



Management Directive 715 Report

Fiscal Year 2019

Table of Contents

PART A – DEPARTMENT OR AGENCY IDENTIFYING INFORMATION	1
PART B – TOTAL EMPLOYMENT.....	1
PART C – HEAD OF AGENCY AND AGENCY OFFICIALS	1
PART D – COMPONENTS AND MANDATORY DOCUMENTS	4
PART E – EXECUTIVE SUMMARY.....	8
PART F – CERTIFICATION OF ESTABLISHMENT OF CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS	16
PART G – FY2019 SELF-ASSESSMENT TOWARDS A MODEL EEO PROGRAM CHECKLIST.....	17
PART H – PLAN TO CORRECT DEFICIENCIES.....	47
PART I – AGENCY EEO PLAN TO ELIMINATE IDENTIFIED BARRIERS.....	53
PART J – SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, HIRING, ADVANCEMENT, AND RETENTION OF PERSONS WITH DISABILITIES	59
APPENDIX A – FY 2019 WORKFORCE DATA TABLES.....	85
APPENDIX B – FY 2018 DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) ACCOMPLISHMENTS REPORT	112
APPENDIX C – FY 2019 DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) PLAN AND CERTIFICATION.....	117
APPENDIX D – EPA EMPLOYEE EXIT SURVEY	125
APPENDIX E – FEDERAL EQUAL OPPORTUNITY RECRUITMENT (FEORP) PLAN CERTIFICATION FY 2019	130
APPENDIX F – FY 2017-21 DIVERSITY AND INCLUSION STRATEGIC PLAN (DISP).....	141
APPENDIX G – EPA ORDER 3120.1	157

EEOC FORM 715-01 PARTS A-J	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM EPA STATUS REPORT FY2019
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Part A – Department or Agency Identifying Information

Agency	Address	City	State	Zip Code	Agency Code	FIPS Code
U.S. Environmental Protection Agency	1200 Pennsylvania Avenue NW	Washington	DC	20460	EP00	6800

Part B – Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of employees reported between October 1, 2019 and September 30, 2020	13,584	808	14,392

Part C – Head of Agency and Agency Officials

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

Agency Leadership	Name	Title
<i>Head of Agency</i>	Andrew Wheeler	Administrator
<i>Head of Agency Designee</i>	Kevin DeBell	Acting Deputy Chief of Staff

Part C.2 - Agency Officials Responsible for Oversight of EEO Programs

EEO Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Principal EEO Director	Vicki Simons	Director, Office of Civil Rights	0905	SES	202-564-7272	Simons.Vicki@epa.gov
Principal EEO Official	Kevin J Bailey	Deputy Director, Office of Civil Rights	0260	GS-15	202-564-1478	Bailey.KevinJ@epa.gov
Affirmative Employment Program Manager	Michael Nieves	Assistant Director, Affirmative Employment, Analysis, and Accountability Staff	0343	GS-15	202-566-1478	Nieves.Michael@epa.gov
Complaint Processing Program Manager	Cynthia Darden	Assistant Director Employee Complaint Resolution Staff (Title VII)	0260	GS-15	202-564-1587	Darden.Cynthia@epa.gov
Diversity & Inclusion Officer	Linda Datcher	Director, Diversity, Recruitment, and Employee Services Division	0201	GS-15	202-564-2101	Datcher.Linda@epa.gov
Hispanic Program Manager (SEPM)	Michael Nieves	EEO Manager/ National Hispanic Employment Program	0343	GS-15	202-566-1478	Nieves.Michael@epa.gov
Women's Programs Manager (SEPM)	Margaret Gérardin	EEO Manager / National Federal Women's Employment Program, Women in Science and Engineering	0343	GS-13	202-564-5491	Gerardin.Margaret@epa.gov

EEO Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Disability Program Manager (SEPM)	Christopher Emanuel	EEO Manager/ National Disability Employment Program	0260	GS-14	202-564-7286	Emanuel.Christopher@epa.gov
Special Placement Program Coordinator (Individuals with Disabilities)	Christopher Emanuel	EEO Manager/ National Disability Employment Program, AI/AN, AAPI, and HEPM	0260	GS-14	202-564-7287	Emanuel.Christopher@epa.gov
Reasonable Accommodation Program Manager	Amanda Sweda	Senior National Reasonable Accommodations Coordinator	0260	GS-14	202-566-0678	Sweda.Amanda@epa.gov
Anti-Harassment Program Manager	Randolph Ferrell	Program Manager, "Order 4711" Anti-Harassment	0201	GS-14	202-564-1927	Ferrell.Randolph@epa.gov
ADR Program Manager	Norwood Dennis	OCR ADR Coordinator	0260	GS-14	919-541-4249	Dennis.Norwood@epa.gov
Principal MD-715 Preparer	Jerome King	EEO Manager, National LGBT, Black, NACE, and EFEDs Programs	0260	GS-14	202-564-7429	King.Jerome@epa.gov
Other EEO Staff	Kristin Tropp	National Reasonable Accommodations Coordinator	0343	GS-13	202-559-0006	Tropp.Kristin@epa.gov
	Renee Clark	EEO Specialist/Team Lead, Title VII	0260	GS-14	202-564-7269	Clark.Renee@epa.gov

Part D – Components and Mandatory Documents

Part D.1 – List of Subordinate Components Covered in this Report

Subordinate Component	City	State	Agency Code	FIPS Codes
Headquarters Program Offices				
Office of the Administrator	Washington	DC	EP00AM	6800
Office of Mission Support	Washington	DC	EP00HG	6800
Office of Air and Radiation	Washington	DC	EP00LA	6800
Office of the Chief Financial Officer	Washington	DC	EP00FJ	6800
Office of Enforcement and Compliance Assurance	Washington	DC	EP00BE	6800
Office of General Counsel	Washington	DC	EP00CN	6800
Office of the Inspector General	Washington	DC	EP00DP	6800
Office of International and Tribal Affairs	Washington	DC	EP00EL	6800
Office of Chemical, Safety and Pollution Prevention	Washington	DC	EP00MC	6800
Office of Research and Development	Washington	DC	EP00NF	6800
Office of Land and Emergency Management	Washington	DC	EP00KD	6800
Office of Water	Washington	DC	EP00JB	6800

Subordinate Component	City	State	Agency Code	FIPS Codes
Regional Offices				
Region 1	Boston	MA	EP00Q1	6800
Region 2	New York	NY	EP00R2	6800
Region 3	Philadelphia	PA	EP00S3	6800
Region 4	Atlanta	GA	EP00T4	6800
Region 5	Chicago	IL	EP00U5	6800
Region 6	Dallas	TX	EP00V6	6800
Region 7	Lenexa	KS	EP00W7	6800
Region 8	Denver	CO	EP00X8	6800
Region 9	San Francisco	CA	EP00Y9	6800
Region 10	Seattle	WA	EP00ZX	6800

Part D.2 – Mandatory and Optional Documents for this Report

In the table below, the Agency must submit these documents with its MD-715 report.

Did the Agency submit the following mandatory documents?	Please respond Yes or No	Comments
Organizational Chart	YES	https://www.epa.gov/aboutepa/epa-organization-chart
EEO Policy Statement	YES	The EEO Policy Statement was issued September 27, 2019. https://www.epa.gov/ocr/eeo-policy
Agency's Strategic Plan	YES	FY 2018 – FY 2022 EPA Strategic Plan was finalized February 12, 2018. https://www.epa.gov/planandbudget/strategicplan
Anti-Harassment Policy and Procedures	YES	The Anti-Harassment Policy Statement was issued September 30, 2019. https://www.epa.gov/ocr/2019-anti-harassment-policy
Reasonable Accommodation (RA) Procedures	YES	The Agency has two RA procedures: the American Federation of Government Employees (AFGE) National Reasonable Accommodation Procedures (NRAP) and the EPA Reasonable Accommodation Procedures. https://www.epa.gov/ocr/reasonable-accommodation#raprocedures
Personal Assistance Services (PAS) Procedures	YES	PAS Procedures are contained in the EPA Reasonable Accommodations Procedures, revised in FY18. https://www.epa.gov/ocr/reasonable-accommodation-procedures-and-form-reasonable-accommodation-requests
Alternative Dispute Resolution (ADR) Procedures	YES	ADR and Workplace Resolution are posted to EPA's public website. https://www.epa.gov/ocr/employment-complaint-resolutions

In the table below, the Agency may decide whether to submit these documents with its MD-715 report.

Did the Agency submit the following optional documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	YES	The FY18-19 FEORP Report is found on EPA's intranet: https://intranet.epa.gov/ohr/diversity_and_inclusion/pdf/EPA%20FEORP%202018-19%20Final.pdf It is included in the Appendices.
Disabled Veterans Affirmative Action Program (DVAAP) Report	YES	The FY 2018 DVAAP Accomplishments Report and the FY 2019 DVAAP Plan and Certification are posted to EPA's intranet: https://intranet.epa.gov/ohr/diversity_and_inclusion/pdf/DVAAP-18%20Accomplishment%20Report-19%20Plan.pdf They are included in the Appendices.
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	NO	The Agency utilizes alternatives for increasing awareness of employment opportunities for Individuals with Disabilities. Examples include: Diversity and Inclusion Strategic Plan (DISP), Plan for Addressing Unconscious Bias, and Agency Memoranda of Understanding (MOUs) (e.g., MOU for Rochester Institute of Technology/National Technical Institute for the Deaf (RIT/NTID)).
Diversity and Inclusion Plan (DISP) under Executive Order 13583	YES	EPA's Diversity and Inclusion Strategic Plan (DISP) 2017-2021 is found on EPA's intranet: https://intranet.epa.gov/ohr/diversity_and_inclusion/disp.html It is included in the Appendices.
Diversity Policy Statement	NO	The Agency is in the process of drafting a new Diversity Policy Statement.
Human Capital Strategic Plan (HCSP)	NO	OPM informed all federal Agency Chief Human Capital Officers that the requirement to modernize/reduce HC has been waived as of January 16, 2016. https://www.opm.gov/policy-data-oversight/human-capital-management/human-capital-operating-plan/
EEO Strategic Plan	NO	The OCR Strategic Plan is in draft form and due to be finalized in FY2020.
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	YES	FEVS FY19 Results and Analysis: https://www.epa.gov/careers/federal-employee-viewpoint-survey-results-and-analysis

Part E – Executive Summary

All agencies must complete Part E.1; however, only agencies with 199 or fewer employees in permanent FT/PT appointments are required to complete Part E.2 to E.5. Agencies with 200 or more employees in permanent FT/PT appointments have the option to complete Part E.2 to E.5.

Introduction

This Equal Employment Opportunity Program (EEO) Status Report outlines the status of the U.S. Environmental Protection Agency's (EPA or Agency) FY2019 (FY19) Equal Employment Opportunity Program activities, as required by the U.S. Equal Employment Opportunity Commission's (EEOC) Management Directive 715 (MD-715). This report highlights EPA's accomplishments in establishing and maintaining a model EEO program based on the six essential elements outlined by the EEOC:

- Demonstrated Commitment from Agency Leadership
- Integration of EEO into the Agency's Strategic Plan
- Management and Program Accountability
- Proactive Prevention of Unlawful Discrimination
- Efficiency
- Responsiveness and Legal Compliance

EPA reviewed its program activities from FY19 against these six essential elements. Where program deficiencies were identified, planned activities to address them were developed.

The U.S. Environmental Protection Agency

The mission of the EPA is, "To protect human health and the environment." Fostering and maintaining a diverse, highly skilled, and engaged workforce consistent with EEO and merit system principles is essential to fulfilling EPA's mission. EPA works to deliver a cleaner, safer, and healthier environment by administering and enforcing federal laws passed by Congress. The Agency works to achieve its environmental and human health objectives through collaboration with its external partners, such as states, tribal governments and the regulated community.

The Office of Civil Rights

The EPA's Office of Civil Rights (OCR) provides leadership, direction, and guidance in carrying out the Agency's EEO program. OCR ensures compliance with federal nondiscrimination employment laws, regulations, and executive orders (EO). EPA's senior leadership has established EEO as one of its top priorities by recognizing the importance of building and supporting a diverse and talented workforce as part of the Agency's mission. OCR's mission statement is, "To create a model civil rights program that improves the employment experience at EPA." To fulfill this mission, OCR utilizes five guiding principles:

- Timeliness of Regulatory Deliverables and Services
- Customer Service
- Collaboration/Cooperation
- Innovation
- Expertise

These principles were developed as a guidepost for OCR and reflect the commitment of the program to achieve its various objectives.

