

U.S. Department of Commerce
National Oceanic and Atmospheric
Administration

Management Directive 715
Equal Employment Opportunity
Program Status Report
FY 2019



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 14 th and Constitution Avenue, N.W., OR 1305 East West Highway SSMC4, Room 7500	Washington, 20230	DC	20230	CM54	1330
			OR	OR	OR		
			Silver Spring, MD 20910	MD	20910		

Part B - Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of Employees	11,099	194	11,293

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

Agency Leadership	Name	Title
Head of Agency	Neil A. Jacobs, Ph.D.	Assistant Secretary of Commerce for Environmental Observation and Prediction Performing the duties of Under Secretary of Commerce for Oceans and Atmosphere
Head of Agency Designee	Benjamin Friedman	Deputy Under Secretary for Operations

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

EEO Program Staff	Name	Title	Occupational Series (xxxx)	Pay Plan and Grade (xx-xx)	Phone Number (xxx-xxx-xxxx)	Email Address
Principal EEO Director/Official	Kenneth M. Bailey	Director, Office of Inclusion & Civil Rights (OICR)	0260	ZA-V	301-628-0954	kenneth.bailey@noaa.gov
Affirmative Employment Program Manager	Kenneth M. Bailey	Director, OICR	0260	ZA-V	301-628-0954	kenneth.bailey@noaa.gov
Complaint Processing Program Manager	Carol Summers	EEO Specialist	0260	ZA-IV	301-628-0950	carol.l.summers@noaa.gov
Diversity & Inclusion Officer	Richard Grant	Deputy Director, OICR	0260	ZA-IV	301-628-1032	richard.grant@noaa.gov
Hispanic Program Manager (SEPM)	Amneris Caba	EEO Specialist	0260	ZA-IV	301-628-0963	amneris.caba@noaa.gov
Women's Program Manager (SEPM)	Keisha Palmer	Administrative Program Specialist	0301	ZA-II	301-628-0951	keisha.palmer@noaa.gov
Disability Program Manager (SEPM)	Carol Summers	EEO Specialist	0260	ZA-IV	301-628-0950	carol.l.summers@noaa.gov
Special Placement Program Coordinator (Individuals with Disabilities)	Kiana Campbell	Human Resource Specialist	0201	ZA-IV	301-628-1843	kiana.d.campbell@noaa.gov
Reasonable Accommodation Program Manager	Debbie Ferrara	Reas. Accomm. Coordinator	0301	ZA-III	816-426-7822	debbie.a.ferrara@noaa.gov

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Anti-Harassment Program Manager	Renee Desrosiers	Director, Workforce Relations Division	0301	ZA-V	301-628-1809	renee.desrosiers@noaa.gov
ADR Program Manager	Stephanie Jones	Chief, Work Life Branch	0343	ZA-V	301-628-1878	stephanie.j.jones@noaa.gov
Compliance Manager	Carol Summers	EEO Specialist	0260	ZA-IV	301-628-0950	carol.l.summers@noaa.gov
Principal MD-715 Preparer	Coneshea Simpson	EEO Specialist	0260	ZA-IV	301- 628-0952	coneshea.simpson@noaa.gov
Other EEO Staff	Salim Abddeen	EEO Specialist	0260	ZA-IV	301-628-0956	salim.abddeen@noaa.gov
	Michelle Moore	EEO Specialist	0260	ZA-IV	301-628-0957	michelle.t.moore@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.

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

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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.

Did the agency submit the following mandatory documents?	Please respond Yes or No	Comments
Organizational Chart	Yes	
EEO Policy Statement	Yes	
Strategic Plan	Yes	
Anti-Harassment Policy and Procedures	Yes	
Reasonable Accommodation Procedures	No	DOC draft in review with EEOC.
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.

Did the agency submit the following optional documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	Yes	
Disabled Veterans Affirmative Action Program (DVAAP) Report	Yes	
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	Yes	
Diversity and Inclusion Plan under Executive Order 13583	Yes	
Diversity Policy Statement	Yes	
Human Capital Strategic Plan	No	
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

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
MANAGEMENT DIRECTIVE - 715

For Period Covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY

INTRODUCTION

Pursuant to Title VII of the Civil Rights Act of 1964, as amended, and Section 501 of the Rehabilitation Act of 1973, as amended, federal agencies are required to take proactive steps to ensure equal employment opportunity for all employees and applicants for employment. Agencies are further required to take measures to prevent potential discrimination before it occurs and establish systems to monitor compliance with Title VII. In order ensure compliance, the Equal Employment Opportunity Commission (EEOC) established Management Directive 715 (MD-715), effective as of October 1, 2003. This directive applies to all executive agencies and, among other requirements, establishes universal reporting standards.

MISSION AND VISION-RELATED FUNCTIONS

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

NOAA, one of several operating units within the U.S. Department of Commerce (DOC), provides a variety of services to the Nation. These services are provided by NOAA's six line offices: the National Weather Service (NWS); the National Marine Fisheries Service (NMFS); the National Ocean Service (NOS); the National Environmental Satellite, Data and Information Service (NESDIS); the 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).

ESSENTIAL ELEMENTS

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The EEOC has identified Six Essential Elements that agencies should focus their efforts on to become a Model Workplace. These are: demonstrated commitment from agency leadership; integration of EEO into the agency's strategic mission; management and program accountability; proactive prevention of unlawful discrimination; efficiency; and responsiveness and legal compliance.

Each year, pursuant to MD-715, agencies must do a self-assessment to measure their progress towards fully realizing these elements. Based on self-assessments, NOAA has identified the following as areas where there are opportunities for improvement: the scheduling of routine EEO program audits of the Line and Staff Offices by NOAA Office of Inclusion and Civil Rights (OICR); improving NOAA's Reasonable Accommodation processing timeliness; gaining access to complete and accurate workforce data, including applicant flow data.

NOAA has shown strength in the following areas prescribed by the Essential Elements: leaders making announcements, endorsing, and supporting EEO and Diversity and Inclusion (D&I) programs and training; renaming, reprogramming and realigning what was formerly NOAA's Civil Rights Office to NOAA's Office of Inclusion and Civil Rights; conducting EEO and D&I training, Special Emphasis Observance programs and an Annual D&I Summit; and remaining 100 percent compliant with all EEO case finding sanctions.

Additionally, NOAA has extended its outreach program to target more specific demographics that are below their expected level of representation. NOAA was recognized as being a top 20 Supporter of Historically Black Colleges and Universities, a Top 50 STEM supporter for the American Indian Science and Engineering Society, and has received awards for its support from the National Image and the Hispanic Association of Colleges and Universities.

In the final year of the NOAA FY17-19 D&I Strategic Plan, the Agency completed 92 percent of the identified objectives. NOAA will develop and issue a new D&I Strategic Plan in FY20.

