



**FY 2012**

**FEDERAL AGENCY**

**ANNUAL EEO PROGRAM STATUS REPORT**

**MANAGEMENT DIRECTIVE 715**



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

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**OCTOBER 1, 2011 TO SEPTEMBER 30, 2012**

## TABLE OF CONTENTS

I.	Agency Information (MD-715-01 Parts A – D).....	3
II.	Executive Summary (MD-715-01 Part E).....	7
III.	Certification of Establishment of Continuing EEO Programs (MD-715-01 Part F).....	12
IV.	Agency Self-Assessment Checklist (MD-715-01 Part G).....	13
V.	EEO Plans (MD-715-01 Part H).....	29
VI.	Plan for Barrier Elimination (MD-715-01 Part I).....	33
VII.	Employment Plan for Individuals w/Targeted Disabilities (MD-715-01 Part J).....	41
VIII.	Attachments	
	• MD-715 Terminology and Definitions	
	• Federal EEO Statistical Report of Discrimination Complaints (EEOC Form 462)	
	• Federal Equal Opportunity Recruitment Plan (FEORP)	
	• Civil Rights Program Strategic Plan	
	• Organization Chart	
	• NOAA EEO Policy Statement	
	• Workforce Data Table A	
	• Workforce Data Table B	

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

**For period covering October 1, 2011 to September 30, 2012**

<b>PART A</b>  Department or Agency Identifying Information	1. Agency		U.S. Department of Commerce	
	1.a. 2 <sup>nd</sup> level reporting component		National Oceanic and Atmospheric Administration	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		Herbert C. Hoover Building, Room 5128 14 <sup>th</sup> and Constitution Avenue, N.W., OR 1305 East West Highway SSMC4, Room 7500	
	3. City, State, Zip Code		Washington, DC 20230 OR Silver Spring, MD 20910	
4. CPDF Code	5. FIPS code(s) 1330	4. CM54	5. 11 – DC 24031 – MD	
<b>PART B</b>  Total Employment	1. Enter total number of permanent full-time and part-time employees			12,288
	2. Enter total number of temporary employees			310
	3. Enter total number employees paid from non-appropriated funds			Not Available
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>12,598</b>
<b>PART C</b>  Agency Official(s) Responsible For	1. Head of Agency Official Title		Dr. Kathryn D. Sullivan, Acting Administrator, NOAA	
	2. Agency Head Designee		Edward C. Horton, Chief Administrative Officer	
	3. Principal EEO Director/Official Title/series/grade		Joseph E. Hairston, Director, Civil Rights Office ZA-0260-V	

Oversight of EEO Program(s)	4. Title VII Affirmative EEO Program Official	4. Coneshea Simpson, EEO Specialist
	5. Section 501 Affirmative Action Program Official	5. N/A
	6. Complaint Processing Program Manager	6. Carol Summers, EEO Specialist
	7. Other Responsible EEO Staff	7. Helen Buggs, EEO Specialist Michelle Moore, EEO Specialist Jeanette Toledo, EEO Specialist Tillman Peck, Data Analyst Monica Hodnett, EEO Assistant

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

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

EEOC FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:	<b>X</b>	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	<b>X</b>
Brief paragraph describing the agency's mission and mission-related functions	<b>X</b>	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	<b>X</b>
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	<b>X</b>	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	<b>X</b>

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

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

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**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**  
**For Period Covering October 1, 2011 to September 30, 2012**

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**EXECUTIVE SUMMARY**

**INTRODUCTION**

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

**MISSION AND VISION-RELATED FUNCTIONS**

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

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

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

**WORKFORCE ANALYSIS SUMMARY**

During FY 2012, NOAA's total workforce (permanent, temporary, and term) included 12,598<sup>1</sup> total employees. This represents a decrease from the FY 2011 workforce (13,075) of 477 individuals (3.6%). An analysis of the workforce data shows several trends: Hispanic males and females, White females, African American males and females, American Indian/Alaska Native females and Multiple Race males and females continue to have lower than expected participation rates when compared to their availability in the Civilian Labor Force (CLF).

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

Although the number of Hispanic males, American Indian/Alaska Native females, and Multiple Race males and females increased, their participation rates remained below the CLF.

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

- White males
- Asian males and females
- Native Hawaiian/Pacific Islander males and females
- American Indian/Alaska Native males

During FY 2012, NOAA also experienced declining participation rates among some EEO groups. Those groups affected include White females (.34%), African American males (.09%), African American females (.10%), Native Hawaiian/Pacific Islander females (.03%), and American Indian/Alaska Native males (.02%).

During this same time period, the total number of employees with disabilities increased by 49; while the rate of employees with targeted disabilities decreased by .02%, resulting in .04% participation. This remains substantially below the 2% Federal Goal<sup>2</sup>.

NOAA's largest groups of permanent employees with targeted disabilities are in the following categories: mental illness (18), convulsive disorder (8), deafness (4), and mental retardation (4).

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

##### ***A. Demonstrated commitment from agency leadership.***

###### **Strengths:**

- New employees and supervisors are provided a copy of the EEO policy statement.
- Reasonable accommodations procedures were posted on the agency's website.
- New supervisors received EEO training; including reasonable accommodation responsibilities/procedures.
- SES-level executives were evaluated on their commitment to EEO policies.
- EEO program and remedial procedures are posted within agency facilities and on the Web.

###### **Deficiencies:**

- The EEO Policy Statement was not re-issued in 2012.