Model EEO Program – Essential Elements

As noted above, the Agency reviewed its program activities from FY19 against the six essential elements of a model civil rights program as prescribed by the EEOC. The sections below provide examples of EPA's accomplishments under each of those elements. Additional information can be found in Part G, the Agency's self-assessment towards a model EEO program.

Essential Element A – Demonstrated Commitment from Agency Leadership

In FY19, the Agency communicated its commitment to EEO and a workplace free of discrimination by issuing the EEO Policy Statement on September 27, 2019 and the Anti-Harassment Policy Statement on September 30, 2019. Both policy statements were issued by the Administrator. Demonstrated commitment from Agency leadership was made further evident through the engagement of Deputy Civil Rights Officials (DCROs). The DCRO role, established through EPA Order 4700 in 2013, created collateral duty civil rights responsibilities for Senior Executive Service (SES) members within the various programs and regions. Throughout FY19, OCR worked to engage the DCROs on the MD-715 national priorities and solicited their support on regional site visits.

Additional details and examples of demonstrated commitment from Agency leadership to EEO include:

- OCR successfully solicited DCROs to serve as executive champions on OCR's MD-715 national priorities: Upward Mobility of Hispanics, Increased Use of the Schedule A Hiring Authority, Applicant Flow Data for Career Development Opportunities, and Applicant Flow Data for the Attorney-Advisor Occupational Series.
- OCR was provided a standing portion of the Agency's Executive Management Council (EMC) meeting agenda. The EMC is comprised of the most senior EPA career leadership and meets throughout the year on management and policy matters.
- At the direction of the Administrator, the Agency's Special Emphasis Programs (SEPs) and Non-labor Employee Groups (NLEGs) were made permanent parts of the Agency's Diversity and Inclusion Advisory Committee (DIAC).
- EPA senior leadership played an active role in the development of or participated in several Agency Forums held at National Training Conferences, including:
 - o Society of American Indian Government Employees (SAIGE)
 - o League of United Latin American Citizens (LULAC)
 - o Blacks in Government (BIG)
- OCR developed and delivered the annual "State of Civil Rights" briefing for the Administrator and senior EPA leadership.
- Continued engagement by EPA senior leadership in Special Emphasis Program (SEP) activities, including opportunities to serve as national executives for specific programs.
- Recognition through the *Suzanne E. Olive Award for Exemplary Leadership in National EEO* was observed. This is the Agency's highest award honoring EEO and it recognizes individuals and/or groups for their significant contributions to EEO, civil rights, and diversity and inclusion. Additionally, individual offices presented EEO/diversity and inclusion awards at their respective employee awards ceremonies.

- Revision of SES Performance guidance to enhance SES understanding, commitment and obligation to model civil rights practices, under the Leading People critical element.

Essential Element B – Integration of EEO into the Agency’s Strategic Mission

Integration of EEO into EPA's strategic mission is achieved through the support of Agency leadership and their engagement in the EEO program. The OCR Director has regular and effective means of advising the Administrator and other senior leadership on all aspects of the Agency’s EEO program. The OCR Director regularly participates in senior level staff meetings. There are other opportunities to engage senior leadership on EEO programmatic work, particularly OCR’s national priorities. Additionally, several functions within OCR align with Goal 3, Objective 3.5 of the Agency’s Strategic Plan, 2018-2022: *Improve Efficiency and Effectiveness*. The focus of Objective 3.5 is operational improvement. Within the Employee Complaints and Resolution Staff (ECRS) program, OCR has worked to improve several processes through the EPA Lean Management System (ELMS) including investigations and Final Agency Decisions (FADs). Additional examples of how EEO has been integrated into the Agency’s strategic mission include:

- The OCR Director provided the Administrator with the State of Civil Rights at EPA briefing. This briefing highlighted the program’s priorities, including the Upward Mobility of Hispanics and the Increased Use of the Schedule A Hiring Authority for Persons with Disabilities (PWD).
- OCR includes EPA senior leadership and other management in the implementation of the EEO program in various ways. Specifically, DCROs have been involved in OCR’s high-level policy decisions, such as the Increased Use of the Schedule A Hiring Authority national priority. Additionally, site visits conducted in FY19 afforded the opportunity to engage management in discussions on EEO matters. Managers were also provided EEO complaints training.
- OCR and OHR senior managers routinely meet to identify areas of collaboration on EEO and diversity and inclusion efforts, including targeted outreach and recruitment.
- OCR evaluated its staff structure and personnel needs, then developed a comprehensive staffing plan to ensure the proper level of resources were dedicated to achieving the objectives of the program. This staffing evaluation was supported by Agency senior leadership.
- OCR consulted with the Agency’s EEO Officers on several priorities and programmatic improvements. Several EEO Officers are serving as either project leads or team members for OCR national priority projects. Additionally, OCR held a meeting with the EEO Officers where OCR staff focused on programmatic and process improvement to the MD-715 process (data call) and Alternative Dispute Resolution (ADR) in the ECRS program.
- Implementation of EPA's Diversity and Inclusion Strategic Plan FY17-FY21 (DISP) was continued. The DISP has specific goals and objectives aimed at meeting the Agency’s EEO and diversity objectives, for example, efforts to mitigate the impact of unconscious bias on the hiring process. It works toward fostering and maintaining a diverse, highly skilled, and engaged workforce. OCR and OHR collaborate to develop an annual workplan, identifying specific DISP activities.
- EPA continued to focus on building partnerships with professional organizations and minority-serving institutions. This is part of the recruitment and outreach efforts aimed at identifying areas of mutual interest to support EPA’s mission. In FY19, the Agency developed a Memorandum of Understanding (MOU) with the Society of Hispanic Professional Engineers (SHPE).
- The OCR Director provided the Administrator, along with senior management officials, an EEO “State of the Agency” briefing. This was a deficiency in FY18. Briefings were conducted in April

and May 2019, and concluded with a briefing for the Administrator on May 30, 2019. This deficiency has been corrected, closed out, and annual briefings will be conducted.

Essential Element C – Management and Program Accountability

OCR continues to emphasize effective management and program accountability. Managers, supervisors, and EEO Officials are held responsible for the effective implementation of the Agency's EEO program. One way this is accomplished is through training, which was a focus of OCR in FY19. Several site visits were conducted in FY19, including Regions 6 and 9 and the EPA laboratory in Cincinnati, OH. These site visits provided an opportunity for OCR to collaborate with regional and lab leadership on EEO matters and to identify areas of potential improvements, where needed. Other ways that management and program accountability was demonstrated include:

- The OCR Director, with the support of DCROs, worked to improve the timely management of EPA's EEO complaints program (including responsiveness of management to complaints, specifically affidavits).
- OCR conducted site visits at several EPA regional offices and laboratories. The site visits afforded OCR management opportunities to meet with local senior management and to deliver regional/lab focused "State of Civil Rights" briefings. OCR was able to provide training and to engage with the local Special Emphasis Program Managers (SEPMs).
- EPA re-issued policies and procedures related to EEO, anti-harassment, and reasonable accommodations. For example, hard copy materials were posted and visible throughout EPA headquarters, regions and labs. Information was also made available on EPA's intranet. OCR regularly provided information about our programs, policies, and practices to all new employees at New Employee Orientations.
- The SEPM 101 Training was delivered to 150+ EEO practitioners, managers, supervisors, and OHR diversity and inclusion staff. The SEPM training workgroup continues to develop training sessions to be delivered on a quarterly basis to all Agency SEPMS via the use of videoconferences (e.g., Skype for Business).
- The RA program processed over 600 requests for accommodations while completing over 90% of them within established timeframes.
- OCR and OHR effectively coordinated on a number of priorities, including the DISP and the national priority on the Increased Use of the Schedule A Hiring Authority.
- OCR senior management and SEPM National Program Managers (NPMs) participated in work planning sessions held at national training conferences. This engagement promoted coordination on SEPM and OCR efforts. Additionally, OCR presented workforce data and facilitated discussion around SEPM areas of concerns. These forums were conducted during the following national training conferences: Blacks in Government (Dallas, TX), Society of American Indian Government Employees (Niagara Falls, NY), and League of United Latin American Citizens (Milwaukee, WI).
- EPA created an "Hispanic Initiatives" working team consisting of Hispanic Senior Executive Service (SES), OCR / OHR staff, and SEPMs. This team was developed to support OCR's national priority on the Upward Mobility of Hispanics and to ensure a successful Hispanic Forum at the July 2019 League of Latin American United Citizens (LULAC) conference. During the forum, the OCR Director presented the "FY 2019 State of Hispanics Employees at EPA" to the Agency's Hispanic Employment Program Managers (HEPMs). The forum included panel discussions from SES managers and career EPA employees.

- In FY19, EPA, Gallaudet University (GU), and the Rochester Institute of Technology/National Technical Institute for the Deaf (RIT/NTID) continued to operate on established Memorandums of Understanding (MOU). Through these MOUs, EPA continues to collaborate on the advancement of environmental education to improve awareness of national employment opportunities and other opportunities for individuals with disabilities. Students will also be given notice of publicly available career opportunities at EPA, such as paid and unpaid internships. Additional MOUs are being established for FY20 to increase nation-wide partnerships.
- In FY19, the Agency hosted two EPA-wide training sessions: "Leveraging the Schedule A Hiring Authority for People with Disabilities," and "Ways to Mitigate Unconscious Bias about People with Disabilities in the Federal Workforce." The Schedule A hiring session was delivered by the Agency's Disability Diversity and Inclusion Program Manager. Guest speaker Michael Murray, Director of the Employer Policy Team, Office of Disability Employment Policy at the U.S. Department of Labor, delivered the session on unconscious bias. Both sessions discussed ways to utilize hiring authorities for persons with disabilities and combat unconscious biases and stereotypes to broaden positive perspectives. The training sessions were made available remotely, in-person, and were recorded. The videos are currently available on the Agency intranet site for all EPA employees.

Essential Element D – Proactive Prevention of Unlawful Discrimination

The EEO Policy Statement released in September 2019, made clear the Agency's commitment to a workplace free of discrimination and to the principles of EEO. Efforts by OCR to proactively prevent discrimination included hosting a three-day training seminar on development of the MD-715 report and how to conduct barrier analysis. The training was conducted by the EEOC and was provided to EPA's EEO Officers, OCR staff, and program management officials (PMOs) all of whom play a vital role in the annual development of the Agency's MD-715 report and help ensure that EEO principles and policies are adhered to in the workplace. Additional proactive prevention efforts included:

- RA training was provided to supervisors to inform them of the procedure associated with providing accommodations for qualified PWD and PWTD.
- During site visits and in response to specific requests, EEO complaints training was provided for management.
- OCR reviewed Employment Viewpoint Survey (EVS) reports to identify and address areas of concern.
- EPA required all newly-hired employees to complete the online No FEAR Act training within their first 90 days of employment at the Agency. The next bi-annual agency-wide No FEAR training is due in FY20.
- The *EPA Employee Exit Survey* has been updated. It provides separating EPA employees the opportunity to give input on Agency recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities. This was a deficiency from FY18 that was corrected and closed-out during the FY19 reporting period.

Essential Element E – Efficiency

During FY19, ECRS utilized the EPA Lean Management System (ELMS) methodology to streamline the investigations process. As a result, the program achieved a 92% timeliness completion rate for investigations (36 out of 39 completed investigations, a 2% improvement over the rate of 90% in FY18).

In FY19, OCR had significant accomplishments in the ADR program, providing 82 offers for ADR in 139 informal EEO complaints. There were 49 acceptances resulting in a 59% participation rate; a significant increase over the FY18 participation rate of 45%. The participation rate also exceeded the EEOC target rate of 50%. Additional improvements include:

- Implementation of the ELMS process to reduce the FAD completion timeframes.
- OCR created the ad-hoc *MD-715 Efficiency Workgroup* that included OCR staff and EEO Officers with the purpose of streamlining the development and submission of the MD-715 report.
- Improved coordination and collaboration between OCR and OHR enabled those organizations to eliminate duplicative efforts, clarify organizational roles, and ensure accountability in civil rights, diversity and inclusion efforts. Commitments were memorialized in the OCR strategic plan and OHR's Diversity and Advisory Committee (DIAC) annual roadmap and strategy.

Essential Element F – Responsiveness and Legal Compliance

EPA's focus on compliance with EEOC regulations, policies, and directives was enhanced through the deployment of the ELMS process to create efficiencies and improve the timeliness to complete EEO complaint investigations.

- Of the 39 EEO complaint investigations in FY19, EPA completed 36 (92%) timely. The average time to complete unamended complaint investigations was 141 days. The average time to complete amended complaint investigations was 263 days. The timeliness completion rate met the ELMS target for FY19.
- EPA improved on its EEO Counselor program by training and certifying 21 new EEO counselors.