The timeliness of the NOAA EEO complaint process was 89 percent for FY19. NOAA OICR increased informal pre-complaint settlements (non-ADR) and withdrawals from 27 percent in FY18 to 40 percent in FY19, saving the agency an estimated \$9M. OICR was also able to clear a backlog of more than 20 cases it had been carrying as open and active for several years.

BARRIER ANALYSIS

In FY19, OICR conducted a barrier analysis on the NOAA Leadership Competencies Development Program (LCDP), the Agency's premier professional development program. LCDP is a competitive 18-month leadership development program that provides a series of training and learning experiences for a cadre of NOAA employees who have been identified as having high potential for assuming greater leadership responsibilities in the agency. The program promotes cross-line office, multidisciplinary experiences that broaden the participants' understanding of NOAA's strategic vision, mission, goals, and business processes. The LCDP is a key component of NOAA's Strategic Human Capital Management Plan, and is NOAA's premier succession planning initiative.

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The barrier analysis was conducted on Cohorts 8, 9, 10 and 11. As a side note, Cohort 11 utilized a blind application/recruitment process. The total number of individuals electing to apply to the LCDP varies for each cohort, but the program has an overall positive trend. Over the 4 cohorts analyzed (from 2012 to 2019), the number of applicants applying to the program has increased by 25 percent. Over the prior four cohorts, the number of women in the program increased by 40.4 percent, and the number of men participating increased by 7.0 percent. On average, approximately 3.7 percent of eligible NOAA employees apply for the program. The average number of people who are selected is 29. Cohort 10 had the greatest number of applications at 113. Even though the overall representation of women in NOAA's workforce continues to be low, they are participating in LCDP above their representation and above their grade level eligibility rate for the program. In fact, in Cohorts 10 and 11, more women applied and were selected than men. Over the 4 cohorts examined, of those interviewed, women represent almost half at 49.5% and men represent 50.5%. Of those selected, women represented 52.2% and men represented 47.8%. Over the 4 cohorts, more women applied to the program, more men were interviewed; however more women were selected.

With regard to race, our analysis revealed that Asian and Black applicants are consistently applying at a rate greater than their rate of eligibility, while White and Hispanic applicants are applying at rates lower than their eligibility rate. Even though White employees are participating at a rate lower than their eligibility rate, their eligibility rate is very high because all other groups are underrepresented in NOAA's workforce, especially in the grades that are eligible to apply to LCDP. Over the 4 cohorts analyzed, from 2012 to 2019 minority employees comprised 15.3 percent of those who applied to the program, 10.7 percent of those who were interviewed and 13 percent of those who were selected. The representation of minorities overall is slightly below their eligibility rate. Individuals with disabilities are participating in the LCDP, but no individuals with targeted disabilities have been selected. There is gender diversity on the rating and interview panels; however, there is little racial diversity. Cohort 11, which utilized the blind application process, there appeared to be no impact on the number of minorities to apply, be interviewed, nor selected. Recommendation based on the analysis are contained in the full report.

CONCLUSION

During FY19, movement continued towards establishing NOAA as a Model Workplace through the completion of seven (7) action plans. Of EEOC's 156 compliance measures, 8 required EEO Action Plans for FY 2020.

The Agency remains committed to examining the reasons for the low participation rates of women and Hispanics, conducting a barrier analysis on identified triggers for PWD/PWTD, and implementing actions identified in the Agency's D&I Strategic Plan.

OICR will continue to strengthen relationships with key internal and external stakeholders across the Agency on issues relating to MD-715 and will work to address the newly identified compliance measures that were not met in FY19.

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

A. Demonstrated Commitment from Agency Leadership

Strengths:

- Several employees and managers were recognized through receipt of a NOAA Administrator's Award for demonstrating exemplary leadership in implementing the #WOMENofNOAA campaign.
- The business contact information for the NOAA EEO Director, EEO Counselors and Special Emphasis Program Managers was posted throughout the workplace and on the Agency website.
- The NMFS EEO & Diversity staff met with the Deputy Director of Protected Resources to assist in: 1) building on the existing culture to emphasize a culture of respect and teamwork across the organization and 2) work towards making the office more diverse. Along with a presentation on "Building a Top Diversity and Inclusion Workforce Culture", a full analysis of their Federal Employee Viewpoint Survey (FEVS) results was provided.
- OAR EEO & Diversity policies, initiatives, outreach and educational activities targeting underrepresented groups are widely communicated OAR-wide through the Quarterly EEO Office *Connections* Newsletter.
- The NOS established a FEVS Forward committee, which conducted two focus groups to gather additional information for FY17/FY18 results.
- Reasonable Accommodations, the EEO Complaint Process, ADR, and Anti-harassment program are all posted on the OAR EEO, discussed at all EEO trainings, and on the EEO *Connections* newsletter.
- Several OAR employees were presented the EEO/Diversity Award for Exemplary Service.

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 OICR.
- The NOS EEO & Diversity Program Manager meets with the NOS Deputy Assistant Administrator (DAA) bi-weekly to discuss the NOS Diversity & Inclusion Program, and attends weekly Program Office Directors meetings to develop strategies to prevent and address workplace challenges.

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- The NMFS EEO & Diversity Program Manager meets monthly with the DAA for Fisheries Operations to address both EEO and D&I issues, efforts and accomplishments.
- The NMFS approved the position of a ZA 260-3/4 Senior EEO Specialist to further enhance the NMFS Diversity & Inclusion program area.
- NOAA's EEO & Diversity Program Offices sponsored several EEO-related workshops, onsite and via webinar. The topics covered included: Emotional Intelligence, Generational Differences, Conflict Resolution, Uncomfortable Conversations in a Diverse Workforce, EEO Compliance, and the No FEAR Act Training.

Deficiencies: There were no deficiencies identified in this element.

C. Management and Program Accountability

Strengths:

- The NWS Office of EEO & Diversity conducted two (2) technical assistant visits.
- The Agency initiated the purchase of computer-based training on the prevention of harassment that includes examples of disability-based harassment.
- The Office of Human Capital Services (OHCS) trained over 80 managers on reasonable accommodations and the interactive process.
- The OICR Director is on the Disciplinary Review Panel for EEO-related issues.
- The Agency provides a web-based interpreter scheduling system that allows Deaf and Hard of Hearing employees to request an interpreter for a meeting or event 24 hours a day, seven days a week. Members of NOAA's Deaf community are issued individual accounts that provide them access to this scheduling system and onsite interpreters are available to handle ad hoc requests for sign language interpreting services.

Deficiencies:

- The Agency does not regularly assess its component and field offices for possible EEO program deficiencies, their efforts to remove identified barriers from the workplace, or their compliance with recommendations.
- 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 external and internal applicant flow data to prepare all MD-715 workforce data tables and complete the barrier analysis process.
- Anti-harassment training materials do not include examples of disability-based harassment.

