Alternative Dispute Resolution Procedures	Yes	

In the table below, the agency may decide whether to submit these documents with its MD-715 report.

<b>Did the agency submit the following optional documents?</b>	<b>Please respond Yes or No</b>	<b>Comments</b>
Federal Equal Opportunity Recruitment Program (FEORP) Report	No	
Disabled Veterans Affirmative Action Program (DVAAP) Report	No	
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	No	
Diversity and Inclusion Plan under Executive Order 13583	Yes	
Diversity Policy Statement	No	
Human Capital Strategic Plan	Yes	
EEO Strategic Plan	No	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	Yes	

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Part E – Executive Summary

All agencies must complete Part E.1; however, only agencies with 199 or fewer employees in permanent FT/PT appointments are required to complete Part E.2 to E.5. Agencies with 200 or more employees in permanent FT/PT appointments have the option to Part E.2 to E.5.

**Part E.1 - Executive Summary: Mission**

**NOAA's Mission: Science, Service and Stewardship:**

To understand and predict changes in climate, weather, oceans and coasts.  
Science at NOAA is the systematic study of the structure and behavior of the ocean, atmosphere, and related ecosystems; integration of research and analysis; observations and monitoring; and environmental modeling. NOAA science includes discoveries and ever new understanding of the oceans and atmosphere, and the application of this understanding to such issues as the causes and consequences of climate change, the physical dynamics of high-impact weather events, the dynamics of complex ecosystems and biodiversity, and the ability to model and predict the future states of these systems. Science provides the foundation and future promise of the service and stewardship elements of NOAA's mission.

To share that knowledge and information with others.

Service is the communication of NOAA's research, data, information, and knowledge for use by the Nation's businesses, communities, and people's daily lives. NOAA services include climate predictions and projections; weather and water reports, forecasts and warnings; nautical charts and navigational information; and the continuous delivery of a range of Earth observations and scientific data sets for use by public, private, and academic sectors.

To conserve and manage coastal and marine ecosystems and resources.

Stewardship is NOAA's direct use of its knowledge to protect people and the environment, as the Agency exercises its direct authority to regulate and sustain marine fisheries and their ecosystems, protect endangered marine and anadromous species, protect and restore habitats and ecosystems, conserve marine sanctuaries and other protected places, respond to environmental emergencies, and aid in disaster recovery. The foundation of NOAA's long-standing record of scientific, technical, and organizational excellence is its people. NOAA's diverse functions require an equally diverse set of skills and constantly evolving abilities in its workforce.

Also underlying NOAA's continued success is its unique infrastructure. NOAA's core mission functions require satellite systems, ships, buoys, aircraft, research facilities, high-performance computing, and information management and distribution systems. The agency provides research-to-application capabilities that can recognize and apply significant new understanding to questions, develop research products and methods, and apply emerging science and technology to user needs. NOAA invests in and depends heavily on the science, management, and engagement capabilities of its partners. Collectively, NOAA's organizational enterprise-wide capabilities — its people, infrastructure, research, and partnerships — are essential for NOAA to achieve its vision, mission, and long-term goals.

**NOAA's Vision of the Future:**

Earth's ecosystems support people, communities, and economies. Our own human health, prosperity, and well-being depend upon the health and resilience of natural and social ecosystems. Managing this interdependence requires timely and usable scientific information to make decisions. Human well-being requires preparing for and responding to changes within these natural systems. NOAA's mission of science, service, and stewardship is directed to a vision of the future where societies and their ecosystems are healthy and resilient in the face of sudden or prolonged change.

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A vision of resilience will guide NOAA and its partners in a collective effort to reduce the vulnerability of communities and ecological systems in the short-term, while helping society avoid or adapt to potential long-term environmental, social, and economic changes. To achieve this vision we must understand current Earth system conditions, project future changes, and help people make informed decisions that reduce their vulnerability to environmental hazards and stresses that emerge over time, while at the same time increase their ability to cope with them. Resilient human communities and economies maintain or improve their health and vitality over time by anticipating, absorbing, diffusing, and adapting to change. Resilient communities and institutions derive goods from ecosystems in a way that does not compromise ecosystem integrity, yet is economically feasible and socially just for future generations.

NOAA, one of several operating units within the U.S. Department of Commerce (DOC), provides a variety of services to the Nation. 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 Marine and Aviation Operations (OMAO).

NOAA's most populous occupations include the following job series: Meteorologist (1340), Information Technology Management (2210), Fishery Biologist (0482), General Physical Science (1301), and Management Program Analyst (0343).

## Part E.2 - Executive Summary: Essential Element A - F

### A. Demonstrated Commitment from Agency Leadership

#### Strengths:

- The Agency's annual Equal Employment Opportunity (EEO) Policy Statement was updated in accordance with Equal Employment Opportunity Commission guidelines, distributed to all employees, and posted on the agency's website.
- The Office of Inclusion and Civil Rights developed Administrative Order (NAO) 215-4 to advance NOAA's goal of a fully inclusive workplace by clarifying roles and setting expectations for respecting gender identity that applies to all employees, contractors, fellows, interns, and grantees.
- The Office of Human Capital Services (OHCS) Work Life Branch updated the content on its reasonable accommodations webpage and posted the current policy on the agency's internal and public website.
- The National Ocean Service's (NOS) Assistant Administrator issued an Equal Employment Opportunity policy statement, reaffirming NOS's commitment to providing an environment where staff feel safe, equal opportunities abound, and diversity and inclusion are made a priority through policies, programs and activities
- NOS experienced significant gains in the 2020 Federal Employee Viewpoint Survey (FEVS) associated with employee satisfaction related to communication and employee recognition, as well as support for diversity, training, and development. Results also showed high satisfaction rates for its telework program and alternative/flexible work schedules.
- NOS Program Office Directors scheduled time for their employees to have open and constructive sharing of thoughts, concerns, and ideas about how to continuously strive to understand, value, respect, and appreciate differences.
- The National Weather Service's (NWS) leadership published a message to all employees concerning the prevention of Sexual Assault/Sexual Harassment (SASH), ensuring that employees know their rights and responsibilities when addressing SASH and workplace violence issues.

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- NWS assembled three (3) Tiger Teams with specific mandates to provide recommendations to help prevent sexual harassment and assault, improve the retention of women, and increase career development opportunities for employees with low participation rates.
- The National Environmental Satellite, Data and Information Service (NESDIS) leadership supported the completion of a the NESDIS Diversity, Equity, Inclusion and Accessibility (DEIA) Implementation Plan (2022-2025) focusing on improving the participation rate of EEO groups, Women in STEM, and maximizing Historically Black Colleges/Universities and the Educational Partnership Program targeted recruitment efforts.
- NESDIS provided training to over 185 managers and employees on the prevention of SASH.
- The Office of Oceanic and Atmospheric Research (OAR) awarded several employees for exemplary service in EEO, Diversity and STEM.

**Deficiencies:** There were no deficiencies identified in this element.

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

**Strengths:**

- The agency's organizational chart was updated to clearly define the reporting structure for the Office of Inclusion and Civil Rights.
- The NOS Assistant Administrator serves as the executive sponsor of the NOAA LGBTQ+ Employee Resource Group (ERG).
- NOS integrates the strength of diverse backgrounds and perspectives of its workforce, partners, and communities by implementing youth-led education projects, engaging indigenous communities on adaptation and resource management, and sharing NOS career experiences, skill sets, and backgrounds with NOAA's Education Partnership Program/Minority Serving Institution students.
- NOS's Office of National Marine Sanctuaries developed its strategic plan by hosting over 10 focus groups with over 150 staff to gather input and focusing on Diversity, Equity, Inclusion and Accessibility (DEIA) and Indigenous engagement.
- NESDIS refined its Action/Communication Plan to proactively manage a healthy culture and address civil rights related issues in our workforce.
- The National Marine Fisheries Service (NMFS) Program Office for EEO and Diversity worked collaboratively with OHCS to conduct virtual recruitment activities, developed its first Diverse Hiring Panel Guidance, and a Diverse Hiring Panel Best Practices document.
- NMFS continued funding support of the Woods Hole PEP Program. This is a 10-week program designed primarily for college juniors and seniors from EEO groups with lower than expected participation rates in marine and ocean sciences who want to spend a summer gaining practical experience in marine and environmental sciences.
- NMFS initiated a new student internship program entitled, IN-FISH (Inclusion in NOAA Fisheries). This is a diversity-focused internship program that partners NOAA with academic and non-government research institutions to offer academic credit and hands-on experience. A total of 15 students (9 female and 6 male), hailing from at least eight states, and 15 different colleges and universities focused on topics ranging from environmental effects of offshore wind energy development, oyster heals and restoration and more.
- NMFS hosted over 20 training sessions, including, but not limited to, Reasonable Accommodations: The Interactive Process, Disability Awareness and Sensitivity, Unconscious Bias: How it Affects Us More than we Know, Mitigating Bias in the Workplace, Resolving Interpersonal Conflict in the Workplace, and How to Effectively Have Crucial Conversations.



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- The Office of Oceanic and Atmospheric Research (OAR) regularly publishes information on the discrimination complaint process, ADR, and reasonable accommodations for its EEO website and newsletter.

**Deficiencies:**

- The OICR Director is not supervised by the agency head.