Workforce Analysis

The overall Agency demographics did not change significantly between FY18 and FY19.

Overall Agency Demographics for FY19

Total Workforce:

Permanent Workforce	13,584
Temporary Workforce	808
Total Workforce	14,392

Gender Breakdown:

Males	7025	(49%)
Females	7367	(51%)

Table 1: Overall Agency Demographics – Comparison of FY18 to FY19

Race / National Origin	FY18	FY19	Difference FY18 to FY19
White	66.97%	66.66%	-0.31%
Black or African American	17.05%	16.92%	-0.13%
Asian	7.19%	7.43%	+0.24%
Hispanic	7.03%	7.16%	+0.13%
American Indian / Alaska Native	1.01%	1.00%	-0.01%

Two or More Races	0.58%	0.64%	+0.06%
Native Hawaiian / Pacific Islander	0.10%	0.12%	+0.02%

Analysis of FY19 workforce data continued to focus on established priorities: Upward Mobility of Hispanics, and the Increased Use of the Schedule A Hiring Authority.

Upward Mobility of Hispanics, GS-13 through SES

Analysis of Total Workforce data tables for FY17 through FY19 shows that there has been very little change in Hispanic participation in the Agency's workforce.

The Agency has identified the upward mobility of Hispanics as a national priority. As such, the HEP National Program Manager and Senior Executive Service national executive champion are leading an effort to conduct an in-depth analysis of workforce data pertaining to upward mobility of Hispanics into the senior grades. The analysis will help identify triggers that may indicate workplace barriers to upward mobility. If triggers are identified, then a barrier analysis will be conducted.

Table 2: Hispanic Employment in Grades 13 through SES

Grade	Total EPA Employees (in Grade)	Number of Hispanic Males	Percentage of Hispanic Males	Number of Hispanic Females	Percentage of Hispanic Females
GS 13	5,575	222	3.98%	228	4.09%
GS 14	2,596	82	3.16%	74	2.85%
GS 15	2,112	61	2.89%	50	2.37%
SES	257	10	3.89%	6	2.33%

FY 2019 Hispanic Workforce Analysis

The majority of the Agency's permanent workforce is clustered at the GS-13 grade level. This is also the case for Hispanic males and Hispanic female employees. When reviewing progression into the senior grades the benchmark is the internal feeder pool of employees one grade below the benchmarked grade level.

For Hispanic males, workforce data tables demonstrate a less than anticipated participation rate from GS-13 to the GS-14, and from GS-14 to GS-15. However, at the SES level, the Hispanic males are at 3.89% which is higher than the GS-15 internal feeder pool of 2.89%. For Hispanic females, workforce data tables demonstrate a less than anticipated participation rate from the GS-13 to the GS-14, and from GS-14 to GS-15. However, the SES participation rate for Hispanic females is slightly less than the rate at the GS-15 internal feeder pool. The participation rates for Hispanic females at the GS-14 warrants further and focused analysis to determine if there are barriers in the workplace for upward mobility.

PWD and PWTD in the Major Occupations

As part of the national priority on the Increased Use of the Schedule A Hiring Authority, OCR is conducting a barrier analysis on the participation rates of PWD and PWTD (Persons with Targeted Disabilities) in the major occupations. This priority originated from the analysis of FY18 workforce data where triggers were identified.

Participation rates for PWD and PWTD in the total workforce (permanent and temporary) were as follows:

- PWD: 8.2%, up from 7.8% in FY18
- PWTD: 2.2%, up from 1.6% in FY18

Although the Agency did not meet the EEOC target of 12% for PWD, EPA exceeded the target of 2% for PWTD in FY19. As part of this national priority, OCR and OHR are promoting the increased use of the Schedule A Hiring Authority. Much of this effort will actively take place during FY20.

Table 3: Persons with Disabilities – Comparison of FY18 to FY19

PWD Major Occupations	FY18 # PWD	FY18 % PWD	FY19 # PWD	FY19 % PWD	# Difference FY18-FY19
Environmental Protection Specialist (0028)	159	8.32%	143	8.14%	-16
General Administrative Analyst (0301)	57	11.63%	54	12.05%	-3
Management Analyst (0343)	118	9.10%	118	9.08%	0
Biologist (0401)	73	6.68%	87	7.47%	+14
Environmental Engineer (0819)	101	6.52%	100	6.62%	-1
Attorney / Advisor (0905)	46	4.71%	50	5.23%	+4
General Physical Scientist (1301)	118	5.76%	121	6.00%	+3

Analysis comparing the participation rates in fiscal years 18 and 19 indicated that PWD had increased participation rates for three major occupations:

- Biologist (0401)
- Attorney / Advisor (0905)
- General Physical Scientist (1301)

Analysis comparing the participation rates in fiscal years 18 and 19 indicated that PWD had decreases in participation rates for three major occupations:

- Environmental Protection Specialist (0028)
- Misc. Administration and Program Specialist (0301)
- Environmental Engineer (0819)

Table 4: Persons with Targeted Disabilities – Comparison of FY18 to FY19

PWTD Major Occupations	FY18 # PWTD	FY18 % PWTD	FY19 # PWTD	FY19 % PWTD	# Difference FY18 - FY19
Environmental Protection Specialist (0028)	30	1.57%	46	2.62%	+16
General Administrative Analyst (0301)	9	1.84%	13	2.90%	+4
Management Analyst (0343)	35	2.70%	41	3.16%	+6
Biologist (0401)	7	0.64%	12	1.03%	+5
Environmental Engineer (0819)	22	1.42%	28	1.85%	+6
Attorney / Advisor (0905)	7	0.72%	11	1.15%	+4
General Physical Scientist (1301)	25	1.22%	29	1.44%	+4

Analysis comparing the participation rates in fiscal years 18 and 19 indicated that PWTD had increase in participation rates for all seven major occupations.

Details regarding EPA's affirmative action plan for PWD and PWTD (referred to as Part J) will be part of the full report. Due to length, that section is not included in the Executive Summary.

Part F – Certification of Establishment of Continuing Equal Employment Opportunity Programs

Certification of Establishment of Continuing Equal Employment Opportunity Programs

I, Vicki A. Simons, Director of the Office of Civil Rights, am the Principal EEO Director/Official for the U.S. Environmental Protection Agency (EPA).

The annual self-assessment of EPA programs relative to Section 717 of the Civil Rights Act of 1964 and Section 501 of the Rehabilitation Act of 1973 against the essential elements, as prescribed by the Management Directive 715 (MD-715), has been completed. If an essential element was not fully compliant with MD-715 standards, a subsequent evaluation was conducted. As appropriate, EPA's plans for attaining the essential elements of a model EEO program are included with this Federal Agency Annual EEO Program Status Report.

EPA has also analyzed its workforce profiles and will conduct 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 U.S. Equal Employment Opportunity Commission (EEOC) review upon request.



8/4/2020

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program
Status Report is in compliance with EEOC MD-715

Date



8/5/2020

Signature of Agency Head or Agency Head Designee

Date

Part G – FY2019 Self-Assessment Towards a Model EEO Program 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	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No/NA)	Comments
1	A.1.a	Does the Agency annually reissue the signed and dated EEO policy statement 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	The EEO policy statement was issued on September 27, 2019.
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	
	Compliance Indicator Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? Yes/No/NA)	Comments

3	A.2.a	Does the Agency disseminate the following policies and procedures to all employees:		
4	A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	YES	
5	A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	YES	
6	A.2.b	Does the Agency prominently post the following information throughout the workplace and on its public website:		
7	A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	YES	
8	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	
9	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.epa.gov/ocr/reasonable-accommodation-procedures-and-form-reasonable-accommodation-requests
10	A.2.c	Does the agency inform its employees about the following topics?		
11	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	On an annual basis, the Agency distributes the EEO and Anti-Harassment policies to all employees. These policies are available on EPA's website and in Agency EEO trainings and contain information about the complaint process: https://www.epa.gov/ocr/employment-complaint-resolutions#what
12	A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	YES	On an annual basis, the Agency distributes the EEO and Anti-Harassment policies to all employees. These policies are available on EPA's website and in Agency EEO trainings and contain information about the complaint process: https://www.epa.gov/ocr/employment-complaint-resolutions#what

13	A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	YES	Training on the reasonable accommodations program is offered several times throughout the year and is made available to all Agency employees. Information about the program: https://www.epa.gov/ocr/reasonable-accommodation##unionprocedures
14	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	On an annual basis, the Agency distributes the Anti-Harassment policy to all employees. This policy is available on EPA's website: https://www.epa.gov/ocr/2019-anti-harassment-policy Procedures for addressing allegations of workplace harassment: https://www.epa.gov/sites/production/files/2016-01/documents/epa_order_4711_workplace_harassment_final.pdf The Agency's Labor Employee Relations (LER) division provides an All-Day Basic LER Training for Supervisors and Managers. The LER division also provides a monthly 2-hour Management Training Series covering a different related topic each month.
15	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	On an annual basis, the Agency distributes the Anti-Harassment policy to all employees. This policy is available on EPA's website: https://www.epa.gov/ocr/2019-anti-harassment-policy Information regarding behaviors inappropriate in the workplace: https://www.epa.gov/sites/production/files/2016-01/documents/epa_order_4711_workplace_harassment_final.pdf EPA Order 3120.1 9/20/85, determines appropriate penalties: https://intranet.epa.gov/ohr/rmpolicy/ads/orders/3120-1.pdf See Appendix.
	Compliance Indicator Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments

16	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	The Agency recognizes the EEO accomplishments of employees, supervisors, managers, and units in a number of different ways (e.g., the Susan E. Olive National Award for Exemplary Leadership in Equal Employment Opportunity).
17	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	

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 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.	Measure Met? (Yes/No/NA)	Comments
18	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	
19	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	See previous answer.

20	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	
21	B.1.b	Does the EEO Director have a regular and effective means of advising the Agency's 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	
22	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 EEO" 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	The annual "State of the EEO" briefings with senior management were conducted through April and May of 2019, and concluded with the briefing for the Administrator on May 30, 2019. Please see H-1 for close-out information.
23	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	

	Compliance Indicator Measures	B.2 – The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No/NA)	Comments
24	B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	YES	

25	B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	YES	
26	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	
27	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	
28	B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	YES	
29	B.2.f	Is the EEO Director responsible for periodically evaluating their EEO program and providing recommendations for improvement to the Agency head? [see 29 CFR §1614.102(c)(2)]	YES	
30	B.2.g	Does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	YES	

Compliance Indicator Measures	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
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31	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	
32	B.3.b	Do strategic plans 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	The goals within OCR’s 2019-2021 strategic plan are modeled after the EEOC’s six essential elements of a model civil rights program. OCR’s strategic plan also states that EPA leadership recognized that EEO “...supports a diverse and talented workforce, which is critical to the Agency’s mission.”

	Compliance Indicator Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No/NA)	Comments
33	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:		
34	B.4.a.1	to conduct a self-assessment for possible program deficiencies? [see MD-715, II(D)]	YES	
35	B.4.a.2	to enable thorough barrier analysis of its workforce? [see MD-715, II(B)]	YES	
36	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	

37	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	
38	B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	YES	
39	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	
40	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	
41	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	
42	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	

43	B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	YES	
44	B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	YES	
45	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	
46	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	
47	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	
48	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	

	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
49	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:		
50	B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	YES	

51	B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	YES	
52	B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	YES	
53	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	
54	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	

	Compliance Indicator Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA)	Comments
55	B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	YES	
56	B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	YES	
57	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	

58	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	
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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
59	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	All program and regional offices participate in completing the annual MD-715 (Parts A-J) to report their program status. Each office also meets with OCR quarterly to assess the status of their EEO program.
60	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	The Agency engages all program and regional offices during the annual self-assessment process to identify any potential triggers in the workplace. Each office also meets with OCR quarterly to assess progress.
61	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	

	Compliance Indicator Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments
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62	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	
63	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	
64	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	
65	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	
66	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	

67	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); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	YES	
68	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	
69	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	
70	C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	YES	
71	C.2.b.2	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	YES	
72	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	

73	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	
74	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	
75	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	
76	C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	YES	Training on the reasonable accommodations program is offered several times throughout the year and is made available to all Agency employees. Information about the program: https://www.epa.gov/ocr/reasonable-accommodation##unionprocedures

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
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77	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	
78	C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		
79	C.3.b.1	Resolve EEO problems/disagreements/ conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	YES	
80	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	
81	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	
82	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	
83	C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	YES	
84	C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	YES	

85	C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	YES	
86	C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	YES	
87	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	
88	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	
89	C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the regional and senior leadership? [see 29 CFR §1614.102(c)(2)]	YES	

	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
90	C.4.a	Do the HR Director and the EEO Director, including subcomponents meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	YES	

91	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	
92	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	
93	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	
94	C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:		
95	C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	YES	
96	C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	YES	
97	C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	YES	
98	C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	YES	
99	C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	YES	

	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
100	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 <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)]	YES	
101	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	No managers or employees were disciplined or sanctioned during the reporting period of FY 2019.
102	C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	YES	

	Compliance Indicator Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA)	Comments
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103	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	At least annually, the EEO office provides management/supervisory officials with EEO updates.
104	C.6.b	Are EEO officials (EEOOs/PMOs) readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	YES	

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
105	D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	YES	

106	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	
107	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	Please see H-2 for close-out information.