D. Proactive Prevention of Unlawful Discrimination

Strengths:

- The OHCS updated the current exit interview/survey to include language related to the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities.

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- The Agency has effective procedures in place to consider whether any group of employees or applicants might be negatively impacted prior to making human resources decisions, such as re-organizations and realignments.

Deficiencies: There were no deficiencies identified in this element.

E. Efficiency

Strengths:

- OICR meets the Equal Employment Opportunity Commission's timeliness expectations for processing EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days, to all participants.
- The Agency takes measures to ensure that responsible management officials involved in a complaint do not serve as the person with settlement authority during ADR, per EEOC Management Directive 110, Chapter 3.III.A.
- The Agency regularly compares its performance in the EEO process to other federal agencies of similar size to improve efficiency, and shares best practices for conducting EEO training and managing Employee Resource Groups.
- OICR procured equipment and developed a survey to capture data from participants at outreach/recruitment events in order to measure the effectiveness of efforts and establish new contacts.

Deficiencies:

- The Agency does not incorporate the results of recruitment efforts in EEO Program updates to senior leaders.

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.

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 updated and continued five (5) Part I Plans and five (5) Part J Plans, to address the recruitment, hiring, advancement, and retention of Persons with Disabilities (PWD) and Persons with Targeted Disabilities (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 overall workforce; 3) a possible glass ceiling, blocked pipeline, and glass wall barrier for African American females; 4) a possible glass ceiling, blocked pipeline, and glass wall barrier for Asian females; and 5) the low participation rates of Hispanics.

The Part J Plans address: 1) the inclusion rate of PWDs in the Leadership Competencies Development Program (LCDP) and the overall absence of PWTD applicants and participants, 2)

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the low rate of Cash Awards at the \$1000-\$5000+ level and all Time-off Awards for PWD; 3) the low number of Cash Awards at the \$1000-\$5000+ level, and all Time-off Awards for PWTD; 4) limited data analysis preventing the identification of triggers and removal of possible barriers to employment and advancement for PWD/PWTD, and 5) the separation (voluntary) rate of PWD/PWTD above the overall workforce participation.

Barrier Analysis

The Office of Inclusion and Civil Rights (OICR) specifically examined professional development, NOAA's Leadership Competencies Development Program (LCDP).

NOAA's LCDP is a competitive 18-month leadership development program. It provides a series of training and learning experiences for a cadre of NOAA employees who have been identified as having high potential for assuming greater leadership responsibilities in the agency. The program promotes cross-line, multidisciplinary experiences that broaden the participants' understanding of NOAA's strategic vision, mission, goals, and business processes. The LCDP, is a key component of NOAA's Strategic Human Capital Management Plan, and is the agency's premier succession planning initiative. Details of this report and its findings can be found in our supporting documentation. **(LCDP Barrier Analysis)**

Part E.4 - Executive Summary: Accomplishments

N/A

Part E.5 - Executive Summary: Planned Activities

N/A

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EEOC FORM 715-01
PART F
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
CERTIFICATION OF ESTABLISHMENT OF CONTINUING EQUAL
EMPLOYMENT OPPORTUNITY PROGRAMS

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.

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

Date



April 20, 2020

Signature of Agency Head or Agency Head Designee

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.

 Compliance Indicator  Measures	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
A.1.a	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	9/30/2019	A.1.a.2
A.1.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
 Compliance Indicator  Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments	
A.2.a	Does the agency disseminate the following policies and procedures to all employees:			
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	YES		New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	YES		New
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:			
A.2.b.1	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
A.2.b.2	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
A.2.b.3	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	https://www.wfm.noaa.gov/workplace/RAC.html For applicants, the policy is clearly stated in JOA w/link to www.opm.gov/policy-data-	A.3.c





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			oversight/disability-employment/reasonabl e-accommodations/	
A.2.c	Does the agency inform its employees about the following topics:			
A.2.c.1	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
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	YES	Annually	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	YES	Annually	New
A.2.c.4	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
A.2.c.5	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
 Compliance Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments	New Compliance Indicator
A.3.a	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
A.3.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
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY’S STRATEGIC MISSION				
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.				



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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
	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.1.a	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		B.1.a
B.1.a.1	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)	New
B.1.a.2	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.1.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.1.c	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	7/9/2019	B.2.b
B.1.d	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
 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and	YES		B.3.a



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	eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]			
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	YES		New
B.2.c	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
B.2.d	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.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	YES		F.3.b
B.2.f	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.2.g	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
 Compliance Indicator	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No/NA)	Comments	
 Measures				
B.3.a	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.3.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 numbers of underrepresented groups in the NOAA workforce.	New



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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.			
B.4.a	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:			
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	YES		B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	YES		B.4.a
B.4.a.3	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.4.a.4	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.4.a.5	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.4.a.6	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.4.a.7	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.4.a.8	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





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B.4.a.9	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.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	YES		B.4.d
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	YES		New
B.4.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
B.4.c	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.4.d	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.4.e	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
 Compliance Indicator	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No/NA)	Comments	
 Measures			New Indicator	
B.5.a	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.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	YES		New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	YES		A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	YES		New
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse	YES		New



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	employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]			
B.5.a.5	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
 Compliance Indicator  Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA)	Comments New Indicator	
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	YES		New
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	YES		D.1.a
B.6.c	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.6.d	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
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator  Measures	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No/NA)	Comments	
C.1.a	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.	NO	See Part H Plan	New

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C.1.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.	NO	See Part H Plan	New
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	NO	See Part H Plan	New
 Compliance Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments	New Indicator
C.2.a	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)]	YES		New
C.2.a.1	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
C.2.a.2	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
C.2.a.3	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
C.2.a.4	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
C.2.a.5	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 Complainant v. Dep't of Veterans	YES		New



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	Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.			
C.2.a.6	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 Plan	New
C.2.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	This is managed by the DOC Office of Civil Rights.; draft w/EEOC for feedback.	New
C.2.b.1	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
C.2.b.2	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
C.2.b.3	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
C.2.b.4	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
C.2.b.5	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	48% Timely (not including pending) See Part H Plan	E.1.e
C.2.c	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
C.2.c.1	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	https://www.wfm.noaa.gov/workplace/RAC.html	New



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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments New Indicator	
C.3.a	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
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	YES		A.3.a.1
C.3.b.2	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
C.3.b.3	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
C.3.b.4	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
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	YES		A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	YES		A.3.a.8
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	YES		New
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	YES		A.3.a.2
C.3.b.9	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





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C.3.c	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
C.3.d	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
 Compliance Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No/NA)	Comments	
C.4.a	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
C.4.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 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]	YES		C.2.a, C.2.b, & C.2.c
C.4.c	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 Plan	New
C.4.d	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
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	YES		New





