

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

National Science Foundation
For the Period Covering October 1, 2017 to September 30, 2018

Table of Contents

Table of Contents	i
Glossary of Terms	ii-iii
Part A: Department or Agency Identifying Information	1
Part B: Total Employment	1
Part C: Agency Officials Responsible for Oversight of EEO Programs	1
Part D: List of Subordinate Components Covered in this Report	2
Part E: Executive Summary	3
Part F: Certification of Establishment of Continuing EEO Programs	22
Part G: Agency Self-Assessment	23
Part H: EEO Plan to Attain the Essential Elements of a Model EEO Program	35
Part I: EEO Plan to Eliminate Identified Barriers	36
Part J: Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities	39
Appendix A: Workforce Data Tables (A1 – A14)	
Appendix B: Workforce Data Tables for Individuals with a Disability (B1 – B14)	
Appendix C: Additional Required Information	
C-1 Policy Statements on Equal Opportunity, Diversity and Inclusion, and Prevention of Harassment	
C-2 NSF Organizational Chart	
C-3 462 Report (2018)	

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Glossary of Terms¹

ACTION ITEM: Clearly identified step to the attainment of an objective.

BARRIER: Personnel principle, policy, or practice, which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women and individuals with disabilities.

CIVILIAN LABOR FORCE (CLF): Data derived from the decennial census reflecting persons 16 years of age or older, who were employed or seeking employment. This data excludes those in the Armed Services. CLF data used in this report is based on the 2010 Census.

CONSPICUOUS ABSENCE: A particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the workforce.

INDIVIDUAL WITH A DISABILITY: A person who (1) has a physical impairment or mental impairment that substantially limits one or more of that person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

TARGETED DISABILITIES: Disabilities "targeted" for emphasis in affirmative action planning. Targeted disabilities include deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, intellectual disabilities, mental illness, and a genetic or physical condition affecting limbs and/or spine.

EEO GROUPS: White men and women (not of Hispanic origin); Black men and women (not of Hispanic origin); Hispanic men and women; Asian American/Pacific Islander men and women; and American Indian/Alaskan Native men and women.

EMPLOYEES: Permanent, full, or part-time members of the agency workforce including those in Excepted Service positions; this does not include temporary or intermittent individuals.

MAJOR OCCUPATIONS: Mission oriented occupations or other occupations with 50 to 100 or more employees.

MINORITIES: Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native, Native Hawaiian or other Pacific Islander.

NSF STAFF CATEGORIES: Science and Engineering (S&E) - includes positions in science, engineering, and education plus management and general administration positions with program responsibilities in the research directorates; Business Operations – includes "professional" positions such as Accountant/Auditor and Librarian plus all remaining administrative positions not included in the S&E category above. Business Operations positions are located in the research directorates as well as in the offices that provide support to the research directorates (e.g., finance, human resources, etc.).

OBJECTIVE: Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective will lead to the elimination of a barrier or other problem.

¹ Definitions are in accordance with EEOC guidelines and NSF's staff groupings

PARITY: Representation of EEO groups in a specific occupational category or grade level in the agency's workforce that is equivalent to its representation in the appropriate CLF.

PARTICIPATION RATE: The extent to which members of a specific demographic group participate in an agency's work force.

PROBLEM: A situation that exists in which one or more EEO groups do not have full equal employment opportunity.

PROGRAM ANALYSIS: Review of entire agency's affirmative employment program.

PROGRAM ELEMENT: Prescribed program area for assessing where agencies should concentrate their affirmative employment program analysis and plan development.

RACE-NATIONAL ORIGIN-ETHNICITY:

White – Not of Hispanic Origin. All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American – All persons having origins in any of the Black racial groups of Africa.

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native – All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Native Hawaiian or Pacific Islander – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

RELEVANT CIVILIAN LABOR FORCE (RCLF): Civilian Labor Force (CLF) data that are directly comparable (or relevant) to Federal workforce data.

RESPONSIBLE OFFICIAL: Executive, manager, or supervisor who is accountable for accomplishing an action item.

TOTAL WORK FORCE: All employees of an agency subject to 29 C.F.R. Part 1614 regulations, including temporary, seasonal, and permanent employees.

TARGET DATE: Date (month/year) for completion of an action item.

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, 2017, to September 30, 2018.				
PART A Department or Agency Identifying Information	1. Agency		1. National Science Foundation	
	1.a. 2 nd level reporting component			
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 2415 Eisenhower Ave, Alexandria, VA 22314	
	3. City, State, Zip Code		3. Alexandria, VA 22314	
	4. CPDF Code	5. FIPS code(s)	4. 51	5. 24, 11
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 1,272	
	2. Enter total number of temporary employees		2. 216	
	3. Enter total number employees paid from non-appropriated funds		3. 0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		4. 1,488	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Dr. France Córdova Director	
	2. Agency Head Designee		2. Rhonda J. Davis	
	3. Principal EEO Director/Official Official Title/series/grade		3. Rhonda J. Davis Office Head, ES-0260-00	
	4. Title VII Affirmative EEO Program Official		4. Eric A. Bell	
	5. Section 501 Affirmative Action Program Official		5. Pamela J. Smith	
	6. Complaint Processing Program Manager		6. Edmund Rhynes	
	7. Other Responsible EEO Staff			

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes	
	N/A			
EEOC FORMS and Documents Included With This Report				
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement		X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]		X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans		X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues		X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects		NA
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart		X

EEOC FORM 715-01 PART E	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
National Science Foundation	For period covering October 1, 2017, to September 30, 2018.	
EXECUTIVE SUMMARY		
<p>The National Science Foundation (NSF) was established by Congress in 1950 as an independent agency of the Federal government with the mission "to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense."¹ NSF supports fundamental research at the frontiers of knowledge, across all fields of science and engineering (S&E) and S&E education. With an annual budget of about \$7.8 billion (FY 2018), NSF funds approximately 24% of all federally-supported fundamental research conducted by U.S. colleges and universities: this share increases to 60% when medical research supported by the National Institutes of Health is excluded.</p> <p>NSF accomplishes its mission primarily by making merit-based grants and cooperative agreements to colleges, universities, and other institutions to support researchers throughout the nation. NSF uses a merit review process to select new awards from competitive proposals submitted by the S&E research and education communities. Each year, NSF evaluates approximately 50,000 proposals to make around 12,000 competitive awards. NSF’s merit review uses two criteria to evaluate research proposals—intellectual merit (i.e., the potential to advance knowledge) and broader impacts (i.e., the potential to benefit society).</p> <p>Over the years, NSF-funded research and education projects and world-class S&E infrastructure have led to many significant discoveries. More than 200 Nobel Prize winners received support from NSF at some point in their careers. The highly acclaimed achievements of these laureates are but a small fraction of the advances enabled by NSF, which have, in turn, stimulated economic growth and improved the quality of life, health, and security for our nation.</p> <p>In order to unleash the United States’ innovation potential, it is essential to have a well-prepared S&E workforce, capable of taking advantage of the expanding knowledge base and advanced technology generated by fundamental research activities. NSF meets the U.S. S&E workforce needs by seamlessly integrating the education of future scientists, engineers, and educators into the broad portfolio of research that NSF supports. This investment strategy generates not only groundbreaking S&E discoveries, but it also equips the future S&E workforce with the knowledge and experience to apply the most advanced concepts and technology to meet societal challenges.</p>		

¹ National Science Foundation Act of 1950, as amended (42 U.S.C. §1861, et seq.), also known as the NSF Act.

NSF has a strong commitment to diversity, as reflected in one of the core values in NSF’s 2018-2022 Strategic Plan,² namely: “*Inclusiveness* – seeking and embracing contributions from all sources, including underrepresented groups, regions, and institutions.” Additionally, diversity and inclusion (D&I) are embodied in one of NSF’s strategic objectives under the third strategic goal to “Excel as a Federal Science Agency.” Specifically: “*Strategic Objective 1 (G3/O1): “Build an increasingly diverse, engaged, and high-performing workforce by fostering excellence in recruitment, training, leadership, and management of human capital.”* NSF has a strong commitment to diversity and to taking the necessary actions to attain model EEO status.

NSF’s total workforce for FY 2018 consisted of 1,488 employees – 1,272 permanent and 216 temporary – according to the Federal Personnel Payroll System (FPPS).³ The NSF staff are distributed across seven science, technology, engineering and mathematics (STEM) directorates and five business offices. The STEM directorates include many temporary employees in both temporary federal appointments and as Visiting Scientists, Engineers, and Educators (VSEEs, which includes the members of the National Science Board). NSF does not employ wage-grade workers.

SUMMARY ANALYSIS OF NSF’S WORKFORCE

Over the last fiscal year, there has been an increase in the diversity of NSF’s workforce, as a result of recruitment and retention activities. Additionally, NSF has made strides towards attaining model Equal Employment Opportunity (EEO) status as defined by the EEO Commission (EEOC). NSF’s workforce strategy seeks to serve not only the Federal workforce but the wider academic and research communities.

The EEOC requires that agencies compute the net change within a demographic group, within the workforce, between two time periods. This net change is calculated by taking the difference between the number of employees in a demographic group at the end of the current fiscal year and the prior fiscal year and dividing this number by that in the prior fiscal year. If a group’s percentage decreased, that net change is negative. If a group displays a net change lower than that for the total workforce, there may be a barrier to enhancing participation.

Consistent with NSF’s mission, a number of Broadening Participation grant programs seek to increase diversity in the wider academic and research communities, which supply the talent pool for staff serving under Intergovernmental Personnel Act (IPA) appointments, who are considered vital to NSF’s mission, but who are not included as employees in FPPS and, therefore, are not included in tabulations in this report.⁴

NSF Workforce by Race/Ethnicity and Sex

The EEOC requires that agencies compute the net change within each demographic category in the agency workforce, between the fiscal year just ended and the previous fiscal year. Table 1

² National Science Foundation. (2018, February). “Building the Future, Investing in Discovery and Innovation: Strategic Plan for 2018 – 2022.”

³ For FY 2018, the MD-715 report includes employees of the Office of Inspector General (OIG) and the National Science Board (NSB). Also, the data pulled from the FPPS reflect the use of the first and last full pay periods of FY 2018.