	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
108	D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	YES	
109	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	
110	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	

111	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	The Agency uses a number of sources to identify potential barriers, such as FEVS, EPA Form 462, discrimination complaint data, reasonable accommodation program data, special emphasis programs and advisory councils, affinity groups, and program evaluations.
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	Compliance Indicator Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments
112	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)]	N/A	
113	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)]	N/A	
114	D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	N/A	

	Compliance Indicator Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Measure Met? (Yes/No/NA)	Comments
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115	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.	NO	Please see Part H-3 for explanation.
116	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	
117	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	
118	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	

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 Measures	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments
119	E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	YES	

120	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	
121	E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	YES	
122	E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(l)? If so, please provide the average processing time in the comments.	YES	Acceptance/dismissal letters are issued an average of 37 days.
123	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	
124	E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	YES	
125	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	
126	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)?	NO	The Agency has implemented LEAN management approaches to continuously improve timeliness of FADS. And timeframes are trending downwards because of these practices. Please see Part H-4 for explanation.

127	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	
128	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 Agency holds contractors used to assist EEO complaints accountable. If the Agency receives a work product deemed of poor quality, it is not accepted and returned for rework. The contractor is requested to address any noted deficiencies.
129	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	
130	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	

	Compliance Indicator Measures	E.2 – The agency has a neutral EEO process.	Measure Met? (Yes/No/NA)	Comments
131	E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	YES	

132	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	The Civil Rights Law Practice Group in the Civil Rights and Finance Law Office conducts legal sufficiency reviews.
133	E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	N/A	
134	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	
135	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	

	Compliance Indicator Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments
136	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	

137	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	
138	E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	YES	
139	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	
140	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	
141	E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	YES	

	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
142	E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:		
143	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	
144	E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	YES	
145	E.4.a.3	Recruitment activities? [see MD-715, II(E)]	YES	

146	E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	NO	Please see Part H-5 for explanation.
147	E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	YES	
148	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	
149	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	

	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
150	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	The largest percentage of allegations of harassment and retaliation: 57% of the complaints included allegations of harassment; 70% of the complaints were allegations of retaliation. The Agency annually submits the EEO Form 462 Report. The 462 report summarizes the details of each EEO complaint processed.
151	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	In FY19, OCR benchmarked several federal agency EEO offices. One of the best practices adopted was ensuring consistent in-person engagement with senior leadership within the regional offices. OCR committed resources to ensure more regular in-person engagement with senior leadership in the regions which resulted in more informed assessments of regional EEO programs and more productive relationships with the senior leadership.

152	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	
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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
153	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	
154	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	
155	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	
156	F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	YES	

157	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	
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	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
158	F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	YES	
159	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	
160	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	
161	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	
162	F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	YES	

	Compliance Indicator Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments
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163	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	
164	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	

Part H – Plan to Correct Deficiencies

Part H-1	Essential Element B: Integration of EEO into the Agency’s Strategic Mission – Compliance Indicator 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.
Statement of Model Program Essential Element Deficiency:	<i>Part G Compliance Indicator B.1.c. During this reporting period, did the EEO Director present to the head of the Agency (or delegate) and other senior management officials, the EEO's "State of the Agency" briefing? This briefing covers the six essential elements of the model EEO program and the status of the barrier analysis process.</i>
	The EEO's "State of the Agency" briefing was not conducted in FY18.
Objective:	To conduct an annual EEO "State of the Agency" briefing with the Agency head (or delegate) and senior management officials. Annual briefings will begin in FY19.
Responsible Official:	Vicki Simons, Director, Office of Civil Rights (OCR)
Date Objective Initiated:	January 30, 2018
Target Date for Completion of Objective:	COMPLETED: May 30, 2019
Planned Activities Toward Completion of Objective:	Target Date
OCR will deliver “State of the Agency EEO” briefings in FY19 for the Administrator and other Agency leadership to include the Office of General Counsel (OGC), the Office of Mission Support (OMS) (formerly known as OARM), and the Deputy Civil Rights Officials (DCROs).	April 22, 2019
Report of Accomplishments and Modifications to Objective:	
Annual “State of the Agency EEO” briefings were conducted in April and May 2019, concluding with the briefing for the Administrator on May 30, 2019.	

Part H-2	Essential Element D: Proactive Prevention – Compliance Indicator D.1 - The Agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.
Statement of Model Program Essential Element Deficiency:	<i>Part G Compliance Indicator 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 C.F.R. § 1614.203(d)(1)(iii)]</i>
	Existing Agency exit surveys do not include recruitment, hiring, inclusion, retention and advancement improvement questions directly related to individuals with disabilities.
Objective:	To create a mechanism for exit surveys that will incorporate employment and career development improvement questions for individuals with disabilities.
Responsible Official:	Vicki Simons, Director, Office of Civil Rights (OCR)
	Wes Carpenter, Acting Director, Office of Human Resources (OHR)
Date Objective Initiated:	January 30, 2018
Target Date for Completion of Objective:	COMPLETED: January 28, 2019
Planned Activities Toward Completion of Objective	Target Date
1. OHR/PPTD will update its existing exit survey to gather data that could improve the recruitment, hiring, inclusion, and advancement of individuals with disabilities.	December 26, 2018
2. OHR/PPTD will launch the updated <i>EPA Employee Exit Survey</i> on EPA's Intranet site.	January 28, 2019
Report of Accomplishments and Modifications to Objective:	
The final version of the <i>EPA Employee Exit Survey</i> (titled <i>EPA Employee Offboarding</i>) is available on EPA's Intranet: https://intranet.epa.gov/oarm/offboarding/index.html and is included in this report's Appendix.	

Part H-3	Essential Element D: Proactive Prevention - Compliance Indicator D.4 – The Agency has an Affirmative Action Plan for people with disabilities, including those with targeted disabilities.
Statement of Model Program Essential Element Deficiency:	<i>Part G Compliance Indicator D.4.a - Does the Agency post its Affirmative Action Plan for People with Disabilities on its public website? [See 29 CFR 1614.203(d)(4)]</i>
	The <i>Affirmative Action Plan for People with Disabilities</i> , developed from Part J, will be posted to the public website in FY19.
Objective:	To post the Agency's <i>Affirmative Action Plan for People with Disabilities</i> to the public website.
Responsible Official:	Vicki Simons, Director, Office of Civil Rights (OCR)
Date Objective Initiated:	December 28, 2018
Target Date for Completion of Objective:	March 31, 2020
Planned Activities Toward Completion of Objective	Target Date
OCR will web-post the <i>Affirmative Action Plan for People with Disabilities</i> on the Agency's public website.	September 30, 2020
Report of Accomplishments and Modifications to Objective:	
The Target Date for Completion of Objective has been extended to FY20.	

Part H-4	Essential Element E: Efficiency - Compliance Indicator E.1 – The Agency maintains an efficient, fair, and impartial complaint resolution process.
Statement of Model Program Essential Element Deficiency:	<i>Part G Compliance Indicator E.1.h (formerly Part G: Q. 119) - When the complainant does not request a hearing, does the Agency timely issue the Final Agency Decision (FAD), pursuant to 29 CFR §1614.110(b)?</i>
	Some FADs were not timely issued in FY19.
Objective:	To ensure EPA completes timely and legally sufficient FADs.
Responsible Official:	Vicki Simons, Director, Office of Civil Rights (OCR)
Date Objective Initiated:	March 1, 2011
Target Date for Completion of Objective:	September 30, 2020
Planned Activities Toward Completion of Objective	Target Date
1. OCR will continuously look for opportunities to improve the timeliness of issuing FADs with the expectation that by the end of FY20, the Agency will complete FADs within the 60-day regulatory timeframe.	September 30, 2020
Report of Accomplishments and Modifications to Objective:	
OCR continues to use the tools associated with the EPA Lean Management System (ELMS) to evaluate and streamline the process to issue FADs. Based on the creation of templates and processing milestones, EPA has reduced its processing time by 77% from last year. However, there is still room for improvement, which means that OCR will explore additional staffing resources on a temporary and permanent basis, volunteer FAD writers, and further refinement of its process using ELMS tools.	

Part H-5	Essential Element E: Efficiency – Compliance Indicator E.4- The Agency has effective and accurate data collection systems in place to evaluate its EEO program.
Statement of Model Program Essential Element Deficiency:	<i>Part G Compliance Indicator E.4.a.4 - Does the Agency have effective and accurate data collection systems in place to collect, monitor, and analyze data including: recruitment activities; external and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status?</i>
	EPA does not have a method to capture applicant flow data for Attorney Advisors (Series 0905).
Objective:	To put in place effective and accurate data collection systems to evaluate the Agency's EEO program with respect to Attorney Advisors (Series 0905).
Responsible Official:	Elise Packard, Acting Deputy General Counsel, Office of General Council (OGC)
	Rafael DeLeon, Deputy Director, Office of Site Remediation Enforcement (OSRE), Office of Compliance Assurance (OECA)
Date Objective Initiated:	November 1, 2013
Target Date for Completion of Objective:	September 30, 2020
Planned Activities Toward Completion of Objective	Target Date
Using applicant flow data captured from the Agency-wide process for hiring Attorney Advisors (Series 0905), OCR will begin to conduct trigger analysis, looking for potential barriers to equal opportunity employment.	September 30, 2020
Report of Accomplishments and Modifications to Objective:	
In FY16, a pilot began to collect applicant flow data and assist OCR in analyzing associated recruitment efforts. The pilot was OGC-specific, rather than EPA-wide; it yielded incomplete data and triggers could not be determined.	

In FY16-18, OGC collected application qualification rates, but not selection rates due to a technical processing issue. Through an interim workaround, OGC retroactively applied the selection rates and created a complete data set. This step began the process for capturing applicant flow data for Attorney Advisors.

In FY19, Deputy Civil Rights Official (DCRO) Executive Champions were identified. A benchmark for assessing EPA regions' hiring practices for Attorney Advisors was established. OGC, OECA, and the regions will begin using USA Jobs to hire Attorney Advisors by the end of FY2020.

Part I – Agency EEO Plan to Eliminate Identified Barriers

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

☐ If the agency did not conduct barrier analysis during the reporting period, please check the box.

ANALYSIS I: Statement of Condition That Was a Trigger for a Potential Barrier

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A4-1	A review of the FY19 workforce data (table A4-1) indicates lower than expected participation rates in certain categories (gender/RNO) in the Senior Executive Service (SES).

EEO Group(s) Affected by Trigger

EEO Group
Females
Hispanic/Latina Females
White Females
Black/African American Females
Asian Males and Females
Native Hawaiian/Pacific Islander Males and Females
Two or More Races Males and Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	<p>A review of FY19 data (Table A4-1) provided information on the SES levels at EPA. Data analysis demonstrated the following:</p> <ul style="list-style-type: none"> Females have a less than expected participation rate at the SES level (43.97%) when compared to the G15 feeder pool (46.78%)

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
		<ul style="list-style-type: none"> Hispanic/Latino Females have a less than expected participation rate at the SES level (2.33%) when compared to the GS15 feeder pool (2.37%) White Females have a less than expected participation rate at the SES level (33.46%) when compared to the GS15 feeder pool (33.48%) Black/African American Females have a less than expected participation rate at the SES level (6.61%) when compared to the GS15 feeder pool (7.43%) Asian Males have a less than expected participation rate at the SES level (1.17%) when compared when compared to the GS15 feeder pool (2.94%) Asian Females have a less than expected participation rate at the SES level (1.17%) when compared when compared to the GS15 feeder pool (2.89%) Native Hawaiian/Pacific Islander Males have a less than expected participation rate at the SES level (0.0%) when compared when compared to the GS15 feeder pool (0.09%) Native Hawaiian/Pacific Islander Females have a less than expected participation rate at the SES level (0.0%) when compared when compared to the GS15 feeder pool (0.05%) Two or More Races Males have a less than expected participation rate at the SES level (0.0%) when compared when compared to the GS15 feeder pool (0.19%) Two or More Races Females have a less than expected participation rate at the SES level (0.0%) when compared when compared to the GS15 feeder pool (0.28%)

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
N/A

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Date Completed
Conduct analysis of Agency policies, practices, or procedures that may create potential barriers to the upward mobility of affected EEO groups from GS-15 to SES.	03/01/19	09/30/21	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Civil Rights (OCR)	Vicki Simons	No
Director, Office of Human Resources (OHR)	Mara Kamen	No

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
09/30/20	Complete review of FY 17 to FY 19 EPA SES demographics.		03/10/20
04/30/20	Initiate discussion with OMS Shared Service Center to examine availability of Applicant Flow Data on SES.		06/24/20
09/01/20	Review FEVS, complaints, and additional data sources to identify potential barriers to SES upward mobility.	09/30/21	
09/01/20	Establish process for collecting Applicant Flow Data on SES.	09/30/22	

Report of Accomplishments

Fiscal Year	Accomplishments
FY20	FY 17 to FY 19 EPA SES Demographics Trend Analysis.
FY20	Initiate discussion with OMS Shared Service Center to examine availability of Applicant Flow Data on SES.