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C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	YES		New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	YES		New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	YES		New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	YES		New
 Compliance Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	
C.5.a	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 <i>Douglas v. Veterans Administration</i> , 5 MSPR 280 (1981)]	YES		C.3.a.
C.5.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.	YES	1	C.3.c
C.5.c	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
 Compliance Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments	
C.6.a	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





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C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	YES		New
Essential Element D: PROACTIVE PREVENTION				
This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.				
 Compliance Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No/NA)	Comments	
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	YES		New
D.1.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 accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	YES		New
D.1.c	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
D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
 Compliance Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	YES		New



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D.2.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
D.2.c	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
D.2.d	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
 Compliance Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.3.a.	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
D.3.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
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	YES		New
 Compliance Indicator  Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Measure Met? (Yes/No/NA)	Comments New Indicator	

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D.4.a	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	https://www.eeo.noaa.gov/management_directive_715/MD715-FY%202017-Final%20for%20Web%205142018.pdf	New
D.4.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
D.4.c	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
D.4.d	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)]	YES		New
Essential Element E: EFFICIENCY				
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.				
 Compliance Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments	
 Measures				
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	YES	90% Timely	E.3.a.1
E.1.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
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	N/A	This is managed by the DOC Office of Civil Rights.	New





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E.1.d	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
E.1.e	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
E.1.f	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
E.1.g	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
E.1.h	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
E.1.i	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
E.1.j	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
E.1.k	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
E.1.l	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



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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments Revised Indicator	
	E.2 – The agency has a neutral EEO process.			
E.2.a	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
E.2.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
E.2.c	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
E.2.d	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
E.2.e	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
 Compliance Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments	
E.3.a	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
E.3.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





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E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	YES		D.2.a
E.3.d	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
E.3.e	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
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	YES		New
 Compliance Indicator  Measures	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments	
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:	YES		
E.4.a.1	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
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	YES		E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	YES		E.5.f
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	NO	Part H Plan C.4.c	New
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	YES		New
E.4.a.6	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
E.4.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





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 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.			
E.5.a	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
E.5.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
E.5.c	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
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE				
This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.			
F.1.a	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
F.1.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
F.1.c	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
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	YES		F.2.a.2
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work	YES		F.3.a.

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	product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]			
 Compliance Indicator  Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments Indicator moved from E-III Revised	
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	YES		C.3.d
F.2.a.1	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
F.2.a.2	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
F.2.a.3	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
F.2.a.4	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)
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments	
F.3.a	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
F.3.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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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.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director is not posted throughout the workplace? [see 29 C.F.R § 1614.102(b)(7)]

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)
12/2018	Ensure EEO contact information is communicated to all employees.	3/2019		8/1/2019

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	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)
3/2019	Develop posters with contact information for EEO Counselors, SEPMS, and the OICR Director.	Yes		7/1/2019
3/2019	Disseminate poster at all NOAA facilities.	Yes		8/1/2019

Report of Accomplishments

Fiscal Year	Accomplishments
2019	OICR developed posters and distributed to all NOAA facilities through coordination with Line Office EEO Program Managers.

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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 EEO office? [see 29 CFR §1614.102(b)(4)]

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)
12/2018	An agency organizational chart that clearly defines the OICR reporting structure.	3/2019		12/1/2018

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)
3/2019	Coordinate the posting of new chart on the agency website.	Yes		12/1/2018

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Report of Accomplishments

Fiscal Year	Accomplishments
2019	An updated organization chart was finalized and posted on the agency's website.

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
C.1.a C.1.b C.1.c	<ul style="list-style-type: none"> • The agency does not regularly assess its component and field offices for possible EEO program deficiencies. • The agency does not regularly assess its component and field offices on their efforts to remove barriers from the workplace. • Efforts have not been made to conduct assessments and comply with recommendations.

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)
3/2019	Regularly assess Line/Staff Offices for possible EEO deficiencies, efforts to remove barriers and to comply with OICR recommendations.	8/2019	8/1/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	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)
3/2019	Coordinate with Line/Staff Offices to develop an annual assessment schedule.	Yes	3/1/2020	
5/2019	Begin assessing component and field offices.	Yes	5/1/2020	
8/2019	Develop actions plans and monitor efforts to address known deficiencies.	Yes	8/1/2020	

Report of Accomplishments

Fiscal Year	Accomplishments
2019	Informed Line Office EEO Program Managers of necessary assessments and discussed tentative dates for FY 2020.

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
C.2.a.6	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)
3/2019	Review and update all anti-harassment training materials to include examples of disability-based harassment.	6/2019	6/30/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Human Capital Services (OHCS)	Kimberlyn Bauhs	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)
4/2019	Inform all training partners that Anti-harassment training materials must include examples of disability-based harassment.	Yes	4/30/2020	
6/2019	Review and update all Anti-harassment training materials.	Yes	6/30/2020	

Report of Accomplishments

Fiscal Year	Accomplishments
2019	Initiated the purchase of new computer-based training on the prevention of harassment that includes examples of disability-based harassment.

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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.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)
1/2019	Process all accommodation requests within the timeframe set forth in the reasonable accommodation procedures.	9/2019	9/1/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OHCS	Kimberlyn Bauhs	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)
9/2019	Disseminate a broadcast message to supervisors and managers requesting that they	Yes	9/1/2020	

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
	take the online training on reasonable accommodation and the interactive process.			
3/2020	Highlight reasonable accommodation training on a quarterly basis in the Learning Opportunities for Supervisors e-blasts.	Yes		
4/2020	Implement a RA Program tracking system to monitor request and provide accurate data.	Yes		
9/2019	Reasonable Accommodation Coordinators (RACs) will continue conducting reasonable accommodation webinars for supervisor and track participation.	Yes	9/1/2020	
9/2020	RACs will develop and conduct webinar for employees to inform them of the interactive process.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2019	To assist in improving overall timeliness, over 80 managers were trained on their roles in the reasonable accommodation interactive process.

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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 external and internal 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)
3/2019	Regularly review data systems to verify the availability of accurate/complete data for all MD-715 data tables and the barrier analysis process.	7/2019	3/31/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OHCS	Kimberlyn Bauhs	Yes
OICR Director	Kenneth M .Bailey	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)
4/2019	Discuss solutions to ongoing issues with accurate/complete internal & external applicant flow data with OHCS.	Yes		4/1/2019
7/2019	Initiate a quarterly review of data to ensure feasibility of complete workforce data tables and progress with barrier analysis.	Yes	4/30/2020	
1/31/2020	Identify OHCS personnel for the production and delivery of data to OICR.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2019	OICR discussed solutions to ongoing issues with internal and external applicant flow data with OHCS.