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

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

## ***B. Integration of EEO into the agency's strategic mission***

### **Strengths:**

- The Agency selected and trained six (6) new collateral duty EEO Counselors, and two (2) mediators.
- The Civil Rights Director presented the "State of the Agency" briefing on MD-715 to senior officials.
- EEO Officials attended weekly senior staff meetings.
- Sufficient resources were allocated to support the implementation of all Special Emphasis Programs.
- Employees and managers; including remote locations, received training on EEO & ADR.
- Awarded for providing bilingual ocean conservation education and outreach services to 900 diverse students and 29 teachers.
- Served as chair for the Healthy Oceans technical session; over 300 participants at the Sixth NOAA Education and Science Forum at Florida A&M University.
- Held its first Youth Ocean Summit with more than 100 high school students; providing educational opportunities on environmental programs/activities.
- NOAA and the National Association of Black Scuba Divers hosted the Youth Education Summit for students ages 9-18; teaching ocean conservation and maritime heritage.
- Employees served as trainers for the Quantitative Underwater Ecological Surveying Techniques field course; guiding students through field surveying exercises and mentoring on career paths in marine science and conservation.
- Served as exhibitor at Congresswomen Donna Edwards technical workshop for over 1,900 high school students and parents; providing information from over 180 different organizations including colleges, federal agencies, career schools, businesses, nonprofits.

### **Deficiencies:**

- The Civil Rights Director does not report directly to the agency head.

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

### **Strengths:**

- EEO complaint activity updates are provided to management officials to analyze trends and proactively address potential discriminatory actions.

- Employees and managers have received training on penalties for discriminatory behavior.

**Deficiency:**

- Time-tables/schedules have not been established to review the Merit Promotion Program Policy, Employee Recognition Awards Program, or Employee Development/Training Program for systemic barriers.

***D. Proactive prevention of unlawful discrimination***

**Strengths:**

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

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

***E. Efficiency***

**Strengths:**

- The Agency utilized iComplaints to track and monitor the status of EEO complaints.
- At a minimum, 90% of all reasonable accommodation requests are processed within the required timeframes.

**Deficiency:** The agency does not track recruitment efforts and analyze efforts to identify potential barriers.

***F. Responsiveness and legal compliance.***

**Strengths:**

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

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

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

An analysis of NOAA's workforce data tables A and B shows several "triggers" at various stages of the employment cycle. As a result, NOAA developed four (4) Part I Plans to initiate or continue FY 2013. The Part I Plans address the following conditions: 1) the low participation rates of women at the GS-13 (or equivalent) and above; 2) the low participation rates of Hispanic Fishery Biologist; 3) the low participation rates of individuals with targeted disabilities; and 4) the overall high rate of separations for women.

Part I Plan #1 addresses the low participation of women that continues to effect in higher graded positions. During FY 2013, the CRO will conduct a barrier analysis to identify the root cause of this condition.

Part I Plan #2 continues to focus on the low participation rates of Hispanics in NOAA's Fishery Biologist positions. The CRO will collaborate with WFMO and Line Office EEO Program Mangers to determine if current databases will allow the tracking of applicant flow data, and conduct outreach/education campaigns in predominantly Hispanic communities/colleges and universities to increase awareness of fish biology careers.

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

Part I Plan #4 addresses the high rate of separation of women within the workforce. During FY 2013, review and analyze the latest Employee Climate Survey to determine if employee perceptions drive separation. We will also work with Workforce Management to determine if an Exit Interview process can be developed.

### **EEO COMPLAINT TRENDS**

According to the FY 2012 EEOC-462 Report, the NOAA Civil Rights Office completed 82 EEO counseling requests; which represents a decrease of 17 as compared to FY 2011. In addition, the use of Alternative Dispute Resolution (ADR) decreased by 10 in FY 2012. Of those that elected ADR, 1 (12.5%) was settled, which represents a decrease of 7 as compared to 8 in FY 2011. We will continue to encourage managers and employees to utilize the ADR process to resolve workplace conflict.

During FY 2012, NOAA experienced a decrease of 2 (3%) in the number of formal complaints from 67 in FY 2011 to 65 in FY 2012. Reprisal and age continued as the top two (2) bases, the same as they were for the last six fiscal years. Harassment (non-sexual) continued to be the highest raised issue in FY 2012, along with Evaluation/Appraisal and Assignment of Duties among the next highest set of issues. The NOAA CRO will continue to collaborate with the Line Office EEO Program Managers to address these current trends through training and other measures.

### **CONCLUSION**

During Fiscal Year 2012, NOAA moved closer to achieving the goal of becoming a model EEO agency. The self-assessment showed that NOAA met all but eleven of 123 basic compliance measures required of a model EEO agency.

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

In looking toward Fiscal Year 2013, the CRO will continue to strengthen relationships with key stakeholders across the agency and other partners on issues relating to MD-715. The agency will work to address the identified compliance measures that were not met in FY 2012.

