

EEOC Management Directive 715

Federal Agency Annual EEO Program Status Report



Fiscal Year 2015

Patricia M. Young, Director
Washington Headquarters Services



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A

TAB A

| EEOC FORM 715-01 PART A - D | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | | | |
|---|---|------------------------|---|-----------------|
| For period covering October 1, 2014 to September 30, 2015 | | | | |
| PART A Department or Agency Identifying Information | 1. Agency | | 1. Washington Headquarters Services (WHS) and WHS serviced components | |
| | 1.a. 2 nd level reporting component | | N/A | |
| | 1.b. 3 rd level reporting component | | | |
| | 1.c. 4 th level reporting component | | | |
| | 2. Address | | 2. 1155 Defense Pentagon | |
| | 3. City, State, Zip Code | | 3. Washington, DC 20301-1155 | |
| | 4. CPDF Code | 5. FIPS code(s) | 4. DD21 | 5. 8840 |
| PART B Total Employment | 1. Enter total number of permanent full-time and part-time employees | | | 1. 5,750 |
| | 2. Enter total number of temporary employees | | | 2. 756 |
| | 3. Enter total number employees paid from non-appropriated funds | | | 3. 0 |
| | 4. TOTAL EMPLOYMENT [add lines B 1 through 3] | | | 4. 6,506 |
| ART C Agency Official(s) Responsible For Oversight of EEO Program(s) | 1. Head of Agency Official Title | | Patricia M. Young, Director, Washington Headquarters Services | |
| | 2. Agency Head Designee | | N/A | |
| | 3. Principal EEO Director/Official Official Title/series/grade | | Michael L. Rhodes, Director for Administration, Office of the Deputy Chief Management Officer | |
| | 4. EEO Director | | Beatrice Pacheco, Director, Office of Equal Employment Opportunity and Diversity (EEOD) | |
| | 5. Affirmative EEO Program Official | | Farnese H. McDonald, Deputy Director, Affirmative Employment and Diversity Programs, EEOD | |
| | 6. Section 501 Affirmative Action Program Official | | Farnese H. McDonald, Deputy Director, Affirmative Employment and Diversity Programs, EEOD | |
| | 7. Complaint Processing Program Manager | | Pamela R. Sullivan, Deputy Director, Complaints and Adjudication Programs, Office of Equal Employment Opportunity and Diversity | |

| EEOC FORM 715-01 PART A - D | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | | |
|--|---|---|------------------|
| PART D List of Subordinate Components Covered in This Report | Serviced Component and Location (City/State) | CPDF and FIPS codes | |
| | Office of the Secretary of Defense (OSD), Arlington, VA | DD01 | 8840 |
| | Defense Test Resources Management Center (DTRMC), Arlington, VA | DD68 | 8840 |
| | Defense Legal Services Agency (DLSA), Arlington, VA | DD25 | 8840 |
| | Defense Security Cooperation Agency (DSCA), Arlington, VA | DD06 | 8840 |
| | Office of Economic Adjustment (OEA), Arlington, VA | DD23 | 8840 |
| | Pentagon Force Protection Agency (PFPA), Arlington, VA | DD65 | 8840 |
| | U.S. Court of Appeals for the Armed Forces (USCAAF) | DD08 | 8840 |
| | Defense Prisoner of War/Missing Personnel Office (DPMO), Arlington, VA | DD58 | 8840 |
| | Defense Technology Security Administration (DTSA), Alexandria, VA Washington Headquarters Service | DD29 DD22 | 8840 8840 |
| | EEOC FORMS and Documents Included With This Report | | |
| *Executive Summary [FORM 715-01 PART E], that includes: | | *Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G] | X |
| Brief paragraph describing the agency's mission and mission-related functions | X | *EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement | X |
| Summary of results of agency's annual self-assessment against MD-715 "Essential Elements" | X | *EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier | X |
| Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF | X | *Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J] | X |
| Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies | X | *Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans | X |
| Summary of EEO Plan action items implemented or accomplished | X | *Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues | X |
| *Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F] | X | *Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects | X |
| *Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements | X | *Organizational Chart | X |

TAB

B

TAB B

| | | |
|---|---|--|
| EEOC FORM 715-01 PART E | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | |
| Washington Headquarters Services, DoD | For period covering October 1, 2014 to September 30, 2015 | |
| EXECUTIVE SUMMARY | | |
| <p>Introduction</p> <p>Washington Headquarters Services (WHS) is the essential services provider for the Office of the Secretary of Defense (OSD), Department of Defense (DoD) agencies, and DoD offices in the National Capital Region. WHS delivers essential administrative services to assist these components and offices in fulfilling the mission of DoD. Under the leadership of Director Patricia M. Young, WHS has developed and implemented several new initiatives and completed prior year initiatives supporting the establishment of a model equal employment opportunity (EEO) program as required by the U.S. Equal Employment Opportunity Commission (EEOC), under Management Directive (MD) 715. This report covers WHS and all components serviced by WHS.</p> <p>Model EEO Program Status</p> <p>During FY 2015, WHS addressed EEO program deficiencies reported in prior years. The agency was able to answer 109 self-assessment questions affirmatively for a success rate of 95%. Part H of this report contains WHS planned activities to reach compliance on the 6 remaining program deficiencies. The following FY 2015 accomplishments are grouped under the six essential elements to achieving a model EEO program.</p> <p>Demonstrated Commitment from Agency Leadership:</p> <ul style="list-style-type: none"> • EEO policy statements were issued for the new Fiscal Year by the new Director, WHS. <p>Integration of EEO Into the Agency’s Strategic Mission:</p> <ul style="list-style-type: none"> • The Director, EEOD, attends Leadership Council meetings. • EEOD analyzes demographic data before a reorganization to determine if there would be a negative impact on one or more EEO groups. <p>Management and Program Accountability:</p> <ul style="list-style-type: none"> • The Director, EEOD, continues to provide annual EEO updates to senior leadership. • EEOD held focus groups with employees to obtain their feedback on the pay disparity for African Americans, the low participation rate for Hispanics, issues affecting Lesbian, Gay, Bisexual, and Transgender (LGBT) individuals, women, supervisors and managers, and employees in general regarding concerns relating to religion. <p>Proactive Prevention:</p> <ul style="list-style-type: none"> • A 16-hour Senior Executive Diversity Seminar has been offered yearly since 2012. All Senior Executive Service (SES) personnel are required, as part of the seminar, to develop action plans to address identified barriers. Several plans have been developed. • EEOD conducted a review of separations by race/national origin and gender (R/NO/G), broken down by serviced component. • EEOD reviewed education levels by R/NO/G and pay grade in an effort to identify any barriers to the senior pay levels for African Americans. | | |
| Executive Summary | Page 1 | |