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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
D.1.c	The agency does not 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)]

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)
3/2019	Conduct exit interviews that include questions relating to recruitment, hiring, inclusion, retention and advance of individuals with disabilities.	9/2019		9/1/2019

Responsible Official(s)

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

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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)
4/2019	OICR will initiate discussion with Line/Staff Office EEO and HR point of contacts.	Yes		6/3/2019
6/2019	Collect Best Practices from other agencies on implementation of the process.	Yes		6/3/2019
8/2019	Draft Exit Interview/Survey questions.	Yes		7/1/2019
9/2019	Get Sr. Leadership feedback & incorporate changes.	Yes		7/1/2019
9/2019	Finalize product for agency-wide use.	Yes		7/19/2019

Report of Accomplishments

Fiscal Year	Accomplishments
2019	OHCS updated the current Exit Survey to include language related to the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities.

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
D.2.c	The agency does not 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)]

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)
3/2019	Strategize possible negative impacts of human resources decisions, prior to final decisions.	9/2019	3/31/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Line Office Deputy Assistant Administrators & Staff Office Deputy Directors		Yes
Director, OHCS	Kimberlyn Bauhs	Yes
OICR Director	Kenneth M. Bailey	No

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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)
4/2019	The OICR Director will initiate a meeting with responsible officials to discuss feasible steps to accomplishing the objective.	Yes		4/3/2019

Report of Accomplishments

Fiscal Year	Accomplishments
2019	The Agency has effective procedures (NAO 200-7) in place to consider whether any group of employees or applicants might be negatively impacted prior to making human resources decisions, such as re-organizations and realignments.

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
E.1.a	The agency does not provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days to all participants.

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)
11/2016	Provide EEO counseling within the regulatory timeframes established by EEOC, Management Directive (MD) 110 to all participants.	12/2017		9/2019

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	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)
1/2017	The OICR will use iComplaints as a tracking mechanism for EEO counselor use to determine timeframes throughout the counseling process.	Yes		1/2017
2/2019	Develop and use positive incentives for EEO Counselors conducting timely EEO Counseling.	Yes		8/2019

Report of Accomplishments

Fiscal Year	Accomplishments
2018	OICR used iComplaints to regularly track and provide notifications to EEO Specialist on needed case updates; attaining a 91% timely processing rate.
2019	Positive incentives have been implemented for EEO Counselors conducting timely counseling. OICR timely counseling percentage is >75%.

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
E.3.e	There are no measures to ensure that responsible management officials involved in a complaint do not make the final decision when declining participation in ADR, and do not serve as the person with settlement authority during ADR, per EEOC Management Directive 110, Chapter 3.III.A.

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)
11/2016	An ADR policy that ensures that another level of management is sought when the responsible management official declines to participate in ADR, and ensures that the responsible management official does not serve as the person with settlement authority.	6/2018	6/2019	6/2019

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OHCS	Kimberlyn Bauhs	Yes

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
3/2018	Update current ADR policy/process to ensure compliance with EEOC Management Directive 110.	Yes	4/2019	4/2019
6/2018	Communicate new policy procedures and incorporate process in mandatory ADR training for managers/supervisors.	Yes	6/2019	6/2019

Report of Accomplishments

Fiscal Year	Accomplishments
2019	All ADR agreements require the signature of management at a level higher than the Responsible Management Official. Agreements are also reviewed and ratified by OGC, OHCS and the OICR.

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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
E.4.a.3	The agency does not 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)
11/2016	Regularly collect and analyze recruitment efforts to identify and address potential barriers.	6/2018	6/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	Yes
Director, OHCS	Kimberlyn Bauhs	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)
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
3/2018	Identify ongoing/new recruitment efforts for Line/Staff Offices.	Yes		3/2018
6/2018	Incorporate findings in EEO Program updates to senior leaders.	Yes	6/2020	

Report of Accomplishments

Fiscal Year	Accomplishments
2017	OHCS & OICR agreed to collect and analyze data quarterly.
2017	Decided that OICR staff would conduct analysis of data to identify triggers/barriers.
2018	Met with Line/Staff Offices to identify recruitment efforts and collaboration with OICR.
2019	OICR procured equipment and developed a survey to capture data from participants at outreach & recruitment events, in order to measure effectiveness of efforts and establish new contacts.

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MD-715 – Part H
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
E.5.c	The agency does not compare its performance in the EEO process to other federal agencies of similar size.

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)
4/2019	Regularly seek best practices from similar agencies to improve EEO process performance.	8/2019		8/2019

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth M. Bailey	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)
4/2019	Discuss best practices with other DOC bureaus during monthly meetings.	Yes		9/2019
8/2019	Initiate discussions with peers at various EEO-related conferences to learn best practices.	Yes		8/2019

Report of Accomplishments

Fiscal Year	Accomplishments
2019	OICR initiated discussions with peers during various EEO and D&I conferences to share best practices related to conducting EEO training and managing Employee Resource Groups.
2019	OICR developed and presented a diagnostic tool to measure the success of EEO programs to Federal EEO Directors and the Equal Employment Opportunity Commission.

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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 31.31%, which is lower than the permanent participation rate of 33.85%.

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

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EEO Group	Affected by Trigger? (Yes or 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	
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	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
NO	N/A

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Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
The number of EEO Specialists on the OICR staff decreased, limiting barrier analysis efforts.

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)
Increase the pool of female applicants to GS-13-SES level.	3/2012	8/2018	Yes	8/2021	
Regularly review outreach, promotion, recruitment & retention efforts.	1/2020	8/2020	Yes		

Responsible Official(s)

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

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Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
2/2017	Brief NOAA leadership on the barrier and alternative agency policies, procedures, and practices.		2/2017
3/2017	Establishing Diversity and Inclusion within OICR.		3/2017
2/2018	Continue Barrier Analysis efforts to determine the cause of low participation rate.	3/2020	
2/2018	SEPMs to develop action plans to address identified barriers.	3/2020	
8/2018	Develop a survey for separating employees, to identify possible barriers to retention efforts.	8/2019	7/2019
6/2019	Review applicant/participant data for Mentoring Program	4//2020	
6/2020	Effectively engage with established Employee Resource Groups (ERG) to assist with affirmative employment and D&I efforts.		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	To increase the diversity of hiring & interview panels, NOAA invited employees to participate in Hiring Panels.
2018	Launched a Mentoring Program for employees at all levels.
2019	Confirmed availability of Exit Survey for departing employees for use in future analysis.
2019	Created a Women's ERG that will assist in affirmative employment and D&I efforts.

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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 total workforce is 33.96% as compared to the CLF at 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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EEO Group	Affected by Trigger? (Yes or 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	Yes	Total Workforce, New Hires, and Separations data.
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	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	N/A

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
The number of EEO Specialists on the OICR staff decreased, limiting barrier analysis efforts.