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

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

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

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



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

3/19/13

Date



Signature of Agency Head or Agency Head Designee

3/22/2013

Date

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

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION – FY 2012**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b>				
<b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
<b>→ Compliance Indicator</b>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
	<b>EEO policy statements are up-to-date.</b>			
	The Agency Head was installed on March 20, 2009. The EEO policy statement was issued on September 30, 2010. Was the EEO policy Statement issued within 6 – 9 months of the installation of the Agency Head? If no, provide an explanation.	<b>X</b>		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		<b>X</b>	The policy was drafted and is pending.
	Are new employees provided a copy of the EEO policy statement during orientation?	<b>X</b>		
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	<b>X</b>		
<b>→ Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief</b>

 <b>Measures</b>		Yes	No	<b>explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
	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		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
	- resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
	- address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
	- support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
	- ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		

- ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
- ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
- ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
- ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

**Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION**

**Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.**

 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional			X	EEO Director will provide regular reports and status updates on NOAA's EEO Program to NOAA Senior

Administrator?)			Leadership.	
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 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?	X			
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?	X			
If not, please describe how EEO program authority is delegated to subordinate reporting components. <i>The NOAA Civil Rights Office (CRO) sets policy and provides oversight and guidance to EEO Program Managers in five major Line Offices. The Director, CRO also chairs the NOAA EEO Programs Committee, which is comprised of the Line Office EEO Program Managers.</i>				
<b>→ Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
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,	X			

succession planning, selections for training/career development opportunities, and other workforce changes?				
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		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
<b>→ Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program – 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program – Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities – Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31,		X		

Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709				
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP – 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
<b>→ Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors		X		

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 managers 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
		Yes	No	
↓ Measures				
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		
→ 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	See Part H Plan 1
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	See Part H Plan 2
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	See Part H Plan 3
<b>→ Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
<p>If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.</p> <p><i>One Finding in violation of Rehabilitation Act: Agency provided training on reasonable accommodation and agency obligations under the Act to five (5) agency officials.</i></p>				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		

Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
<b>→ Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		<b>Yes</b>	<b>No</b>	
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		

→ Compliance Indicator	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
↓ Measures		Yes	No	

Are all employees encouraged to use ADR?	X		
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Is the participation of supervisors and managers in the ADR process required?		X	NOAA ADR Policy requires ADR to be voluntary for all parties.
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**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	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
↓ 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		
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Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	X		
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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?	X		
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Is there a designated agency official or other mechanism in place to	X		
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coordinate or assist with processing requests for disability accommodations in all major components of the agency?				
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
<b>→ Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		Contractors are not used for Counseling.
If yes, briefly describe how: <i>Contract investigations are managed by the Agency Level (Department of Commerce, Office of Civil Rights). Investigation timelines are monitored by the Department and Contract Investigators are not paid until cases are completed.</i>				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
<b>→ Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in</b>

<p><b>↓ Measures</b></p>	<p><b>1614) regulations for processing EEO complaints of employment discrimination.</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
<p>Are benchmarks in place that compares the agency's discrimination complaint processes with 29 C.F.R. Part 1614?</p>		<p><b>X</b></p>		
<p>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?</p>		<p><b>X</b></p>		
<p>Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?</p>		<p><b>X</b></p>		
<p>Does the agency complete the investigations within the applicable prescribed time frame?</p>		<p><b>X</b></p>		<p>Under DOC purview. See DOC MD 715 Report.</p>
<p>When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?</p>		<p><b>X</b></p>		<p>Under DOC purview. See DOC MD 715 Report.</p>
<p>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?</p>		<p><b>X</b></p>		<p>Under DOC purview. See DOC MD 715 Report.</p>
<p>When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?</p>		<p><b>X</b></p>		
<p>Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?</p>		<p><b>X</b></p>		
<p><b>→ Compliance Indicator</b></p>	<p><b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b></p>	<p><b>Measure has been met</b></p>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
<p><b>↓ Measures</b></p>		<p><b>Yes</b></p>	<p><b>No</b></p>	
<p>In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal</p>		<p><b>X</b></p>		

complaint stages of the EEO process?				
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	NOAA ADR policy requires that ADR be voluntary for all parties
Does the responsible management official directly involved in the dispute have settlement authority?		X		
<b>→ Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>↓ Measures</b>		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a) (1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	See Part H Plan 4

Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		This is managed by the DOC Office of Civil Rights.
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		This is managed by the DOC Office of Civil Rights.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		This is managed by the DOC Office of Civil Rights.
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<i>Measure has been met</i>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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		This is partially under NOAA control and the National Finance Center.	
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.	Civil Rights Director; Annual Performance Plan			
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X			
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				

Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:	X		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	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		
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		

**EEOC FORM  
715-01 PART H**  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2012 – PART H PLAN #1 – New</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?
<b>OBJECTIVE:</b>	Establish a plan to review the Agency’s Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Workforce Management Office Director, Civil Rights Office Line Office EEO Program Managers
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2013
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) Develop a plan for Review of the Agency’s Merit Promotion Program Policy and Procedures relating to Agency promotion actions.	July 20, 2013
2) Establish a cross organizational workgroup to identify issues relating to merit promotion policies and procedures that may be impeding full participation in promotion opportunities by all groups.	September 20, 2013
3) Document Findings and present to agency leadership.	May 30, 2014

**EEOC FORM  
715-01 PART H  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2012 – PART H PLAN #2 - New</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?
<b>OBJECTIVE:</b>	Establish timetables to review Agency’s Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Workforce Management Office Director, Civil Rights Office
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2013
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) Develop a plan to review the Agency’s Employee Recognition Award programs and procedures.	September 30, 2013
2) Identify concerns relating to the employee recognition and awards program that may be impeding full participation in the program by all groups.	February 28, 2014
3) Document findings and recommendations.	September 15, 2014

**EEOC FORM  
715-01 PART H  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2012 – PART H PLAN #3 - New</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?
<b>OBJECTIVE:</b>	Establish time-tables to review Agency’s Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Workforce Management Office Director, Civil Rights Office
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2013
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	May 30, 2014
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) Develop Annual Plan for Review of the Agency’s Employee Development/Training Programs.	August 28, 2013
2) Document findings and recommendations.	April 30, 2014