**C. Management and Program Accountability**

**Strengths:**

- NOS developed and used Integrated Diverse Hiring Strategies and Diverse Recruiting Strategies to reduce unconscious bias and encourage diversity in hiring actions.
- NOS's Office of National Marine Sanctuaries supported paid internships through new partners, including Operation Warfighter and the Hispanic Association of Colleges and Universities.
- NOS's Office of National Marine Sanctuaries issued eight (8) Diversity and Inclusion mini-grants to support diversity and inclusion activities, such as outreach, translation services, establishing relationships with under-served communities, and recruiting.
- NOS's Office of National Marine Sanctuaries participate in a workshop series on, "Building Racial Equity in Environmental and Outdoor Science Organizations" sponsored by The Lawrence Hall of Science and Justice Outside. This 2-year series and associated research study will support environmental and outdoor science organizations to build capacity to foster equitable, inclusive, and culturally relevant work environments and organizations.
- OHCS Work Life Branch developed and posted a reasonable accommodation webinar for employees on the Commerce Learning Center.
- NMFS secured a new contract to conduct Prevention of Harassment/Sexual Harassment training that includes examples of disability-based harassment, in accordance with EEOC guidelines.
- NWS conducted a Service Equity Assessment (SEA) of four (4) programs which revealed a mission critical need to systematically engage the historically underserved and socially vulnerable communities they serve with relevant weather, water, and climate information, products, and services.
- NESDIS reviewed personnel programs and procedures to identify triggers that influence EEO & Diversity goals, and executed a plan of action, including mid-level management training on Unconscious Bias and Emotional Intelligence in "Take Five" training series.
- NESDIS implemented DEIA streaming trainings of Drop by Drop: Unconscious Bias, Subtle Discrimination, Seeing is Believing, and Being the Person You're Meant to Be, all focused on tools to change unhealthy workplace behaviors to over 715 employees and managers.

**Deficiencies:**

- All reasonable accommodation requests are not processed within the timeframe set forth in the reasonable accommodation procedures.
- The EEO Office does not have timely access to accurate and complete internal applicant flow data to prepare all MD-715 workforce data tables and complete the barrier analysis process.
- Not all anti-harassment training materials include examples of disability-based harassment.

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**D. Proactive Prevention of Unlawful Discrimination**

**Strengths:**

- The Affirmative Action Plan for People with Disabilities, including those with targeted disabilities, was posted on the agency's public website.
- NOS hosted several EEO Refresher and DEIA training sessions, with over 1000 attendees, including headquarters and field office staff.
- OHCS's Disability Program Manager regularly meets with stakeholders for Person with Disabilities/Persons with Targeted Disabilities to discuss challenges and solutions.
- OHCS's Consulting Services Division held virtual sessions on the effective use of hiring programs.
- OHCS's Human Capital Strategy Division conducted several presentations on the agency's career development programs, including LANTERN (Leveraging Abilities Needs Talents Energies Resources Network) and its Mentoring Program.
- OHCS drafted a NOAA specific Operational Plan for Recruiting, Hiring and Retaining Persons with Disabilities (PWD).
- The ADAPT (Accommodating Differently Abled People) ERG published its first newsletter, focusing on areas of awareness, inclusion, support and empowerment.
- NESDIS promoted workplace conflict resolution/ADR training through the Diversity Lunchtime training series and "Take Five" training resources list, to reduce unresolved workplace conflicts and enable lowest level resolution on issues.
- NMFS presented several Lunch and Learn sessions with employees to discuss hiring and promotion practices, career development programs, resume writing, and special hiring authorities.

**Deficiencies:**

- The agency's Affirmative Action Plan for Persons with Disabilities (PWD), and Persons with Targeted Disabilities (PWTD) does not include a specific plan to ensure sufficient opportunities for advancement.

**E. Efficiency**

**Strengths:**

- The Agency's Alternative Dispute Resolution (ADR) participation rate, during the pre-complaint stage, increased from 30.56% to 54.38%; above EEOC's goal of 50%.
- Recruitment and outreach events were held virtually through systems with data analytic capabilities.

**Deficiencies:**

- There were no deficiencies identified in this element.

**F. Responsiveness and Legal Compliance**

**Strengths:**

- NOAA complied with federal EEO statutes and regulations, policy guidance, and other applicable written instructions with respect to responsiveness and legal compliance.

**Deficiencies:** There were no deficiencies identified in this element.

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### Part E.3 - Executive Summary: Workforce Analyses

Based on an analysis of NOAA's workforce data tables A and B and the past EEOC Technical Assistance Review, NOAA developed and/or continued three (3) Part I Plans and three (3) Part J Plans, to address the recruitment, hiring, advancement, and retention of minorities, PWD, and PWTD.

The Part I Plans address the following conditions: 1) the low participation rates of women at the GS-13 level (or equivalent) and above; 2) the low participation rates of women in the total workforce; 3) the low participation rates of Hispanic males and females.

The Part J Plans address: 1) the low number of PWDs applying to the Leadership Competencies Development Program (LCDP), and absence of PWTD participants and the overall absence of PWTD applicants and participants, 2) the low participation rate of PWDs in mission-critical occupations, and 3) the separation rate of PWD/PWTD, which exceeds that of persons without disabilities/targeted disabilities.

These plans will focus resources on the completion of the barrier analysis process and align our efforts on addressing "cross-cutting triggers" such as the low participation of Hispanics and PWDs, and the low participation of females in the leadership pipeline, which are present in all DOC bureaus.

### Part E.4 - Executive Summary: Accomplishments

Activities were accomplished in the following areas:

#### Part I: Agency EEO Plan to Eliminate Identified Barrier

- The ratio of women in the total workforce increased slightly by 0.89%, from a participation rate of 34.76% to 35.65%. The overall participation rate of permanent females at the GS-13 and above increased by 0.71%, from 34.18% to 34.89%.
- OHCS began the process of capturing demographic data during the application process of its mentoring program.
- The ratio of Hispanics/Latinos experienced a slight increase of 0.22%, from a participation rate of 4.14% to 4.36%. NOAA continues its partnership with Latinos@NOAA conducting year round Career Development/Mentoring sessions focusing on the Hispanic population.

#### Part J: Special Program Plan for the Recruitment, Hiring, Advancement and Retention of Persons with Disabilities

- OHCS drafted a NOAA specific Operational Plan for Recruiting, Hiring and Retaining Persons with Disabilities (PWD).

### Part E.5 - Executive Summary: Planned Activities

#### Integration of EEO into the Agency's Strategic Mission:

- The DOC-Office of Civil Rights will consult with the EEOC and Departmental Leadership to identify feasible steps to become compliant with the Act. OCR and Departmental Leadership will evaluate options for compliance and will identify the specific steps that will ensure compliance.

#### Management and Program Accountability:

- Review and update all anti-harassment training materials to include examples of disability-based harassment.

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- Reasonable Accommodation Coordinators (RACs) will continue conducting reasonable accommodation webinars for supervisor and employees and track participation.
- The RACs will develop a task reminder system for deciding officials to improve timeliness.
- The RACs will develop a broadcast message for supervisors to improve awareness of the role and responsibilities of the deciding official.
- Revitalize discussions to identify solutions to rectify ongoing issues with accurate/complete internal applicant flow data.

**Proactive Prevention:**

- Explore Cabinet Level Agencies to determine best practices for implementation at NOAA.
- Collaborate with the PWD/PWTD Employee Resource Group to discuss challenges with opportunities for advancement.
- Present Lunch and Learn sessions with employees to discuss application procedures for Schedule A opportunities.

**Efficiency:**

- Develop a broadcast on the EEO/ADR Program, highlighting the services and benefits of the process and post on the agency website.
- Create an EEO/ADR survey for participants to determine areas of improvement and increase customer satisfaction.
- Create training modules for managers and employees on the EEO/ADR process.

**Part I:**

- Continue barrier analysis efforts to determine the cause of low participation rates of identified EEO groups.
- Continue effective engagement with established ERGs to assist with affirmative employment and D&I efforts.
- Develop a survey and disseminate to Latinos@NOAA members to identify possible barriers preventing Hispanics/Latinos from applying for NOAA's LCDP.

**Part J:**

- Review the off-boarding process to determine opportunities to solicit feedback and improve Exit Survey results.
- Develop a robust plan to encourage the use of exit surveys.
- Conduct employee focused training sessions on preparing for career advancement opportunities (creating individual development plans, LANTERN) and discussion of other NOAA opportunities.
- Set aside 1% of LANTERN opportunities for PWD/PWTD.
- Encourage managers to set aside positions for the career advancement of PWD during succession planning.

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CERTIFICATION OF ESTABLISHMENT OF CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

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I, **Kenneth M. Bailey, Director, Office of Inclusion and Civil Rights, 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.



2/8/2022

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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.

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Date



FEBRUARY 15 2022

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Signature of Agency Head or Agency Head Designee

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Date

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**MD-715 - PART G**  
**Agency Self-Assessment Checklist**

The Part G Self-Assessment Checklist is a series of questions designed to provide federal agencies with an effective means for conducting the annual self-assessment required in Part F of MD-715. This self-assessment permits EEO Directors to recognize, and to highlight for their senior staff, deficiencies in their EEO program that the agency must address to comply with MD-715's requirements. Nothing in Part G prevents agencies from establishing additional practices that exceed the requirements set forth in this checklist.

All agencies will be required to submit Part G to EEOC. Although agencies need not submit documentation to support their Part G responses, they must maintain such documentation on file and make it available to EEOC upon request.





The Part G checklist is organized to track the MD-715 essential elements. As a result, a single substantive matter may appear in several different sections, but in different contexts. For example, questions about establishing an anti-harassment policy fall within Element C (Management and Program Accountability), while questions about providing training under the anti-harassment policy are found in Element A (Demonstrated Commitment from Agency Leadership).

For each MD-715 essential element, the Part G checklist provides a series of "compliance indicators." Each compliance indicator, in turn, contains a series of "yes/no" questions, called "measures." To the right of the measures, there are two columns, one for the agency to answer the measure with "Yes", "No", or "NA;" and the second column for the agency to provide "comments", if necessary. Agencies should briefly explain any "N/A" answer in the comments. For example, many of the sub-component agencies are not responsible for issuing final agency decisions (FADs) in the EEO complaint process, so it may answer questions about FAD timeliness with "NA" and explain in the comments column that the parent agency drafts all FADs.