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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 and retention efforts for women.	1/2015	9/2018	Yes	9/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth Bailey	Yes
Director, OHCS	Kimberly Bauhs	No
SEPM for Women	Keisha Palmer	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/2017	Provide NOAA Leadership with briefings and periodic updates.		1/2017
3/2017	OICR will brief Line Offices on low participation of women in major occupations.		3/2017
2/2018	Special Emphasis Program Managers (SEPM) will review NOAA recruitment efforts.		2/2018
5/2018	OICR will focus on new hires and retention efforts throughout NOAA.		5/2018
9/2018	Increase use of Pathways Program for hiring.		9/2018
6/2018	SEPM will analyze major occupations and brief OICR leadership.	6/2020	

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Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6/2019	Review applicant/participant data for Mentoring Program	4/2020	
6/2020	Effectively engage with established Employee Resource Groups (ERG) to assist with affirmative employment and D&I efforts.		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	Met with Line/Staff Offices to identify recruitment efforts and collaboration with OICR.
2018	OICR Director provides quarterly workforce briefings to senior leaders.
2018	To increase the diversity of hiring & interview panels, NOAA invited employees to participate in Hiring Panels.
2018	NOAA's National Weather Service posted 30 Pathway positions.
2018	Launched a Mentoring Program for employees at all levels.
2019	Created a Women's ERG that will assist in affirmative employment and D&I efforts.
2019	Initiated plans to participate in the annual Women of Color STEM Conference to improve outreach efforts.

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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) and A4 (Major Occupations)	Total representation of African American Females is 5.07%; this rate is 1.46% lower than the expected CLF participation rate of 6.53%. African American Females representation in major occupations 0482 (Fishery Biologist) and 1340 (Meteorologist) continue to be below the expected representation rate when compared to the OCLF. African American Females 0482s were at 0.63% which is .97% below the OCLF of 1.60%; 1340s were at 0.44% which is 1.06% below the OCLF of 1.50%.

EEO Group(s) Affected by Trigger

EEO Group	Affected by Trigger? (Yes or No)
All Men	No
All Women	No
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	Yes
Asian Males	No
Asian Females	No
Native Hawaiian or Other Pacific Islander Males	No

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EEO Group	Affected by Trigger? (Yes or 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	
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)		
Other (Please Describe)	No	
	Yes	<u>Leadership Career Development Program (LCDP)</u> A review of NOAA's LCDP (Class 10) indicated that 5 African American females applied for LCDP. Out the 19 females selected none were African American females. Further analysis will be conducted to identify

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
		possible barriers preventing African American females from being selected.
	No	
	No	
	No	
	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Insufficient data available to identify any barrier.

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)
1) Discuss additional data needs with OHCS contact.	11/01/2016	03/31/2018	Yes	3/2020	
2) OICR will analyze data tables and identify team to conduct barrier analysis.	11/01/2016	06/30/2018	Yes	6/2020	
3) Develop plan to implement any corrective action.	11/01/2016	09/30/2018	Yes	9/2020	

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Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth Bailey	Yes
Director, OHCS	Kimberly Bauhs	No
SEPM for African Americans	Salim Abddeen	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6/30/2019	Review FY18 and 1 st and 2 nd Qtr of FY19 Applicant Flow Data for job series 0482 & 1340.	6/2020	
8/30/2019	Develop a survey and disseminate to Blacks In Government members to identify possible barriers preventing African American females from applying to LCDP. Particularly those from the 0482 and 1340 series.	8/2020	

Report of Accomplishments

Fiscal Year	Accomplishments
FY 2018	<p>Attended the 2018 Blacks In Government National Training Institute to market NOAA, improve NOAA presence within the community, and enhance NOAA representation of African American females.</p> <p>The NOAA 2018 African American History Month Program was conducted and broadcasted NOAA Wide; a Professor from Howard University was invited as Guest Speaker.</p> <p>NOAA continues its partnership with NOAA BIG conducting year around Career Development/Mentoring sessions focusing on the African American population.</p> <p>NOAA hosted several tours and outreach presentations for local high and junior high schools promoting NOAA's mission and job opportunities.</p> <p>NOAA continues support student internships and various grant programs that embrace African American students.</p> <p>NOAA continues its partnerships with different Organizations and Diversity Councils such as Black of the Year Engineer Award Conference and</p>

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	Historically Black College and University (HBCU) Conference to help increase the African American representation within the Agency.
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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
Workforce Data Tables/EEOC Technical Assistance Review	A4, A6, A8S	Asian females in the 0482 and 1301 series and senior grade levels were lower than their availability in the Occupational Civilian Labor Force (OCLF).

EEO Group(s) Affected by Trigger

EEO Group	Affected by Trigger? (Yes or No)
All Men	No
All Women	No
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	Yes

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EEO Group	Affected by Trigger? (Yes or 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	Yes	<p><u>Tables A6 & A8S</u> Table A6 revealed the representation of Asian females in the 0482 and 1301 job series continue to be below the expected representation rate when compared to the OCLF.</p> <p>Asian females in the 0482 series were 1.01%, which is 3.09% below the OCLF of 4.10%.</p> <p>Asian females in the 1301 series were 2.71%, which is 3.99% below the OCLF of 6.70%.</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	

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Career Development Program)	Yes	Leadership Competencies Development Program (Class 10) data revealed an absence of Asian female applicants.

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	N/A

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
The Barrier Analysis process was initiated, but not completed. Possible Glass Ceiling, Blocked Pipeline, Glass Wall.

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)
Continue using the Root Cause Analysis Tool to identify the cause of this condition.	11/2016	9/2018	Yes	7/2020	
Increase the participation of Asian females in Career Development Programs.	1/2019	9/2020	Yes		

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Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
OICR Director	Kenneth Bailey	Yes
Director, OHCS	Kimberlyn Bauhs	Yes
SEPM for Asian/Pacific Islanders	Coneshea Simpson	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
3/2018	Discuss additional data needs with OHCS contact.		3/2018
6/2018	OICR will analyze additional data sources and identify team to conduct barrier analysis.	3/2020	
5/2019	Initiate Employee Resource Groups		4/2019
7/2019	Hold informational briefings on career development programs for all employees.	7/2020	
2/2020	Effectively engage with established Employee Resource Groups (ERG) to assist with affirmative employment and D&I efforts.		
2/2020	Encourage recruitment and hiring staff participation at local/national conferences with AAPI audiences.		

Report of Accomplishments

Fiscal Year	Accomplishments
2018	To increase the diversity of hiring & interview panels, NOAA invited employees to participate in Hiring Panels.
2018	Launched a Mentoring Program for employees at all levels.