**EEOC FORM  
715-01 PART H  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

**FY 2012 – PART H PLAN #4 – Continued**

<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?
<b>OBJECTIVE:</b>	Track and analyze recruitment efforts to identify potential barriers in accordance with MD 715 standards.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Office Director, Workforce Management Office Line Office EEO Program Managers
<b>DATE OBJECTIVE INITIATED:</b>	March 15, 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2013

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) The Civil Rights Office will collaborate with Workforce Management to determine the best approach to track applicant flow data in the current application processing system.	March 2013
2) Develop a Recruitment Events Calendar, and identify Line Office Recruitment Point of Contacts.	October 15, 2013
3) Develop a NOAA-wide method to track recruitment efforts.	May 30, 2014
4) Review recruitment efforts and applicant flow data to analyze on a semi-annual basis.	September 15, 2014

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:** This plan has been modified to include items #2.

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

**FY 2012: PART I PLAN #1 – NOAA-Continued**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Women At The GS-13 And Above Grade Levels.</b>  The participation rate of women at the GS-13 and above is 25.5%, which is lower than the expected rate of 32.8%.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>As in the previous fiscal year, workforce statistics for grades GS-13 and above were reviewed and analyzed on a basic level. However, the triggers identified above require additional, refined analysis in order to initiate the investigation of the root cause.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>As a thorough barrier analysis has not been completed at this time, no barrier has been identified.</p>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Civil Rights Office will utilize the barrier analysis methodology to identify the root cause of this condition.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, CRO</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>March 2012</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>August 2013</p>
<p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p> <p>1) The Civil Rights Office will collaborate with Line Office EEO Managers to identify a workgroup to conduct the barrier analysis.</p> <p>2) Review and use appropriate actions from DOC's Diversity Plan to address any identified barriers.</p>	<p><b>TARGET DATE (Must be specific)</b></p> <p>May 2013</p> <p>August 2013</p>

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

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

**FY 2012: PART I PLAN #2 –NOAA-Continued**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Hispanic Fishery Biologist.</b></p> <p>The participation rate of Hispanics Fishery Biologist is 2.3% (1.8% male, 0.5% female), which is lower than the expected rate of 4.0% (1.9% male, 2.1% female).</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The Civil Rights Office developed a barrier analysis tool to investigate the ‘why’ behind EEO target group low participation. The methodology enabled NOAA to conduct this type of investigation for any target group.</p> <p>The methodology was tested on Hispanic Fisheries Biologists, and was completed in FY 2010.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<ol style="list-style-type: none"> <li>1. Since applicant data is not tracked, it is impossible to determine if a lack of workforce parity arises from hiring practices, by the agency, office, or individual manager.</li> <li>2. NOAA does not coordinate or track recruitment efforts. Without this information, there is no way to evaluate the success of a recruitment effort.</li> <li>3. Eligible Hispanic Fishery Biologists are not applying for promotions at the expected rate. This results in Hispanics not being appropriately represented in the higher pay levels of Fishery Biologists.</li> </ol>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<ol style="list-style-type: none"> <li>1. Collect and analyze applicant flow data by Office/Hiring Official.</li> <li>2. Conduct evaluations of recruitment events, which include the number of attendees, type of questions asked and materials taken, and other pertinent observations.</li> <li>3. Implement activities outlined in the DOC’s Diversity Plan.</li> </ol>
<p><b>RESPONSIBLE OFFICIALS:</b></p>	<p>NOAA WFMO</p>

	LO EEO Program Managers Director, CRO	
<b>DATE OBJECTIVE INITIATED:</b>	March 2012	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 2013	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
1) The CRO will collaborate with WFMO to determine how the current recruitment database will allow the tracking of applicant flow data.	March 2013	
2) Conduct outreach & education campaigns in predominantly Hispanic communities/colleges & universities designed to increase education on fish biology careers.	September 2013	
3) Once the tracking of data has been established, the CRO will review/analyze data on a semi-annual basis.	September 2014	
4) Use focus groups to determine why eligible Hispanic Fishery Biologists are not applying for promotions at a higher rate.	September 2014	
<b>REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE</b>		
1) In FY 2012, the rate of Hispanic male Fishery Biologist increased from 1.8% to 1.9%. However, we will implement activities to increase the rate of females in this occupation.		

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

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Employees With Targeted Disabilities.</b></p> <p>The participation rate of NOAA employees with targeted disabilities decreased from 0.6 during FY 2011 to 0.4% in FY 2012, substantially below the 2% Federal Goal.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>At the end of Fiscal Year 2012, NOAA’s workforce decreased from 13,075 to 12,598 employees, and the number with targeted disabilities decreased by 28 (40.6%).</p> <p>Employees with targeted disabilities are concentrated in lower grade (or equivalent) groupings and have lower than expected participation rates at higher grades (or equivalents).</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>As a thorough barrier analysis has not been completed at this time, no barrier has been identified.</p>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>1) Implement activities outlined in DOC’s Diversity Plan.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, WFMO</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>January 2012</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 2013</p>