A "No" response to any measure in Part G is a program deficiency. For each such "No" response, an agency will be required in Part H to identify a plan for correcting the identified deficiency. If one or more sub-components answer "No" to a particular question, the agency-wide/parent agency's report should also include that "No" response.





**Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

**This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.**

 <b>Compliance Indicator</b>  <b>Measures</b>	<b>A.1 – The agency issues an effective, up-to-date EEO policy statement.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	<b>Current Part G Questions</b>
<b>A.1.a</b>	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency’s commitment to EEO for all employees and applicants? If “yes”, please provide the annual issuance date in the comments column. [see MD-715, II(A)]	YES	9/30/2021	A.1.a.2
<b>A.1.b</b>	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>A.2 – The agency has communicated EEO policies and procedures to all employees.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>A.2.a</b>	Does the agency disseminate the following policies and procedures to all employees:			
<b>A.2.a.1</b>	Anti-harassment policy? [see MD 715, II(A)]	YES		New
<b>A.2.a.2</b>	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	YES		New
<b>A.2.b</b>	Does the agency prominently post the following information throughout the workplace <b>and</b> on its public website:			
<b>A.2.b.1</b>	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	YES		New
<b>A.2.b.2</b>	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	YES		A.2.c
<b>A.2.b.3</b>	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	YES	<a href="https://www.noaa.gov/organization/human-capital/reasonable-accommodation">https://www.noaa.gov/organization/human-capital/reasonable-accommodation</a>	A.3.c
<b>A.2.c</b>	Does the agency inform its employees about the following topics:			
<b>A.2.c.1</b>	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If “yes”, please provide how often.	YES	Annually	A.2.a

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<b>A.2.c.2</b>	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	YES	Annually	New
<b>A.2.c.3</b>	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	YES	Annually	New
<b>A.2.c.4</b>	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.	YES	Annually	New
<b>A.2.c.5</b>	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If “yes”, please provide how often.	YES	Annually	A.3.b
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>A.3 – The agency assesses and ensures EEO principles are part of its culture.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	<b>New Compliance Indicator</b>
<b>A.3.a</b>	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If “yes”, provide one or two examples in the comments section.	YES	OICR Challenge Coin NOAA Administrator’s Award	New
<b>A.3.b</b>	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	YES		New
<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY’S STRATEGIC MISSION</b> This element requires that the agency’s EEO programs are structured to maintain a workplace that is free from discrimination and support the agency’s strategic mission.				
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.1 - 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 Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>B.1.a</b>	Is the agency head the immediate supervisor of the person (“EEO Director”) who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	NO	See Part H-3 Plan	B.1.a







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<b>B.1.a.1</b>	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	YES	Deputy Under Secretary for Operations (DUSO) & Senior Career Official	New
<b>B.1.a.2</b>	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	YES		B.1.d
<b>B.1.b</b>	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	YES		B.2.a
<b>B.1.c</b>	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	YES	5/12/2021	B.2.b
<b>B.1.d</b>	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.2 – The EEO Director controls all aspects of the EEO program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	<b>New Compliance Indicator</b>
<b>B.2.a</b>	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	YES		B.3.a
<b>B.2.b</b>	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	YES		New
<b>B.2.c</b>	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	This is managed by the DOC Office of Civil Rights.	New

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<b>B.2.d</b>	Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>B.2.e</b>	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	YES		F.3.b
<b>B.2.f</b>	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	YES		New
<b>B.2.g</b>	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>B.3.a</b>	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	YES		B.2.c & B.2.d
<b>B.3.b</b>	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	YES	Increase number of employees with lower than expected participation rates in the NOAA workforce.	New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>B.4.a</b>	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			





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<b>B.4.a.1</b>	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	YES		B.3.b
<b>B.4.a.2</b>	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	YES		B.4.a
<b>B.4.a.3</b>	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	YES		E.5.b
<b>B.4.a.4</b>	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	YES		B.4.f & B.4.g
<b>B.4.a.5</b>	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	YES		E.1.c
<b>B.4.a.6</b>	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	YES		B.4.c
<b>B.4.a.7</b>	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	YES		New
<b>B.4.a.8</b>	to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	YES		B.3.c, B.3.c.1, B.3.c.2, & B.3.c.3
<b>B.4.a.9</b>	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	YES		New
<b>B.4.a.10</b>	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	YES		B.4.d
<b>B.4.a.11</b>	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	YES		New
<b>B.4.b</b>	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	YES		New





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<b>B.4.c</b>	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	YES		B.1.b
<b>B.4.d</b>	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	YES		E.2.d
<b>B.4.e</b>	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	YES		E.2.e
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b> <b>New Indicator</b>	
<b>B.5.a</b>	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
<b>B.5.a.1</b>	EEO Complaint Process? [see MD-715(II)(B)]	YES		New
<b>B.5.a.2</b>	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	YES		A.3.d
<b>B.5.a.3</b>	Anti-Harassment Policy? [see MD-715(II)(B)]	YES		New
<b>B.5.a.4</b>	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	YES		New
<b>B.5.a.5</b>	ADR, with emphasis on the federal government’s interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	YES		E.4.b
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.6 – The agency involves managers in the implementation of its EEO program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b> <b>New Indicator</b>	

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<b>B.6.a</b>	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	YES		New
<b>B.6.b</b>	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	YES		D.1.a
<b>B.6.c</b>	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	YES		D.1.b
<b>B.6.d</b>	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	YES		D.1.c
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>				
<b>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>				
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.1 – The agency conducts regular internal audits of its component and field offices.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>C.1.a</b>	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	YES	Annually	New
<b>C.1.b</b>	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	YES	Annually	New
<b>C.1.c</b>	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.2 – The agency has established procedures to prevent all forms of EEO discrimination.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b> <b>New Indicator</b>	

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<b>C.2.a</b>	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	NO	The Department Administrative Order 202-955, Allegations of Harassment, is being revised to include language that complies with EEOC guidance and feedback, as well as with EO 14035. The revised DAO is pending final review by the Office of General Council (OGC). The Bureau policy will also align with the Department's DAO.	New
<b>C.2.a.1</b>	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	YES		New
<b>C.2.a.2</b>	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	YES		New
<b>C.2.a.3</b>	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	YES		New
<b>C.2.a.4</b>	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	YES		New
<b>C.2.a.5</b>	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No.	YES		New



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	0120130331 (May 29, 2015)] If “no”, please provide the percentage of timely-processed inquiries in the comments column.			
<b>C.2.a.6</b>	Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	NO	See Part H-5 Plan	New
<b>C.2.b</b>	Has the agency established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance? [see 29 CFR 1614.203(d)(3)]	N/A	Although, not compliant the RA procedures (Department Administrative Order 215-10, Establishing Procedures for Requesting Reasonable Accommodations) currently posted are still in effect until the updated version is issued. The revised procedures are in the final stages of approval, pending final review by the Office of General Council (OGC) and Office of the Inspector General (OIG). The Bureaus utilize the Department’s DAO.	New
<b>C.2.b.1</b>	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	YES		E.1.d
<b>C.2.b.2</b>	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	YES		New
<b>C.2.b.3</b>	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	YES		New

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<b>C.2.b.4</b>	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	YES		New
<b>C.2.b.5</b>	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.	NO	91.3% Timely (not including pending)  See Part H-6 Plan	E.1.e
<b>C.2.c</b>	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	YES		New
<b>C.2.c.1</b>	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	YES		New
 <b>Compliance Indicator</b>	<b>C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
 <b>Measures</b>			<b>New Indicator</b>	
<b>C.3.a</b>	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	YES		New
<b>C.3.b</b>	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			
<b>C.3.b.1</b>	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	YES		A.3.a.1
<b>C.3.b.2</b>	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	YES		A.3.a.4
<b>C.3.b.3</b>	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	YES		A.3.a.5





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<b>C.3.b.4</b>	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	YES		A.3.a.6
<b>C.3.b.5</b>	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	YES		A.3.a.7
<b>C.3.b.6</b>	Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]	YES		A.3.a.8
<b>C.3.b.7</b>	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	YES		New
<b>C.3.b.8</b>	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	YES		A.3.a.2
<b>C.3.b.9</b>	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	YES		New
<b>C.3.c</b>	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	YES	OICR Director is on the Disciplinary Review Panel for EEO-related issues.	New
<b>C.3.d</b>	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>C.4.a</b>	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	YES		New
<b>C.4.b</b>	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and	YES		C.2.a, C.2.b, & C.2.c





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	management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]			
<b>C.4.c</b>	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	NO	See Part H-7 Plan	New
<b>C.4.d</b>	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	YES		New
<b>C.4.e</b>	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
<b>C.4.e.1</b>	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	YES		New
<b>C.4.e.2</b>	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	YES		New
<b>C.4.e.3</b>	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	YES		New
<b>C.4.e.4</b>	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	YES		New
<b>C.4.e.5</b>	Assist in preparing the MD-715 report? [see MD-715, II(C)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>C.5.a</b>	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)]	YES		C.3.a.
<b>C.5.b</b>	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If “yes”, please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	N/A		C.3.c



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<b>C.5.c</b>	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.6 – The EEO office advises managers/supervisors on EEO matters.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>C.6.a</b>	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.	YES	Annually/Quarterly	C.1.a
<b>C.6.b</b>	Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	YES		New
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.</b>				
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>D.1.a</b>	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	YES		New
<b>D.1.b</b>	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable	YES		New





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	accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]			
<b>D.1.c</b>	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	<b>New Indicator</b>
<b>D.2.a</b>	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	YES		New
<b>D.2.b</b>	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	YES		B.2.c.2
<b>D.2.c</b>	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 realignments? [see 29 CFR §1614.102(a)(3)]	YES		B.2.c.1
<b>D.2.d</b>	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column.	YES	Complaints data, climate surveys, affinity groups, program evaluations.	New