⁴ Limited data on IPAs are presented in the Barrier Analysis section to compare this segment of NSF’s workforce to the U.S. talent pool available for these positions.

summarizes data from Appendix Table A1. The percentage change between FY 2017 and FY 2018 is shown in the column labeled “Change: FY 2018 – FY 2017,” for each demographic category. Overall, the NSF workforce remained the same in FY 2018 compared to FY 2017.

There was a significant increase (11.29%) in the representation of employees who reported being Asian. The seemingly large proportionate increase (28.57%) in employees of American Indian/ Alaska Native origins reflects the impact of change associated with relatively small baseline populations.

The Civilian Labor Force (CLF), as measured by the U.S. Bureau of Labor Statistics (BLS), is a benchmark for determining underrepresentation of demographic categories in NSF’s total workforce. Table 1 compares the NSF total workforce data to the CLF. The following groups were below parity:⁵

- Males (12.26% below parity);
- Whites (15.24% below parity); and
- Hispanics/Latinos (5.53% below parity).

Conversely, categories over-represented in the NSF total workforce when compared to the 2010 CLF were:

- Females (12.26% above parity);
- Blacks/African Americans (15.73% above parity); and
- Asians (5.37% above parity).

Table 1. NSF Total Workforce, FY 2017 and FY 2018

	Number		Percent of Total Workforce		Comparisons		
	FY 2018	FY 2017	FY 2018	FY 2017	Percentage Change: (FY 2018 - FY 2017)	2010 CLF	Gap: % FY 2018 - % 2010 CLF
All	1488	1488			0.00%		
Sex							
Female	899	899	60.42%	60.42%	0.00%	48.16%	12.26%
Male	589	589	39.58%	39.58%	0.00%	51.84%	-12.26%
Race/Ethnicity							
White	850	867	57.12%	58.27%	-1.96%	72.36%	-15.24%
Black/African American	413	413	27.75%	27.76%	0.00%	12.02%	15.73%
Asian	138	124	9.27%	8.34%	11.29%	3.90%	5.37%
Hispanic/Latino(a)	66	64	4.43%	4.30%	3.13%	9.96%	-5.53%
American Indian / Alaska Native	9	7	0.60%	0.47%	28.57%	1.08%	-0.48%
Native Hawaiian/Pacific Islander	3	3	0.20%	0.20%	0.00%	0.14%	0.06%
Two or more races	9	10	0.60%	0.67%	-10.00%	0.54%	0.06%
Disability Status							
Targeted Disability	32	33	2.15%	2.22%	-3.03%		
Disability	174	146	11.69%	9.81%	19.18%		

*Note: CLF = Civilian Labor Force
Sources: Workforce Data Tables A1 and B1

⁵ The data are extracted from data Table A1. The data tables are contained at Appendix A and B of this report. Also, as a result of rounding, there may be a slight difference in the numerical values provided throughout this report.

Table 2 disaggregates the NSF workforce by permanent (n=1,272) versus temporary appointments (n=216). Comparing the permanent and temporary workforces is important because of the research on labor force participation that suggests minority group members are more likely than those in the majority group to occupy less secure positions.⁶ There were a few ways in which the NSF temporary workforce differed from those in the permanent workforce (see the column labeled “Gap: % Perm - % Temp”) as follows:

- Males were more likely to be in the NSF temporary workforce (which includes VSEEs), while females were more likely to be in the NSF permanent workforce;
- Asians⁷ were slightly more likely to be in the NSF temporary workforce than to be in the permanent workforce.

Table 2. Comparison: FY 2018 NSF Permanent Workforce to FY 2018 NSF Temporary Workforce and 2010 Civilian Labor Force

	Number		Percent of Total Workforce		Gap:	2010 CLF	Gap:
	Perm.	Temp.	Perm.	Temp.	% Perm - % Temp	(%)	% Perm - % 2010 CLF
All	1272	216					
Sex							
Female	794	105	62.42%	48.61%	13.81%	48.16%	14.26%
Male	478	111	37.58%	51.39%	-13.81%	51.84%	-14.26%
Race/Ethnicity							
White	698	152	54.87%	70.37%	-15.50%	72.36%	-17.49%
Black/African American	393	20	30.90%	9.26%	21.64%	12.02%	18.88%
Asian	107	31	8.42%	14.35%	-5.93%	3.90%	4.52%
Hispanic/Latino(a)	55	11	4.23%	5.09%	-0.86%	9.96%	-5.73%
American Indian / Alaska Native	9	0	0.71%	0.00%	0.71%	1.08%	-0.37%
Native Hawaiian/Pacific Islander	2	1	0.16%	0.46%	-0.30%	0.14%	0.02%
Two or more races	8	1	0.63%	0.46%	0.17%	0.54%	0.09%
Disability Status							
Targeted Disability	24	8	1.89%	3.70%	-1.81%		
Disability	156	18	12.26%	8.33%	3.93%		

*Note: CLF = Civilian Labor Force
Sources: Workforce Data Tables A1 Permanent and A1 Temporary, B2 Permanent and B2 Temporary

NSF’s 1,272 permanent employees in FY 2018 were distributed across 12 components, which include seven “research directorates,” which implement programs consistent with NSF’s mission and five “offices” that support NSF’s mission via business and administrative functions. The demographic composition for each of NSF’s 12 components by sex is shown in Figure 1, with the following key findings:

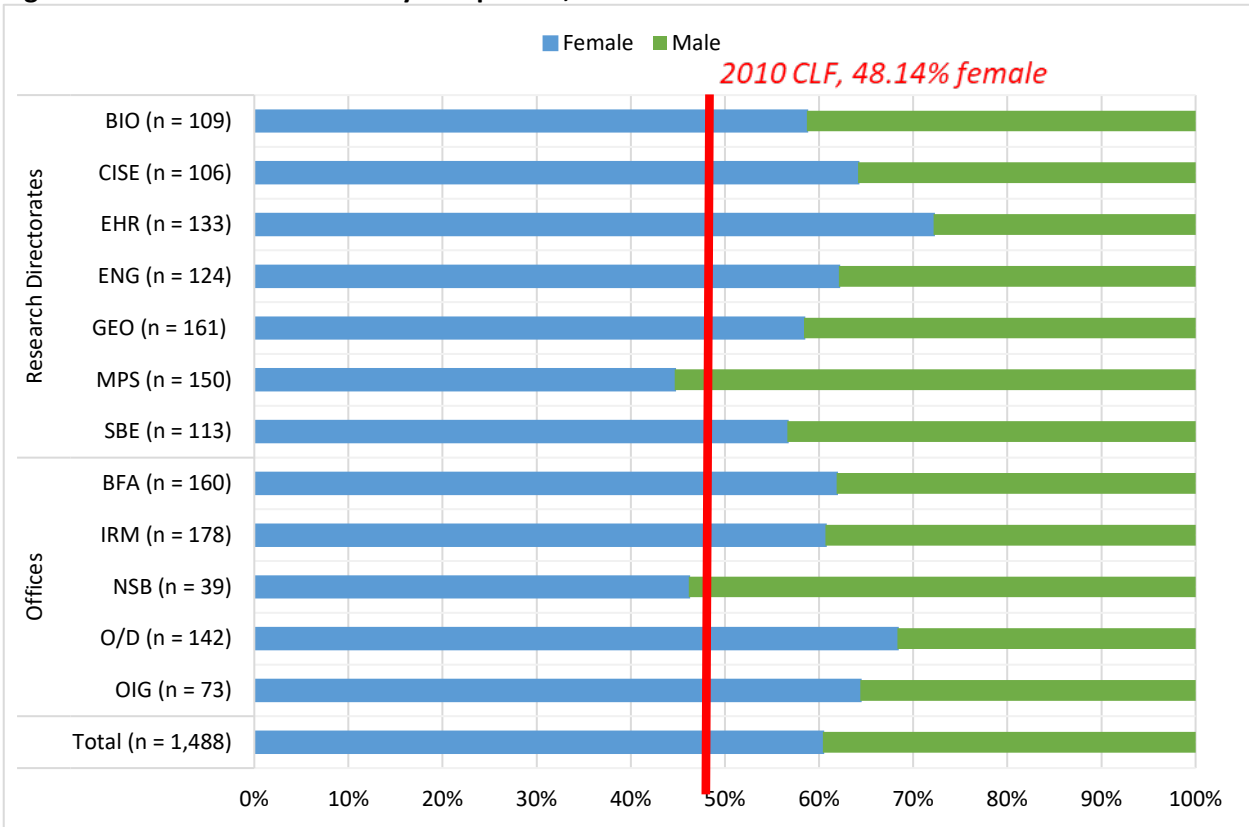
- Overall, 62% of NSF’s employees were female, which is higher than the U.S. national representation of females in the labor force (48% female);
- Females accounted for at least half of all employees in all but two of NSF’s directorates;
- The Mathematics and Physical Sciences (MPS) directorate and National Science Board (NSB) had the lowest relative number of female employees: 44.67% and 46.15% respectively;

⁶ In this case, the terms “minority” and “majority” are used in a sociological sense to reference not sizes of groups, but historical power differences between such groups that play a role in the structures of labor markets. See, for example, Marger, Martin. (1994). *Race and Ethnic Relations: American and global perspectives*. (Wadsworth).

⁷ Throughout this report, consistent with Appendix Tables A1-A14, White, Black/African American, Asian, American Indian / Alaska Native, Native Hawaiian / Pacific Islander and Two or more races are all Non-Hispanic/Latino.

- Females accounted for more than 68% of employees in the Office of the Director (O/D) and over 72% of employees in the Education and Human Resources (EHR) directorate.