ANALYSIS II: Statement of Condition That Was a Trigger for a Potential Barrier

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A4-1	A review of the FY19 workforce data (Table A4-1) indicates lower than expected participation rates for Hispanic/Latino employees (Males and Females) in certain categories in the senior grades (GS-13 through GS-15 levels).

EEO Group(s) Affected by Trigger

EEO Group
Hispanic/Latino Males and Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	<p>A review of FY19 data (Table A4-1) provided information on the upward mobility of Hispanics/Latinos at EPA. Data analysis demonstrated the following:</p> <ul style="list-style-type: none"> Hispanic/Latina Females at GS14 have a less than expected participation rate (2.85%) when compared to the feeder pool of GS13 Hispanic/Latina Females (4.09%) Hispanic/Latina Females at GS15 have a less than expected participation rate (2.37%) when compared to the feeder pool of GS14 Hispanic/Latina Females (2.85%) Hispanic/Latina Females at SES level have a less than expected participation rate (2.33%) when compared to the feeder pool of GS15 Hispanic/Latino Females (2.37%) Hispanic/Latino Males at GS14 have a less than expected participation rate (3.16%) when compared to the feeder pool of GS13 Hispanic/Latino Males (3.98%) Hispanic/Latino Males at GS15 have a less than expected participation rate (2.89%) when compared to the feeder pool of GS14 Hispanic/Latino Males (3.16%) Hispanic/Latino Males at SES level do not have a less than expected participation rate (3.89%) when compared to the feeder pool of GS15 Hispanic/Latino Males (2.89%)

Status of Barrier Analysis Process

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

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
N/A

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Date Completed
Conduct analysis of Agency policies, practices, or procedures that may create potential barriers to the upward mobility of Hispanic / Latino employees to from GS-13 through SES.	03/01/19	09/20/20	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Civil Rights (OCR)	Vicki Simons	No
Director, Office of Human Resources (OHR)	Mara Kamen	No

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Modified Date	Completion Date
09/20/20	Identify an Executive Champion who will participate in an intra-agency committee focusing on the issue of Hispanic/Latino upward mobility.		04/11/2019
09/20/20	Review FEVS, complaints, and additional data sources to identify potential barriers to upward mobility.		07/01/2019

Target Date	Planned Activities	Modified Date	Completion Date
09/30/20	Conduct internal employee survey with employees at EPA to solicit input on their experiences with hiring and career development opportunities. Survey results will allow for analysis of responses from Hispanic employees.		
10/30/20	Elevate the discussion of upward mobility for Hispanics/Latinos to the Agency's Diversity and Inclusion Advisory Committee.		

Report of Accomplishments

Fiscal Year	Accomplishments
FY19	<ul style="list-style-type: none"> • A National Executive Champion was identified to provide guidance on the Agency's efforts to review the upward mobility of Hispanics from the GS-13 to GS-15 levels into the Senior Executive Service. • Subject Matter Experts were identified from the Office of Human Resources, Hispanic Special Emphasis Program, and the Office of General Counsel to provide advice and guidance on the upward mobility analysis. • A barrier analysis plan was developed. • The Office of Civil Rights began analysis of workforce data from fiscal years 2019, 2018, and 2017 to conduct trend analysis on the upward mobility of Hispanics in the GS-13 to SES levels and in the Major Occupations which can lead to SES.

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

To capture agencies' affirmative action plans 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.

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

a. Cluster GS-1 to GS-10 (PWD)	Yes 0	No X
b. Cluster GS-11 to SES (PWD)	Yes X	No 0

PWD in GS-11 to SES Cluster of the permanent workforce participate at 7.8% or 1000 employees out of 12843. This is a lower rate than the expected 12% benchmark. Indicating a trigger.

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

a. Cluster GS-1 to GS-10 (PWTD)	Yes 0	No X
b. Cluster GS-11 to SES (PWTD)	Yes 0	No X

No triggers identified.

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

The Agency utilizes EEOC's 12% PWD and 2% PWTD benchmarks for PWD as the goal.

The Office of Civil Rights (OCR) made the increased use of the Schedule A Hiring Authority a national priority and through this effort has communicated the hiring goals to management. Engagement on the hiring goals has happened at all management levels and with EPA senior leadership. Additionally, the Office of Human Resources (OHR) has provided briefings and other resources on the hiring goals and use of the Schedule A Hiring Authority.

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

- 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 0

N/A

- 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	30	0	0	<p>Jerome Bonner, Director, Cincinnati Shared Service Center, Office of Mission Support (OMS) bonner.jerome@epa.gov</p> <p>Jeremy Taylor, Director, Research Triangle Park Shared Service Center, OMS taylor.jeremy@epa.gov</p> <p>The 30 full time employees include staff within the Shared Service Centers who are responsible for processing applications.</p>
Answering questions from the public about hiring authorities that take disability into account	13	0	0	<p>Anthony Napoli, Diversity and Inclusion Manager, DRESD, OHR napoli.anthony@epa.gov</p> <p>Christopher Emanuel, EEO Manager, National Disability Employment Program Manager, OCR emanuel.christopher@epa.gov</p> <p>This includes 11 EEO Officers.</p>
Processing reasonable accommodation requests from applicants and employees	2	0	14	<p>Amanda Sweda, Senior National Reasonable Accommodation Coordinator, OCR sweda.amanda@epa.gov</p> <p>Kristin Tropp, National Reasonable Accommodation Coordinator, OCR tropp.kristin@epa.gov</p> <p>This includes 14 collateral duty Local Reasonable Accommodations Coordinators (LORACs) in EPA’s regional offices.</p>

Section 508 Compliance	4	0	15	<p>Solymer Grecco, Section 508 Coordinator, OMS solymer.grecco@epa.gov</p> <p>Sarah Sorathia, Assistant Section 508 Coordinator, OMS sorathia.sarah@epa.gov</p> <p>Giselle Jasmin, Section 508, OMS jasmin.giselle@epa.gov</p> <p>Jonda Byrd, Section 508, OMS Byrd.jonda@epa.gov</p> <p>This includes 10 collateral duty 508 Compliance advisors in EPA regional offices.</p>
Architectural Barriers Act Compliance	0	1	0	<p>Amanda Sweda, Senior National Reasonable Accommodation Coordinator, OCR sweda.amanda@epa.gov</p>
Special Emphasis Program for PWD and PWTD	2	0	12	<p>Christopher Emanuel, National Disability Program Manager, OCR emanuel.christopher@epa.gov</p> <p>Anthony Napoli, Diversity and Inclusion Manager, DRESO, OHR napoli.anthony@epa.gov</p>

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

Yes X No 0

In FY19, EPA provided ongoing disability training to its disability program staff using various educational methods, such as online training, on-the-job training, and engagement on regular EEOC-facilitated Federal Exchange on Employment and Disability (FEED) calls.

Training topics included:

- EEOC Section 501 Affirmative Action Plan for the Employment of Individuals with Disabilities / Targeted Disabilities; Instruction Guidance
- Section 508 training on assistive technologies
- "EEO and Preventing Discrimination in the Workplace"
- SEPM training (two sessions), Schedule A, resources for job applicants, Computer/Electronic Accommodation Program (CAP), Workforce Recruitment Program (WRP)

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

1. 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 0

N/A

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.

In FY19, the Agency utilized a variety of programs and resources to identify qualified job applicants with disabilities, including those with targeted disabilities. These included, but were not limited to:

- Veteran Employment Programs (e.g., Operations Warfighter, Wounded Warrior, Safe Harbor)
- Workforce Recruitment Program for college students with disabilities
- Special Emphasis Program Managers (SEPMs) and Disability Employment Advisory Council
- Volunteer Student Programs specifically targeting PWD/PWTD students
- SPPCs/Disability Employment Program Managers
- Careers and Disability Job Fairs
- Pathways-Presidential Management Fellows (PMF) Program
- Green Interns Program
- Pathways-Interns/Recent Graduates
- Disability Employment Program Advisory Council Monthly Meetings
- Memorandum of Understanding (MOU) Partnerships

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

The Agency uses all available and appropriate hiring authorities to recruit and hire. Examples where PWD and PWTD are considered:

- Excepted Service, Schedule A: 5 Code of Federal Regulations (C.F.R.) section 213.3102(u)
- Disabled Veterans Affirmative Action Program (DVAAP)
- Veterans Recruitment Appointments (VRA)
- Pathways Programs
- Internal/External Outreach Programs/Activities and Career Fairs

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.

EPA determines eligibility for individuals who apply using special hiring authorities, such as Schedule A or the 30% or more hiring authority for disabled veterans. The following process is used:

- Shared Service Centers (SSCs) review all incoming applicants who submit documentation designating their disability status pursuant to special hiring authority Schedule A (5 C.F.R. § 213.3102(u)).
- SSCs screen all applicants for minimum qualifications/selective factors to determine eligibility for noncompetitive, Schedule A appointments. A qualified person must have an intellectual disability, a severe physical disability, or a psychiatric disability. The Agency accepts, as proof of disability, appropriate documentation (e.g., records, statements, or other appropriate information) issued by a licensed medical professional (e.g., a physician or other medical professional duly certified by a state, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (state or private); or any federal agency, state agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. For permanent or time-limited appointments, EPA also determines whether the individual is likely to succeed in the performance of the duties of the position for which he or she is applying.
- Disabled veterans with disability ratings of 30% or more may be considered under 30% or More Disabled Veteran Authority. <https://www.fedshirevets.gov/job-seekers/special-hiring-authorities/>
- Once eligibility is determined, the HR specialist notifies the hiring manager in accordance with applicable regulations for further consideration. SSC and HR specialists, along with SPPC, work closely with each hiring official using various communication methods to ensure that all pre- and post-appointment procedures are carried out and that applicants meet all legal and regulatory requirements for EPA position(s).
- Candidates may be selected and appointed with or without the typical formal interview process.
- Sometimes managers find Schedule A candidates on their own using the Workforce Recruitment Program or similar databases or by reaching out to local colleges, universities or disability resource centers. They can reach out and speak with candidates without the need of posting the position on USAJobs. In this case, the SSC will make a qualification determination after the interview before extending a formal offer. In addition, managers are encouraged to work with their Local and Senior National Reasonable Accommodation Coordinators as appropriate to ensure that any necessary accommodations are in place before the employee arrives on the job. The hiring manager notifies SSC of their selection. SSC extends an official offer based on the vacancy's selection factors and determines a start date based on dialogue with the manager and selectee. Prior to the entry-on-duty, a manager discusses and verifies the need for any accommodation with the selected individual.
- A hiring manager may fill the position based on the applicant's ability to perform the duties of the position as described in the position description. Applicants can be hired on 1) a temporary position with a Not to Exceed (NTE) date; 2) a non-temporary position with an NTE date; or 3) a non-temporary excepted service position. After two years of successful performance on the job, they may be non-competitively converted to a permanent appointment.

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 0 N/A 0

In FY19, the Agency hosted two agency-wide training sessions: "Leveraging the Schedule A Hiring Authority for People with Disabilities," and "Ways to Mitigate Unconscious Bias about People with Disabilities in the Federal Workforce." The Schedule A hiring session was delivered by the Agency's Diversity and Inclusion Manager. A guest speaker, Michael Murray, Director, Employer Policy Team, Office of Disability Employment Policy, U.S. Department of Labor, delivered the session on unconscious bias. Both sessions discussed ways to utilize hiring authorities for persons with disabilities and combat unconscious biases and stereotypes to broaden positive perspectives. The training sessions were made available remotely, in-person, and were recorded. The videos are currently available on the Agency intranet site for all EPA employees. In addition, EPA regions and AAships conduct their own Disability, Reasonable Accommodation and Schedule A trainings and recognition activities.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

In FY19, EPA, Gallaudet University (GU), and the Rochester Institute of Technology/National Technical Institute for the Deaf (RIT/NTID) continued to operate on established Memorandums of Understanding. Through these MOUs, EPA continues to collaborate on the advancement of environmental education to improve awareness of national employment opportunities and other opportunities for individuals with disabilities. Students will also be given notice of publicly available career opportunities at EPA, such as paid and unpaid internships. Additional MOUs are being established for FY 20 to increase nation-wide partnerships.