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 <b>Compliance Indicator</b>  <b>Measures</b>		<b>Measure Met? (Yes/No/NA)</b>	<b>Comments  New Indicator</b>	
<b>D.3.a.</b>	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	YES		New
<b>D.3.b</b>	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	YES		New
<b>D.3.c</b>	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>		<b>Measure Met? (Yes/No/NA)</b>	<b>Comments  New Indicator</b>	
<b>D.4.a</b>	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	YES	<a href="https://www.noaa.gov/sites/default/files/2021-05/FY2020_AAP-for-the-Recruitment-Hiring-Advancement-and-Retention-of-Persons-with-Disabilities.pdf">https://www.noaa.gov/sites/default/files/2021-05/FY2020_AAP-for-the-Recruitment-Hiring-Advancement-and-Retention-of-Persons-with-Disabilities.pdf</a>	New
<b>D.4.b</b>	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	YES		New
<b>D.4.c</b>	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	YES		New
<b>D.4.d</b>	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	NO	See Part H-9 Plan	New



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<b>Essential Element E: EFFICIENCY</b>				
<b>This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.</b>				
 <b>Compliance Indicator</b>	<b>E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
 <b>Measures</b>				
<b>E.1.a</b>	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	YES	100% Timely	E.3.a.1
<b>E.1.b</b>	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	YES		E.3.a.2
<b>E.1.c</b>	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>E.1.d</b>	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(l)? If so, please provide the average processing time in the comments.	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>E.1.e</b>	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	YES		New
<b>E.1.f</b>	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	N/A	This is managed by the DOC Office of Civil Rights.	E.3.a.3
<b>E.1.g</b>	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>E.1.h</b>	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	N/A	This is managed by the DOC Office of Civil Rights.	E.3.a.4





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<b>E.1.i</b>	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	N/A	This is managed by the DOC Office of Civil Rights.	E.3.a.7
<b>E.1.j</b>	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	N/A	This is managed by the DOC Office of Civil Rights.	E.2.c
<b>E.1.k</b>	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	YES		New
<b>E.1.l</b>	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	N/A	This is managed by the DOC Office of Civil Rights.	New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.2 – The agency has a neutral EEO process.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments Revised Indicator</b>	
<b>E.2.a</b>	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	YES		New
<b>E.2.b</b>	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	N/A	This is managed by the DOC Office of Civil Rights.	E.6.a
<b>E.2.c</b>	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>E.2.d</b>	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	YES		E.6.b

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<b>E.2.e</b>	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	N/A	This is managed by the DOC Office of Civil Rights.	E.6.c
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>E.3.a</b>	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	YES		E.4.a
<b>E.3.b</b>	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	YES		E.4.c
<b>E.3.c</b>	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	YES	ADR Participation was 54.38%	D.2.a
<b>E.3.d</b>	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	YES		New
<b>E.3.e</b>	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	YES		E.4.d
<b>E.3.f</b>	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>E.4.a</b>	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:	YES		
<b>E.4.a.1</b>	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	YES		E.5.a







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<b>E.4.a.2</b>	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	YES		E.5.c
<b>E.4.a.3</b>	Recruitment activities? [see MD-715, II(E)]	YES		E.5.f
<b>E.4.a.4</b>	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	NO	Part H-7 Plan	New
<b>E.4.a.5</b>	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	YES		New
<b>E.4.a.6</b>	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	YES		New
<b>E.4.b</b>	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	YES		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>E.5.a</b>	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If “yes”, provide an example in the comments.	YES		E.5.e
<b>E.5.b</b>	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If “yes”, provide an example in the comments.	YES	Created D&I Best Practices List	E.5.g
<b>E.5.c</b>	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	YES		E.3.a
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b>				
<b>This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				



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 <b>Compliance Indicator</b>  <b>Measures</b>		<b>Measure Met?</b> (Yes/No/NA)	<b>Comments</b>	
	<b>F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.</b>			
<b>F.1.a</b>	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	YES		F.1.a
<b>F.1.b</b>	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	YES		E.3.a.6
<b>F.1.c</b>	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	YES		F.2.a.1
<b>F.1.d</b>	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	YES		F.2.a.2
<b>F.1.e</b>	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	YES		F.3.a.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.</b>	<b>Measure Met?</b> (Yes/No/NA)	<b>Comments</b>	
<b>F.2.a</b>	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	YES		C.3.d
<b>F.2.a.1</b>	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	N/A	This is managed by the DOC Office of Civil Rights.	E.3.a.5
<b>F.2.a.2</b>	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	YES		E.3.a.7

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<b>F.2.a.3</b>	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>F.2.a.4</b>	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	N/A	This is managed by the DOC Office of Civil Rights.	F.3.d (1 to 9)
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.3 - The agency reports to EEOC its program efforts and accomplishments.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>F.3.a</b>	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	N/A	This is managed by the DOC Office of Civil Rights.	New
<b>F.3.b</b>	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	YES		New

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**MD-715 – Part H-1**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
A.1.a/A.1.b	The annual EEO Policy Statement was not in compliance with EEOC guidelines and was not updated and distributed to all employees.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
2/1/2020	Annually update the EEO Policy Statement, in compliance with EEOC guidelines, that clearly communicates the agency's commitment to EEO.	4/30/2021		9/30/2021

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	Yes
Deputy Under Secretary for Operations (DUSO)	Benjamin Friedman	Yes

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
1/31/2021	OICR will develop a draft EEO Policy Statement for the DUSO review.	Yes		8/30/2021
3/30/2021	Finalize and distribute the policy to all employees and post on NOAA's website.	Yes		9/30/2021

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	The EEO Policy Statement was updated in compliance with EEOC guidelines, distributed to all employees, and posted on the agency's website.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part H-2**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
A.2.b.3	The current reasonable accommodations procedures are not on the public website.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
2/28/2021	Prominently post the reasonable accommodations policy on the public website.	4/30/2021		4/30/2021

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Division Director, Workforce Relations Division, OHCS	Renee Desrosiers	Yes
Reasonable Accommodation Coordinators	Debbie Ferrara/Carol Martin	Yes

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**Planned Activities Toward Completion of Objective**

<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing?</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)
3/4/2021	Create content for public website and identify partner pages (OICR, Work/Life Balance) to apply links.	Yes		4/1/2021
4/30/2021	Finalize content for the public website and activate links to partner pages.	Yes		4/30/2021

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	Updated content for the reasonable accommodations website and posted on NOAA's internal and public website.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part H-3**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
B.1.a	The OICR Director is not supervised by the agency head, as mandated by the amended Notification and Federal Employee Antidiscrimination and Retaliation (NoFEAR) Act.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
3/1/2021	A reporting structure that meets the requirements of the NoFEAR Act, and provides the OICR Director with appropriate authority and resources to effectively carry out a successful EEO program.	9/30/2022		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	Yes
Deputy Under Secretary for Operations (DUSO)	Benjamin Friedman	Yes
Director, Office of Civil Rights, Department of Commerce	Larry J. Beat	Yes



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**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
4/1/2021	The DOC-Office of Civil Rights will consult with the EEOC and Departmental Leadership to identify feasible steps to become compliant with the Act. OCR and Departmental Leadership will evaluate options for compliance and will identify the specific steps that will ensure compliance.	Yes	9/30/2022	

**Report of Accomplishments**

Fiscal Year	Accomplishments

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part H-4**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
B.1.a.2	The agency's organizational chart does not clearly define the reporting structure for the OICR.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
4/1/2021	An organizational chart that clearly defines OICR's reporting structure.	6/30/2021		06/30/2021

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
3/1/2021	Identify the point of contact to communicate necessary changes to the current organizational chart.	Yes		03/30/2021
6/30/2021	Update the agency's organizational chart to clearly define the reporting structure for the OICR, and post on the agency's public website.	Yes		06/30/2021

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**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	The updated organizational chart was finalized and posted on NOAA website.

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**MD-715 – Part H-5**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
C.2.a.6	All anti-harassment training materials do not include examples of disability-based harassment.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
3/30/2019	Review and update all anti-harassment training materials to include examples of disability-based harassment.	6/30/2019	6/30/2022	

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Inclusion and Civil Rights (OICR)	Kenneth Bailey	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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4/30/2019	Inform all training partners that Anti-harassment training materials must include examples of disability-based harassment.	Yes	4/30/2020	4/30/2020
6/30/2019	Review and update Line/Staff Office Anti-harassment training materials to ensure inclusion of examples of disability-based harassment.	Yes	6/30/2022	

**Report of Accomplishments**

Fiscal Year	Accomplishments
2021	The National Marine Fisheries Service (NMFS) updated its Prevention of Harassment/Sexual Harassment training modules to include examples of disability-based harassment, in accordance with EEOC guidelines.