Efficiency:

- All requests for reasonable accommodation were processed within the 30 day time frame required by Administrative Instruction 114.
- EEOD was able to obtain some applicant flow data and identify R/NO/G groups needing targeted recruitment.
- The Director, WHS, issued a memorandum to all senior level staff requiring them to offer and engage in ADR to resolve informal, pre-complaint EEO matters.

Responsiveness and Legal Compliance:

- WHS continues to have no deficiencies in this area.

Workforce Composition

By the end of FY 2015, the WHS and serviced components' total workforce (permanent and temporary) decreased from 7,132 to 6,506, representing a negative net change of -9.2%. Workforce ratios by R/NO/G are compared to the group's ratio in the National Civilian Labor Force (NCLF) census data to determine if a group has a low representation rate.

In the permanent workforce, Hispanics, White women, Asian women, and American Indian/Alaskan Natives have a low participation rate, compared to their ratio in the NCLF (Table A-1).

- Hispanic men decreased by 17 employees and remained at 50% of the NCLF. (2.6% versus 5.17%) They were at 2.6% at the end of FY 2014. (There was a lower number of Hispanic men, but because the total employees also decreased, the ratio for Hispanic men stayed the same.)
- Hispanic women increased by four employees to 26% of the NCLF. (1.26% versus 4.79%) They were 1.1% at the end of FY 2014.
- White women decreased to 58% of the NCLF. (19.8% versus 34.03%) They were 20.4% at the end of FY 2014.
- Asian women increased to 73% of the NCLF. (1.4% versus 1.93%) They were at 1.1% at the end of FY 2014.
- American Indian men increased to 55% of the NCLF. (0.3% versus 0.55%) They were at 0.27% at the end of FY 2014.
- American Indian women remained at 19% of the NCLF. (0.1% versus 0.53%)

DoD has a goal of 2% for hiring individuals with targeted disabilities (deafness, blindness, partial paralysis, complete paralysis, missing extremities, epilepsy, severe intellectual disabilities, psychiatric disabilities, and dwarfism). DoD also has a goal that employees with targeted disabilities will be 2% of the work force.

- This group is now 0.7% of the total workforce of WHS and serviced components (33% of the two percent on board goal) compared to 0.5% on board at the end of FY 2014.
- Employees with reportable disabilities are now 7.5% of the workforce, compared to 6.1% at the end of FY 2014. (Table B-1) Federal wide, this group is 11% of the workforce and in DoD, it is 13.6% of the workforce.

Net Change Analysis

The net change for each group is compared to the net change for the total workforce to determine whether one or more groups are expanding at the same rate as the workforce (Table A-1).

Groups with low representation rates which experienced a negative net change greater than the net change for the total workforce were:

- Hispanic men (-9.3%)
- White women (-12.1%)

New Hires

WHS and serviced components hired 764 permanent employees in FY 2015. For the R/NO/G groups with low representation rates compared to their ratio in the NCLF, the hire rate was lower than their ratio in the NCLF (Table A-8).

- Hispanic men (2.88% vs 5.17%)
- Hispanic women (1.57% vs 4.79%)
- White women (17.28% vs 34.03%)
- American Indian/Alaskan Native women (0.26% vs 0.53%)

Fourteen individuals with targeted disabilities were hired (1.3% of total hires). This is an improvement over FY 2014, when seven people with targeted disabilities were hired (1.2% of total hires). (Table B-8).

Pay Analysis

Some groups have a lower representation rate at the higher pay levels as compared to the pay distribution for the total workforce (Tables A 4-2 & B 4-2):

- Hispanic men at GS 12, 13, 14, and SES
- Hispanic women above GS-13
- White women in the Specialist category (AD, SL, etc.)
- African American men at GS 15 and SES
- African American women above GS-13
- Employees with targeted disabilities above GS-13

Employee Separations

Of the 810 separations of permanent employees, 96% were voluntary (Tables A 14 & B 14). Separation rates are compared to on board ratios from the beginning of the FY. Separation rates higher than on board rates are a trigger indicating the possibility of a barrier that needs to be identified and addressed. The voluntary separation rate for some groups with low representation rates was higher than their on board ratio.

- Hispanic men (3.8% of separations v. 1.3% of on board at the beginning of the FY).
- Hispanic women (0.9% v. 0.5% on board)
- White women (23.8% v. 19.8% on board)
- Asian men (2.8% v. 1.8% on board)
- Asian women (2.2% v. 1.1% on board)
- Employees with targeted disabilities (1.2% v. 0.47% on board)

Barrier Analysis

Applicant flow data for FY 2015 revealed that of the groups with low representation rates in WHS, Hispanics and White women are not applying at rates approaching their presence in the NCLF, indicating targeted recruitment is necessary. The application rate for Hispanic men was 20% of their representation in the NCLF. Hispanic women applied at 18% of the expected rate, and White women applied at 31% of the expected rate. We do not collect disability status from applicants. However, WHS will continue to recruit individuals with targeted disabilities.

EEOD conducted focus groups on issues and experiences of Hispanics, African Americans (glass ceiling), LGBT individuals, women, supervisors and managers, and employees in general regarding concerns related to religion. Participants expressed concern over the lack of transparency, diversity, targeted recruitment, and career opportunities. The various groups agreed on a need for effective leadership communication, career development, mentorship, and training. They also indicated the work environment has a negative effect on retention when employees are not respected, valued or included. EEOD will work with senior management to further examine whether barriers exist and, if so, develop a strategy to eliminate the barrier.

Part I of this report describes in detail the planned activities to address discrepancies in on board rates, and promotional opportunities.