Additionally, the Agency partnered with the U.S. State Department and Starbucks Coffee Company's Global Accessibility Office to facilitate an educational and inspirational workshop event. The purpose of the event with the State Department was to educate hiring managers and staff on best practices associated with working with individuals with disabilities.

EPA continues to work collaboratively with the Equal Employment Opportunity Commission, the Virginia Department of Vocational Rehabilitation and the Federal Exchange on Employment & Disability (FEED). EPA's Diversity and Inclusion Manager served on a panel during the June 2019 FEED meeting on "Communication Access to Federal Employees who are Deaf or Hard of Hearing". The panelists shared promising practices for hiring and retaining individuals who are deaf or hard of hearing, including the provision of reasonable accommodation to FEED participants, so employers can use the wealth of information and knowledge to recruit, hire, advance, and retain PWD in the federal workforce.

The Agency also maintains the use of additional resources, such as the Workforce Recruitment Program and shares best practices on the use of this program with Agency management throughout the year.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD)	Yes 0	No X
b. New Hires for Permanent Workforce (PWTD)	Yes X	No 0

Table B-8: NEW HIRES by Type of Appointment

There were 13 PWTD hired in FY19, representing 1.6% of the total new hires. This indicates a trigger when compared to the 2% benchmark.

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

For FY19, EPA utilized Table B7: Application and Hires for Major Occupations by Disability. In FY20, EPA will continue to make reasonable efforts to collect data on the Agency’s Mission Critical Occupations.

PWD, triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028):** Selection at 2.27% is less than expected compared to the qualified applicant pool rate of 5.52%.
- **Misc. Administration and Program Specialist (0301):** Selection at 4.00% is less than expected compared to the qualified applicant pool rate of 8.98%.
- **Management/Program Analyst (0343):** Selection at 1.89% is less than expected compared to the qualified applicant pool rate of 8.44%.
- **General Biological Science (0401):** Selection at 1.45% is less than expected compared to the qualified applicant pool rate of 4.25%.
- **Environmental Engineer (0819):** Selection at 0.00% is less than expected compared to the qualified applicant pool rate of 3.01%.

PWTD, triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028):** Selection at 2.27% is less than expected compared to the qualified applicant pool rate of 2.87%.
- **Misc. Administration and Program Specialist (0301):** Selection at 0.00% is less than expected compared to the qualified applicant pool rate of 4.28%.
- **Management/Program Analyst (0343):** Selection at 0.00% is less than expected compared to the qualified applicant pool rate of 3.71%.
- **General Biological Science (0401):** Selection at 0.48% is less than expected compared to the qualified applicant pool rate of 2.02%.
- **Environmental Engineer (0819):** Selection at 0.00% is less than expected compared to the qualified applicant pool rate of 1.91%.

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 X	No 0
b. Qualified Applicants for MCO (PWTD)	Yes X	No 0

Table B-9: RELEVANT APPLICANT POOL for Major/Mission Critical Occupations by Disability

PWD, triggers were identified in the following Major Occupation series:

- **Misc. Administration and Program Specialist (0301):** PWD Qualified Internal Applicants at 4.08% is less than expected compared to the PWD Applications Received at 8.25%.
- **Management/Program Analyst (0343):** PWD Qualified Internal Applicants at 3.02% is less than expected compared to the PWD Applications Received at 5.50%.
- **General Biological Science (0401):** PWD Qualified Internal Applicants at 1.51% is less than expected compared to the PWD Applications Received at 3.10%.
- **Environmental Engineer (0819):** PWD Qualified Internal Applicants at 3.50% is less than expected compared to the PWD Applications Received at 3.61%.
- **Physical Scientist/Environmental Scientist (1301):** PWD Qualified Internal Applicants at 1.74% is less than expected compared to the PWD Applications Received at 1.87%.

PWTD, triggers were identified in the following Major Occupation series:

- **Misc. Administration and Program Specialist (0301):** PWTD Qualified Internal Applicants at 4.08% is less than expected compared to the PWTD Applications Received at 4.12%.
- **Management/Program Analyst (0343):** PWTD Qualified Internal Applicants at 0.30% is less than expected compared to the PWTD Applications Received at 2.14%.
- **General Biological Science (0401):** PWTD Qualified Internal Applicants at 0.60% is less than expected compared to the PWTD Applications Received at 0.72%.

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 X | No 0 |
| b. Promotions for MCO (PWTD) | Yes X | No 0 |

Table B-9: QUALIFIED APPLICANT POOL for Major Occupations by Disability

EPA utilized Table B9: Promoted for Internal Competitive Promotions for MCO. The qualified applicant pool was used as the Benchmark for the following:

PWD, triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028):** PWD Promoted at 2.70% is less than expected compared to Qualified Benchmark of 4.56%. This is a Trigger.
- **Misc. Administration and Program Specialist (0301):** PWD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 4.08%. This is a Trigger.
- **Management Analyst (0343):** PWD Promoted at 1.89% is less than expected compared to Qualified Benchmark of 3.02%. This is a Trigger.
- **Biologist (0401):** PWD Promoted at 1.04% is less than expected compared to Qualified Benchmark of 1.51%. This is a Trigger.
- **Environmental Engineer (0819):** PWD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 3.50%. This is a Trigger.
- **Physical Scientist/Environmental Scientist (1301):** PWD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 1.74%. This is a Trigger.

PWTD, triggers were identified in the following Major Occupation series:

- **Misc. Administration and Program Specialist (0301):** PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 4.08%. This is a Trigger.
- **Management Analyst (0343):** PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 0.30%. This is a Trigger.
- **Biologist (0401):** PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 0.60%. This is a Trigger.
- **Environmental Engineer (0819):** PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 2.80%. This is a Trigger.
- **Physical Scientist/Environmental Scientist (1301):** PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 0.58%. This is a Trigger.

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

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

EPA informs all employees of advancement opportunities through 1) the Talent Hub website (a centralized experiential learning resource that promotes a range of career development opportunities available across the Agency); 2) job sharing; and 3) fee/non-fee based in-person/ online training. Opportunities are marketed through email to all users, office announcements, intranet postings, and newsletters. Additional opportunities may include fee/non-fee based in person/online training. Employees are encouraged to participate in skill-building trainings and courses related to federal employment such as how to search through USAJOBS, resume writing, and improving interviewing skills are available.

Technical Assistance Visits: OCR plans to schedule visits to various program offices and regions in FY20. These visits will serve to educate managers on how they may support opportunities for advancement and retain employees with disabilities, provide information on the Schedule A hiring authority, and stress the importance of timely conversion for those participating in the program.

Opportunities to Implement Strategies to Mitigate Unconscious Bias: In FY18, EPA finalized its 2018-2022 Strategy for Mitigating Unconscious Bias (MUB) in the human resources selection process. MUB includes any human resources process or decision made regarding recruitment, hiring, promotion, awards, development, advancement, and retention, including PWD and PWTD. The MUB Strategy aligns with EPA's 2017-2021 Diversity and Inclusion Strategic Plan; Executive Order 13583 – Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, and the 2016 Report on Reducing the Impact of Bias in the STEM Workforces (released jointly by the OPM and the White House Office of Science & Technology Policy).

The MUB Strategy will help EPA employees: 1) recognize and mitigate potential unconscious bias that may exist in the workplace; 2) raise awareness among EPA leaders, managers, supervisors, and EPA personnel about the presence and impact of unconscious bias; and 3) offer a toolkit of proven strategies to mitigate unconscious bias.

The overarching goals of the EPA's MUB include: 1) reducing unconscious bias in the HR selections process; 2) building unconscious bias awareness and mitigation skills among employees; 3) identifying and measuring the effectiveness of strategies to mitigate unconscious bias to determine the success of the strategy. The scope of this strategy is specifically focused on HR selections.

Diversity and Inclusion Strategic Plan: EPA's 2017-2021 Diversity and Inclusion Strategic Plan (DISP) guides the Agency's efforts in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year plan outlines goals, priorities, specific action items and measures that were developed by senior leadership and the EPA Human Resources community. The DISP received concurrence from EPA's Diversity and Inclusion Advisory Committee (DIAC), a subcommittee of the Human Resources Council. DISP goals are outlined below.

Goal 1: Diversify the federal workforce through active engagement of leadership: a) senior leaders will conduct regular informational sessions open to all employees to share information on training and career development opportunities and resources; b) Office Mission Support (OMS) will ensure that all hiring managers receive training on the use of appropriate hiring authorities and flexibilities; c) review of participation in leadership development programs and develop strategies to eliminate any potential barriers to participation will be conducted.

Goal 2: Include and engage everyone in the workplace: senior leadership and managers will use Talent Hub to promote and encourage all employees to apply for temporary, full-time detail assignments, part-time projects/special assignments, temporary promotions, SES rotations, and other developmental assignments.

Goal 3: Optimize inclusive diversity efforts using data-driven approaches: a) utilize the MD715 reports, applicant flow data, and focus groups to identify actions that can be taken to address any

potential barriers to career development and advancement identified by the Agency; b) senior leaders will use the results of the annual Employee Viewpoint Surveys and other workforce feedback to be responsive to employees' concerns regarding opportunities for employee training, development and advancement.

Stepping Up to Supervision: Continue to offer this training to all employees interested in learning about the roles and responsibilities of formal leadership. Each participant receives formal feedback through a multi-rater 360 assessment and is encouraged to build a development plan to help map their learning plans towards their career goals and objectives.

EPA's Successful Leader's Program: Mandatory program for newly-promoted or hired supervisors and managers. The program contains information regarding the various hiring authorities (such as Schedule A), the Disability Hiring Tool such as the WRP as a means to broaden recruitment efforts, Computer/Electronic Accommodations Program (CAP), as well as training on the Reasonable Accommodation procedures.

Miscellaneous: EPA's Fed Talent system, a learning management system that interfaces with the Agency's HR system of record, allows EPA to track selectees in its training and coaching programs and allow offices to report the type of employee learning opportunities afforded to staff career development.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

EPA supports the career development of its employees through the following programs:

- Fellowship Programs
- Mentoring Programs
- Coaching Programs
- Leadership Development Training Programs
- Professional Development Training Programs
- Detail Program

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

EPA does not currently capture data for Career Development Opportunities (CDOs) that require competition and/or supervisory recommendation/approval to participate. This is a National Priority for EPA.

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

Professional Development Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
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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 0	No 0	N/A X
b. Selections (PWD)	Yes 0	No 0	N/A X

Data is not available for FY19. EPA will make reasonable efforts to address this in FY20.

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 0	No 0	N/A X
b. Selections (PWTD)	Yes 0	No 0	N/A X

Data is not available for FY19. EPA will make reasonable efforts to address this in FY20.

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 X	No 0
b. Awards, Bonuses, & Incentives (PWTD)	Yes 0	No X

Comparing Time-off awards of 1-9 hours for PWD/PWTD (Table B13) to Total Workforce for PWD/PWTD (Table B1), there are triggers in the following Awards, Bonuses and Incentives categories:

Time-off Awards 1-9 hours: PWD received awards at 22.54% compared to people without disabilities at 23.32%.

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 X	No 0
b. Pay Increases (PWTD)	Yes X	No 0

Comparing Employee Recognition and Awards for PWD/PWTD (Table 13) to Total Workforce for PWOD (Table B1), there are triggers in the following Awards, Bonuses and Incentives categories:

Qualify Step Increase: PWD received awards at 2.11% compared to people without disabilities at 2.47%.

PWTD received awards at 1.60% compared to people without disabilities at 2.46%.

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 X	No 0	N/A 0
b. Other Types of Recognition (PWTD)	Yes X	No 0	N/A 0

Comparing Employee Recognition and Awards for PWD/PWTD (Table 13) to Total Workforce for PWOD (Table B1), there are triggers in the following Awards, Bonuses and Incentives categories:

Cash Awards \$501 +: PWD received awards at 82.63% compared to people without disabilities at 89.62%.

PWTD received awards at 80.77% compared to people without disabilities at 89.23%.