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**MD-715 – Part H-6**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
C.2.b.5	All accommodation requests are not processed within the timeframe set forth in the reasonable accommodation procedures.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
1/30/2019	Process all accommodation requests within the timeframe set forth in the reasonable accommodation procedures.	9/30/2019	9/30/2022	

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OHCS	Sean Clayton	Yes
Branch Chief, Work Life Branch, OHCS	Shannon Alfonso	

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
9/30/2019	Disseminate a broadcast message to supervisors and managers requesting that they	Yes	9/1/2020	7/30/2020

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	take the online training on reasonable accommodation and the interactive process.			
3/30/2020	Highlight reasonable accommodation training on a quarterly basis in the Learning Opportunities for Supervisors e-blasts.	Yes		7/30/2020
4/30/2020	Implement a RA Program tracking system to monitor requests and provide accurate data.	Yes		4/30/2020
9/30/2019	Reasonable Accommodation Coordinators (RACs) will continue conducting reasonable accommodation webinars for supervisor and track participation.	Yes	9/1/2020	9/1/2020
9/30/2020	RACs will continue webinars for employees to inform them of the interactive process.	Yes	9/30/2022	
2/1/2022	RACs will develop a task reminder system for deciding officials to improve timeliness.	Yes		
4/31/2022	RACs will develop a broadcast message for supervisors to improve awareness of the role and responsibilities of the deciding official.	Yes		

**Report of Accomplishments**

Fiscal Year	Accomplishments
2021	<p>The number of individuals trained on the reasonable accommodation process increased from 86 in 2020 to 275 in 2021.</p> <p>The timely processing of all reasonable accommodation requests was 91%.</p> <p>Reasonable accommodation webinars for employees and supervisors have been developed and remain available on the Commerce Learning Center.</p>

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**MD-715 – Part H-7**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
C.4.c E.4.a.4	The EEO Office does not have timely access to accurate and complete <u>internal</u> applicant flow data to prepare all MD-715 workforce data tables and complete the barrier analysis process.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
3/30/2019	Regularly review data systems to verify the availability of accurate/complete data for all MD-715 data tables and the barrier analysis process.	7/30/2019	4/30/2022	

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OHCS	Sean Clayton	Yes
Branch Chief, Analytics & HRIT (AHRIT)	Lynne Dupree Kartsakalis	Yes



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**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
7/30/2019	Initiate a quarterly review of data to ensure system feasibility of complete workforce data tables and progress with barrier analysis.	Yes	3/31/2022	
1/31/2020	Identify OHCS personnel for the production and delivery of data to OICR.	Yes		1/31/2020
2/1/2022	Revitalize discussions on solutions to ongoing issues with accurate/complete internal applicant flow data with OHCS.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>

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**MD-715 – Part H-8**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
D.4.a	The affirmative action plan for Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD) is not posted on the agency's public website.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
2/1/2021	The Affirmative Action Plan for PWD/PWTDs is posted on the agency's internal and public website.	3/30/2021		3/30/2021

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OICR	Kenneth M. Bailey	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
3/30/2021	Post the affirmative action plan for PWD/PWTD on the internal and public website.	Yes		3/30/2021

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**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	The Affirmative Action Plan for PWD/PWTDs was finalized and posted on the agency's internal and public website.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part H-9**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
D.4.d	The agency’s Affirmative Action Plan for PWD/PWTD does not include a specific plan to ensure sufficient opportunities for advancement.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
3/1/2021	Develop a plan that identifies specific steps to increase the number of PWD/PWTD and opportunities for advancement.	9/30/2022		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OICR	Kenneth M. Bailey	Yes
Director, OHCS	Sean Clayton	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
8/30/2021	Create a NOAA specific plan for Recruiting, Hiring, and Retaining People with Disabilities/Targeted Disabilities.	Yes	9/30/2022	

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7/30/2021	Develop & present briefings on Individual Development Plans, Leadership Competencies Development Program (LCDP) & other career development programs.	Yes		7/30/2021
6/30/2021	Explore Cabinet Level Agencies to determine best practices for implementation at NOAA.	Yes	6/30/2022	
7/30/2021	Collaborate with PWD/PWTD Employee Resource Group to discuss challenges in opportunities for advancement.	Yes		07/30/2021
9/30/2021	Present Lunch and Learn with employees to discuss application procedures for Schedule A opportunities.	Yes	9/30/2022	

**Report of Accomplishments**

Fiscal Year	Accomplishments
2021	<p>The OHCS drafted a NOAA specific plan for Recruiting, Hiring, and Retaining People with Disabilities/Targeted Disabilities.</p> <p>The Disability Program Manager regularly meets with the SEPM and ERG for PWD/PWTD to discuss challenges and solutions. In FY21, OHCS-Consulting Services Division held virtual sessions on the effective use of hiring programs.</p> <p>The Office of Human Capital Management conducted presentations on the LCDP, LANTERN (Leveraging Abilities Needs Talents Energies Resources Network) and its Mentoring Program to ADAPT and other ERGs.</p> <p>The ERG ADAPT (Accommodating Differently Abled People) published its first newsletter, focusing on areas of awareness, inclusion, support and empowerment.</p>

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**MD-715 – Part H-10**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
E.3.c	The ADR participation rate of 30.56%, during the pre-complaint stage, was below the EEOC goal of 50%.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
4/1/2021	A reputable and fair EEO/ADR Program that is commonly used as a means for improved communication and the resolution of EEO-related complaints/issues.	9/30/2021		9/30/2021

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
5/30/2021	Update the NOAA EEO ADR Mandatory Policy.	No		
5/30/2021	Develop broadcast on the EEO/ADR Program, highlighting the services and benefits of the process and post on the agency website.	Yes	5/30/2022	09/30/2021

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7/30/2021	Develop a survey for participants to determine areas of improvement and increase customer satisfaction.	Yes		
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**Report of Accomplishments**

Fiscal Year	Accomplishments
2021	<p>The ADR participation rate of 54.38%, during the pre-complaint stage, was above the EEOC goal of 50%.</p> <p>Training funds and sources have been identified by the ADR Manager and certifications will be completed in FY22.</p> <p>The NOAA Administrator encouraged the use of ADR in the EEO Policy Statement.</p>

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**MD-715 – Part H-11**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
E.4.a.3	The agency does not have a streamlined process to track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
11/30/2016	Regularly collect and analyze recruitment efforts to identify and address potential barriers.	6/30/2018		6/30/2021

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	Yes
Director, OHCS	Sean Clayton	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/2017	Develop a schedule to collect recruitment data.	Yes		1/2017
2/2017	Assign personnel to conduct analysis and address identified barriers.	Yes		2/2017



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3/2018	Identify ongoing/new recruitment efforts for Line/Staff Offices.	Yes		3/2018
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**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	Due to the COVID-19 global pandemic, recruitment and outreach events were held virtually through systems with data analytic capabilities.

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**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Table	A4	The participation rate of permanent women at the GS-13 and above is 34.89%, 0.61% below their permanent workforce participation rate of 35.50%.

**EEO Group(s) Affected by Trigger**

EEO Group	Affected by Trigger? (Yes or No)
All Men	No
All Women	Yes
Hispanic or Latino Males	No
Hispanic or Latino Females	No
White Males	No
White Females	No
Black or African American Males	No
Black or African American Females	No
Asian Males	No
Asian Females	No
Native Hawaiian or Other Pacific Islander Males	No
Native Hawaiian or Other Pacific Islander Females	No
American Indian or Alaska Native Males	No
American Indian or Alaska Native Females	No

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

Two or More Races Males	No
Two or More Races Females	No

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	<p><b>Table A4-2: Participation for GS/Equivalence</b></p> <p>The overall participation rate of permanent females at the GS-13 &amp; above increased by 0.71%, from 34.18% to 34.89%.</p> <p><u>GS-13</u>: Females were 27.61%; 7.89% below their permanent workforce representation.</p> <p><u>GS-14</u>: Females were 36.55%; 1.05% above their permanent workforce representation.</p> <p><u>GS-15</u>: Females were 44.60%; 9.1% above their permanent workforce representation.</p> <p><u>SES</u>: Females were 23.21%; 12.29% below their permanent workforce representation.</p>
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Career Development Program Data)	No	

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**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed?</b> (Yes or No)	<b>Barrier(s) Identified?</b> (Yes or No)
No	To Be Determined.

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>
The Barrier Analysis process was initiated, but not completed.

**Objective(s) and Dates for EEO Plan**

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Enhance efforts to increase the pool of female applicants to GS-13-SES level, through focused outreach.	3/30/2012	8/2018	Yes	8/30/2022	
Regularly review recruitment, career development, promotion, and retention efforts.	1/30/2020	8/2020	Yes	8/30/2022	

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth Bailey	Yes
SEPM for Women	Angie Moore	No

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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2/28/2017	Brief NOAA leadership on the barrier and alternative agency policies, procedures, and practices.		2/28/2017
3/30/2017	Establishing Diversity and Inclusion within OICR.		3/30/2017
2/28/2018	Continue Barrier Analysis efforts to determine the cause of low participation rate.	9/30/2022	
2/28/2018	SEPMs to develop action plans to address identified triggers/barriers.	6/30/2022	
8/30/2018	Develop a survey for separating employees, to identify possible barriers to retention efforts.	8/30/2019	7/30/2019
6/30/2019	Review applicant/participant data for Mentoring Program	6/30/2022	
6/30/2020	Effectively engage with established Employee Resource Groups (ERG) to assist with affirmative employment and D&I efforts.		9/30/2020

**Report of Accomplishments**

Fiscal Year	Accomplishments
2021	In FY21, OHCS began the process of capturing demographic data during the application process of its mentoring program. Data will be analyzed in FY22.

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**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A1	The representation of women in the <u>total</u> workforce is 35.65%; 12.49% below the CLF of 48.14%.

**EEO Group(s) Affected by Trigger**

EEO Group	Affected by Trigger? (Yes or No)
All Men	No
All Women	Yes
Hispanic or Latino Males	No
Hispanic or Latino Females	No
White Males	No
White Females	No
Black or African American Males	No
Black or African American Females	No
Asian Males	No
Asian Females	No
Native Hawaiian or Other Pacific Islander Males	No
Native Hawaiian or Other Pacific Islander Females	No
American Indian or Alaska Native Males	No
American Indian or Alaska Native Females	No

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Two or More Races Males	No
Two or More Races Females	No

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	<b>Table A1- Total Workforce</b> The ratio of women increased slightly by 0.89%, from a participation rate of 34.76% to 35.65%, which is 12.49% below the CLF of 48.14%.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

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**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed?</b> (Yes or No)	<b>Barrier(s) Identified?</b> (Yes or No)
No	To Be Determined

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>
The Barrier Analysis process was initiated, but not completed.