The Way Ahead

Leadership is committed to addressing barriers. The Human Resources Directorate is working to create a recruitment plan focused on Hispanics, White women, and individuals with targeted disabilities. EEOD will begin conducting site visits to the serviced components to share information and obtain insights to potential barriers to EEO. EEOD will continue to provide training in EEO, Alternative Dispute Resolution (ADR), Affirmative Employment, and Diversity and Inclusion.

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TAB C

EEOC FORM
715-01
PART F

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

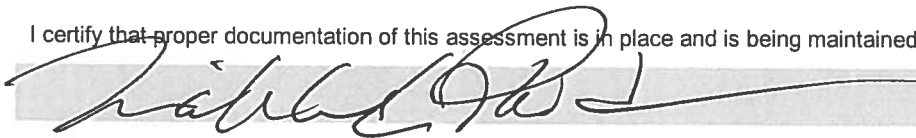
**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Michael L. Rhodes, am the Principal EEO Director/Official for Washington Headquarters Services (WHS) and WHS serviced components.

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

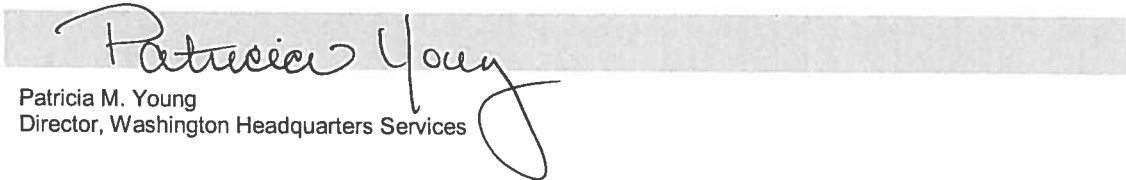
I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Michael L. Rhodes
Director for Administration
Office of the Deputy Chief Management Officer

24 Feb 16

Date



Patricia M. Young
Director, Washington Headquarters Services







11 Feb 2016



Date



TAB





D



TAB D







| EEOC FORM 715-01 PART G | | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | | | |
|---|--|--|----------------------|----|--|
| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | | | |
| <p align="center">Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</p> | | | | | |
|  Compliance Indicator |  Measures | EEO policy statements are up-to-date. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| | | | Yes | No | |
| | | The Agency Head was installed on 05/22/2015. The EEO policy statement was issued on 10/19/2015. Was the EEO policy statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation. | X | | |
| | | During the current Agency Head's tenure, has the EEO policy statement been re-issued annually? If no, provide an explanation. | X | | |
| | | Are new employees provided a copy of the EEO policy statement during orientation? | X | | |
| | | When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement? | X | | |
|  Compliance Indicator |  Measures | EEO policy statements have been communicated to all employees. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| | | | Yes | No | |
| | | Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks? | X | | |
| | | Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them? | X | | |
| | | Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)] | X | | |
|  Compliance Indicator |  Measures | Agency EEO policy is vigorously enforced by agency management. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| | | | Yes | No | |





| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | | |
|--|--|---|----|---|
| Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to: | | | | |
| resolve problems/disagreements and other conflicts in their respective work environments as they arise? | | X | | See Part H-1 |
| address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace? | | X | | See Part H-1 |
| support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities? | | X | | See Part H-1 |
| ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.? | | X | | See Part H-1 |
| ensure a workplace that is free from all forms of discrimination, harassment and retaliation? | | X | | See Part H-1 |
| ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? | | X | | See Part H-1 |
| ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship? | | X | | See Part H-1 |
| ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship? | | X | | See Part H-1 |
| Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? | | X | | Publication of Administrative Instruction 8, Disciplinary and Adverse Actions (posted on WHS website) |
| Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior. | | | | |
| Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet? | | X | | |
| Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation? | | X | | |
| Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION | | | | |
| Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission. | | | | |
|  Compliance Indicator | 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. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |





| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | | |
|---|--|---|----|---|
| Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?) | | X | | |
| Are the duties and responsibilities of EEO officials clearly defined? | | X | | |
| Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions? | | X | | |
| If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs? | | | | N/A |
| If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? | | | | N/A |
| If not, please describe how EEO program authority is delegated to subordinate reporting components. | | | | |
|  Compliance Indicator | The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? | | X | | |
| Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of? | | X | | |
| Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes? | | X | | |
| Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments? | | X | | |
| Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)] | | X | | See Part H-2 |
| Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission? | | X | | See Part H-3 |





| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | | |
|--|---|---|----|---|
|  Compliance Indicator | The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity? | | X | | |
| Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system? | | X | | |
| Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed? | | X | | |
| Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204 | | X | | |
| Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204 | | X | | |
| People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709 | | X | | |
| Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs? | | X | | Programs are monitored by the EEO Office. |
|  Compliance Indicator | The agency has committed sufficient budget to support the success of its EEO Programs. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems? | | X | | |
| Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?) | | X | | |
| Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)? | | X | | |







| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | | |
|--|---|---|----|---|
| Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations? | | X | | |
| Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards? | | X | | |
| Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees? | | X | | |
| Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)] | | X | | |
| Is there sufficient funding to ensure that all employees have access to this training and information? | | X | | |
| Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities: | | | | |
| for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation? | | X | | |
| to provide religious accommodations? | | X | | |
| to provide disability accommodations in accordance with the agency's written procedures? | | X | | |
| in the EEO discrimination complaint process? | | X | | |
| to participate in ADR? | | X | | |
| Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan. | | | | |
|  Compliance Indicator | EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials? | | X | | |
| Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer? | | X | | |



| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | | |
|---|--|---|----|--|
|  Compliance Indicator | The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)] | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups? | | X | | |
| Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups? | | X | | |
| Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups? | | X | | |
|  Compliance Indicator | When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination? | | X | | |
| Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis? | | X | | |
| Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? | | | | N/A – One finding of discrimination that is being appealed. |
| If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. | | | | |
| Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders? | | X | | |
| Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.? | | X | | |
| Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace. | | | | |
|  Compliance Indicator | Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |