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. Applicant flow data for the SES is not currently collect along with GS-13, 14, and 15 data. The Agency will continue to make reasonable efforts to collect this data in the future.

a. SES			
i. Qualified Internal Applicants (PWD)	Yes 0	No 0	N/A X
ii. Internal Selections (PWD)	Yes 0	No 0	N/A X
b. Grade GS-15			
i. Qualified Internal Applicants (PWD)	Yes X	No 0	N/A 0
ii. Internal Selections (PWD)	Yes X	No 0	N/A 0
c. Grade GS-14			
i. Qualified Internal Applicants (PWD)	Yes X	No 0	N/A 0
ii. Internal Selections (PWD)	Yes X	No 0	N/A 0
d. Grade GS-13			
i. Qualified Internal Applicants (PWD)	Yes X	No 0	N/A 0
ii. Internal Selections (PWD)	Yes X	No 0	N/A 0

For FY19, EPA utilized Table B11: Internal Selections for Senior Level (GS-13, 14, 15) Positions by Disability. Applicant flow data for the SES is not currently collect along with GS-13, 14, and 15 data. In FY20, EPA will continue to make reasonable efforts to collect data on the Agency's Major Occupations.

Using PWD Applications Received when analyzing the applicant flow of internal applicants and/or selections for promotions by grade (Table B11), the following triggers are identified for GS-13 thru GS-15:

- **GS-13:** PWD Qualified Internal Applicants at 2.48% is less than expected compared to the PWD Applications Received at 5.28%.
PWD Selected Internal Applicants at 2.44% is less than expected compared to the qualified Applicants at 2.48%.
- **GS-14:** PWD Qualified Internal Applicants at 2.64% is less than expected compared to the PWD Applications Received at 3.44%.
PWD Selected Internal Applicants at 0.68% is less than expected compared to the Qualified Applicants at 2.64%. This indicates a trigger.

- **GS-15:** PWD Qualified Internal Applicants at 2.80% is less than expected compared to the PWD Applications Received at 4.36%. This indicates a trigger.
PWD Selected Internal Applicants at 0.00% is less than expected compared to the Qualified Applicants at 2.80%. This indicates a trigger.

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.

Applicant flow data for the SES is not currently collect along with GS-13, 14, and 15 data. The Agency will continue to make reasonable efforts to collect this data in the future.

a. SES						
i. Qualified Internal Applicants (PWTD)	Yes	0	No	0	N/A	X
ii. Internal Selections (PWTD)	Yes	0	No	0	N/A	X
b. Grade GS-15						
i. Qualified Internal Applicants (PWTD)	Yes	X	No	0	N/A	X
ii. Internal Selections (PWTD)	Yes	X	No	0	N/A	X
c. Grade GS-14						
i. Qualified Internal Applicants (PWTD)	Yes	X	No	0	N/A	X
ii. Internal Selections (PWTD)	Yes	X	No	0	N/A	X
d. Grade GS-13						
i. Qualified Internal Applicants (PWTD)	Yes	X	No	0	N/A	X
ii. Internal Selections (PWTD)	Yes	X	No	0	N/A	X

EPA used Table B11: Internal Selections for Senior Level Positions, to analyze the applicant flow of internal applicants and/or selections for promotions by grade for PWTD. The senior level analysis includes grades 13-15. The SES is excluded from this analysis because relevant data was not collected for this series in FY19. EPA will make reasonable efforts to collect this data in FY20.

- **GS-13:** PWTD Qualified Internal Applicants at 1.49% is less than expected compared to the PWTD Applications Received at 2.16%. This indicates a trigger.

PWTD Selected Internal Applicants at 1.22% is less than expected compared to the Qualified Applicants at 1.49%. This indicates a trigger.

- **GS-14:** PWTD Qualified Internal Applicants at 1.13% is less than expected compared to the PWTD Applications Received at 1.33%. This indicates a trigger.

PWTD Selected Internal Applicants at 0.00% is less than expected compared to the Qualified Applicants at 1.13%. This indicates a trigger.

- **GS-15:** PWTD Qualified Internal Applicants at 0.51% is less than expected compared to the PWTD Applications Received at 1.01%. This indicates a trigger.

PWTD Selected Internal Applicants at 0.00% is less than expected compared to the Qualified Applicants at 0.51%. This indicates a trigger.

3. 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. (Table B11 and B8)

a. New Hires to SES (PWD)	Yes 0	No 0	N/A X
b. New Hires to GS-15 (PWD)	Yes 0	No 0	N/A X
c. New Hires to GS-14 (PWD)	Yes 0	No 0	N/A X
d. New Hires to GS-13 (PWD)	Yes 0	No 0	N/A X

EPA’S official EEO FY19 workforce tables do not provide information on New Hires of PWD in the senior grades. Thus, analysis for FY19 could not be conducted.

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. (Table B11 and B8)

a. New Hires to SES (PWTD)	Yes 0	No 0	N/A X
b. New Hires to GS-15 (PWTD)	Yes 0	No 0	N/A X
c. New Hires to GS-14 (PWTD)	Yes 0	No 0	N/A X
d. New Hires to GS-13 (PWTD)	Yes 0	No 0	N/A X

EPA’s official EEO FY19 workforce tables do not provide information on New Hires of PWTD in the senior grades. Thus, analysis for FY19 could not be conducted.

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

a. Executives			
i. Qualified Internal Applicants (PWD)	Yes 0	No 0	N/A X
ii. Internal Selections (PWD)	Yes 0	No 0	N/A X
b. Managers			
i. Qualified Internal Applicants (PWD)	Yes 0	No 0	N/A X
ii. Internal Selections (PWD)	Yes 0	No 0	N/A X
c. Supervisors			
i. Qualified Internal Applicants (PWD)	Yes 0	No 0	N/A X
ii. Internal Selections (PWD)	Yes 0	No 0	N/A X

EPA’s official EEO FY19 workforce data tables do not provide information on PWD internal applicants and/or selectees for promotions to supervisory positions. Thus, analysis for FY19 could not be conducted.

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

- | | | | | |
|---|-----|---|----|---|
| a. Executives | | | | |
| i. Qualified Internal Applicants (PWTD) | Yes | 0 | No | 0 |
| ii. Internal Selections (PWTD) | Yes | 0 | No | 0 |
| b. Managers | | | | |
| i. Qualified Internal Applicants (PWTD) | Yes | 0 | No | 0 |
| ii. Internal Selections (PWTD) | Yes | 0 | No | 0 |
| c. Supervisors | | | | |
| i. Qualified Internal Applicants (PWTD) | Yes | 0 | No | 0 |
| ii. Internal Selections (PWTD) | Yes | 0 | No | 0 |

EPA's official EEO FY19 workforce data tables do not provide information on PWTD internal applicants and/or selectees for promotions to supervisory positions. Thus, analysis for FY19 could not be conducted.

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

- | | | | | |
|------------------------------------|-----|---|----|---|
| a. New Hires for Executives (PWD) | Yes | 0 | No | 0 |
| b. New Hires for Managers (PWD) | Yes | 0 | No | 0 |
| c. New Hires for Supervisors (PWD) | Yes | 0 | No | 0 |

EPA's official EEO FY19 workforce data tables do not provide information on PWD selections of New Hires to supervisory positions. Thus, analysis for FY19 could not be conducted.

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

- | | | | | |
|-------------------------------------|-----|---|----|---|
| a. New Hires for Executives (PWTD) | Yes | 0 | No | 0 |
| b. New Hires for Managers (PWTD) | Yes | 0 | No | 0 |
| c. New Hires for Supervisors (PWTD) | Yes | 0 | No | 0 |

EPA's official EEO FY19 workforce data tables do not provide information on PWTD selections of New Hires to supervisory positions. Thus, analysis for FY19 could not be conducted.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Yes 0 No X N/A 0

In FY19, EPA had four (4) Schedule A employees who were eligible for conversion to the competitive service but have not yet been converted. The office of Civil Rights will investigate why these conversions have not occurred.

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 X	No 0
b. Involuntary Separations (PWD)	Yes X	No 0

PWD Voluntary Separations (Table B1 and B14): The PWD inclusion rate for Voluntary Separations is 7.63%. The People Without Disabilities inclusion rate for Voluntary Separations is 6.54%. The PWD inclusion rate is greater than the People Without Disability inclusion rate. This indicates a trigger.

PWD Involuntary Separations (Tables B1 and B14): The PWD inclusion rate for Involuntary Separations is 0.61%. The People Without Disabilities inclusion rate for Involuntary Separations is 0.09%. The PWD inclusion rate is greater than the People Without Disability inclusion rate. This indicates a trigger.

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 X	No 0
b. Involuntary Separations (PWTD)	Yes X	No 0

PWTD Voluntary Separations (Tables B1 and B14): The PWTD inclusion rate for Voluntary Separations is 7.69%. The People Without Targeted Disabilities inclusion rate for Voluntary Separations is 6.61%. The PWTD inclusion rate is greater than the People Without Targeted Disabilities inclusion rate. This indicates a trigger.

PWTD Involuntary Separations (Tables B1 and B14): The PWTD inclusion rate for Involuntary Separations is 0.64%. The People Without Targeted Disabilities inclusion rate for Involuntary Separations is 0.12%. The PWTD inclusion rate is greater than the People Without Targeted Disabilities inclusion rate. This indicates a trigger.

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.

Data table B14: Separations demonstrate that the majority of PWD/PWTD separations were voluntary. OCR and OHR will make reasonable efforts to collect and review exit interview data in FY20.

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 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.

The Accessibility Statement explains employees' and applicants' rights under Section 508 of the Rehabilitation Act. EPA's Accessibility Statement can be found on EPA's website: <https://www.epa.gov/accessibility/epa-accessibility-statement>

EPA follows the same process for Section 508 complaints as for other complaints related to disability discrimination. Details can be found on EPA's website: <https://www.epa.gov/ocr/employment-complaint-resolutions>

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.

EPA's website: <https://www.epa.gov/accessibility> provides a link to the United States Access Board (<https://www.access-board.gov>) which provides information on employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

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.

EPA has revised its Section 508 Policy and Procedures for Compliance to address the Section 508 Refresh. These directives are currently undergoing a final technical review. These revised set of procedures will focus on the acquisition, testing and exceptions processes. EPA anticipates submitting all for Agency-wide review within FY20.

EPA Compliance Assessment and Remediation Plan: EPA's Compliance Assessment and Remediation Plan (CARP) aims to help EPA assess and enhance the accessibility of its existing Information and Communication Technology (ICT), develop a baseline from which to measure improvements, and report bi-annually to the Office of Management and Budget (OMB). CARP takes a phased approach with each phase focusing on certain types of ICT. Activities include:

- Conduct an inventory of EPA's ICT and prioritize ICT for assessments.
- Assess the inventoried ICTs' compliance.
- Develop and implement remediation plans to address concerns identified during the assessments.
- Report compliance within EPA and to OMB.

In FY19 the inventory of internal enterprise systems was completed, and system owners began assessing for Section 508 Compliance. In FY20, EPA will complete the inventory of internal non-enterprise systems and applications and begin the assessment of those systems. Also, as part of the CARP effort the EPA Section 508 Program has developed and piloted a formal process for reviewing Accessible Conformance Reports (ACR). This process can be used to assess the level of conformance to Section 508 claimed by the vendors before purchasing.

EPA Accessibility Forum (Section 508 Training Campaign): In FY19, the EPA Section 508 conducted 14 live webinars for EPA employees on topics ranging from an introduction to Section 508 to Advanced Accessible PDF Creation. In FY20 the 508 Program plans to expand our training curriculum to include specific role-based trainings. These trainings would be targeted at employees who play specific roles in the acquisition, development, use or maintenance of Information Communications Technology ICT.

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.

In FY19, the Agency processed and concluded 508 of the 516 request (or 98.4%) within the time frames identified in EPA Reasonable Accommodation (RA) Procedures with an average processing time of 20.5 days. The 516 requests are the number of FY19 requests that were completed during FY19 and 107 requests were not concluded in FY19 and carried over into FY20 to be concluded.

The Agency has attained a 90% or greater processing rate for nine consecutive years.

The most requested items or types of accommodations made in FY 2019 were:

1. Telework (episodic, full-time, additional day, etc.) with 237 requests
2. Sit/stand desks with 77 requests
3. Assistive desks equipment as well as ergonomic equipment such as ergonomic keyboards (combined) with 69 requests
4. Modified or flexible work schedule (start/end times) with 52 requests
5. Facilities related requests such as small refrigerators, space heaters, workspace modification, and changes to lighting with 49 requests

The National Reasonable Accommodation Coordinator (NRAC) and Assistant NRAC delivered 20 training sessions to a total of 746 participants including employees and management. The 20 training sessions included Agency-Wide trainings delivered in person and via teleconference meeting software, as well as trainings for Region 9, Region 10, Cincinnati, Office of Enforcement and Compliance Assurance (OECA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Land and Emergency Management (OLEM) and Office of General Counsel (OCR).