**PLANNED ACTIVITIES TOWARD COMPLETION  
OF OBJECTIVE:**

**TARGET DATE  
(Must be specific)**

**REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE**

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

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p><b>Lower Than Expected Participation Rate For Women At The GS-13 And Above Grade Levels.</b>  Permanent females separated at a rate of 37.4%; which is above their representation of 32.8%.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Workforce statistics for separations were reviewed and analyzed on a basic level. However, the triggers identified above require additional, refined analysis in order to initiate the investigation of the root cause.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>As a thorough barrier analysis has not been completed at this time, no barrier has been identified.</p>
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The Civil Rights Office will utilize the barrier analysis methodology to identify the root cause of this condition.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, CRO</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>March 2013</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 2013</p>
<p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p> <p>1) Review NOAA’s Climate Survey to determine if employee perceptions drive separation.</p> <p>2) Coordinate with Workforce Management to determine if an Exit Interview process can be developed.</p>	<p><b>TARGET DATE (Must be specific)</b></p> <p>June 2013</p> <p>July 2013</p>

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

**EEOC FORM  
715-01 PART J**

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities**

<b>PART I. Department or Agency Information</b>	1. Agency	1. Department of Commerce
	1.a. 2 <sup>nd</sup> Level Component	1.a. National Oceanic and Atmospheric Administration
	1.b. 3 <sup>rd</sup> Level or lower	1.b. n/a

<b>PART II. Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY		... end of FY		Net Change	
		Number	%	Number	%	Number	Rate of Change
Total Work Force	13,075	100.00%	12,598	100.00%	-476	-3.6%	
Reportable Disability	615	4.7%	664	5.2%	49	8.0%	
Targeted Disability*	71	0.6%	42	0.4%	-29	-40.8%	
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).							
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						11	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						0	

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

Other Employment/ Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions*									
4. Non-Competitive Promotions	390	21	5.4	0	0%	17	4.4%	352	90.2%
5. Employee Career Development Programs									
5.a. Grades 5 - 12	0	0	0%	0	0%	0	0%	0	0%
5.b. Grades 13 - 14	9	0	0%	0	0%	0	0%	9	100%
5.c. Grade 15/SES	0	0	0%	0	0%	0	0%	0	0%
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	18,098	1406	7.8%	104	0.6%	554	3.1%	16,034	88.6%
6.b. Cash Awards (total \$\$\$ awarded)	57,375,976.69	220,323.32	3.8%	6,052	0.10%	88,593.82	1.5%	5,422,682.55	94.5%
6.c. Quality-Step Increase	1	0	0%	0	0%	0	0%	1	100%
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.

Note: Information on competitive promotions is not available at this time.

**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

**Provide a brief narrative describing the condition at issue.**

The overall representation of NOAA employees with targeted disabilities is 0.4%. The NOAA offices with the largest participation rates for employees with targeted disabilities are the Staff Office of the Office of the Under Secretary at 0.9%, the National Weather Service 0.3%, and the National Marine Fisheries Service at 0.2%, which are below the NOAA and Federal-wide goal of 2%.

NOAA selected no new permanent employees with targeted disabilities and 4 (0.7%) voluntarily separated resulting in a decrease of people with targeted disabilities in 2012.

The participation rate for permanent employees with targeted disabilities at the GS-12/equivalent pay level is 36.4% as compared to 29.7% participation rate for the overall workforce. The participation rate for permanent employees with targeted disabilities at the GS1-11 equivalent pay level is 46.3% as compared to 21.6% participation rate for the overall workforce. The participation rate for permanent employees with targeted disabilities at the GS12-SES pay level is 53.7% as compared to 78.4% participation rate for the overall workforce. This indicates that people with targeted disabilities are disproportionately found in the lower pay levels than the overall workforce.

There are no officials and managers with targeted disabilities as compared to 15.1% for the overall workforce.

In the four most populous major occupations, 1) Meteorologist with targeted disabilities participated at 0.09% as compared to 30% of the overall workforce; 2) Computer Science & Information Technology 0.03% as compared to 13.2%, 3) Fishery Biologist 0.03% compared to 11.1%, and 4) Electronic Engineer 0.03% as compared to 8.9%.

NOAA's largest groups of permanent employees with targeted disabilities are in the following categories: mental illness (18), convulsive disorder (8), deafness (4), and mental retardation (4).

Of the 4 permanent employees who voluntarily separated, 3 (75%) had self-disclosed a mental illness and 1 (25%) a convulsive disorder.

Employees with targeted disabilities were not represented in the number of participants in Career Development Programs.

**Part V**

Goals for Targeted Disabilities

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.

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.

**Goal I. Increase (and retain) the employment of people with targeted disabilities within NOAA to achieve a NOAA-wide participation rate of 2% within the next five years.**

**Goal II. Increase the number of qualified applicants with disabilities who are offered employment with NOAA.**

**Strategies:**

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

- **Create a Pipeline for Future Employment through Federal Internship Programs and On-The-Job Programs for Students and Veterans with Disabilities.** Participation in the Workforce Recruitment Program (WRP) will be publicized heavily in partnership with other NOAA WRP champions. Initiate partnerships with organizations supporting Veterans with Disabilities, and educate NOAA managers on the benefits of hiring veterans with disabilities.
- **Increase Retention of Employees with Disabilities by Providing Technical Assistance on Disability Issues.** Publicize the role of the NOAA Selective Placement Coordinator (SPC), regarding recruitment and outreach to applicants with disabilities. WFMO has developed a variety of tools and guidance to facilitate the use of special hiring authorities and strategies tailored towards three separate audiences: applicants with disabilities, hiring managers, and WFMO employees.
- **Improve Management's Awareness on Issues Related to Hiring and Retaining Employees with Disabilities.** WFMO provides guidance as it relates to the hiring tools currently available to management to increase hiring of People with Targeted Disabilities and Veterans with Disabilities, including Veterans' preference and noncompetitive appointments for Schedule A and preference eligible Veterans, as well as reasonable accommodations through the Computer/Electronic Accommodations Program (CAP) and the Job Accommodation Network (JAN). Hiring officials are provided briefings on success stories of employed people with disabilities and engage in other activities to make them more receptive to hiring people with disabilities. The Recruitment and Workforce Planning modules on the Commerce Learning Center have recently been updated to include information on how to hire employees with disabilities.