Figure 1. Sex of NSF Workforce by Component, FY 2018

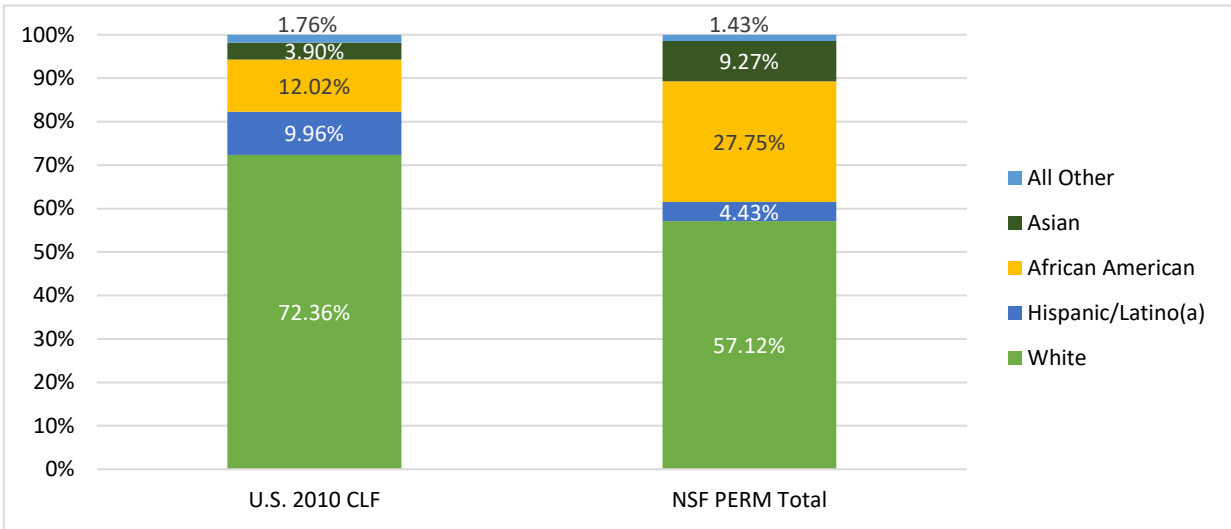


Source: Workforce Data Table A2

Figures 2 and 3 show the racial/ethnic composition of the FY 2018 NSF permanent workforce. Figure 2 shows that, overall, the NSF workforce had a relatively higher percentage of employees of color⁸ (38%) than the comparable U.S. civilian labor force (18%).

⁸ "Employees of color" includes employees who simultaneously did not identify as white and did not indicate Hispanic/Latino(a) origin.

Figure 2. Racial/Ethnic Composition of the FY 2018 NSF Permanent Workforce Compared to the 2010 U.S. Civilian Labor Force (CLF)

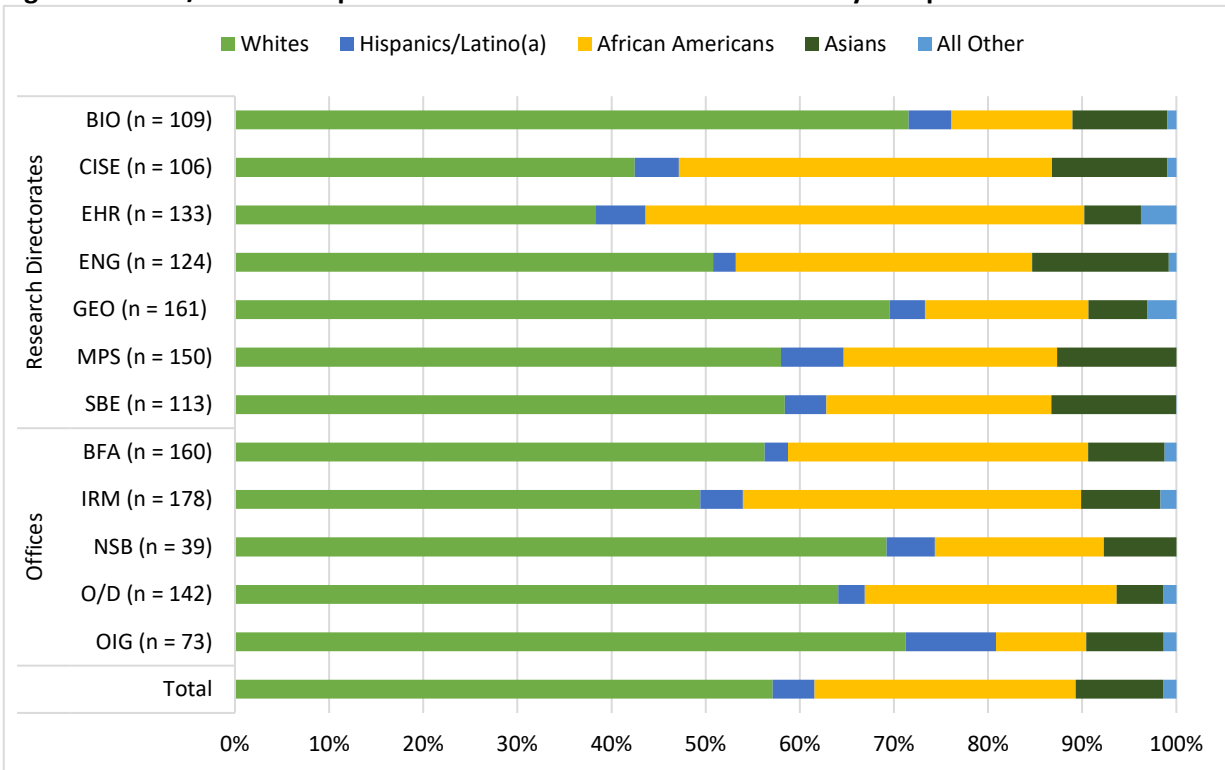


Source: Workforce Data Table A2

Key findings from Figure 3:

- Racial/ethnic composition varied greatly across NSF’s components, for example:
 - 71% of the directorate of Biological Sciences total workforce were White, with relatively small representations of Blacks/African Americans when compared to other offices and directorates;
 - Blacks/African Americans accounted for more than 30% of the total workforce in five components: Education and Human Resources (EHR) 47%, Computer and Information Science and Engineering (CISE) 40%, Information and Resource Management (IRM) 36%, Budget, Finance, and Awards Management (BFA) 32%, and Engineering (ENG) 31%.
 - While Asian employees accounted for ~9% of NSF’s overall total workforce and 4% of the comparable U.S. workforce; Asians accounted for more than 10% of the permanent workforce in five components: Engineering (ENG) 15%, Social, Behavioral, and Economic Sciences (SBE) 13%, Mathematical and Physical Sciences (MPS) 13%, Computer and Information Science and Engineering (CISE) 12%, and Biological Sciences (BIO) 10%.
- Hispanics/Latinos accounted for 4.4% of the NSF total workforce, a rate lower than the U.S. comparable labor force of 10%; the MPS and OIG components had the highest representation of Hispanic/Latino permanent employees (~7% and 10% respectively).

Figure 3. Racial/Ethnic Composition of FY 2018 NSF Total Workforce by Component

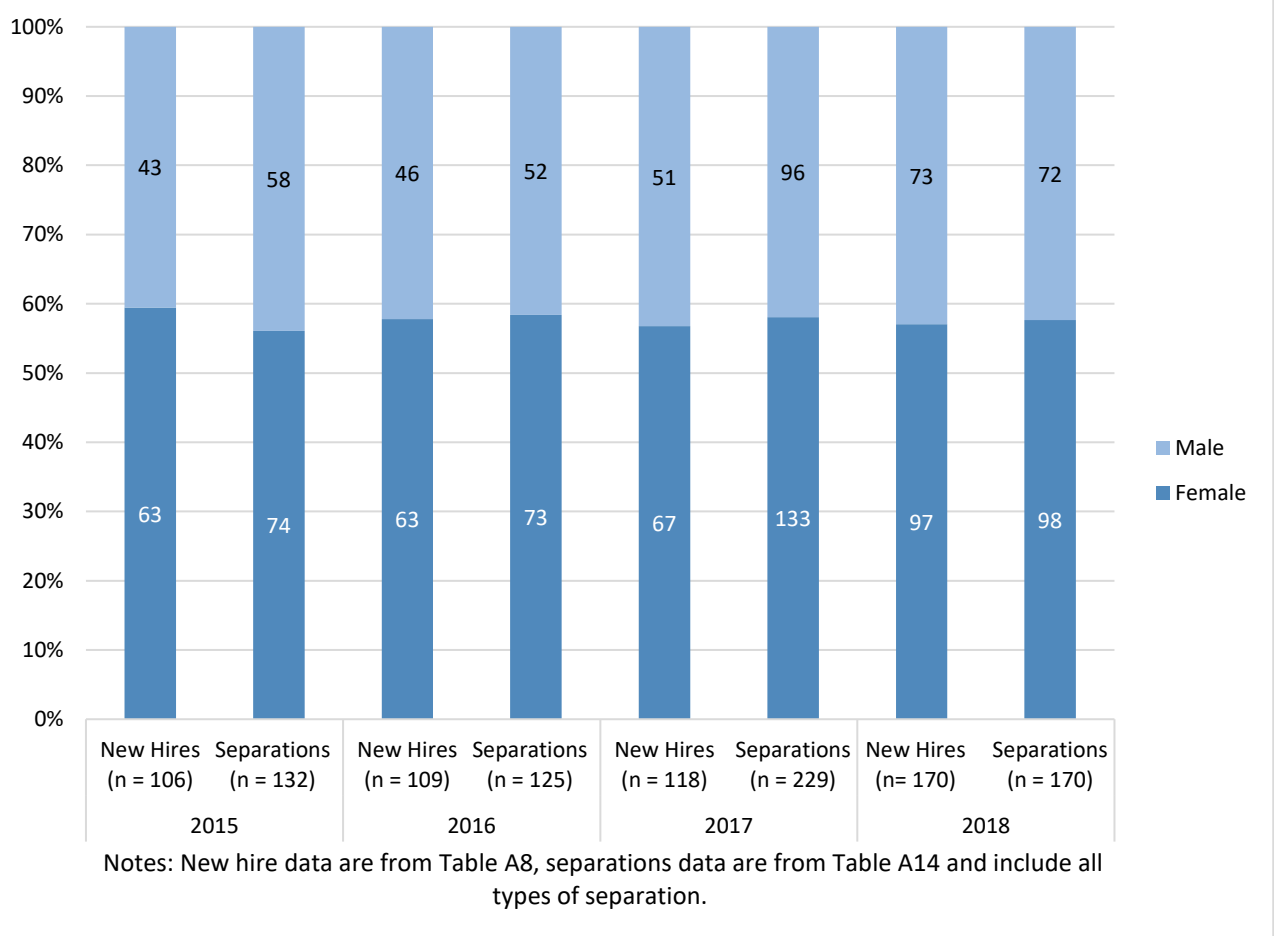


Source: Workforce Data Table A2

Recent new hires to and separations from the NSF permanent workforce by race/ethnicity and sex are shown in Figures 4 and 5. There was a small increase of 3% for new hires from FY 2015 to FY 2016. Fiscal year 2016 and FY 2017 had a steady increase of new hires while new hires increased significantly by 44% in FY 2018. The number of total separations from the NSF workforce has fluctuated each year since FY 2015. There was a slight 5% decrease in FY 2016. Fiscal Year 2017 had the highest number of separations at 229 while separations declined again from FY 2017 to FY 2018 by 26%.