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| Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity? | | X | | |
| When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers? | | X | | |
| Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? | | X | | |
| Are trend analyses of workforce profiles conducted by race, national origin, sex and disability? | | X | | |
| Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability? | | X | | |
| Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability? | | X | | |
| Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability? | | X | | |
| Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability? | | X | | See Part H-2 |
|  Compliance Indicator | The use of Alternative Dispute Resolution (ADR) is encouraged by senior management. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Are all employees encouraged to use ADR? | | X | | |
| Is the participation of supervisors and managers in the ADR process required? | | X | | See Part H-4 |
| Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process. | | | | |
|  Compliance Indicator | The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions? | | X | | |
| Has the agency implemented an adequate data collection and analysis system that permits tracking of the information required by MD-715 and these instructions? | | | X | See Part H-5 |
| Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act? | | | | N/A – WHS does not have subordinate EEO offices. |

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| Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency? | | X | | |
| Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation? | | X | | |
|  Compliance Indicator | The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process? | | X | | |
| Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends? | | X | | |
| Does the agency hold contractors accountable for delay in counseling and investigation processing times? | | X | | |
| <p>If yes, briefly describe how: The Statement of Work in the contract provides stipulations for quality assurance to ensure payment upon adequate completion of work to be performed. IRD monitors investigations; EEOD monitors counselors to ensure timely compliance.</p> | | | | |
| Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110? | | X | | |
| Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110? | | X | | |
|  Compliance Indicator | The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614? | | X | | |
| Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days? | | X | | |
| Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion? | | X | | |
| Does the agency complete the investigations within the applicable prescribed time frame? | | | X | See Part H-6 |

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| When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request? | | | X | See Part H-6 |
| When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office? | | X | | |
| When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements? | | X | | |
| Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency? | | X | | |
|  Compliance Indicator | There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process? | | X | | |
| Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? | | X | | |
| After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate? | | X | | See Part H-4 |
| Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority? | | X | | WHS policy effectively requires second line management to be the settlement authority |
|  Compliance Indicator | The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC? | | X | | |
| Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)? | | X | | |
| Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC? | | | X | See Part H-5 |
| Do the agency's EEO programs address all of the laws enforced by the EEOC? | | X | | |

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| Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act? | | X | | |
| Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards? | | | X | See Part H-7 |
| Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas? | | X | | |
|  Compliance Indicator | The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints? | | X | | |
| Does the agency discrimination complaint process ensure a neutral adjudication function? | | X | | |
| If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? | | X | | |
| Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions. | | | | |
|  Compliance Indicator | Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges? | | X | | |
|  Compliance Indicator | The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below. | | | X | Payroll is done by DFAS. |

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| Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief? | | X | | |
| Are procedures in place to promptly process other forms of ordered relief? | | X | | |
|  Compliance Indicator | Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC. | Measure has been met | | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures | | Yes | No | |
| Is compliance with EEOC orders encompassed in the performance standards of any agency employees? | | X | | |
| If so, please identify the employees by title in the comments section, and state how performance is measured. | | All supervisors and managers have a supervisory performance objective which includes EEO. | | |
| Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? | | X | | |
| If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section. | | | | |
| Does the agency promptly provide to the EEOC the following documentation for completing compliance: | | | | |
| Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid? | | X | | |
| Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award? | | X | | |
| Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid? | | X | | |
| Compensatory Damages: The final agency decision and evidence of payment, if made? | | X | | |
| Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain? | | X | | |
| Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s? | | X | | |
| Posting of Notice of Violation? Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available. | | X | | |

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| Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter). | X | | |
| Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing. | X | | |
| Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement. | X | | |
| Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter. | X | | |
| Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided. | X | | |

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

TAB

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TAB E

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| <p align="center">EEOC FORM 715-01 PART H-1</p> | <p align="center">U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</p> |
| <p>Washington Headquarters Services</p> | <p align="center">For period covering October 1, 2014 to September 30, 2015</p> |
| <p>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</p> | <p>Managers and supervisors are not evaluated on their commitment to agency EEO policies and principles. (Deficiency has been corrected.)</p> |
| <p>OBJECTIVE:</p> | <p>Develop evaluation standards that make active support of EEO policies and principles a critical element in managers' and supervisors' performance ratings.</p> |
| <p>RESPONSIBLE OFFICIAL:</p> | <p>Director, Human Resources Directorate (HRD)</p> |
| <p>DATE OBJECTIVE INITIATED:</p> | <p>10/1/2013</p> |
| <p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p> | <p>5/30/2015</p> |
| <p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p> | <p>TARGET DATE (Must be specific)</p> |
| <p>Draft updated critical element.</p> | <p>Completed</p> |
| <p>Send to components for feedback.</p> | <p>Completed July 2014</p> |
| <p>Submit justification for proposed language</p> | <p>Completed August 2014</p> |
| <p>Make any requested changes</p> | <p>Completed September 2014</p> |
| <p>Obtain final approval from Director, WHS</p> | <p>Completed September 2014</p> |
| <p>Hold briefing sessions for all officials and managers</p> | <p>Completed September 2015</p> |
| <p>Disseminate new standards and evaluation guidance</p> | <p>Completed September 2015</p> |
| <p>Lobby for language to be used for managers and supervisors in the Serviced Components</p> | <p>Completed September 2015</p> |
| | |
| <p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p> | |
| <p>The EEO Performance Critical Element language was coordinated with the Human Resources Directorate in FY 2014. The current supervisory element does provide accountability. New supervisor elements in coordination are more robust.</p> | |

| EEOC FORM 715-01 PART H-2 | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
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| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY: | WHS does not conduct trend analysis of the effects of management/personnel policies, procedures, and practices on R/NO/G and disability groups. |
| OBJECTIVE: | To obtain data and conduct trend analysis of the effects of management/personnel policies, procedures, and practices on R/NO/G and disability groups. |
| RESPONSIBLE OFFICIAL: | Director, EEOD |
| DATE OBJECTIVE INITIATED: | 3/10/2014 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2017 |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| EEOD will contact other Federal agencies to identify best practices for meeting this requirement. | 6/30/2014 Completed |
| EEOD will identify the policy, procedure, or practice that will be the subject of a trend analysis in FY 2016. EEOD will discuss with DLA methods of obtaining data on applicants for internal promotions. | 9/30/2015 New date: 4/30/2016 6/30/2017 |
| As trends are examined, if adverse impacts are revealed, EEOD will discuss options with appropriate officials for revising the applicable policy, procedure, or practice. | 9/30/2017 |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | |
| EEOD requested data on the effects of management/personnel policies, procedures, and practices on R/NO/G and disability groups. EEOD conducted an in-depth study of separations by Directorate and Serviced Component. Accession data was provided in October, 2015 and will be analyzed. Once internal promotion application data is obtained, EEOD will analyze and discuss findings with HRD. EEOD will also determine other policies, procedures, or practices to analyze. | |

