

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, 2013 to September 30, 2014	
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 rate of employees with targeted disabilities is still well below the 2% on board goal. Table B8 (New Hires) shows that WHS has not met its 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 60 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, EEOD	
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	3/30/2015	
Implement the recruitment plan and monitor results via hiring activity.	6/30/2015 and ongoing	
If necessary, revise the recruitment plan.	9/30/2015 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	
Publicize WHS Directorates and Serviced Components that met the goal.	10/2014 and ongoing	
Conduct recruitment at the Disability Services Offices at local colleges and universities.	2/2015 and ongoing	
Attend local job fairs for people with disabilities, budget permitting.	1/2015 and ongoing	

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REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2014, 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 Enterprise Management Directorate's workforce, 4.76% of the Immediate Office of the Director, 4.23% of the Executive Services Directorate, and 3.61% of the Financial Management Directorate.

The Director, WHS, will continue his review of hiring of individuals with targeted disabilities with each Directorate head. The ratio for this group in WHS increased from 0.9% to 1.0% in FY 2014 with a positive net change of 17.65%, and a positive net change of 16.7% for WHS and serviced components (See part J).

The ratio increased from 0.42% to 0.5% for WHS and Serviced components combined. We will continue to emphasize the need to hire individuals with targeted disabilities.

<p align="center">EEOC FORM 715-01 PART I-2</p>	<p align="center">U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</p>	
<p align="center">Washington Headquarters Services</p>	<p align="center">For period covering October 1, 2013 to September 30, 2014</p>	
<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>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).</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>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.</p> <p>Applicant flow data was obtained and analyzed. During FY 2014, 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.</p> <p>Hispanic women are voluntarily separating at rates higher than their on board rate, which makes it more difficult to improve the on board rate.</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>WHS has not conducted targeted recruitment to obtain a sufficient number of applications from Hispanic/Latino males and females so that their applicant rate is closer to their ratio in the NCLF.</p> <p>High separation rates for Hispanic women.</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>Recruitment efforts will target qualified Hispanic/Latino men and women.</p> <p>Obtain more information on the reasons for separations.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director, HRD; Director, EEOD</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>3/10/2009</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>9/30/2013 New date: 9/30/2015</p>	
<p align="center">EEOC FORM 715-01 PART I-2</p>	<p align="center">EEO Plan To Eliminate Identified Barrier</p>	
<p align="center">PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p align="center">TARGET DATE (Must be specific)</p>	
<p>Develop a recruitment plan for Hispanics/Latinos.</p>	<p>3/30/2015 and ongoing</p>	
<p>Implement the recruitment plan and monitor results via applicant flow data.</p>	<p>6/30/2015 and ongoing</p>	
<p>If necessary, revise the recruitment plan.</p>	<p>9/30/2015 and ongoing</p>	

Explore ways to improve the number of separating employees who complete the exit survey.	6/2015
Obtain Nature of Action Codes for separations and review to determine why Hispanics are leaving the agency.	9/2015
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>Obtaining the applicant flow data was a pivotal point in our efforts as it confirmed that WHS is not receiving enough applications from Hispanics/Latinos. The application rate is well below their representation in the NCLF.</p> <p>HRD and EEOD are working on a new recruitment plan which may help increase the ratio of Hispanic applicants.</p>	

EEOC FORM 715-01 PART I-3		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
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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 2014, 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-3	EEO Plan To Eliminate Identified Barrier		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
Develop a recruitment plan for White women.		4/30/2015 and ongoing	
Implement the recruitment plan and monitor results via applicant flow data.		6/30/2015 and ongoing	
If necessary, revise the recruitment plan.		6/30/2015 and ongoing	
Explore ways to improve the number of separating employees who complete the exit survey.		6/2015	

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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>HRD and EEOD are working to create a new recruitment plan which may help us increase the ratio of applications from White women.</p>		

EEOC FORM 715-01 PART I-4	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
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<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 20% of the total workforce is at the GS 14 pay level, only 11.9% of Hispanic women, 17.9% of African American men, and 14.3% of African American women are at the GS 14 level.</p> <p>Compared to 26.7% of the total workforce at the GS 15 level, only 18.6% of Hispanic women, 24.9% of White women, 14.3% of African American men, and 6.4% of African American women are at the GS 15 level.</p> <p>Compared to 4.1% of the total workforce at the SES level, 3% of Hispanic men, no Hispanic women, 0.9% of African American men, 0.4% of African American women, and 2.8% of Asian men 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, HRD; Director, EEOD</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-4	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>6/30/2015</p>
<p>Determine if a disproportionate number of GS 14/15/SES positions go to Veterans.</p>		<p>6/30/2015 and ongoing</p>
<p>Analyze the job announcement and hiring process for senior level positions.</p>		<p>9/30/2015 and ongoing</p>

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%

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>

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>

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.

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.

2. Career Development:

EEOD and HRD will explore the possibility of offering a mentoring program to the 20 employees with targeted disabilities in WHS.

HRD will publicize the seven career development programs offered by DoD, using the Pipeline and HiLites newsletters, as well as other venues.

WHS will continue to publicize its web-based learning management system, iCompass –to all employees, to provide and track online training. WHS purchased approximately 3,000 online courses in a wide range of subject areas, including Information Technology, Human Resources, program and project management, leadership, business, communication, and financial project management, all of which provide employees with opportunities to develop skill sets to assist in furthering their career growth and opportunities. iCompass also offers certification test preparation courses, free of charge, to include the Professional in Human Resources, Senior Professional in Human Resources, Six Sigma, Cisco Certified Network Associate, Certified Information Systems Security Professional, and Project Management Professional certifications. These certification programs are highly recognized and respected within their respective career fields and signify a mastery of an identified body of knowledge which can enhance the employee's marketability and promotion potential. The test preparation programs in iCompass provide employees with a more accessible, no-cost, online learning option to prepare for certification exams. Another career development opportunity available is the DA Enterprise training and career development services. It is open to all employees based on program-specific qualifications and approval of an employee nomination package that meets the program's established criteria.

3. Advancement: EEOD and HRD will hold brief training seminars for employees with disabilities on ways to improve their promotion potential.

Hiring officials will be encouraged to hire people with targeted disabilities into career ladder and senior level positions.

EEOD and HRD plan to collaborate to identify, and develop strategies to mitigate any barriers to advancement for individuals with targeted disabilities.

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

	<p>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: Seven individuals with targeted disabilities were hired in FY 2014. WHS employment of individuals with targeted disabilities went from 0.42% to 0.51%. The Enterprise Management Directorate (7.14%), the Immediate Office of the Director (4.76%), the Executive Services Directorate (4.23%) and the Financial Management Directorate (3.61%) hired enough individuals with targeted disabilities to go above the 2% on board goal by the end of FY 2014. We are publicizing these gains and best practices utilized.</p> <p>In FY14, WHS also launched the WHS Disability Employment Programs Working Group, comprised of team members from EEOD and HRD. 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 positions.</p> <p>3. Advancement: EEOD 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 2015.</p> <p>4. Retention: The separation rate for employees with targeted disabilities in FY 2013 was only 0.18% (one person), compared to their on board rate of 0.44% at the beginning of the FY. Therefore, retention did not need to be addressed in FY14.</p>