The sex representation among new hires and separations has changed slightly within the FY 2015 – FY 2018 period with women representing 57-59% of new hires and 56-58% of separations.

Figure 4. NSF New Hires and Separations (all types) by Sex, FY 2015 – FY 2018, Permanent Workforce

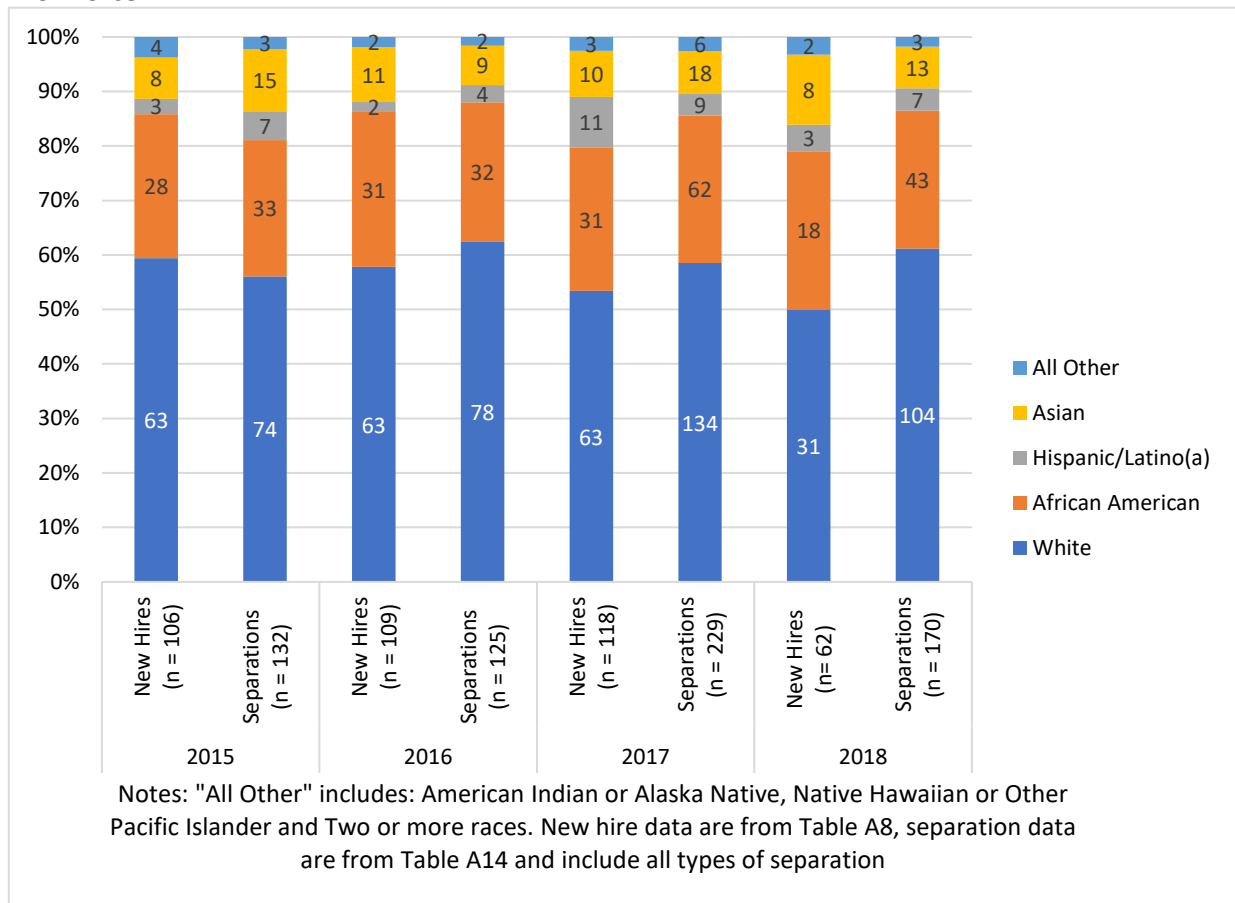


Source: Workforce Data Tables A8 and A14

Figure 5 shows hiring and separations by racial/ethnic category for FY 2015 – FY 2018, with the following findings:

- Blacks/African Americans accounted for 28% of permanent new hires in FY 2016;
- The representation of Blacks/African Americans among permanent employees who separated from NSF fluctuated each year from FY 2015 to FY 2018, with FY 2017 having the largest percentage of separations for Black/African Americans (27%);
- NSF saw a slight increase in new hires of Hispanics/Latinos in FY 2017 (~8% increase from FY 2016);
- From FY 2015 – FY 2018, NSF “lost” Hispanic/Latinos faster than they were hired, however, FY 2017 was the only year that more Hispanic/Latinos were hired than separated;
- FY 2016 is the only year that NSF hired more Asians (n=11) than were lost due to separations (n=9) from the permanent workforce; and
- The representation of Whites among new hires declined ranging from 59% in FY 2015 to 50% in FY 2018.

Figure 5. NSF New Hires and Separations (all types) by Race/Ethnicity, FY 2015 – FY 2018, Permanent Workforce



Source: Workforce Data Tables A8 and A14

NSF Workforce by Disability Status

As shown in Table 1, NSF’s total workforce included 11.69% People with Disabilities (PWDs) and 2.15% People with Targeted Disabilities (PWTDs) in FY 2018. According to the Office of Personnel Management (OPM), in FY 2015, PWDs accounted for 9.40% and PWTDs accounted for 1.11% of onboard career employees in the federal workforce.⁹ NSF’s representation of PWDs and PWTDs are above those of the federal government.

Among NSF’s new hires (permanent and temporary, combined) in FY 2018, 8.24% were PWDs, 3.53% were PWTDs and 91.76% did not report a disability status as reported in Appendix Table B-8.

EEOC’S FEDERAL SECTOR COMPLEMENT PLAN REVIEW - FIVE FOCUS AREAS

For this report, NSF focused on the following five areas: (1) Schedule A and Pathways conversions; (2) reasonable accommodations program in regard to NSF’s Disability Program; (3) anti-harassment program; (4) barrier analysis of executive level positions; and (5) compliance with EEOC’s management directive. In 2014, NSF began to identify relevant benchmarks and promising practices for these focus areas, which are addressed in other agency reports, including the Federal

⁹ Office of Personnel Management. (2017, October). “Report on the Employment of Individuals with Disabilities in the Federal Executive Branch, Fiscal Year 2016”. [Online at <https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/reports/#url=Employment-Statistical-Reports> (Accessed 11 December 2017)].

Equal Opportunity Recruitment Program (FEORP) and the Disabled Veterans Affirmative Action Program (DVAAP).

- Schedule A and Pathways Conversions

In FY 2018, NSF hired one employee with Schedule A Hiring Authority and there were not any conversions. One Pathways participants identified as having a disability, with four others not identifying a disability status out of a total of 38 Pathways hired (including those with not-to-exceed dates) in FY 2018. There were 10 Pathways conversions to career-conditional appointments in the competitive service in FY 2018, and none of them had a disability. In addition, there were eight Pathway conversions which had not-to-exceed dates in FY 2018. Two of the Pathways with conversion not-to-exceed dates did not identify their disability status.

NSF conducted the following outreach to persons with disabilities in FY 2018:

- Disabled Career Expo (11/17/17 and 5/18/2018)
- Hiring Our Heroes Hiring Fair (7/12/18)
- MOAA Military and Veteran Networking Forum (9/20/18)

Supporting persons with disabilities through reasonable accommodations (RA) in compliance with laws and regulations governing Federal sector equal employment opportunity (EEO) and civil rights is a high priority of NSF. NSF also works to ensure equal opportunity through policy development, workforce analyses, outreach, and education. These programs benefit NSF employees with disabilities, specifically, but also help NSF provide an open and inclusive environment for all employees. NSF's Division of Administrative Services (DAS) continues to provide services, as approved by the Office of Diversity and Inclusion (ODI), to all NSF employees who required reasonable accommodations in their workspaces, such as standing workstations, combination workstations, and other modifications.

Several types of accommodations accounted for 100% of the 233 requested in FY 2018.¹⁰ Interpretive services and CART captioning were the most commonly requested services (n=127 requests), with these services routinely provided at all major agency-level events (e.g., Special Emphasis Programs, All-Hands meetings, etc.), as well as in response to specific requests by individuals. Equipment/furniture were next most common (n=60) followed by requests for expanded telework, alternative work schedules, or flexible leave accommodations (n=27). Miscellaneous requests were the least requested (n=19).

NSF continued its partnership with the Department of Defense (DoD) Computer/Electronics Accommodation Program (CAP) to acquire assistive technology and accommodations for individuals with disabilities. In FY 2017¹¹ there were 23 accommodations provided at a total cost of ~\$8,288, in FY 2018 there were 20 accommodations at a cost of ~\$4,070.

All new employees are provided information about NSF's RA services as a regular part of the onboarding process to ensure persons with disabilities know how to obtain an accommodation.

¹⁰ These do not include those provided via the Computer/Electronics Accommodation Program, reported separately, below.

¹¹ The FY 2016 CAP Technical Evaluation Center report was issued in late January of 2017, therefore, NSF is reporting both the FY 2016 and FY 2017 information.

NSF also delivered Disability Employment and Reasonable Accommodations training as part of NSF's Federal Supervision course and Merit Review Basics II.¹² The training included an overview of the laws governing EEO as they relate to disability employment and reasonable accommodations; a description of the process of requesting reasonable accommodations; and the role managers and supervisors play in this process. Frequent sessions are held to provide on-going training to the NSF community about topics associated with Section 508. Beyond NSF's own staff, NSF has provided cross-agency trainings on Section 508 compliance and has been promoting the use of virtual rather than in-person review panels to program officers.