| EEOC FORM 715-01 PART H-3 | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
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| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY: | EEO program officials are not included in agency deliberations regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce decisions. |
| OBJECTIVE: | To ensure EEOD is an integral part of strategic deliberations regarding the workforce. |
| RESPONSIBLE OFFICIAL: | Director, WHS; Director, HRD; Director, EEOD. |
| DATE OBJECTIVE INITIATED: | 12/1/2015 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2016 |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| Draft a memorandum from the Director, WHS, to heads of Directorates and Serviced Components, explaining that EEOD must be provided with employee data before a reorganization takes place. | Completed in 2015 |
| Deputy Director, WHS; Director, HRD; and Director, EEOD will discuss ways to more fully integrate EEOD into agency workforce deliberations. | 4/30/2016 |
| Director, EEOD will conduct bi-annual State of the Agency briefings for the Human Capital Strategy Board, Senior Administrative Officers Forum, and Leadership Council. | 4/30/2016 and Ongoing |
| EEOD staff will participate in monthly AEP/SEP Working Group meetings. | Completed and Ongoing |
| EEOD will address recruitment, retention, vacancy projections, succession planning, training/career development, and data issues with HRD. | 9/30/2016 |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | |
| Due to new leadership in key positions (Director, Deputy Director, and HRD Director), collaboration with the Leadership Counsel and WHS Director is necessary regarding EEO involvement in all agency deliberations. | |

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| EEOC FORM 715-01 PART H-4 | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY: | WHS does not require managers to participate in Alternative Dispute Resolution (ADR) when an aggrieved requests mediation. Currently, participation is strongly encouraged. (Deficiency has been corrected) |
| OBJECTIVE: | To increase participation in ADR. |
| RESPONSIBLE OFFICIAL: | Director, WHS; Director, EEOD |
| DATE OBJECTIVE INITIATED: | 3/10/2009 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2014 Completed |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| Update Administrative Instruction 106, Alternative Dispute Resolution | 3/31/2014 Completed 1/20/2014 |
| Implement a new process requiring supervisors/managers to provide an explanation of why s/he declines to participate in ADR. | 6/19/2015 WHS Director signed a memorandum for WHS Management participation in ADR. |
| Develop a strategic marketing and implementation plan to expand the utilization and scope of ADR program services and to improve the visibility and effectiveness of the program. | 9/30/2014 Completed |
| New mandatory training policy requires that two hours of the required eight hours of EEO training for supervisors and managers be dedicated to ADR training. | 9/30/2014 Completed |
| Train managers and supervisors on the benefits of ADR and "Basics of Conflict Management" in the workplace. Track training participation rates to monitor progress. | 9/30/2014 Completed |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | |
| On June 19, 2015, the new Director, WHS, signed a memorandum requiring supervisors to participate in ADR during the informal EEO complaint stage when an aggrieved requests mediation, with few exceptions. EEOD provided eight training sessions for managers and supervisors, and four sessions for employees on "Basics of Conflict Management." The ADR program is robust, offering sensing sessions and climate surveys in addition to mediation. Further, under the ADR Program Administrative Instruction, mediation for non-EEO workplace disputes is also offered. | |

| EEOC FORM 715-01 PART H-5 | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
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| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY: | EEOD does not have access to applicant flow data to conduct thorough barrier analysis. EEOD does not have management controls to monitor and ensure that the data received from DLA is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC. |
| OBJECTIVE: | To provide EEOD with access to reliable applicant flow data. To provide EEOD with accurate data to conduct ongoing barrier analysis and draft the MD 715 report. |
| RESPONSIBLE OFFICIAL: | Director, WHS; Director, EEOD |
| DATE OBJECTIVE INITIATED: | 3/01/2012 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2014 New date: 6/30/2017 |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| Continue discussions with HRD to obtain access to personnel data. | 9/30/2014 Completed. |
| Continue discussions with HRD (DLA) to obtain access to applicant flow data. | 6/30/2014 New date: 6/30/2017 |
| Work with HRD to obtain data on developmental training opportunities. | 9/30/2015 Completed |
| (New) Work with DLA to obtain data on applicants for internal promotions. (New) Work with DLA to obtain data on applicants with disabilities. | 9/30/2017 9/30/2017 |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | |
| <p>During FY 2014, EEOD was able to obtain some applicant flow data directly from the Defense Logistics Agency (DLA). It is not known whether DLA will continue to supply the data, which was broken down by race/national origin, and gender. Data on disability status was not available. The data is incomplete because it does not include positions where ten people or fewer applied. It also does not separate internal promotions from external hires. EEOD does not have access to the data system to verify accuracy of applicant flow data received.</p> <p>EEOD was given access to the Business Objects tool during the second quarter of FY 2015. Business Objects allows EEOD staff to access standard and ad hoc data reports containing personnel data pulled from the Defense Civilian Personnel Data System.</p> <p>EEOD analyzed the FY 2015 applicant data that was provided. Hispanic men are applying at a rate of 20% of their participation in the National Civilian Labor Force (NCLF) (1.02% v 5.17%). Hispanic women are applying at a rate of 18% of their participation in the NCLF (0.86% v 4.79%). White women applied at a rate that was 31% of their participation in the NCLF (10.58% v 34.03%). These low applicant ratios highlight the need for a targeted recruitment plan.</p> | |