# A TABLES ANALYSES

## OVERALL NOTES:

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

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

The total number of employees (permanent and temporary) decreased from 13,075 in FY 2011 to 12,598 in FY 2012. This is a decrease of 477 employees. Decreases occurred in its representation of males (-3.3%), and females (-4.4%). Specific decreases included Hispanic females (-0.8%), White males (-3.5%), White females (-4.9%), African American males (-6.5%), African American females (-5.7%), Asian males (-1.5%), Asian females (-1.7%), Native Hawaiian/Other Pacific Islander females (-18.2%), and American Indian/Alaska Native males (-8.6%). NOAA saw an increase in its representation of Hispanic males (1.3%); Native Hawaiian/Other Pacific Islander females (11.1%); Multiple Race males (125%), and Multiple Race females (57.1%).

The total number of permanent employees decreased from 12,677 in FY 2011 to 12,288 in FY 2012. This represents a decrease of 389 permanent employees. Decreases occurred in males (-2.8%) and females (-3.6%). Specific decreases included Hispanic females (-0.8%), White males (-3.2%); White females (-4.1%), African American males (-3.8%), African American females (-4.6%); Asian males (-1.0%), Asian females (-1.3%), Native Hawaiian/Pacific Islander females (-14.3%), and American Indian/Alaska Native males (-5.4%). However, NOAA saw increases in its representation of Hispanic males (1.8%); Native Hawaiian/Pacific Islander males (9.1%); American Indian/Alaska Native males (11.5%), Multiple Race males (160.0%); and Multiple Race females (68.4%).

The total number of temporary employees decreased from 398 in FY 2011 to 310 in FY 2012. This is a decrease of 88 employees. Decreases occurred in males (-19.7%); females (-25.1%); Hispanic males (-20.0%), White males (-14.5%), White females (23.2%), African American males (-52.2%), African American females (-47.1%), Asian males (-22.2%), Asian females (-10.0%), Native Hawaiian/Pacific Islander males (-100.0%), Multiple Race males (-50.0%), and Multiple Race females (-50.0%). There were no net increases; however, the number of Hispanic females, Native Hawaiian/Pacific Islander males, and American Indian/Alaska Native females remained the same.

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

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

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

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

American Indian/Alaska Native females  
Multiple Race males and females

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

In FY 2012, the National Weather Service (NWS) was the largest Line Office with 4,767 (38.7%) employees and the National Marine Fisheries Service (NMFS) followed with 3,155 (25.6%) employees.

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

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

Under Secretary -

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

Staff Offices -

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

OMAO -

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

NOS -

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

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

NWS -

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

NMFS -

Total females  
Hispanic males and females  
African American males and females  
Multiple Race males and females

NESDIS –

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

OAR –

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

PPI –

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

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

Overall, males represent 39.7% of all **Officials and Managers** and females 60.2%. Hispanic females, White females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, and American Indian/Alaska Native females, and Multiple Race males and females have rates of participation equal to or higher than their overall representation in the permanent workforce.

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

At the **Executive/Senior** level (Grades 15 and above) males represent 59.8% with females at 40.2%; which is below their overall workforce representation. White females, African American males and females, Native Hawaiian/Pacific Islander females, American Indian/Alaska Native males, and Multiple Race females have a higher participation rate than their overall representation in the workforce.

At the **Mid-level** (Grades 13-14) males represent 39.7% and females 60.2% (above their overall representation). White females, African American females, Asian females, and Native Hawaiian/Pacific Islander females have a participation rate higher and/or equal to their overall workforce representation.

**First-Level** (GS 12 and below) males represent 35.4% and females 64.5% (above their overall workforce representation). White females, African American females, Asian males and females, Native Hawaiian/Pacific Islander males and females, and American Indian/Alaska Native females have a participation rate higher and/or equal to their overall workforce representation.

**Professionals**

Overall, males represent 73.6% of all Professionals and females 26.3%. Hispanic males, White males, Asian males, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males and females, and Multiple Race females have rates equal to or higher than their overall representation in the permanent workforce.

Hispanic females, White females, African American males and females, Asian females, and Multiple Race males have less participation in this category than their participation in the permanent workforce.

**Technicians**

Males represent 86.7% of all Technicians and females represent 13.2%.

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

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

### **Sales Workers**

All EEO groups were absent from this category during FY 2012.

### **Administrative Support Workers**

Overall, males represent 14.9% of all Administrative Support Workers and females represent 85%.

Females of all ethnic/racial groups have a higher participation in this category than their participation in the workforce, except Native Hawaiian/Pacific Islander females.

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

### **Craft Workers**

Overall, males represent 90.5% of all Craft workers and females 9.4%.

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

### **Operatives**

Males represent 90% of all Operatives and females 10%.

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

White females have less participation in this category than their participation in the permanent workforce. No other EEO groups were represented in FY 2012.

### **Laborers And Helpers**

All groups were absent from this category during FY 2012.

### **Service Workers**

Overall males represent 78.4% of all Service Workers and females represent 21.5%.