- Anti-Harassment Programs

ODI participated in a number of sessions that provided an understanding for NSF employees of diversity and inclusion and EEO techniques. Courses included:

- Harassment
- Inclusion and belonging
- Retaliation
- Bullying/Abusive Treatment
- Accountability and Performance Management
- Discrimination
- Fair Hiring, Selection, and Promotion
- Documenting Workplace Events and/or Accommodations
- Employee Request for Leave
- NSF continues to develop courses which entails extensive education and training for senior level executives, managers, and supervisors, with content about implicit bias;
- NSF's explicit policies about bias, EEO complaints processes, and compliance are prominently posted in agency common areas and communicated to staff on an on-going basis; and
- NSF's explicit external policies include nondiscrimination obligations and compliance with Title IX, both of which are monitored by ODI.

- Barrier Analysis of Executive Level Positions

For purposes of this report, the EEOC defines a barrier as "An agency personnel policy, principle, practice, or condition that limits or tends to limit the employment opportunities of members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status."

Glass Ceiling Benchmarks and SES Pipeline Analyses, FY 2018

Upward Mobility Benchmarks (UMBs) were used to capture the different pathways into the SES for NSF employees. One SES pathway for NSF staff is upward progression through the GS-ranks. Table 3 provides the composition of NSF's permanent (PERM) workforce by race/ethnicity and sex.

¹² All NSF's rotational staff are required to take a series of classes about NSF's merit review process. Current staff often take these classes as "refreshers" but are not required to do so.

Table 3. Barrier Analysis Results, NSF Permanent Workforce, FY 2018

	Total #	RACE/ETHNICITY							
		Hispanic or Latino		Non-Hispanic or Latino					
				White		Black/African American		Asian	
		Male	Female	Male	Female	Male	Female	Male	Female
NSF PERM¹³	1272	1.89%	2.44%	25.86%	29.01%	5.82%	25.21%	3.62%	4.80%
SES	68	1.47%	1.47%	38.24%	39.71%	2.94%	7.34%	5.88%	2.94%
GS-15	103	1.94%	0.00%	39.81%	38.38%	4.85%	11.65%	0.97%	1.94%
GS-14	203	2.46%	2.96%	20.69%	33.00%	8.87%	19.70%	3.94%	6.90%
GS-13	160	0.63%	2.50%	21.25%	23.13%	7.50%	36.25%	4.38%	3.75%
Gaps - Differences									
SES - GS15		-0.47%	1.47%	-1.57%	0.88%	-1.91%	-4.31%	4.91%	1.00%
GS15 - GS14		-0.52%	-2.96%	19.12%	5.83%	-4.02%	-8.05%	-2.97%	-4.96%
GS14 - GS13		1.83%	0.46%	-0.56%	9.87%	1.37%	-16.55%	0.44%	3.15%
Gaps - Ratios									
SES - GS15		0.76	0.00	0.96	1.02	0.61	0.63	6.06	1.52
GS15 - GS14		0.79	0.00	1.92	1.18	0.55	0.59	0.25	0.28
GS14 - GS13		3.90	1.18	0.97	1.43	1.18	0.54	0.90	1.84

Source: Data for this table were extracted from Table A4 PERM.

The step-wise gaps are shown in two ways. First, differences in proportionate representation are shown for which a negative signed number indicates the demographic category accounts for proportionately *fewer* of those in the *higher* compared to the lower grade position. Second, ratios of those in the *higher over* those in the *lower* grade level were computed. Ratios *less than 1 indicate underrepresentation* while those over 1 indicate overrepresentation at the higher grade relative to the lower grade. Key findings include:

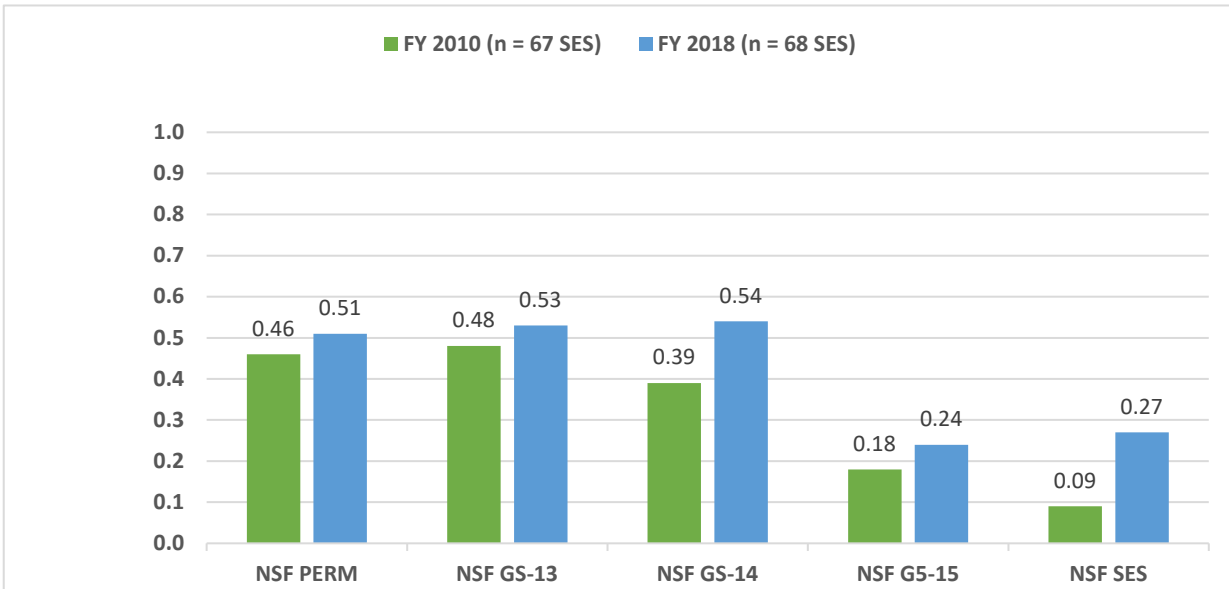
- There are few Hispanic/Latino employees at the GS-13-14-15 levels, suggesting this to be a potential source of a barrier for Hispanic/Latino employees;
- The GS-13-14-15 pathway to the SES suggests that white males and females are advantaged towards upward career movement,¹⁴ representing proportionately more employees at each subsequent step along the GS-pathway to the SES; and
- While African American females are overrepresented at the GS-13 level compared to their overall NSF workforce participation (25.08%), their proportionate representation significantly declines at the GS-14 level, suggesting this level to be a potential source of a barrier for African American females.

¹³ This barrier analysis does not include AD or GS/GL 1-12 employees.

¹⁴ These patterns may also reflect differences in hiring practices if staff for higher level positions are recruited from outside the agency, and differences in technical background required, given that so many of the SES positions require advanced science degrees.

As shown in Figure 6, the GS-14 levels reflects the largest increase to the pathway to SES.

Figure 6. NSF Permanent Workforce – Pathway to the SES



Leadership / Career Development Programs

NSF launched its first Leadership Development Program (LDP) as defined by OPM. As shown in Table 4. The inaugural cohort is comprised of 17 aspiring supervisors and 13 aspiring executives. The program focuses on the development of NSF employees who want to evolve as leaders as executives and senior managers. The LDP develops high-potential employees' leadership capabilities through a combination of on-job learning, coaching, mentoring, networking, and classroom training. The program's goals also include strengthening NSF's internal supply of diverse candidates positioned to be competitive for future supervisory and executive positions by creating a pipeline of leaders in alignment with NSF's succession strategy.

Table 4. Leadership Development Program Demographics FY 2018

	Aspiring Supervisor				Aspiring Executives			
	Applicants		Candidates Selected		Applicants		Candidates Selected	
	Female	Male	Female	Male	Female	Male	Female	Male
Total Number	39	14	12	5	30	25	9	4
American Indian or Alaska Native	0	0	0	0	0	0	0	0
Asian	3	1	1	0	4	3	2	0
Black or African American	8	3	3	1	5	2	1	0
Hispanic or Latino	2	1	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0
White	22	7	7	3	19	17	6	3
Two or more races	2	0	1	0	2	2	0	0
Unknown/Unidentified	2	2	0	1	0	1	0	1

Source: NSF Division of Human Resource Management.

- Compliance with EEOC’s Management Directives: Summary of Agency Self-Assessment of Six Essential Elements

NSF’s FY 2014-2018 Strategic Plan connects the goal of attaining model EEO agency status to EEOC’s criteria, with Strategic Goal 3: “Excel as a Federal Science Agency.”

Essential Element A: Demonstrated Commitment from Agency Leadership → Fully Met

In FY 2018, NSF met all measures under Essential Element A. Some highlights of accomplishments under this element include the following:

- Disseminated copies of NSF’s existing EEO policy statements to all new employees through the agency’s New Employee Orientation (NEO) program, Program Management Seminar for new Program Officers, and specialized EEO briefings to the various NSF divisions and/or units.
- Ensured that new managers and existing employees, when promoted to supervisory ranks, were provided a copy of the EEO policy statement.
- NSF is participating in interagency work related to addressing sexual harassment and other forms of sex-based discrimination in STEM.
- NSF managers and supervisors actively supported the agency’s EEO program and objectives by participating in a variety of EEO- and D&I-related training or in which EEO was discussed, including Annual EEO Briefing for Managers and Supervisors: Franklin Covey’s training.
- Finally, all NSF SES members’ performance plans include a D&I element.

Essential Element B: Integration of EEO into the Agency's Strategic Mission → *Fully Met*
NSF continued to meet all measures under Essential Element B.