**Objective(s) and Dates for EEO Plan**

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
NOAA will focus recruitment for mission occupations 0482, 1301, 1340, 2210, and retention efforts for women.	1/2015	9/2018	Yes	9/30/2022	

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth Bailey	Yes
Director, OHCS	Sean Clayton	No
SEPM for Women	Angie Moore	No

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/30/2017	Provide NOAA Leadership with briefings and periodic updates.		1/30/2017



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3/30/2017	OICR will brief Line Offices on low participation of women in major occupations.		3/30/2017
2/28/2018	Special Emphasis Program Managers (SEPM) will continue to review NOAA recruitment efforts.	9/30/2022	
5/30/2018	OICR will continue to focus on new hires and retention efforts throughout NOAA.	9/30/2022	
9/30/2018	Increase use of Pathways Program for hiring.		9/30/2018
6/30/2018	SEPM will conduct on-going analysis of mission occupations and brief OICR leadership.	6/30/2022	
6/30/2020	Effectively engage with established Employee Resource Groups (ERG) to assist with affirmative employment and D&I efforts.		3/1/2020
09/30/2021	OICR will continue analyzing data sources such as Exit Surveys and FEVS to complete the barrier analysis process.	9/30/2022	

**Report of Accomplishments**

Fiscal Year	Accomplishments

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**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
HR Connect Workforce Analytics System	Table A1: Total Workforce	<p>A review of total workforce data revealed that the representation of Hispanics/Latinos is 4.36%; this rate is 5.60% lower than the expected CLF participation rate of 9.96%.</p> <p>The representation of Hispanic/Latino Males is 2.51%; this rate is 2.66% lower than the expected CLF participation rate of 5.17%.</p> <p>The representation of Hispanic/Latino Females is 1.85%; this rate is 2.94% lower than the expected CLF participation rate of 4.79%.</p>

**EEO Group(s) Affected by Trigger**

EEO Group	Affected by Trigger? (Yes or No)
All Men	No
All Women	No
Hispanic or Latino Males	Yes
Hispanic or Latino Females	Yes
White Males	No
White Females	No
Black or African American Males	No
Black or African American Females	No
Asian Males	No

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Asian Females	No
Native Hawaiian or Other Pacific Islander Males	No
Native Hawaiian or Other Pacific Islander Females	No
American Indian or Alaska Native Males	No
American Indian or Alaska Native Females	No
Two or More Races Males	No
Two or More Races Females	No

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	No	<u><b>Table A1</b></u> A review of total workforce data revealed that the ratio of Hispanics/Latinos increased by 0.22%, from a participation rate of 4.14% to 4.36%. This is 5.60% lower than the expected CLF rate of 9.96%.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
	No	

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Other (Leadership Career Development Program (LCDP))	No	
	No	
	No	
	No	
	No	

**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed?</b> (Yes or No)	<b>Barrier(s) Identified?</b> (Yes or No)
No	To Be Determined

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>
Possible Glass Ceiling, Pipeline, or even a potential institutional barrier in the Recruitment/Selection Process for NOAA Senior Leadership Positions, which affects the overall representation of Hispanics/Latinos particularly in mission critical occupations 0482 (Fishery Biologist) and 2210 (IT Management) job series.

**Objective(s) and Dates for EEO Plan**

<b>Objective</b>	<b>Date Initiated</b> (mm/dd/yyyy)	<b>Target Date</b> (mm/dd/yyyy)	<b>Sufficient Funding &amp; Staffing?</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Date Completed</b> (mm/dd/yyyy)
Increase participation rate for Hispanics or Latinos at NOAA.	11/1/2015	9/30/2022	No		
OICR and OHCS will develop a survey for separating employees to identify possible barriers to retention.	10/1/2018	7/31/2018	No	7/2019	7/2019
Review hiring procedures, and the diversity of panel members and selecting officials to	10/1/2018	8/31/2018	Yes	8/31/2022	

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identify any possible barriers for Hispanic Senior Leadership positions in Mission Critical Occupations job series 0482 (Fishery Biologist) and 2210 (IT Management).					
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**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
Director, OHCS	Sean Clayton	Yes
Director, OICR	Kenneth M. Bailey	Yes
SEPM for Hispanics	Amneris Caba	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
6/28/2019	Review Applicant Flow Data for job series 0482 & 2210.	6/30/2022	
8/30/2019	Develop a survey and disseminate to Latinos@NOAA members to identify possible barriers preventing Hispanics/Latinos from applying for the LCDP.	8/30/2022	

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	NOAA continues its partnership with Latinos@NOAA conducting year round Career Development/Mentoring sessions focusing on the Hispanic population.

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**MD-715 – Part J**

**Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities**

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

**Section I: Efforts to Reach Regulatory Goals**

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

**1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.**

- |                                |              |             |
|--------------------------------|--------------|-------------|
| a. Cluster GS-1 to GS-10 (PWD) | Yes 0        | <u>No 0</u> |
| b. Cluster GS-11 to SES (PWD)  | Yes <u>0</u> | No 0        |

- a. No. PWD in GS-1 to GS-10 is 20.77%.  
b. Yes. PWD in GS-11 to SES is 11.40%; 0.60% below the benchmark.

**2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.**

- |                                 |       |             |
|---------------------------------|-------|-------------|
| a. Cluster GS-1 to GS-10 (PWTD) | Yes 0 | <u>No 0</u> |
| b. Cluster GS-11 to SES (PWTD)  | Yes 0 | <u>No 0</u> |

- a. No. PWTD in GS-1 to GS-10 is 4.74%.  
b. No. PWTD in GS-11 to SES is 2.50%.

**3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.**

The agency regularly holds training sessions for first line supervisors and their designees. The training sessions include agency goals, current statistics, historical legislation, and a portion to advocate for program usage.

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**Section II: Model Disability Program**

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

**A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM**

- 1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.**

Yes 0                      No 0

Yes. The agency currently employs a Disability Program Manager. The Disability Program Manager provides oversight and advocacy for the program. The agency also employees 35+ human resources specialists who serve as points of contact to hiring managers for questions regarding program use.

- 2. Identify all staff responsible for implementing the agency’s disability employment program by the office, staff employment status, and responsible official.**

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	1		35	Kiana Campbell Disability Program Manager, Human Resources Kiana. D.Campbell@noaa.gov
Answering questions from the public about hiring authorities that take disability into account	1		35	Kiana Campbell Disability Program Manager, Human Resources Kiana. D.Campbell@noaa.gov
Processing reasonable accommodation requests from applicants and employees	2			Debbie (Zuniga) Ferrera, Reasonable Accommodations Coordinator, OHCS, Debbie.a.ferrera@noaa.gov Carol Martin, HR Specialist, OHCS, carol.martin@noaa.gov
Section 508 Compliance	1			Natalie D. Smith, IT Specialist, OCIO, natalie.d.smith@noaa.gov

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Architectural Barriers Act Compliance	1			Deirdre Jones, Chief Administrative Officer, OCAO, Deirdre.jones@noaa.gov
Special Emphasis Program for PWD and PWTB	2		35	Carol Summers, SEPM for PWD/PWTB, Office of Inclusion & Civil Rights, <a href="mailto:carol.l.summers@noaa.gov">carol.l.summers@noaa.gov</a> Kiana Campbell Disability Program Manager, Human Resources Kiana.D.Campbell@noaa.gov

**3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.**

Yes 0      No 0

The Disability Program Manager has received training from several outlets including USDA Graduate School, ASKEARN Training Center, and the Disability Management Employer Coalition, Conducting an Effective Needs Assessment conducted by DOD CAPTEC (for Bureau RACs), and History of Federal Disability Policies and Laws (ADA 30th Anniversary) conducted by a professor from Gallaudet University.

**B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM**

**Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient *funding* and other *resources*.**

Yes 0      No 0

Yes. To ensure the program’s success, funding has been designated for outreach and recruitment.

**Section III: Plan to Recruit and Hire Individuals with Disabilities**

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTB.



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**A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES**

- 1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.**

Currently the agency uses outreach to vocational rehabilitation centers, veteran organizations and the resume mining feature from USAJOBS to search for applicants with disabilities. We have also encouraged managers to use the Workforce Recruitment Program database to identify applicants to fill positions. Several of the line and staff offices have incorporated diversity and plans to hire individuals with disabilities in management performance plans. In addition, the agency holds an annual Hiring Event for Veterans and PWDs.

- 2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.**

The agency encourages managers to use Schedule A to fill vacant positions whenever possible. We have also used 30% or more disabled veterans to fill positions. Our outreach to vocational rehabilitation centers and disabled veterans organizations encourages eligible applicants to make resumes searchable in USAJOBS and to submit resumes to NOAA via a specific email address.

- 3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.**

If an applicant applies for a position outside of the competitive process, the human resources specialist will review qualifications and eligibility for appointments. Once an applicant meets both criteria, the specialist will use a secure file to forward the applicant’s resume to the hiring manager for review.

- 4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.**

Yes 0                      No 0                      N/A 0

Yes. The agency offers bimonthly in person or webinar training to hiring managers. The agency also provides online training to managers. Also, all hiring managers are required to take the following online training as part of OPM’s mandated annual training: 1) A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities, and 2) Veteran Employment Training.

**B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

- Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.**

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The agency has a representative that connects with vocational rehabilitation centers near cities where NOAA has a large presence and offers assistance to PWD and PWTD including training on how to understand and apply for federal positions.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

**1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.**

a. New Hires for Permanent Workforce (PWD)	Yes 0	<u>No 0</u>
b. New Hires for Permanent Workforce (PWTD)	Yes 0	<u>No 0</u>

a. No. New hires for PWDs was 19.61%.  
b. No. New hires for PWTDs was 3.44%.