| EEOC FORM 715-01 PART H-6 | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
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| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY: | The agency does not complete investigations within the prescribed time frame and final agency decisions within 60 days of the request. |
| OBJECTIVE: | To ensure that EEOD has adequate coordination with other entities to achieve timely processing of discrimination complaints. |
| RESPONSIBLE OFFICIAL: | Director, WHS; Director, EEOD |
| DATE OBJECTIVE INITIATED: | 3/10/2009 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2015 moved to 9/30/2018 |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| Continue efforts to improve timeliness of investigations through collaboration with IRD, DCPAS and training EEO specialists. | 9/30/2013 Ongoing |
| Fill vacancies in EEOD. | 6/30/2014 Completed |
| Monitor timeliness of investigations conducted by IRD and provide assistance when needed. | 6/30/2014 Completed and ongoing |
| Work with IRD to identify reasons for delays. | 9/30/2014 Completed and ongoing |
| Evaluate process for issuing Final Agency Decisions to identify areas for improvement. Work with Office of General Counsel to determine how to make the process more timely. | 2/2015 Completed and ongoing 9/30/2016 |
| Create and implement plans to address identified areas. | 7/2015 Completed and ongoing |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | |
| During FY 2015, 12% of investigations were untimely, which is a 50% improvement from 24% in FY 14. EEOD will continue monitoring timeliness and working closely with the Defense Civilian Personnel Advisory Services, Investigations and Resolutions Directorate (IRD) to ensure investigatory timeframes are met. EEOD will continue to work with OGC to implement strategies to streamline issuing FADs. During FY 2015, FAD timelines were improved by 29%, from an average of 122.67 days in FY 2014 to 86.8 days in FY 2015. | |

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| EEOC FORM 715-01 PART H-7 | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY: | WHS does not track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD 715 standards. |
| OBJECTIVE: | To obtain data on recruitment efforts to identify potential barriers. |
| RESPONSIBLE OFFICIAL: | Director, HRD; Director, EEOD |
| DATE OBJECTIVE INITIATED: | 3/01/2012 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 12/30/2016 |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| Collaborate to ensure targeted recruitment is occurring. | 9/30/13 New date: 12/30/2016 |
| Collaborate once we have applicant flow data to identify gaps. | 9/30/2016 |
| Train Special Emphasis Program Managers on the data analysis and seek their input for recruitment sources. | 12/30/2014 New date: 12/30/2016 |
| Compare applicant data to recruitment efforts. | 9/30/2016 |
| Consider asking on application how the applicant heard of the job opening. | 4/30/2015 |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | |
| In FY 2015, HRD conducted limited targeted recruitment. A recruitment plan is being drafted that will expand recruitment efforts. Once implemented, WHS will track efforts to determine effectiveness. | |

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| EEOC FORM 715-01 PART I-1 | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | |
| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 | |
| STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier? | WHS workforce data (Table B1) indicates that the on board rate of employees with targeted disabilities is still below the 2% on board goal. Table B8 (New Hires) shows that WHS and serviced components have not met the 2% hiring goal. | |
| BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition. | Due to the lack of applicant flow data, it could not be determined where the barriers exist. WHS did receive 210 Schedule A applications, but whether these candidates were qualified is not known. | |
| STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition. | Applicant data showing disability status was not available. WHS does not have a targeted recruitment plan. | |
| OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition. | Recruitment efforts directed at this group will be increased, and the Director will continue to stress hiring to meet the goal. | |
| RESPONSIBLE OFFICIAL: | Director, HRD; Director, WHS | |
| DATE OBJECTIVE INITIATED: | 3/09/2009 | |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2013 New date: 9/30/2018 | |
| EEOC FORM 715-01 PART I-1 | EEO Plan To Eliminate Identified Barrier | |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) | |
| Develop a recruitment plan for individuals with targeted disabilities. | 9/30/2016 | |
| Establish a mechanism to track information on agency vacancies, to include source of recruitment as available. | 9/30/2016 | |
| Implement the recruitment plan and monitor results via hiring activity. | 6/30/2016 and ongoing | |
| If necessary, revise the recruitment plan. | 9/30/2016 and ongoing | |
| Continue to train hiring officials on the requirement to hire people with disabilities and the 2% goal for people with targeted disabilities. | 10/2014 and ongoing | |
| WHS Director will discuss hiring progress (or lack thereof) with each Director. | 10/2014 and ongoing | |
| Publicize WHS Directorates and Serviced Components that met the goal. | 10/2014 and ongoing | |

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| Conduct recruitment at the Disability Services Offices at local colleges and universities. | 2/2016 and ongoing |
| Attend local job fairs for people with disabilities, budget permitting. | 1/2015 and ongoing |

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| EEOC FORM 715-01 PART I-1 | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2015, WHS made an effort to recruit people with targeted disabilities. At the end of the FY, employees with targeted disabilities comprised 7.14% of the Immediate Office of the Director, 5.81% of the Financial Management Directorate, 4.54% of the Enterprise Management Directorate's workforce, 2.78% of the Executive Services Directorate, and 2.48% of the Human Resources Directorate.

The ratio for this group in WHS increased from 1.0% to 1.5% in FY 2015 with a positive net change of 75%, and a positive net change of 31.4% for WHS and serviced components (See part J).

The ratio increased from 0.5% to 0.7% for WHS and Serviced components combined. We will continue to emphasize the need to hire individuals with targeted disabilities.