- Participate in various EEO/diversity training and conferences covering the following areas: EEO investigations; EEO counseling; gender stereotyping; disability program management/reasonable accommodation; EEO complaints process, including dismissal of EEO complaints, motions, hearings, and sanctions; Special Emphasis Program Management; employee engagement; and diversity and inclusion.
- NSF has developed a new strategic plan for FY 2018-2022. The importance of employment equity at NSF is reflected by the inclusion of Ms. Rhonda J. Davis, Head of the Office of Diversity and Inclusion, on the agency committee developing the new plan.
- Processed all new complaints and offered alternative dispute resolution to all complainants involved in the EEO complaints process.
- Made available written materials regarding NSF's EEO program to all employees and applicants.
- Updated, revised and disseminated all EEO and related posters throughout NSF facilities addressing the EEO process, harassment, and reasonable accommodations.
- Provided a "State of the Agency" briefing to senior officials covering all components of the EEO report, inclusive of NSF's progress in each of the six elements of the model EEO program. The briefing also highlighted barriers identified and steps taken to eliminate such barriers.

Essential Element C: Management and Program Accountability → *Fully Met*
NSF continued to meet all measures under Essential Element C. Highlights include:

- ODI staff participated in various learning and development events, including: Diversity and Inclusion Course; New Inclusive Quotient Course; and Conflict Resolution Course.
- Agency staff participated on inter-agency councils and groups, including the Government-wide D&I Council, EEOC's Director's Meetings, OPM's D&I 60+ Federal Agencies Strategic Partnership, Federal Interagency Diversity Partnership, DOJ's Title VI Working Group, Title IX Inter-Agency Working Group, Veterans Employment Program Working Group, Alternative Dispute Resolution Working Group, and the Renewing NSF Working Group, among others.
- Provide input and assist in the coordination, development, and implementation of the following EEO and related plans, in collaboration with HRM, agency counsel, and other applicable officials:
 - The Annual Federal Equal Opportunity Recruitment Program (FEORP) Plan, which involved targeted recruitment efforts based on a determination of underrepresentation of minorities and/or women in the various occupational categories, both nationally and in specific geographic locations.
 - The Disabled Veterans Affirmative Action Program (DVAPP) Representation and Assessment and Action Plan, which focuses on methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.
 - The Government-Wide Inclusive Diversity Strategic Plan, requires all federal agencies to develop and implement a more comprehensive, integrated, and strategic focus on diversity and inclusion as a key component of their human capital

strategies, per an Executive Order issued by the President. Agency staff participate in the planning sessions to update the government-wide D&I Strategic Plan and Implementing Guidance as part of OPM's D&I 60+ Federal Agencies Strategic Partnership. NSF's Diversity and Inclusion Plan provides a shared direction, encourages commitment and creates alignment so NSF can approach its workplace diversity and inclusion efforts in a coordinated, collaborative, and integrated manner.

- Respond, in a timely manner, to compliance issues related to the EEOC and other applicable orders.

Essential Element D: Proactive Prevention of Unlawful Discrimination → *Fully Met*

NSF continued to meet all measures under Essential Element D. Some highlights of accomplishments under this element include the following:

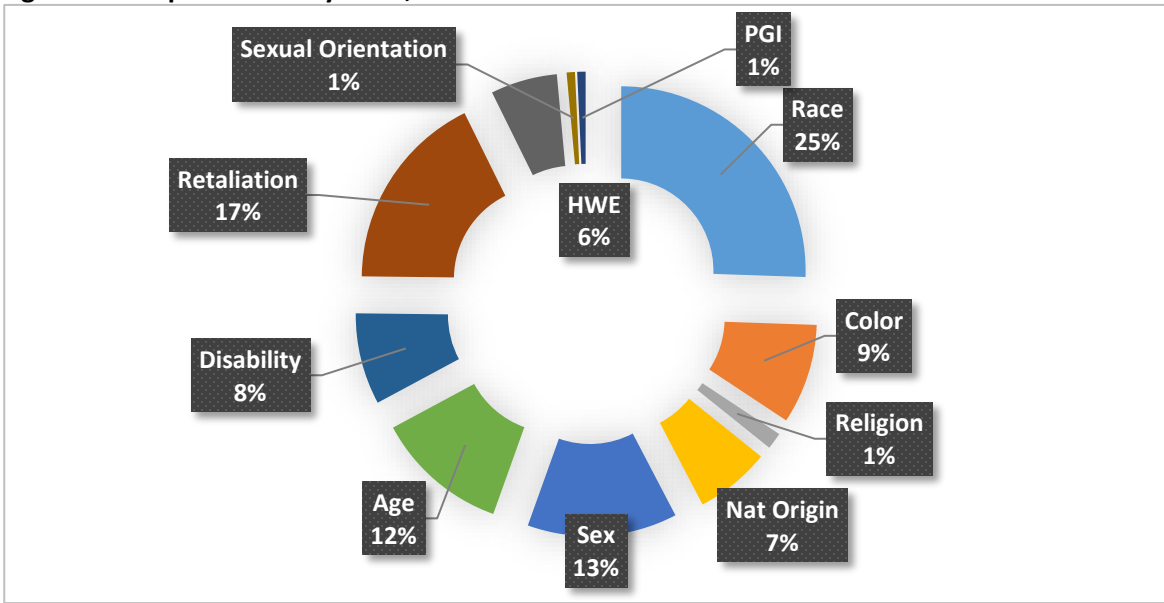
- Analyses to identify and remove unnecessary barriers were conducted throughout FY2018.
- The agency met its requirement under the America COMPETES Act Reauthorization, to complete Title IX Compliance Site Visit Reviews.
- Continued to work with senior managers in identifying and implementing action plans to eliminate identified barriers. ODI established a standing collaboration meeting with the NSF Academy staff to identify training and professional development opportunities focused on overcoming barriers impeding employment and advancement by members of underrepresented groups, minorities and women at the SES level, and people with disabilities.
- Encouraged the use of ADR to all employees via the EEO Complaints Program, inclusive of supervisors and managers.
- Conducted workforce analyses regarding race, ethnicity, sex, and disability in which the groups were evaluated via workforce profile, major occupations, grade level distribution, compensation and reward system, and management/personnel policies and procedures. Such information was disseminated to senior managers via NSF's "State of the Agency Briefing" as well as individually by directorate and/or office.
- Offered ADR in every EEO complaint, resulting in four ADR settlement agreements.

NSF Complaint Activity Analysis

During this period there were 55 complaints filed with a total of 136 bases. Figure 7 shows the distribution of complaint bases during a four-year period 2015-2018.

- Age, sex, and race together were the bases for 50.7% of the 136 bases filed during the four-year period (n=69).
- Race was the most common complaint basis, accounting for 25.7% (n=35). The 35 complaint bases shown included 22 from Black/African American employees, five from Hispanic American (four white Hispanic and one non-white) employees, three from Asian American employees, three from White American employees, one from Native American employees, and one from a race not identified.
- Retaliation was the second most common basis of complaints made to EEO.
- Sex was the third most common basis of complaints made to EEO between 2015 and 2018.

Figure 7. Complaint Activity Basis, FY 2015 – FY 2018



Source: NSF

EEO Complaint Data Archive

Essential Element E: Efficiency → Measures Met

NSF met all measures under Essential Element E. Some highlights of accomplishments under this element include the following:

- Continued to track and monitor all EEO complaint activity throughout the complaints process via iComplaints. The system allows NSF to identify issues and bases of complaints, identify the persons who filed the complaint and the Responsible Management Officials, and enter other relevant information such as requests for extensions and hearings, settlements, etc. to allow NSF to analyze complaint activity and trends.
- Require all managers to participate in ADR when the agency has offered and the complainant elected to participate in ADR. Participating managers are required to have the applicable settlement authority.
- Continued to identify and monitor trends in complaint processing to ensure the agency is meeting its obligation under applicable laws.
- NSF maintained an ADR program in which ADR was offered to aggrieved individuals, as appropriate, during the pre- and formal complaint stages of the EEO process.

Essential Element F: Responsiveness and Legal Compliance → Fully Met

NSF met all measures under Essential Element F. Some highlights of accomplishments under this element include the following:

- Continued to implement a system of management control via ODI and the Office of General Counsel to ensure timely compliance with all orders and directives issued by EEOC Administrative Judges.
- Continued to maintain control over the payroll processing function to guarantee responsive and timely processing of any monetary relief and to process any other form of ordered relief, if applicable.
- Provided, to the EEOC, all documentation for completing compliance in a timely manner.

- Ensure the responsibility of complying with EEOC orders is encompassed in the performance standards of the following agency employee.

Rhonda J. Davis, Office Head, Office of Diversity and Inclusion

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

I, **Rhonda J. Davis, Office Head, ES-0260-00** am the
 (Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official for **National Science Foundation**
 (Insert Agency/Component Name above)

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.

 6/26/2019
 Signature of Principal EEO Director/Official Date
 Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

 6-28-19
 Signature of Agency Head or Agency Head Designee Date

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MD-715 - PART G
Agency Self-Assessment Checklist

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

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

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





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

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

MD-715 - PART G Agency Self-Assessment Checklist



Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

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

 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
A.1.a	A.1 – The agency issues an effective, up-to-date EEO policy statement. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes	October 22, 2018	A.1.a.2
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes		New
 Compliance Indicator  Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments	
A.2.a	Does the agency disseminate the following policies and procedures to all employees:			
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes		New
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes		New
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:			
A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R	Yes		New





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	§ 1614.102(b)(7)]			
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes		A.2.c
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://www.nsf.gov/od/odi/reasonable_accommodations.jsp	A.3.c
A.2.c	Does the agency inform its employees about the following topics:			
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If “yes”, please provide how often.	Yes	Annually, onboarding and during ongoing educational activities	A.2.a
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	Yes	Annually, onboarding and during ongoing educational activities	New
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	Yes	Annually, onboarding and during ongoing educational activities	New
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.	Yes	Annually, onboarding and during ongoing educational activities	New
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If “yes”, please provide how often.	Yes	Annually	A.3.b
 Compliance Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If “yes”, provide one or two examples in the comments section.	Yes	Director's Award for Equal Opportunity and Nominations for Presidential Rank Awards	New
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes		New



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Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION				
This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.				
 Compliance Indicator		Measure Met? (Yes/No/NA)	Comments	
 Measures				
B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.				
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes		B.1.a
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	N/A		New
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes		B.1.d
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes		B.2.a
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	Yes	September 5, 2018 and frequent ongoing meetings	B.2.b
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	Yes		New
 Compliance Indicator		Measure Met? (Yes/No/NA)	Comments New Compliance Indicator	
 Measures				
B.2 – The EEO Director controls all aspects of the EEO program.				
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and	Yes		B.3.a