**2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.**

a. New Hires for MCO (PWD)	<u>Yes 0</u>	No 0
b. New Hires for MCO (PWTD)	<u>Yes 0</u>	No 0

PWD - **0343**: 17.65% of 44.30%; **0482**: 0% of 4.74%; **1301**: 6.45% of 8.59%; **1340**: 10.77% of 16.94%; **2210**: 16.67% of 27.89%.

PWTD – **0343**: 0% of 21.76%; **0482**: 0.00% of 3.16%; **1301**: 3.23% of 5.26%; **1340**: 7.69% of 9.89%; **2210**: 0% of 15.25%.

**3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.**

a. Qualified Applicants for MCO (PWD)	Yes 0	No 0
b. Qualified Applicants for MCO (PWTD)	Yes 0	No 0

The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. NOAA OICR is working with relevant stakeholders to address these issues.

**4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.**

a. Promotions for MCO (PWD)	Yes 0	No 0
b. Promotions for MCO (PWTD)	Yes 0	No 0

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The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. NOAA OICR is working with relevant stakeholders to address these issues.

**Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities**

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

**A. ADVANCEMENT PROGRAM PLAN**

**Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.**

- Explore Cabinet Level Agencies to determine best practices for implementation at NOAA. **6/30/2022**
- Collaborate with PWD/PWTD Employee Resource Group to discuss challenges in opportunities for advancement. **7/30/2022**
- Finalize the NOAA specific plan for Recruiting, Hiring, and Retaining People with Disabilities/Targeted Disabilities. **8/30/2022**
- Present Lunch and Learn with employees to discuss application procedures for Schedule A opportunities. **9/30/2022**
- Track Leveraging Abilities, Needs, Talents, Energies & Resources Network (LANTERN) applicant flow data. **9/30/2022**
- Set aside 1% of LANTERN opportunities for PWD/PWTD. **9/30/2022**
- Encourage managers to set aside positions for the career advancement of PWD during succession planning. **9/30/2022**

**B. CAREER DEVELOPMENT OPPORTUNITIES**

**1. Please describe the career development opportunities that the agency provides to its employees.**

- **Leadership Competencies Development Program (LCDP)** - a competitive, 18-month program that provides a series of training and developmental experiences for a cadre of NOAA individuals, GS-13-15, who have high potential for assuming leadership responsibilities.

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- **The NOAA Leadership Seminar (NLS)** is a 4+ day residential training program for employees from all NOAA Line and Staff Offices, all occupations, from both the field and headquarters.
- **The NOAA Leveraging Abilities, Needs, Talents, Energies & Resources Network (LANTERN)** provides developmental assignments for employees at all grade levels to broaden their skills, gain knowledge, and enhance their personal and professional growth.

**2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.**

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs (LCDP) 4 Cohorts	384	115	6.25	6.08	0	0

**3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.**

- |                     |              |             |
|---------------------|--------------|-------------|
| a. Applicants (PWD) | <u>Yes 0</u> | No 0        |
| b. Selections (PWD) | Yes 0        | <u>No 0</u> |

**Leadership Competencies Development Program (LCDP):** Of the 384 applicants, 24 (6.25%) were PWD, and 7 (6.08%) were selected.

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4. Do triggers exist for **PWTD** among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- |                      |              |      |
|----------------------|--------------|------|
| a. Applicants (PWTD) | <u>Yes 0</u> | No 0 |
| b. Selections (PWTD) | <u>Yes 0</u> | No 0 |

**Leadership Competencies Development Program (LCDP):** Of the 384 applicants, none were persons with targeted disabilities.

**C. Awards**

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- |   |              |      |
|---|--------------|------|
| a. Awards, Bonuses, & Incentives (PWD)  | <u>Yes 0</u> | No 0 |
| b. Awards, Bonuses, & Incentives (PWTD) | <u>Yes 0</u> | No 0 |

- a. Yes. **Cash Awards \$501-\$999** for PWD was 15.01% as compared to the Inclusion Rate of 16.14%; **\$1000-\$1999** was 33.72% vs. 41.58%; **\$2000-\$2999** was 13.41% vs. 19.92%; **\$3000-3999** was 5.08% vs. 10.57%; **\$4000-\$4999** was 1.96% vs. 4.34%; **\$5000+** was 1.16% vs. 2.53% **Time-off Awards (11-20 hours)** was 2.10% vs. 2.21%; **QSI** was 0.79% vs. 1.21%,
- b. Yes. **Cash Awards \$2000-\$2999** for PWTD was 14.85% as compared to the inclusion rate of 19.92%; **\$3000-3999** was 5.94% vs. 10.57%; **Cash Awards \$4000-\$4999** was 2.31% vs. 4.34%; **Cash Awards \$5000+** was 1.32% vs. 2.53%. **Time-off Awards: (11-20 hours)** was 1.98% vs. 2.21%.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases (QSI) or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

- |                         |              |             |
|-------------------------|--------------|-------------|
| a. Pay Increases (PWD)  | <u>Yes 0</u> | No 0        |
| b. Pay Increases (PWTD) | Yes 0        | <u>No 0</u> |

- a. Yes. **QSI** for PWD was 0.79% vs. 1.21%.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- |                                      |       |      |              |
|--------------------------------------|-------|------|--------------|
| a. Other Types of Recognition (PWD)  | Yes 0 | No 0 | <u>N/A 0</u> |
| b. Other Types of Recognition (PWTD) | Yes 0 | No 0 | <u>N/A 0</u> |

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N/A
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**D. Promotions**

**1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.**

a. SES			
i. Qualified Internal Applicants (PWD)	Yes	0	No 0
ii. Internal Selections (PWD)	Yes	0	No 0
b. Grade GS-15			
i. Qualified Internal Applicants (PWD)	Yes	0	No 0
ii. Internal Selections (PWD)	Yes	0	No 0
c. Grade GS-14			
i. Qualified Internal Applicants (PWD)	Yes	0	No 0
ii. Internal Selections (PWD)	Yes	0	No 0
d. Grade GS-13			
i. Qualified Internal Applicants (PWD)	Yes	0	No 0
ii. Internal Selections (PWD)	Yes	0	No 0

The data tables contain multiple inconsistencies when analyzing <u>internal</u> selections, interviewed applicants, internal applications, and others. NOAA OICR is working with relevant stakeholders to address these issues.
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2. Does your agency have a trigger involving **PWTD** among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. SES			
i. Qualified Internal Applicants (PWTD)	Yes	0	No 0
ii. Internal Selections (PWTD)	Yes	0	No 0
b. Grade GS-15			
i. Qualified Internal Applicants (PWTD)	Yes	0	No 0
ii. Internal Selections (PWTD)	Yes	0	No 0
c. Grade GS-14			
i. Qualified Internal Applicants (PWTD)	Yes	0	No 0
ii. Internal Selections (PWTD)	Yes	0	No 0
d. Grade GS-13			
i. Qualified Internal Applicants (PWTD)	Yes	0	No 0
ii. Internal Selections (PWTD)	Yes	0	No 0

The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. NOAA OICR is working with relevant stakeholders to address these issues.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving **PWD** among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. New Hires to SES (PWD)	<b><u>Yes</u></b>	<b>0</b>	No 0
b. New Hires to GS-15 (PWD)	<b><u>Yes</u></b>	<b>0</b>	No 0
c. New Hires to GS-14 (PWD)	<b><u>Yes</u></b>	<b>0</b>	No 0
d. New Hires to GS-13 (PWD)	<b><u>Yes</u></b>	<b>0</b>	No 0

Yes. **SES** hires were 0% as compared to the qualified applicant pool of 14.29%; **GS-15**: 0.00% of 27.66%; **GS-14**: 18.18% of 28.97%; **GS-13**: 13.89% of 25.66%.

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4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving **PWTD** among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. New Hires to SES (PWTD)	Yes 0	<b><u>No 0</u></b>
b. New Hires to GS-15 (PWTD)	<b><u>Yes 0</u></b>	No 0
c. New Hires to GS-14 (PWTD)	<b><u>Yes 0</u></b>	No 0
d. New Hires to GS-13 (PWTD)	<b><u>Yes 0</u></b>	No 0

Yes. **GS-15** hires were 0% as compared to the qualified applicant pool of 8.51%; **GS-14**: 9.09% of 10.34%; **GS-13**: 8.33% of 11.32%.

5. Does your agency have a trigger involving **PWD** among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

a. Executives		
i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0
b. Managers		
i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0

The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. NOAA OICR is working with relevant stakeholders to address these issues.



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6. Does your agency have a trigger involving **PWTD** among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- a. Executives
  - i. Qualified Internal Applicants (PWTD)      Yes 0      No 0
  - ii. Internal Selections (PWTD)              Yes 0      No 0
- b. Managers
  - i. Qualified Internal Applicants (PWTD)      Yes 0      No 0
  - ii. Internal Selections (PWTD)              Yes 0      No 0
- c. Supervisors
  - i. Qualified Internal Applicants (PWTD)      Yes 0      No 0
  - ii. Internal Selections (PWTD)              Yes 0      No 0

The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. NOAA OICR is working with relevant stakeholders to address these issues.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving **PWD** among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

- a. New Hires for Executives (PWD)              **Yes 0**      No 0
- b. New Hires for Managers (PWD)              **Yes 0**      No 0
- c. New Hires for Supervisors (PWD)           **Yes 0**      No 0

Yes. **Executives** were selected at 0.00% as compared to the qualified applicant pool of 28.00%; **Managers**: 20.00% of 30.77%. There was no data for **Supervisors**.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving **PWTD** among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

- a. New Hires for Executives (PWTD)           **Yes 0**      No 0
- b. New Hires for Managers (PWTD)           Yes 0      **No 0**
- c. New Hires for Supervisors (PWTD)        Yes 0      No 0

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Yes. **Executives** were selected at 0.00% as compared to the qualified applicant pool of 8.00%. There was no data for **Supervisors**.