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| EEOC FORM 715-01 PART I-2 | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT |
| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 |
| STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier? | WHS permanent workforce data (Table A1) shows Hispanic/Latino males (2.6%) and Hispanic/Latino females (1.1%) are employed at rates significantly lower than their availability (5.2% and 4.8%, respectively) in the National Civilian Labor Force (NCLF). |
| BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition. | WHS identified this trigger by analyzing various MD 715 data tables (A1, A6, A8, & A 14). Hispanic/Latino males and females are not hired at rates matching their availability in the NCLF. They are also below the occupational CLF in several job series. Applicant flow data was obtained and analyzed. During FY 2015, WHS received an insufficient number of applications from Hispanic/Latino males and females. Their ratio as a percentage of total applicants was lower than their ratio in the NCLF. |
| STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition. | WHS has not conducted sufficient targeted recruitment to obtain a higher percentage of applications from Hispanic/Latino males and females so that the applicant rate is closer to their ratio in the NCLF. |
| OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition. | Recruitment efforts will target qualified Hispanic/Latino men and women. |
| RESPONSIBLE OFFICIAL: | Director, HRD; Director, EEOD |
| DATE OBJECTIVE INITIATED: | 3/10/2009 |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2013 New date: 9/30/2016 |
| EEOC FORM 715-01 PART I-2 | EEO Plan To Eliminate Identified Barrier |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) |
| Develop a recruitment plan for Hispanics/Latinos. | 4/30/2016 and ongoing |
| Implement the recruitment plan and monitor results via applicant flow data. | 6/30/2016 and ongoing |
| If necessary, revise the recruitment plan. | 9/30/2016 and ongoing |
| Establish a mechanism to track and present to senior management information on agency vacancies, to include source of recruitment and diversity of applicants as available. | 9/30/2016 and ongoing |

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Obtaining the applicant flow data was a pivotal point in our efforts, as it reflected that WHS is not receiving enough applications from Hispanics/Latinos. The application rate is well below their representation in the NCLF.

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| EEOC FORM 715-01 PART I-3 | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | |
| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 | |
| STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier? | Hispanic women are voluntarily separating at rates higher than their on board rate, which adversely affects the on board rate. | |
| BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition. | EEOD analyzed separations broken down by Directorate within WHS and Served Components. | |
| STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition. | It has not been determined whether WHS and Served Components can reduce the rate of separations for Hispanic women. | |
| OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition. | Obtain more information on the reasons for separations. | |
| RESPONSIBLE OFFICIAL: | Director, EEOD | |
| DATE OBJECTIVE INITIATED: | 10/01/2015 | |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | 9/30/2017 | |
| EEOC FORM 715-01 PART I-3 | EEO Plan To Eliminate Identified Barrier | |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) | |
| Continue to analyze the separation data. | 10/1/2015 and ongoing | |
| Invite employees to contact EEOD before they separate. | Completed and ongoing | |
| Explore ways to improve the number of separating employees who complete the exit survey. | 9/30/2016 | |
| Analyze separation data to evaluate and explore the correlation between length of service and separation. | 9/30/2016 | |
| Obtain Nature of Action Codes for separations and review to determine why Hispanics are leaving the agency. | Completed and ongoing | |

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Obtaining the separation data from HRD via the Business Objects system was helpful. Separations were analyzed by Directorate within WHS and by Serviced Component. However, exit survey results were insufficient to determine reasons for separation.

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| EEOC FORM 715-01 PART I-4 | | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | |
| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 | |
| STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier? | | WHS permanent workforce data (Table A1) reflects a low participation rate for White females (19.1%) compared to their availability in the NCLF (34%). | |
| BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition. | | WHS identified this trigger by analyzing various MD 715 data tables (A1, A6, A8, & A 14). White women are not hired at rates matching their availability in the NCLF. They are also below the occupational CLF in several job series. Applicant flow data was obtained and analyzed. During FY 2015, WHS received an insufficient number of applications from White women. Their ratio as a percentage of total applicants was lower than their ratio in the NCLF. | |
| STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition. | | WHS is not conducting targeted recruitment to obtain a sufficient number of applications from White women. | |
| OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition. | | Recruitment efforts will be targeted at women, in an effort to increase applications from White women. | |
| RESPONSIBLE OFFICIAL: | | Director, HRD; Director, EEOD | |
| DATE OBJECTIVE INITIATED: | | 3/09/2009 | |
| TARGET DATE FOR COMPLETION OF OBJECTIVE: | | 9/30/2013 New date: 9/28/2018 | |
| EEOC FORM 715-01 PART I-4 | EEO Plan To Eliminate Identified Barrier | | |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | | TARGET DATE (Must be specific) | |
| Develop a recruitment plan for White women. | | 4/30/2016 and ongoing | |
| Implement the recruitment plan and monitor results via applicant flow data. | | 6/30/2016 and ongoing | |
| If necessary, revise the recruitment plan. | | 6/30/2016 and ongoing | |
| Explore ways to improve the number of separating employees who complete the exit survey. | | 6/2015 New date: 9/30/2016 | |
| Establish a mechanism to track and present to senior management information on agency vacancies, to include source of recruitment and diversity of applicants as available. | | 9/30/2016 | |

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| EEOC FORM 715-01 PART I-4 | <i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | |
| Washington Headquarters Services | | For period covering October 1, 2014 to September 30, 2015 |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE | | |
| <p>Applicant flow data confirmed that WHS is not receiving enough applications from White women. The application rate is well below their representation in the NCLF.</p> <p>EEOD and HRD will collaborate to establish a recruitment plan to increase the ratio of applications from White women.</p> | | |

| EEOC FORM 715-01 PART I-5 | U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT | |
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| Washington Headquarters Services | For period covering October 1, 2014 to September 30, 2015 | |
| <p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p> | <p>Certain groups have low representation at the higher pay levels. This was observed when analyzing Data Table A4-2. While 11.9% of the white collar permanent workforce is at the GS 13 level, 9.8% of Hispanic men are at this level. At the GS 14 level, 11.4% of the total workforce is at this level, but 8% of Hispanic men are GS 14.</p> <p>Compared to 18.7% of the total workforce at the GS 15 level, only 13.4% of Hispanic women, 8.8% of African American men, and 5.9% of African American women are at the GS 15 level.</p> <p>Compared to 4.3% of the total workforce at the SES level, no Hispanic women, 1.3% of African American men, and 0.8% of African American women are at the SES level.</p> | |
| <p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p> | <p>The Table A4-2 was analyzed. Each group's participation rate in each pay level was compared to the ratio of the total workforce in that pay level. The above discrepancies were noted.</p> | |
| <p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p> | <p>No barrier has been identified.</p> | |
| <p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p> | <p>WHS will continue to examine workforce data and collect feedback from employees. The impact of hiring Veterans will also be examined.</p> | |
| <p>RESPONSIBLE OFFICIAL:</p> | <p>Director, EEO</p> | |
| <p>DATE OBJECTIVE INITIATED:</p> | <p>3/09/2009</p> | |
| <p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p> | <p>9/30/2013 New date: 9/28/2018</p> | |
| EEOC FORM 715-01 PART I-5 | EEO Plan To Eliminate Identified Barrier | |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: | TARGET DATE (Must be specific) | |
| <p>Analyze promotion data for indications of barriers.</p> | <p>6/30/2016</p> | |
| <p>Recruit for vacant SES positions and review the recruitment efforts on a quarterly basis, in accordance with the Executive Order on Strengthening the Senior Executive Service.</p> | <p>6/30/2016 and ongoing</p> | |
| <p>Analyze occupational groups to determine if certain occupations do not have career ladder to GS 1314/15 and if certain occupations have a more successful path to SES.</p> | <p>9/30/2015 and ongoing</p> | |