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	eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]			
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes		New
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes		New
B.2.d	Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes		New
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes		F.3.b
B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes		New
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	N/A		New
 Compliance Indicator	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No/NA)	Comments	
 Measures				
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	Yes		B.2.c & B.2.d
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	Yes	Foster a culture of inclusion	New



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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures		Measure Met? (Yes/No/NA)	Comments	
	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.			
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes		B.3.b
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes		B.4.a
B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes		E.5.b
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	Yes		B.4.f & B.4.g
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	N/A		E.1.c
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes		B.4.c
B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	Yes		New
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	Yes		B.3.c, B.3.c.1, B.3.c.2, & B.3.c.3
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes		New
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29	Yes		B.4.d





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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	CFR § 1614.203(d)(4)(ii)]			
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes		New
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes		New
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes		B.1.b
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes		E.2.d
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes		E.2.e
 Compliance Indicator  Measures	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No/NA)	Comments	New Indicator
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes		New
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes		A.3.d
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes		New
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes		New
B.5.a.5	ADR, with emphasis on the federal government’s interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes		E.4.b



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments	New Indicator
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes		New
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes		New
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	Yes		New
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes		New
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	Yes		New
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes		New
C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	Yes		New
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes		New
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability	Yes		E.1.d



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]			
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes		New
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes		New
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes		New
C.2.b.5	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.	Yes		E.1.e
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes		New
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	No	Will be posted in 2019	New
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments New Indicator	
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes		New
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		All managers and supervisors have a broad EEO element that sets the expectations for the	



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

			below requirements.	
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes		A.3.a.1
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes		A.3.a.4
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes		A.3.a.5
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	Yes		A.3.a.6
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes		A.3.a.7
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes		A.3.a.8
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes		New
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes		A.3.a.2
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	Yes		New
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	Yes		New
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes		New
 Compliance Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No/NA)	Comments	
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR	Yes		New





EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	§1614.102(a)(2)]			
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	Yes		C.2.a, C.2.b, & C.2.c
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes		New
C.4.d	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes		New
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes		New
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes		New
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes		New
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes		New
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes		New
 Compliance Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments	
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR § 1614.102(a)(6); see also <i>Douglas v. Veterans Administration</i> , 5 MSPR 280 (1981)]	Yes		C.3.a.
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If “yes”, please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	0	C.3.c
C.5.c	If the agency has a finding of discrimination (or settles cases in which a	Yes		New






EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]			
 Compliance Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments	
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.	Yes	Annually	C.1.a
C.6.b	Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	Yes		New
Essential Element D: PROACTIVE PREVENTION				
This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.				
 Compliance Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No/NA)	Comments	
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes		New
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes		New
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	Yes		New

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, II(B)]	Yes		New
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	Yes		B.2.c.2
D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	Yes		B.2.c.1
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column.	Yes	All excluding affinity groups and external special interest groups	New
 Compliance Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	Yes		New
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	Yes		New
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes		New
	D.4 – The agency has an affirmative action plan for people with	Measure Met?	Comments	



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Compliance Indicator ↓	disabilities, including those with targeted disabilities.	(Yes/No/NA)	New Indicator	
Measures				
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	Yes	www.nsf.gov/od/odi/reports.jsp	New
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes		New
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes		New
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes		New
Essential Element E: EFFICIENCY				
This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.				
Compliance Indicator →	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments	
Measures ↓				
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes		E.3.a.1
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	Yes		E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	Yes		New
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(l)? If so, please provide the	Yes	30	New



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	average processing time in the comments.			
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes		New
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes		E.3.a.3
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	Yes		New
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	Yes		E.3.a.4
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes		E.3.a.7
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	Yes	The contractors are held accountable in accordance with the statement of work has a quality commitment clause	E.2.c
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes		New
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes		New
 Compliance Indicator  Measures	E.2 – The agency has a neutral EEO process.	Measure Met? (Yes/No/NA)	Comments Revised Indicator	
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? If "yes", please explain. [see MD-110, Ch. 1(IV)(D)]	Yes	The EEO complaints program is provided with sufficient	New





EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

			resources to carry out the necessary program functions to include legal sufficiency reviews.	
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If “yes”, please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	Contractor/USPS	E.6.a
E.2.c	If the EEO office relies on the agency’s defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes		New
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	Yes		E.6.b
E.2.e	If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? [see EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	Yes		E.6.c
E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
 Compliance Indicator		Measure Met? (Yes/No/NA)	Comments	
 Measures				
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes		E.4.a
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	Yes		E.4.c
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes		D.2.a
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes		New
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes		E.4.d
E.3.f	Does the agency annually evaluate the effectiveness of its ADR	Yes		New





EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	program? [see MD-110, Ch. 3(II)(D)]			
 Compliance Indicator  Measures	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments	
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:			
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes		E.5.a
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes		E.5.c
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes		E.5.f
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	Yes		New
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes		New
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes		New
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes		New
 Compliance Indicator  Measures	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No/NA)	Comments	
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If “yes”, provide an example in the comments.	Yes	EEO Director reviews complaint trends to identify areas of concerns to address via training/briefings.	E.5.e
E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If “yes”, provide an example in the comments.	Yes	EEO Director attends multiple working group meetings (Diversity in Government and the	E.5.g



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

			EEO Small Agency Council). Best practices are shared during those sessions for review and possible implementation.	
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes		E.3.a
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE				
This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator  Measures	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No/NA)	Comments	
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes		F.1.a
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes		E.3.a.6
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes		F.2.a.1
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes		F.2.a.2
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes		F.3.a.
 Compliance Indicator  Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments	
F.2.a	Does the agency timely respond and fully comply with EEOC orders?	Yes	Indicator moved from E-III Revised	C.3.d

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	[see 29 CFR §1614.502; MD-715, II(E)]			
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes		E.3.a.5
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes		E.3.a.7
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes		New
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes		F.3.d (1 to 9)
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments	
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	Yes		New
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes		New

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
National Science Foundation		FY 2018
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Element E – Efficiency N/A	
OBJECTIVE:		
RESPONSIBLE OFFICIAL:		
DATE OBJECTIVE INITIATED:		
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
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	
National Science Foundation	FY 2018	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff</u> The workforce data reflected patterns as prior years regarding low participation rates for Hispanics employees. The agency's total workforce (4.43) is lower than their rate of availability in the civilian labor force (CLF) (9.96). More importantly, the data shows that Hispanic employment have low participation rates in several of the occupational categories and grade levels across the Foundation.</p> <p><u>Issue #2: Advancement of Black/African American (B/AA) female permanent staff</u> The workforce data indicate the participation rate of B/AA females in the agency's total workforce is (22.24%), far exceeds their rate of (6.53%) in the CLF. However, B/AA females are underrepresented at the GS-14 and GS-15 levels and in the SES relative to their overall representation in the NSF population. Although females represent larger numbers than males in several of the occupational categories in NSF's workforce, one of the few categories where males outnumber females is in the SES positions.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff:</u></p> <ul style="list-style-type: none"> • MD-715 Tables A1, A8, A14 for FY 2014-FY 2018 (inclusive); • Employee Viewpoint Survey; • Agency policies and procedures • EEO complaint activities for the past 4 years • NSF Federal Equal Opportunity Recruitment Reports (FEORPs) FY 2015-FY 2018, inclusive. <p><u>Issue #2: Advancement of Black/African American (B/AA) permanent staff</u></p> <ul style="list-style-type: none"> • MD-715 Tables A1, A4-1 PERM, A11 for FY 2018; • Supplemental analysis FPPS data on NSF workforce educational credentials; • NSF Federal Equal Opportunity Recruitment Reports (FEORPs) FY 2018. <p><u>Both issues:</u></p> <ul style="list-style-type: none"> • Participation in NSF learning and development opportunities (FY 2018); • Federal Employee Viewpoint Survey results (FY 2013 – FY 2018, inclusive), including New Inclusiveness Quotient indices; 	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p><u>Issue #1:</u> According to the data, it appears that Hispanics are not entering the agency at entry level, which is reflected by the low participation rates in low-to mid-grade level positions. The data show that 4.11% of Hispanics separated from the agency in comparison to the 4.7% that were hired in FY18, indicating the separation rate is half the rate of hire. Additionally, Hispanics have low participation rates in many of the major occupations throughout the agency.</p> <p>Awareness of strategies to increase outreach and recruitment to Hispanic/Latinos necessary.</p> <p><u>Issue #2:</u> According to the data, it appears that B/AA females are not ascending to GS-14 and GS-15 levels and in the SES which may point to challenges with the agency's upward mobility practices and procedures. Networking, career development, and exposure opportunities, may help to increase participation rates in higher positions.</p>	

	<p>For both Issue #1 and Issue #2: Culture of inclusion and engagement.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff</u> Use innovative recruitment and outreach initiatives for recruiting Hispanic/Latino employees, increase their participation and retention rates across the agency.</p> <p>ODI will collaborate with HRM and EHR to develop specific recruitment strategies to target Hispanics/Latinos at all grade levels.</p> <p>Identify and train at least one staff member to serve in the role of Hispanic/Latino Special Emphasis Manager as a collateral duty position.</p> <p><u>Issue #2: Advancement of Black/African American (B/AA) permanent staff</u> NSF's Leadership Development Program, networking and exposure opportunities, continued in FY 2019. Review qualification criteria for the Leadership Development Program to increase candidate applications for the program.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Office Head, Office of Diversity and Inclusion and Chief Human Capital Officer (CHCO), Office of Information and Resource Management.</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p><u>Issue #1:</u> On-going; building and refining previous strategies</p> <p><u>Issue #2:</u> On-going; Leadership Development Program, continued in FY 2018.</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p><u>Issue #1:</u> Ongoing</p> <p><u>Issue #2:</u> Ongoing</p>