**E. Section V: Plan to Improve Retention of Persons with Disabilities**

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

**A. Voluntary and Involuntary Separations**

- 1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.**

Yes 0      No 0      N/A 0

Yes; the agency has converted or will convert all eligible employees with two years of satisfactory service.

- 2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.**

a. Voluntary Separations (PWD)	<u>Yes 0</u>	No 0
b. Involuntary Separations (PWD)	<u>Yes 0</u>	No 0

- a. Yes. PWDs inclusion rate for Voluntary Separations was 5.58% as compared to 5.12%.  
b. Yes. PWDs inclusion rate for Involuntary Separations was 0.43%; as compared to 0.22%.

- 3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.**

a. Voluntary Separations (PWTD)	<u>Yes 0</u>	No 0
b. Involuntary Separations (PWTD)	<u>Yes 0</u>	No 0

- a. Yes. PWTD inclusion rate for Voluntary Separations was 7.26% as compared to 5.12%  
b. Yes. PWTD inclusion rate for Involuntary Separations were 0.33%, as compared to 0.22%.

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- 4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using *exit interview results and other data sources*.**

Exit Interview Results related to the recruitment, hiring, inclusion, retention and advancement of PWDs were insignificant. Efforts to increase individual feedback will continue in FY 2022.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES (OCIO)**

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<http://www.noaa.gov/accessibility>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<http://www.noaa.gov/accessibility>

- 3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.**

The NOAA Web Committee frequently provides advice and training for individuals across NOAA in the proper development and presentation of accessible electronic information. The Committee has a Section 508 working group that meets monthly with open membership to address specific regulatory requirements and implementation concerns and maintains an internal website which provides training materials, tools and other resources for developers and managers.

**C. REASONABLE ACCOMMODATION PROGRAM**

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

- 1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)**

The average time frame for processing is 8.9 days.

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2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

NOAA follows the DAO-215-10, which outlines the policies and procedures for providing RA to disabled employees. Periodic monitoring, from both the manager and the employee is recommended to ensure the accommodation continues to be effective.

The number of individuals trained on the reasonable accommodation process increased from 86 in 2020 to 275 in 2021.

The timely processing of all reasonable accommodation requests was 91%.

Reasonable accommodation webinars for employees and supervisors have been developed and remains available on the Commerce Learning Center.

**D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The PAS policy was developed by the Department of Commerce in FY 2018. There are no current requests for PAS.

**Section VI: EEO Complaint and Findings Data**

**A. EEO Complaint data involving Harassment**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Yes 0      No 0      N/A 0

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Yes 0      No 0      N/A 0

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3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

**B. EEO Complaint Data involving Reasonable Accommodation**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Yes 0      No 0      N/A 0

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Yes 0      No 0      N/A 0

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

**Section VII: Identification and Removal of Barriers**

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Yes 0      No 0

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Yes 0      No 0      N/A 0

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

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<b>Trigger 1</b>	There is a low number of PWDs applying to the Leadership Competencies Development Program (LCDP). There were no PWTD participants in the LCDP.	
<b>Barrier(s)</b>	To Be Determined.	
<b>Objective(s)</b>	An effective operational/strategic plan to ensure advancement opportunities for PWD/PWTD.	
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan? (Yes or No)</b>
Kenneth M. Bailey, Director, OICR Sean Clayton, Director, OHCS		Yes
<b>Barrier Analysis Process Completed? (Yes or No)</b>		<b>Barrier(s) Identified? (Yes or No)</b>
No		No
<b>Sources of Data</b>	<b>Sources Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>
Workforce Data Tables	No	
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Career Development Program Data)	Yes	<b>Leadership Competencies Development Program (LCDP)-4 Cohorts/Sessions</b>  Of the 384 applicants, 24 (6.25%) were PWD, and 7 (6.08%) were selected. There were no PWTD participants in the LCDP.

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
3/30/2018	Initiate Employee Resource Groups meetings	Yes	4/30/2019	4/30/2019
6/30/2018	Develop & present briefings on LCDP/IDPs & other career development programs.	Yes	7/30/2021	7/30/2021
9/30/2018	Track applicants/participants by RSNO/D	Yes		7/30/2018
9/30/2021	Draft an Operational Plan for Recruiting Hiring, and Retaining PWDs	Yes		9/30/2021
9/30/2021	Identify a mechanism to survey PWD/PWTDs to determine the low participation of LCDP applicants.	Yes	9/30/2022	
5/30/2022	Meet with cabinet level agencies to incorporate best recruitment practices.	Yes		
3/31/2022	Develop language for all internal career development program announcements that encourage employees with disabilities to apply.	Yes		
9/30/2022	Set aside 1% of LANTERN opportunities for PWD/PWTD.	Yes		
9/30/2022	Encourage managers to set aside positions for the career advancement of PWD during succession planning.			
<b>Fiscal Year</b>	<b>Accomplishments</b>			
2021	<p>The LCDP implemented several recruitment strategies, including: 1) allowing panelists from other DOC bureaus to ensure diverse rating and ranking and interview panels, 2) broadening applicant eligibility to include Pay Band 3 (GS-11/12), and 3) shifting supervisor approval to the middle of the process, following rating and ranking, prior to interviews.</p> <p>OHCS drafted a NOAA Operating Plan for Recruiting, Hiring and Retaining PWD.</p> <p>The Office of Human Capital Management conducted presentations on the LCDP, LANTERN (Leveraging Abilities Needs Talents Energies Resources Network) and its Mentoring Program to ADAPT and other ERGs.</p>			

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	The ERG ADAPT (Accommodating Differently Abled People) published its first newsletter, focusing on areas of awareness, inclusion, support and empowerment.
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<b>Trigger 2</b>	The percentage of PWD and PWTD among voluntary and involuntary separations exceeded that of persons without disabilities and targeted disabilities.	
<b>Barrier(s)</b>	To Be Determined.	
<b>Objective(s)</b>	Improve efforts to encourage use of available exit surveys by separating employees.	
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan?</b> (Yes or No)
OHCS/OICR		Yes
<b>Barrier Analysis Process Completed?</b> (Yes or No)		<b>Barrier(s) Identified?</b> (Yes or No)
No		No
<b>Sources of Data</b>	<b>Sources Reviewed?</b> (Yes or No)	<b>Identify Information Collected</b>
Workforce Data Tables	Yes	<b>Table B14</b>  PWDs inclusion rate for <b>Voluntary</b> Separations was 5.58% as compared to 5.12%. PWDs inclusion rate for <b>Involuntary</b> Separations was 0.43%; as compared to 0.22%.  PWTD inclusion rate for <b>Voluntary</b> Separations was 7.26% as compared to 5.12%. PWTD inclusion rate for <b>Involuntary</b> Separations were 0.33%, as compared to 0.22%.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	Yes	Low response rate in exit interviews/surveys prevents the identification & removal of barriers to the retention of PWD & PWTD.

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Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other	No			
<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)
6/30/2019	Continue barrier analysis process using various data sources, including Complaint Activity and the Federal Employee Viewpoint Survey.	Yes	6/30/2022	
9/30/2019	Develop exit interview survey.	Yes		7/30/2019
2/28/2020	Review the out-boarding process to determine opportunities to solicit feedback.	Yes	2/28/2022	
4/30/2020	Discuss benefits of survey and encourage Line/Staff Office use.	Yes	4/30/2022	
08/31/2022	Conduct employee focused training sessions on preparing for career advancement opportunities (creating individual development plans, LANTERN) and discussion of other NOAA opportunities.	Yes		
<b>Fiscal Year</b>	<b>Accomplishments</b>			

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<b>Trigger 3</b>	The low selection rate of PWD and PWTD in mission-critical occupations.			
<b>Barrier(s)</b>	To Be Determined.			
<b>Objective(s)</b>	Investigate whether PWD and PWTD are encountering barriers in the selection processes for mission-critical occupations.			
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan?</b> (Yes or No)		
OHCS/OICR		Yes		
<b>Barrier Analysis Process Completed?</b> (Yes or No)		<b>Barrier(s) Identified?</b> (Yes or No)		
No		No		
<b>Sources of Data</b>	<b>Sources Reviewed?</b> (Yes or No)	<b>Identify Information Collected</b>		
Workforce Data Tables	Yes	<p><b><u>Table B6</u></b></p> <p><b><u>PWD</u></b> - <b>0343</b>: 17.65% of 44.30%; <b>0482</b>: 0% of 4.74%; <b>1301</b>: 6.45% of 8.59%; <b>1340</b>: 10.77% of 16.94%; <b>2210</b>: 16.67% of 27.89%.</p> <p><b><u>PWTD</u></b> – <b>0343</b>: 0% of 21.76%; <b>0482</b>: 0.00% of 3.16%; <b>1301</b>: 3.23% of 5.26%; <b>1340</b>: 7.69% of 9.89%; <b>2210</b>: 0% of 15.25%.</p>		
Complaint Data (Trends)	No			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	No			
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other	No			
<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>		<b>Sufficient Staffing &amp; Funding</b>	<b>Modified Date</b> (mm/dd/yyyy)
				<b>Completion Date</b> (mm/dd/yyyy)

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		(Yes or No)		
3/31/2022	Encourage managers to review existing non-competitive applicant repositories and engage ERG for PWD before posting announcements to USAJOBS.	Yes		
6/30/2022	Partner with Vocational Rehabilitation Centers and other external partners to advertise positions.	Yes		
08/31/2022	Interview new hires to discuss their experience through the hiring process.	Yes		
09/30/2022	Provide training through a NOAA wide platform on the effective use of the hiring authorities.	Yes		
<b>Fiscal Year</b>	<b>Accomplishments</b>			
2021	OHCS released a revised NOAA Administrative Order (NAO) 202-1109, that provides specific guidance and procedures for the agency's Merit Assignment Plan.			