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2019	Attended the Federal Asian Pacific American Council annual conference as an exhibitor in coordination with OHCS and shared NOAA job announcements and intern program information to more than 100 visitors/participants.
2019	Worked with the International Leadership Foundation to identify and interview potential summer interns. Developed interview questions and conducted six (6) interviews. This experience helped the OICR identify specific needs/interest of APA summer interns, such as flexible schedules, independence, structured work assignments, and research opportunities, in order to secure high quality interns in the future.

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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
HR Connect Workforce Analytics System	Table A1: Total Workforce	<p>A review of total workforce data revealed that the representation of Hispanics/Latinos is 3.72%; this rate is 6.24% lower than the expected CLF participation rate of 9.96%.</p> <p>The representation of Hispanic/Latino Males is 2.22%; this rate is 2.95% lower than the expected CLF participation rate of 5.17%.</p> <p>The representation of Hispanic/Latino Females is 1.50%; this rate is 3.29% 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
Asian Females	No

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EEO Group	Affected by Trigger? (Yes or 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	Partially	<p>Review of MD-715 Tables:</p> <p><u>Table A6</u></p> <p>A review of Table A6 revealed that the representation of Hispanics/Latinos in the 0482 and 2210 job series continue to be below the expected representation rate when compared to the OCLF.</p> <p>Hispanics/Latinos in job series 0482 were at 2.64% which is 1.86% below the OCLF of 4.50%. Hispanics/Latinos in job series 2210 were at 4.02% which is 3.58% below the OCLF of 7.60%.</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	

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	
	Yes	<p><u>Leadership Career Development Program (LCDP)</u></p> <p>A review of NOAA’s LCDP (Class 10) indicated that 33% of total Hispanics/Latinos (1 of 3) that applied for the program were selected. Further analysis will be conducted to identify possible barriers preventing Hispanics/Latinos from applying for the program and advancing to Senior Leadership positions.</p>
	No	
	No	
	No	
	No	

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Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
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 major occupations 0482 (Fishery Biologist) and 2210 (IT Management) job series.

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)
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 identify any possible barriers for Hispanic Senior Leadership positions in Major Occupations job series 0482 (Fishery Biologist) and 2210 (IT Management).	10/1/2018	8/31/2018	Yes	8/31/2020	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, OHCS	Kimberlyn Bauhs	Yes

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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	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6/28/2019	Review Applicant Flow Data for job series 0482 & 2210.	6/2020	
8/30/2019	Develop a survey and disseminate to Latinos@NOAA members to identify possible barriers preventing Hispanics/Latinos from applying for the LCDP.	8/2020	

Report of Accomplishments

Fiscal Year	Accomplishments
FY19	<p>During FY19, NOAA participated in three outreach events focusing on the hiring of Hispanics/Latinos to improve the representation and inclusion of Hispanics/Latinos at NOAA.</p> <p>The NOAA 2019 National Hispanic Heritage Month Program was conducted and broadcasted NOAA-Wide. Dr. John Cortinas, Director, Atlantic Oceanographic and Meteorological Laboratory, Oceanic and Atmospheric Research, National Oceanic and Atmospheric Administration was invited as Guest Speaker and over 110 employees participated.</p> <p>NOAA continues its partnership with Latinos@NOAA conducting year round Career Development/Mentoring sessions focusing on the Hispanic population.</p> <p>NOAA continues its partnerships with different organizations and Diversity Councils such as League of United Latin American Citizens (LULAC), the LULAC Federal Training Institute Partnership (FTIP), and the National Council of Hispanic Employment Program Managers (NCHPM) focusing on networking, outreach, sharing resources and sharing best practices to help increase Hispanic/Latino representation within the Agency. NOAA Established a new partnership with Hispanic Association of Colleges and Universities (HACU) and is looking to implement a Memorandum of Understanding to bring on board more students under internship programs.</p> <p>In an attempt to continue promoting the agency at different forums and to increase the representation of Hispanics/Latinos within the agency, the</p>

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	<p>NOAA Hispanic Special Emphasis Program Manager continues to participate as an Executive Board Member of the National Council Hispanic Program Manager (NCHPM). Also, they continue to participate as a member of the NOAA Outreach Committee for Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS).</p> <p>NOAA's Hispanic Special Emphasis Program Manager started to develop a monthly leadership remote training series that will launch in FY20 in an attempt to make the Hispanic Program a career development resource for employees and also provide training that helps to retain and promote Hispanics/Latinos at NOAA.</p>
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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)	<u>Yes 0</u>	No 0

- | |
|--|
| a. No. PWD in GS-1 to GS-10 is 16.68%.
b. Yes. PWD in GS-11 to SES is 9.08%; 2.92% 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 5.16%.
b. No. PWTD in GS-11 to SES is 2.24% |
|--|

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

The agency holds bimonthly 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 program manager. The 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 PWTD	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 Ferrera, Reasonable Accommodations Coordinator, OHCS, Debbie.a.ferrera@noaa.gov Carol Martin, HR Specialist, OHCS, carol.martin@noaa.gov
Section 508 Compliance	1			Jennifer Coletta, IT Specialist, OCIO, Jennifer.coletta@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/PWTD, Office of Inclusion & Civil Rights, carol.l.summers@noaa.gov 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.

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 an online training to managers.

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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Currently, the agency has a representative to visit vocational rehabilitation centers near cities where NOAA has a large presence and offer 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 16.00%
b. No. New hires for PWTDs was 2.47%

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)	Yes 0	No 0
b. New Hires for MCO (PWTD)	Yes 0	No 0

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) 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.

- 1) Engage Employee Resource Groups meetings to discuss career development program opportunities. **April 2020**
- 2) Develop & present briefings on Individual Development Plans, Leadership Competencies Development Program (LCDP) & other career development programs. **July 2020**

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.
- **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.

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Insufficient data prevented a thorough analysis of Class 10. Planned activities for FY 2020 will be initiated.

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 \$1000-\$1999** for PWD was 7.42% as compared to the inclusion rate of 9.78%; **Cash Awards \$2000-\$2999** was 6.73%; **Cash Awards \$3000-3999** was 3.97%; **Cash Awards \$4000-\$4999** was 6.42%; **Cash Awards \$5000+** was 3.90%. **Time-off Awards (11+hours)** was 8.53%; **Time-off Awards (1-10 hours)** was 8.82%.

b. Yes. **Cash Awards \$1000-\$1999** for PWTD was 2.28% as compared to the inclusion rate of 2.48%; **Cash Awards \$2000-\$2999** was 2.12%; **Cash Awards \$3000-3999** was 1.43%; **Cash Awards \$4000-\$4999** was 0.92%; **Cash Awards \$5000+** was 0.00%. **Time-off Awards (11+ hours)** for PWTD was 1.85%; **Time-off Awards (1-10 hours)** was 2.24%

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)	Yes 0	<u>No 0</u>
b. Pay Increases (PWTD)	Yes 0	<u>No 0</u>

a. No. QSIs for PWD was 9.57% compared to the inclusion rate of 9.78%.
b. No. QSIs for PWTD was 3.48% compared to the inclusion rate of 2.48%.