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

Hispanic females, White females, and African American males and females have less participation in this category than their participation in the permanent workforce. Native Hawaiian/Pacific Islander males and females and Multiple Race females were not represented in this category in FY 2012.

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

Males represent 66.3% of all General Schedule/CAPS workers and females 33.7%.

The majority of NOAA employees (3,526) comprise the GS-12/CAPS III pay level. Males represent 63.3% and females 36.6%.

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

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

The GS-14/CAPS IV is the second highest comprised pay level (2,968); with males representing 68.3% and females 32.1%. White males, Asian males and females, Native American/Pacific Islander females, and Multiple Race females were represented at a rate higher and/or equal to their overall representation in the workforce.

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

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

Males represent 90.5% of all Wage Grade workers and females 9.4%.

The majority of NOAA employees (108) comprise the WG-8 pay level. Males represent 89.8% and females 10.1%.

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

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

Hispanic females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race females were not represented in this category in FY 2012.

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

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

**\* Multiple Race CLF data was not available.**

**\*1) Meteorologist (1340):**

This is NOAA's highest employed major occupation. In FY 2012, males comprised 85.5% of this occupation and females represented 14.4%.

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

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

Hispanic males  
African American males  
Asian males  
Native Hawaiian/Pacific Islander males

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

In FY 2012, males comprised 75.9% of this occupation and females represented 24.0%.

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

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

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

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

In FY 2012, males comprised 63.6% of this occupation and females represented 36.4%.

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

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

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

American Indian/Alaska Native males and females

**\*4) Electronic Engineer (0855):**

In FY 2012, males comprised 95.4% of this occupation and females represented 4.5%.

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

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

Hispanic females  
White females  
African American females  
Asian males and females

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

**1) Meteorologist (1340):**

There were 6,596 qualified applicants for this occupation; of which 86.7% were male and 13.2% female. Hispanic females, White males, African American females, Asian males, and Multiple Race females were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander males and females, and American Indian/Alaska Native females were not identified as qualified applicants.

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

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

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

There were 1,674 qualified applicants for this occupation; of which 84.1% were males and 15.8% females. White males and Asian males were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander females and American Indian/Alaska Native females were not identified as qualified applicants.

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

Hispanic males and females

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

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

There were 654 qualified applicants for this occupation; of which 50.3% were male and 49.6% female. Hispanic males and White males were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander males and American Indian/Alaska Native males were not identified as qualified applicants.

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

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

### **4) Electronic Engineer (0855):**

There were 1,345 qualified applicants for this occupation; of which 95.9% were male and 4.0% females. White males and American Indian/Alaska Native males were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander females and American Indian/Alaska Native females were not identified as qualified applicants.

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

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

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

In FY 2012, males comprised 62.8% of all new hires and females 37.1%. White males represented the highest number of new hires at 253 (53.7%), while White females represented the second highest group at 127 (26.9%).

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

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

- Hispanic males and females
- White males
- Asian males and females
- American Indian/Alaska Native males and females

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

**1) Meteorologist (1340):**

There were 1,815 qualified internal applicants for this occupation; of which 86.2% were males and 13.7% females. White males and females, African American males, Asian males, and Multiple Race females were selected at rates higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander males were not identified as qualified applicants.

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

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

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

There were 248 qualified applicants for this occupation; of which 89.1% were males and 10.8% females. White males were selected at a rate higher and/or equal to their qualified rate. Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males and females, and Multiple Race males and females were not identified as qualified applicants.

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

- Hispanic males and females
- White females
- African American males and females
- Asian males and females

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

There were 89 qualified applicants for this occupation; of which 58.4% were males and 41.5% females. Hispanic males and White males were selected at rates higher and/or equal to their qualified rate. Hispanic females, African American males and females, Asian females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native males, and Multiple Race males and females were not identified as qualified applicants.

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

- White females
- Asian males
- American Indian/Alaska Native females

**4) Electronic Engineer (0855):**

There were 183 qualified applicants for this occupation; of which 88.5% were male and 11.4% females. White males were selected at rates higher and/or equal to their qualified rate. Hispanic females, Native Hawaiian/Pacific Islander males and females, American Indian/Alaska Native females, and Multiple Race males and females were not identified as qualified applicants.

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

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

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

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

In the **GS 13-14** career development program, 30 slots were available, 29 employees applied, and 9 were selected as participants. Of those, 5 (55.6%) were males and 4 (44.4%) females. Hispanic males, White males and females, Asian females, and Multiple Race females participated at rates above their overall workforce representation. No other EEO-groups participated, although 1 Hispanic female, 1 African American male, 3 African American females applied to the program.

In the **GS 15-SES** category, 30 slots were available, but there were no applicants.

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

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

During FY 2012, 1,212 cash awards were distributed to employees totaling \$412,351.65; of which males received \$277,995.57 (69%) and females \$134,356.08 (30.9%).

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

### **Cash Awards \$501+**

In FY 2012, 3,729 awards were distributed totaling \$5,325,256.04. Males received \$3,180,938.37 (58.9%) and females \$2,144,307.67 (41%).

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

### **Quality Step Increases (QSI)**

In FY 2012, 1 (100%) White male received a QSI. No other EEO groups were represented.

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

In FY 2012, 739 (4,922 hours) Time-off awards were distributed, of which males represented 498 (67.3%) and females 241 (32.6%).

White males and females, and African American males and females received awards at a rate higher than their participation in the workforce.