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
<p><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff</u></p> <p>Provide diversity and inclusion training to leadership and staff throughout the agency (i.e., unconscious bias), New IQ, and Special Emphasis).</p> <p>Evaluate the effectiveness of our broadening participation efforts, especially as it relates to recruitment and outreach to diverse populations and historically underrepresented groups.</p> <p>Identify additional recruitment sources targeted to the Hispanic population, while maintaining existing partnerships.</p> <p>Utilize student internship programs, such as Pathways Programs Hispanic Association for College and Universities as feeder programs for entry level to mid-grade positions.</p> <p>Identify new and varied ways of publicizing training and professional development opportunities to all segments of our workforce, especially to underrepresented groups.</p> <p>Implement a process to Identify at least one Special Emphasis Program Manager within the agency to assist in</p>	<p>4rd Quarter FY 2019</p>	
<p><u>Issue #2: Advancement of Black/African American (B/AA) permanent staff</u></p> <p>Continued outreach efforts and other broadening participation initiatives geared toward development, engagement, and inclusion.</p> <p>Foster a culture of inclusion through change management efforts and leadership accountability.</p> <p>Continue to increase Employee Resource Groups (ERGs).</p> <p>Provide diversity and inclusion training to leadership and staff throughout the agency (i.e., unconscious bias), New IQ, and Special Emphasis).</p>	<p>4th Quarter FY 2019</p>	
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>		
<p><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff – FY 2018 Accomplishments</u></p> <ol style="list-style-type: none"> (1) NSF is dedicated to promoting diversity and inclusion in employment opportunities throughout the agency. (2) Performed in-depth analysis of the potential barriers affecting this segment of the workforce. (3) NSF conducted outreach and/or advertised vacancies with the following Hispanic/Latino organizations: <ol style="list-style-type: none"> a. Society of Hispanic Professional Engineers b. Society for Advancement of Chicanos/Hispanics and Native Americans in Science c. Society of Hispanic Professional Engineers Conference (4) Unconscious bias training was initiated during the New IQ workshops <p><u>Issue #2: Advancement of Black/African American (B/AA) female permanent staff</u></p> <ol style="list-style-type: none"> (1) Multiple analyses (described above and in MD-715 Form E) were completed in FY 2018; (2) Presentations about NSF workforce diversity were made to senior leadership, including the CHCO, Office Head of the Office of Diversity and Inclusion, and the Division Director of HRM; (3) New IQ workshops implemented successfully in FY 2018. (4) Unconscious bias training was initiated during the New IQ workshops 		

MD-715 – Part J

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

a. Cluster GS-1 to GS-10 (PWD)	Yes	No X
b. Cluster GS-11 to SES (PWD)	Yes	No X

a. Cluster GS-1 to GS-10 (PWD) No (12.09%)
 b. Cluster GS-11 to SES (PWD) No (12.28%)

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

a. Cluster GS-1 to GS-10 (PWTD)	Yes	No X
b. Cluster GS-11 to SES (PWTD)	Yes	No X

a. Cluster GS-1 to GS-10 (PWTD) No (4.84%)
 b. Cluster GS-11 to SES (PWTD) Yes (1.57%)

The Cluster for GS-11 to SES (PWTD) is less than 2% but this does not represent a trigger. NSF has attained the PWTD overall goal of at least 2%.

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

Hiring goals communicated through the state of the agency presentation and various presentation conducted throughout FY 2018 by the Office of Diversity & Inclusion and the Veteran's Employment Program Manager.

Section II: Model Disability Program

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

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

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

Yes X No

Yes

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			Pamela Smith Hall Disability Program Manager pjsmith@nsf.gov
Answering questions from the public about hiring authorities that take disability into account				
Processing reasonable accommodation requests from applicants and employees	1			Pamela Smith Hall Disability Program Manager pjsmith@nsf.gov
Section 508 Compliance				

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Architectural Barriers Act Compliance				
Special Emphasis Program for PWD and PWTD	1			Eric Bell Special Emphasis Program Manager eabell@nsf.gov

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

Yes X No

Yes, Disability training such as reasonable accommodations and sensitivity training has been conducted.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Yes X No

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

Demographic questions are asked when applicants apply to all positions within the agency.

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

Schedule A, Veterans Preference and the Veterans Non Paid Work Experience Program

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

HR reviews and verifies the appropriate documentation. Once the documentation has been confirmed a certification of eligibility is sent to the selecting official.

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

Yes X No N/A

Hiring manager are trained annually via face to face meetings, oral presentations, and e-training.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

NSF has partnered and collaborated with various organizations (veteran and non-veteran) in outreach efforts such as career fairs.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

- | | | |
|---|-----|------|
| a. New Hires for Permanent Workforce (PWD) | Yes | No X |
| b. New Hires for Permanent Workforce (PWTD) | Yes | No X |

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

- | | | |
|-----------------------------|-----|------|
| a. New Hires for MCO (PWD) | Yes | No X |
| b. New Hires for MCO (PWTD) | Yes | No X |

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

- | | | |
|--|-----|------|
| a. Qualified Applicants for MCO (PWD) | Yes | No X |
| b. Qualified Applicants for MCO (PWTD) | Yes | No X |

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

- | | | |
|------------------------------|-----|------|
| a. Promotions for MCO (PWD) | Yes | No X |
| b. Promotions for MCO (PWTD) | Yes | No X |

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

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

A. ADVANCEMENT PROGRAM PLAN

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

NSF plan to continue to offer multiple development programs for all staff leading to opportunities for advancement, please see the list below:

Reasonable Accommodations program

Informal Mentorship program

Leadership Development program

B. CAREER DEVELOPMENT OPPORTUNITIES

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

Informal Mentoring Program

Pathway/Internship Program

Fellowship Program

Leadership Development Program

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2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	N/A					
Fellowship Programs	N/A					
Mentoring Programs	N/A					
Coaching Programs	N/A					
Training Programs	N/A					
Detail Programs	N/A					
Other Career Development Programs	108	30	N/A	N/A	N/A	N/A

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

- a. Applicants (PWD) Yes No X
 b. Selections (PWD) Yes No X

0

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

- a. Applicants (PWTD) Yes No X
 b. Selections (PWTD) Yes No X

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C. AWARDS

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

- | | | | |
|---|-----|----|---|
| a. Awards, Bonuses, & Incentives (PWD) | Yes | No | X |
| b. Awards, Bonuses, & Incentives (PWTD) | Yes | No | X |

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

- | | | | |
|-------------------------|-----|----|---|
| a. Pay Increases (PWD) | Yes | No | X |
| b. Pay Increases (PWTD) | Yes | No | X |

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

- | | | | | |
|--------------------------------------|-----|----|-----|---|
| a. Other Types of Recognition (PWD) | Yes | No | N/A | X |
| b. Other Types of Recognition (PWTD) | Yes | No | N/A | X |

D. PROMOTIONS

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

a. SES

- | | | |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes | No <input checked="" type="checkbox"/> |

b. Grade GS-15

- | | | |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes | No <input checked="" type="checkbox"/> |

c. Grade GS-14

- | | | |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes | No <input checked="" type="checkbox"/> |

d. Grade GS-13

- | | | |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD) | Yes | No <input checked="" type="checkbox"/> |

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

a. SES

- | | | |
|---|-----|--|
| i. Qualified Internal Applicants (PWTD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWTD) | Yes | No <input checked="" type="checkbox"/> |

b. Grade GS-15

- | | | |
|---|-----|--|
| i. Qualified Internal Applicants (PWTD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWTD) | Yes | No <input checked="" type="checkbox"/> |

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 FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Yes No X
 - ii. Internal Selections (PWTD) Yes No X
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Yes No X
 - ii. Internal Selections (PWTD) Yes No X

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

- a. New Hires to SES (PWD) Yes No X
- b. New Hires to GS-15 (PWD) Yes No X
- c. New Hires to GS-14 (PWD) Yes No X
- d. New Hires to GS-13 (PWD) Yes No X

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

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

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The

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 FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

a. Executives

- | | | | |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD) | Yes | No | X |

b. Managers

- | | | | |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD) | Yes | No | X |

c. Supervisors

- | | | | |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD) | Yes | No | X |

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

a. Executives

- | | | | |
|---|-----|----|---|
| i. Qualified Internal Applicants (PWTD) | Yes | No | X |
| ii. Internal Selections (PWTD) | Yes | No | X |

b. Managers

- | | | | |
|---|-----|----|---|
| i. Qualified Internal Applicants (PWTD) | Yes | No | X |
| ii. Internal Selections (PWTD) | Yes | No | X |

c. Supervisors

- | | | | |
|---|-----|----|---|
| i. Qualified Internal Applicants (PWTD) | Yes | No | X |
| ii. Internal Selections (PWTD) | Yes | No | X |

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

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

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

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

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Yes X No N/A

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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

- | | | |
|----------------------------------|-----|------|
| a. Voluntary Separations (PWD) | Yes | No X |
| b. Involuntary Separations (PWD) | Yes | No X |

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

- | | | |
|-----------------------------------|-----|------|
| a. Voluntary Separations (PWTD) | Yes | No X |
| b. Involuntary Separations (PWTD) | Yes | No X |

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

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility

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

of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

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

https://www.nsf.gov/news/mmg/mmg_disp.jsp?med_id=80234

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

https://www.nsf.gov/news/mmg/mmg_disp.jsp?med_id=80234

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

N/A

C. REASONABLE ACCOMMODATION PROGRAM

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

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

15 days average time frame for processing initial request.

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

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

Effectiveness of policies, procedures, or practices to implement reasonable accommodations are listed below:

1. Timely processing results
2. Timely providing approved accommodations
3. Monitoring accommodation requests for trends

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

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

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

Effectiveness of the policies, procedures, or practices to implement the PAS requirement are listed below:

1. Timely providing approved services
2. Conducting training
3. Monitor PAS request for trends

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Yes No X N/A

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

Yes No X N/A

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

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Yes No X N/A

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

Yes No X N/A

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

Section VII: Identification and Removal of Barriers

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

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

Yes No N/A X

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

Yes No N/A X

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

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

Trigger 1	No Triggers Identified for FY 18			
Barrier(s)	N/A			
Objective(s)	N/A			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Fiscal Year	Accomplishments			
2018	The National Science Foundation is dedicated to promoting diversity and inclusion in employment opportunities throughout the Agency. NSF has attained the PWTD overall goal of at least 2%.			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

Agency has completed all previous planned activities which has increased the number of individuals with disabilities within the workforce.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A