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>

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

<p>Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.</p>
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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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) 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) Yes 0 No 0
- b. New Hires to GS-15 (PWD) Yes 0 No 0
- c. New Hires to GS-14 (PWD) Yes 0 No 0
- d. New Hires to GS-13 (PWD) Yes 0 No 0

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal

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applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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	No 0
b. New Hires to GS-15 (PWTD)	Yes 0	No 0
c. New Hires to GS-14 (PWTD)	Yes 0	No 0
d. New Hires to GS-13 (PWTD)	Yes 0	No 0

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal

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applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) 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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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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 |

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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) | Yes 0 | <u>No 0</u> |

- a. Yes. PWDs Voluntary Separations were 11.81%; 2.03% above the benchmark.
b. No. PWDs Involuntary Separations were 0.54%; as compared to 2.48%.

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

a. Yes. PWTD Voluntary Separations were 3.84%; 1.36% above the benchmark. b. No. PWTD Involuntary Separations were 0.36%, as compared to 2.48%.
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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 be addressed in FY 2020.

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.

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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 resource 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 9.9 days.

- 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.

RA training webinars are available (previous recorded) in the Commerce Learning Center (CLC) for managers and employees.

In FY19, NOAA provided RA training for 81 managers.

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.

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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

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.

Compensatory Damages, Disciplinary Action Rescinded, Personnel File Purged of Adverse Material, AWOL switched to LWOP, and Training.

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.

Compensatory Damages, Disciplinary Action Rescinded, Personnel File Purged of Adverse Material, AWOL switched to LWOP, and Training.

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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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Trigger 1	PWDs represented 10.52% of applicants in the Leadership Competencies Development Program (LCDP) and 9.37% of selectees. This is 1.15% below their expected participation rate. There were no PWTD applicants or participants in the (LCDP).	
Barrier(s)	NOAA does not have a formal plan to ensure advancement opportunities for PWD/PWTD.	
Objective(s)	An effective operational/strategic plan to ensure advancement opportunities for PWD/PWTD.	
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)
OICR, OHCS		Yes
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)
Yes		Yes
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected
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	

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Other (Career Development Program Data)	Yes	<p>In FY18, a review of Class 10 of the Leadership Competencies Development Program (LCDP) revealed (1) 0.88% applicant as PWD/PWTD, and no participants.</p> <p>In FY19, a review of Class 11 revealed 10 (10.5%) applicants as PWD, and 3 (9.6%) participants. There were no applicants or participants identified as PWTD.</p>		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yy)	Completion Date (mm/dd/yyyy)
3/2018	Initiate Employee Resource Groups meetings	Yes	4/2019	4/2019
6/2018	Develop & present briefings on LCDP/IDPs & other career development programs.	Yes	7/2020	
9/2018	Track applicants/participants by RSNO/D	Yes		7/2018
6/2020	Draft an Operational Plan for Recruiting Hiring, and Retaining PWDs	Yes		
Fiscal Year	Accomplishments			
2019	Initiated Employee Resource Group for PWDs to assist with Affirmative Employment and D&I efforts.			

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Trigger 2	Cash Awards \$1000-\$1999 for PWD was 7.42% as compared to their participation rate of 9.78%; Cash Awards \$2000-\$2999 was 6.73%; Cash Awards \$3000-3999 was 3.97%; Cash Awards \$4000-\$4999 was 6.42%; Cash Awards \$5000+ was 3.90%. Time-off Awards (11+hours) was 8.53%; Time-off Awards (1-10 hours) was 8.82%.			
Barrier(s)	Possible lack of employee/manager awareness of agency Incentive Award Programs.			
Objective(s)	Increase employee and manager awareness and use of award programs to incentivize high performance.			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
OHCS		Yes		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
Yes		No		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes	Table B9		
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			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
4/2018	Coordinate with Disability Program Manager to create briefings on Incentive Award Programs	Yes	4/2020	
8/2018	Hold Lunch & Learn on Incentive Award Program	Yes	8/2020	
Fiscal Year	Accomplishments			

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Trigger 3	Cash Awards \$1000-\$1999 for PWTB was 2.28% as compared to their participation rate of 2.48%; Cash Awards \$2000-\$2999 was 2.12%; Cash Awards \$3000-3999 was 1.43%; Cash Awards \$4000-\$4999 was 0.92%; Cash Awards \$5000+ was 0.00%. Time-off Awards (11+ hours) for PWTB was 1.85%; Time-off Awards (1-10 hours) was 2.24%.				
Barrier(s)	Possible lack of employee/manager awareness of agency Incentive Award Programs				
Objective(s)	Increase employee and manager awareness and use of award programs to incentivize high performance.				
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)			
OHCS		Yes			
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)			
Yes		No			
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected			
Workforce Data Tables	Yes	Table B9			
Complaint Data (Trends)	Yes	FY13-18 - Low # of complaints filed based on awards			
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				
Target Date (mm/dd/yyyy)	Planned Activities		Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
4/2018	Coordinate with Disability Program Manager to create briefings on Incentive Award Programs		Yes	4/2020	
8/2018	Hold Lunch & Learn on Incentive Award Program		Yes	8/2020	

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Fiscal Year	Accomplishments
2019	The OICR Director is present during Performance Management Awards Committee meetings.

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Trigger 4	Due to multiple data issues resulting from changes in the EEOC's FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19.			
Barrier(s)	Data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others.			
Objective(s)	Work with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
OHCS/OICR		Yes		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
Yes		Yes		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
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	No			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
5/2018	Conduct meeting with OHCS and OICR to discuss data needs, identify sources, and develop delivery schedule.	Yes	3/2020	
7/2018	Conduct barrier analysis on identified triggers	Yes	7/2020	
Fiscal Year	Accomplishments			

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Trigger 5	PWDs voluntarily separated at 11.81%; 2.03% above the benchmark. PWTDs voluntarily separated at 3.84%; 1.36% above the benchmark.			
Barrier(s)	Low response rate in exit interviews/surveys prevents the identification & removal of barriers to the retention of PWD & PWTD.			
Objective(s)	Improve efforts to encourage use of available exit survey by separating employees.			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
OHCS/OICR		Yes		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
No		No		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes	Table B1		
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			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6//2019	Continue barrier analysis process using various data sources.	Yes	6/2020	
9/2019	Develop exit interview survey.	Yes		7/2019
2/2020	Review out-boarding process to determine opportunities to solicit feedback.	Yes		
4/2020	Discuss benefits of survey and encourage Line/Staff Office use.	Yes		

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Fiscal Year	Accomplishments
2019	Revised current exit survey to include questions relating to recruitment, hiring, inclusion, retention and advance of individuals with disabilities.