Hispanic males and females, Asian males and females, American Indian/Alaska Native males, and Multiple Race males received awards at rates below their overall workforce representation rates.

Native Hawaiian/Pacific Islanders, American Indian/Alaska Native females, and Multiple Race females were not represented in the distribution of these awards.

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

There were 531 (13,176 hours) Time-off awards distributed, of which males represented 328 (61.7%) and females 203 (38.2%).

Hispanic males and females, White females, African American males and females, American Indian/Alaska Native males and females, and Multiple Race males received awards at a rate higher than their participation in the workforce.

White males, Asian males and females, and Multiple Race females received awards at rates below their overall workforce representation rates.

Native Hawaiian/Pacific Islander males and females were not represented in the distribution of these awards.

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

**Total Separations:**

In FY 2012, there were 590 total separations. Males represented 62.5% and females 37.4%. Females separated at a rate higher than their overall representation.

**Voluntary Separations:**

There were 559 voluntary separations; males 350 (62.6%) and females 209 (37.4%). White males, and African American males and females separated at rates higher than their participation rate in the workforce.

**Involuntary Separations:**

There were 31 involuntary separations; males 19 (61.2%) and females 12 (38.7%). Hispanic females and females, African American males and females, Asian males, and American Indian/Alaska Native males separated at a rate higher than their overall workforce representation.

## **B TABLES ANALYSES**

### **OVERALL NOTES:**

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

Detailed data by disability category such as deafness, blindness, etc. have not been included in this analysis due to numbers in these groups being too small to evaluate (in most cases, less than 10 in each category; all groups have less than 20 in each category).

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

In comparing the FY 2012 workforce (12,598) to the FY 2011 workforce (13,075), there was an overall decrease of 477 individuals (3.6%). During this same time period, the number of permanent employees with targeted disabilities decreased by 28 individuals (a net change of 59.4%). The participation rate of NOAA employees with targeted disabilities remained below the 2% Federal at 0.3%.

The number of temporary employees with targeted disabilities is too small to evaluate as a group (1).

The number of permanent employees with reportable disabilities did increase, from 591 to 651. The number of temporary employees with reportable disabilities decreased, from 24 to 13.

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

For FY 2012, the National Weather Service (NWS) was the largest line office with 4,767 (38.7%) permanent employees, and the National Marine Fisheries Services (NMFS) followed with 3,155 (25.6%) employees. The NWS had a 0.36% participation rate for employees with targeted disabilities and 0.29% for NMFS, both substantially below the Federal and NOAA goal of 2%.

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

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

Compared to the overall workforce participation rate of 15.1% for Officials and Managers, **Officials and Managers** with targeted disabilities have a participation rate of 19.5%, up from the previous year of 18.5%.

The overall workforce participation rate for **Professionals** is 65.2%, as compared to 41.4% participation rate for people with targeted disabilities in this category. The overall workforce participation rate for Technicians is 9.6% as compared to 7.3% for people with targeted disabilities.

However, the situation is reversed for **Administrative Support** – overall is 5.6% and people with targeted disabilities is at 31.7%.

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

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

In general, employees with targeted disabilities have a slightly higher participation rate at the higher (GS12-SES) pay levels than the lower (GS1-11) pay levels; 53.7% versus 46.3%.

The participation rate for GS-12 equivalent employees with targeted disabilities is 36.4% as compared to the 29.5% participation rate for the overall workforce; although GS-12 equivalent employees with targeted disabilities only make up 0.13% of the total workforce.

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

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

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

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

Although the Meteorologists and Computer Science/IT Specialists occupations remain high, the participation rate for meteorologists with targeted disabilities is 0.09%, and the rate for Computer Science/IT Specialists is 0.02%, both substantially lower than the Federal and NOAA goal of 2%.

Meteorologists do make up the largest occupation for people with targeted disabilities at 36.4%. Management analysts make up 13.6% and Computer Science/IT Specialists, Fishery Biologists, and Electronic Engineers make up 9.1% occupations each for people with targeted disabilities.

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

No new employees with targeted disabilities were hired in any of the categories. However, of the total new hires for FY 2012 (471), 7.43% (35) had a reportable disability.

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

**1) Meteorologist (1340):**

A total of 81 qualified persons with disabilities applied for positions within this occupation; of which 7 (8.6%) were selected. None of the selectees had targeted disabilities.

**2) Electronic Engineer (0855):**

A total of 16 qualified persons with disabilities applied for positions within this occupation; of which 1 (6.2%) was selected. There were no selectee(s) with a targeted disability.

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

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

Of all career development programs, a total of 54 individuals applied, and 18 were selected. None of these individuals had a targeted disability. One individual with a reportable disability applied and was selected for a GS5-12 career development program.

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

**Cash awards:** Of 4,941 cash awards, 9 (~0.2%) were distributed to employees with targeted disabilities, totaling 21,641.15. The average award amount was slightly smaller for those given to people with targeted disabilities; although the numbers of awards are not large enough to be statistically significant.

**Quality Step Increase:** In FY 2012, there was only one (1) Quality Step Increase (QSI) awarded and that was to an individual without a disability.

**Time off awards:** In FY 2012, of 1270 (18,098) time-off awards, 9 (0.7%) were earned by employees with targeted disabilities. The number of hours awarded per individual did not significantly vary between individuals with and without targeted disabilities.

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

Although the numbers of permanent employees with targeted disabilities in all of the separation categories are too small to evaluate, they do show that 4 (0.7%) of the voluntary separations in FY 2012 were by permanent employees with targeted disabilities.