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| Analyze the job announcement and hiring process for senior level positions. | 9/30/2015 and ongoing |
| Analyze education levels compared to pay levels | 9/30/2015 Completed |
| New: Develop methods to increase applications from Hispanics, African Americans, and females qualified for senior level positions. | 6/30/2016 and ongoing |
| <p>ACCOMPLISHMENTS</p> <p>In FY 2015, EEOD analyzed the pay distribution of supervisors and managers; only 51% had education higher than a Bachelor Degree. The relatively equal distribution of employees with and without education higher than a bachelor degree indicates that higher education was not a prerequisite for most of these positions. EEOD will continue to analyze education and pay data.</p> | |

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| 6.a. Time-Off Awards (Total hrs awarded) | 221 | 14 | 6.33% | 1 | 0.45% | 7 | 3.17% | 199 | 90.05% |
| 6.b. Cash Awards (total \$\$\$ awarded) | \$4,140,452 | \$274,165 | 6.62% | \$16,377 | 0.40% | \$113,306 | 2.74% | \$3,788,673 | 91.5% |
| 6.c. Quality-Step Increase | 326 | 9 | 2.8% | 2 | 0.61% | 5 | 1.53% | 310 | 95.09% |

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| EEOC FORM 715-01 Part J | Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities |
| Part IV Identification and Elimination of Barriers | Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers. |
| Part V Goals for Targeted Disabilities | <p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p> |

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| Established a numerical goal? | Yes |
| Goal | 2% of all hires |
| Objectives | <ol style="list-style-type: none"> 1. Hiring: To hold senior officials responsible for meeting the 2% goal and encourage them to do their own recruitment. To conduct targeted recruitment for individuals with targeted disabilities and maximize use of the Schedule A hiring authority. 2. Career Development: To encourage employees with targeted disabilities to consider career development options. 3. Advancement: To improve representation of employees with targeted disabilities at the GS 13, 14, and 15 pay levels. 4. Retention: To analyze and address voluntary separations. |
| Strategies | <p>1. Hiring: WHS will continue to publicize the 2% goal in a variety of media formats and management forums within the WHS organization. WHS will continue to hold hiring officials accountable for making progress toward, and reaching, the WHS individuals with targeted disabilities employment goal of 2% of the aggregate workforce by the end of FY18.</p> <p>To continue progress toward this goal, WHS plans to create a recruitment</p> |

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| | <p>plan and increase recruitment efforts for individuals with targeted disabilities through partnership with recruitment sources such as the VA VetSuccess program, Disabled Veteran groups, Gallaudet University, National Federation of the Blind, Maryland State Department of Education Division of Rehabilitation Services, the Virginia Department of Aging and Rehabilitative Services, and local colleges and universities. WHS also plans to market employment opportunities for individuals with targeted disabilities through participation in targeted outreach and recruitment events.</p> <p>EEOD will issue quarterly reports showing the components and Directorates that met the hiring goal. During training, hiring officials will be advised of the two percent goal and the need to hire people with targeted disabilities into career ladder positions. Additionally, EEOD and HRD will continue to partner through the Disability Employment Working Group to educate hiring managers on the tools available to hire and provide accommodation for individuals with targeted disabilities.</p> <p>2. Career Development:</p> <p>HRD will publicize the seven career development programs offered by DoD, using the Pipeline and HiLites newsletters, as well as other venues.</p> <p>3. Advancement: EEOD and HRD will hold seminars for employees with disabilities on ways to improve their promotion potential.</p> <p>Hiring officials will be encouraged to hire people with targeted disabilities into career ladder and senior level positions.</p> <p>EEOD and HRD will collaborate to identify, and develop strategies to mitigate any barriers to advancement for individuals with targeted disabilities.</p> <p>4. Retention: WHS will continue to monitor separations to identify trends in attrition via separation reports. EEOD will request a report of Nature of Action Codes for these separations. EEOD is working with HRD to modify the exit survey to collect disability status. EEOD and HRD will partner to identify and implement strategies to increase retention of individuals with targeted disabilities as needed.</p> |
| <p>Accomplishments</p> | <p>1. Hiring: WHS and Served Components hired 14 individuals with targeted disabilities in FY 2015. WHS employment of individuals with targeted disabilities went from 1.0% to 1.5%. We are publicizing these gains and best practices utilized.</p> <p>In FY15, the WHS Disability Employment Programs Working Group, comprised of team members from EEOD and HRD, continued to meet. This working group unites the major players in WHS to champion disability employment initiatives for our service population, as well as to identify and develop solutions for issues affecting disability employment, provide training opportunities for the workforce, and host events related to disability employment.</p> <p>2. Career Development: In FY14, WHS included the Pathways intern program in its recruitment for targeted disabilities. This provides hiring managers with additional candidate sources and provides the interns with beneficial career development and advancement opportunities. The SEP team also worked closely with hiring managers to identify opportunities for developmental positions and with various community organizations to identify well-qualified individuals with disabilities for these developmental</p> |

positions.

3. Advancement: EEOC has created a plan to work with selected components and Directorates to identify reasons why employees with targeted disabilities are not being promoted. This discussion will occur during site visits in FY 2016.

4. Retention: The separation rate for employees with targeted disabilities in FY 2015 (1.2%) increased compared to their on board rate of 0.5% at the beginning of the FY. Therefore, retention will need to be addressed in FY16.