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.

FY19 was a record year for the Reasonable Accommodation (RA) program as a total of 665 requests were processed, an increase of 44.8% from the previous fiscal year. Of the 665 total requests, 623 were initiated in FY19 and 42 were initiated in FY18. The requests initiated in FY18 were in pending status on September 30, 2018 and were completed in FY19.

The following is a summary and analysis of the FY19 RA request. Of the 623 FY2019 requests:

- 516 requests were initiated, processed, and concluded in FY19
- 457 requests were approved
- 13 requests were denied
- 31 requests were withdrawn by the employer
- 2 requests were denied under reasonable accommodation (RA) but offered some relief outside of the RA process
- 13 requests were closed due to the employees who made the request passing away, retiring, or separating from the Agency before the reasonable accommodation process was concluded

Additionally, of the 623 FY19 request, four (4) were from new employees and one (1) was from an applicant. 107 requests remain in pending status and have been carried over to FY20 to continue processing.

Reasonable Accommodation training for managers and supervisors for FY19 is listed below:
There were 20 Trainings conducted for 746 people.

EPA has revised its Section 508 Policy and Procedures for Compliance to address the Section 508 Refresh. These directives are currently undergoing a final technical review. These revised set of procedures will focus on the acquisition, testing and exceptions processes. EPA anticipates submitting all for Agency-wide review within FY20.

EPA Compliance Assessment and Remediation Plan: EPA's Compliance Assessment and Remediation Plan (CARP) aims to help EPA assess and enhance the accessibility of its existing Information and Communication Technology (ICT), develop a baseline from which to measure improvements, and report bi-annually to the Office of Management and Budget (OMB). CARP takes a phased approach with each phase focusing on certain types of ICT. Activities include:

- Conduct an inventory of EPA's ICT and prioritize ICT for assessments.
- Assess the inventoried ICTs' compliance.
- Develop and implement remediation plans to address concerns identified during the assessments.
- Report compliance within EPA and to OMB.

In FY19 the inventory of internal enterprise systems was completed, and system owners began assessing for Section 508 Compliance. In FY20, EPA will complete the inventory of internal non-enterprise systems and applications and begin the assessment of those systems. Also, as part of the CARP effort the EPA Section 508 Program has developed and piloted a formal process for reviewing Accessible Conformance Reports (ACR). This process can be used to assess the level of conformance to Section 508 claimed by the vendors before purchasing.

EPA Accessibility Forum (Section 508 Training Campaign): In FY19, the EPA Section 508 conducted 14 live webinars for EPA employees on topics ranging from an introduction to Section 508 to Advanced Accessible PDF Creation. In FY20 the 508 Program plans to expand our training curriculum to include specific role-based trainings. These trainings would be targeted at employees who play specific roles in the acquisition, development, use or maintenance of Information Communications Technology ICT.

Trainer	Date	Audience	Locations Included	Method	Number Attended
NRAC	10/23/2018	Employees	Region 10	In Person	10
NRAC	10/23/2018	Managers /Supervisors	Region 10	In Person	40
NRAC	10/24/2018	Employees	Region 10	In Person	10
NRAC	10/24/2018	Managers /Supervisors	Region 10	In Person	20
NRAC/ANRAC	10/29/2018	Employees	Region 9	VTC	6
NRAC/ANRAC	12/12/2018	Managers /Supervisors	Agency-wide	All forms: VTC, Adobe Connect, In person	80
NRAC/ANRAC	3/13/2019	Employees	Agency-wide	All forms: VTC, Adobe Connect, In person	111
NRAC/ANRAC	3/19/2019	Managers /Supervisors	Agency-wide	All forms: VTC, Adobe Connect, In person	16
NRAC	4/24/2019	Managers /Supervisors	OECA	In Person	10
NRAC/ANRAC	5/7/2019	Managers /Supervisors	OCSPP	In Person	9
NRAC/ANRAC	5/8/2019	Managers /Supervisors	OCSPP	In Person	14
NRAC/ANRAC	5/15/2019	Employees	Agency-wide	All forms: VTC, Adobe Connect, In person	92
NRAC/Agency Privacy Officer	5/23/2019	Agency Information Security Officers (ISOs)	Agency-wide	All forms: VTC, Adobe Connect, In person	60
NRAC/ANRAC	7/17/2019	Managers /Supervisors	Agency-wide	All forms: VTC, Adobe Connect, In person	76
NRAC	7/31/2019	Employees	Cincinnati	In Person	25
NRAC	7/31/2019	Managers /Supervisors	Cincinnati	In Person	16
NRAC	9/10/2019	Managers /Supervisors	FLAG (First Line Supervisors Advisory Group)	All forms: VTC, Adobe Connect, In person	15
NRAC/ANRAC	9/11/2019	Employees	Agency-wide	All forms: VTC, Adobe Connect, In person	80
NRAC/ANRAC /OCR	9/18/2019	Managers /Supervisors	OLEM	In Person/Skype	21
NRAC	9/24/2019	OGC	OGC	In Person	35
FY19 Total Trainings Sessions: 20					
Total Number of Persons Trained: 746					

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.

1. 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.

FY2019, was the first year that EPA tracked Personal Assistance Services (PAS) requests. There were two (2) PAS requests for travel assistance. The Office of Civil Rights also coordinated a workgroup to develop clear guidelines to assist decision makers and others involved with PAS processing to ensure greater efficiency and efficacy in delivering this service.

E. 2019 CAP ANNUAL STAKEHOLDERS REPORT AND AGENCY ACCOMMODATIONS PROFILE

EPA has had a memorandum of understanding (MOU) with the Department of Defense and the Computer/Electronics Accommodation Program (CAP) since September 20, 2001. During FY19, CAP provided 78 reasonable accommodations (assistive technology, training, needs assessments, etc.) to 37 EPA employees. The total costs of the accommodations were \$50,853.07 and were provided free of charge to EPA. CAP has provided 1697 reasonable accommodations to EPA totaling \$1,198,370.04 worth during this 19-year partnership.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Yes 0 No X N/A 0

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

Yes X No 0 N/A 0

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

Agency had to pay \$8000 in nonpecuniary compensatory damages and restore 20 hours of annual leave and 16 hours of sick leave to the Complainant and required 8 hours of training for the Responsible Management Official (RMO).

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Yes 0 No X N/A 0

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

Yes X No 0 N/A 0

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

Case #1 – Required 8 hours of training for RMO on responsibilities and obligations under the Rehabilitation Act to provide reasonable accommodation to qualified Agency employees with disabilities, and required to create a uniform and simplified process to request and administer in-person interpretive services.

Case #2 – Agency to pay \$8000 in nonpecuniary compensatory damages and restore 20 hours of annual leave and 16 hours of sick leave to the Complainant and required 8 hours of training for the RMO on her responsibilities and obligations under the Rehabilitation Act to provide reasonable accommodation to qualified Agency employees with disabilities.

Section VII: Identification and Removal of Barriers

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

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

Yes 0 No X

Although the Agency has not yet identified the specific barrier(s), EPA has developed a formal **Barrier Analysis Plan on Improving the Use of the Schedule A Appointing Authority**, which was approved by EPA Management, and EPA is working towards identifying and addressing any barriers.

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

Yes 0 No X N/A 0

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

Triggers	<p>There were several triggers identified that led us to look at the hiring of individuals with disabilities and the use of the Schedule A hiring authority in major occupations including:</p> <ol style="list-style-type: none"> 1) Less than expected representation of people with disabilities and targeted disabilities in the Agency, particularly in Major Occupations. 2) The overall representation of people with targeted disabilities has fallen from 2.6% in FY 2015 falling each of the last four years down to 2.3% for FY 2019. 3) Agency data on the use of the Schedule A (Disability) hiring authority gathered through our analysis suggested that it was utilized infrequently. In FY 2019, only 2.2% of positions were filled using the Schedule A Disability hiring authority (22 out of 982 total). 4) Data shows that most EPA regions and AAships also did not actively utilize the Schedule A (Disability) hiring authority in FY 2017 or FY 2018. 5) Preliminary data suggests that many managers have not heard about Schedule A and its many benefits, and that many senior managers and servicing human resources processing representatives are not actively marketing or promoting the use of the Schedule A (Disability) authority.
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Barriers	<p>Preliminary data suggests there are barriers. We will continue investigating are working to investigate the matter as part of a formal Agency-wide barrier analysis. Here are some of the principle questions that we will work to examine:</p> <ol style="list-style-type: none"> 1) Is there a lack of knowledge among managers and hiring officials about the Schedule A program and its benefits? 2) Are there any hiring and appointment processes in place that do not support or encourage the use of hiring people with disabilities through Schedule A? 3) Are there attitudinal barriers about people with disabilities? 4) Is there a consistent message from the Office of Civil Rights, Office of Human Resources, and Shared Service Centers about the Schedule A program? 5) Are Senior Leaders, EEO Officers, Human Resource Directors, and Special Emphasis Program Managers in regions adequately knowledgeable and involved into the program as advocates for the program? 6) Does the Agency give recognition to regions/AAships that do a good job in this area? 7) Does the Agency ensure strong measures are taken that foster the success of Schedule A candidates (e.g. reasonable accommodations already in place and a mentor assigned)? 8) Are there technological challenges among potential hiring officials and their respective designees that are inhibiting the use of Schedule A to include areas such as utilizing the Workforce Recruitment Program Website, Handshake application, and other similar technology-driven online processing system utilized by many colleges and university disability program offices for posting jobs and internships? 9) Are managers aware of the Agency's hiring priorities and increasing the use of Schedule A? 10) Do managers and hiring officials receive training on Schedule A?
Objective(s)	To increase the EPA's utilization of the Schedule A appointing authority for individuals with disabilities selected as permanent employees in major occupations.

Responsible Official(s): EPA Senior Leaders and EPA Managers	
<p>David Gray, R6 Deputy Regional Administrator, Executive Champion Vicki Simons, OCR Director, Process Owner Michael Butkovich, R7 EEO Officer and OCR Special Assistant, Project Lead Kevin Bailey, OCR Deputy Director, Coach Wendy Lubbe, R7 Senior Manager, Team Member Anthony Napoli, OHR Diversity and Inclusion Manager, Team Member Alice Martinson, SSC HR Specialist, Team Member Chris Emanuel, OCR EEO Manager, National Disability Employment Program Manager</p>	
Performance Standards Address the Plan? (Yes or No)	Yes

Barrier Analysis Process Completed? (Yes or No)		In Progress
Barrier(s) Identified? (Yes or No)		In Progress
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Low participation rates in overall workforce and in major occupations.
Complaint Data (Trends)	Yes	Considered when identifying triggers to focus on for barrier analysis. No triggers were identified from this area.
Grievance Data (Trends)	Yes	Considered when identifying triggers to focus on for barrier analysis. No triggers were identified.
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes	Considered when identifying triggers to focus on for barrier analysis. No triggers were identified.
Climate Assessment Survey (e.g., FEVS)	Yes	No triggers were identified for this area.
Exit Interview Data	No	The Agency Office of Civil Rights does not currently review exit interview data.
Focus Groups	In progress	In progress.
Interviews	In progress	In progress.
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	Completed major benchmarking analysis of 13 major EEO programs across government entitled, "Enhancing EPA's Office of Civil Rights: A Benchmarking Analysis of Mid-Sized Federal Agency Civil Rights Programs." Reviewed Schedule A Best Practices. Additional reviews are in progress.
Other (Please Describe)	No	We also solicited best practices from throughout EPA and from other federal agencies.

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Step One: Establish Workgroup and Barrier Plan (establish team and develop barrier analysis plan)	YES	07/01/2019	09/30/2019
03/31/2020	Step Two: Identify Triggers and Collect Data (gather workforce data, conduct interviews and review surveys, and conduct benchmarking of other agencies)	YES	07/01/2019	In Progress Target: March 2020

07/31/2020	Step Three: Investigate Data (review and investigate data and brainstorm triggers and identify possible barriers)	YES	07/01/2019	Target: July 2020
09/30/2020	Step Four: Identify Specific Barriers and Plan to Eliminate (prioritize list and determine specific barriers and focus areas)	YES	07/01/2019	Target: September 2020
03/31/2021	Step Five: Eliminate Barriers (create specific plan to address barrier(s), identify stakeholders, goals, and metrics and implement plan)	YES	07/01/2019	Target: March 2021
09/30/2021	Step Six: Measure Results (review action items as part of A3 plan, report results on MD 715 Report and to Senior Management)	YES	07/01/2019	Target: September 2021
Fiscal Year	Accomplishments			
2019	Established Formal " Barrier Analysis: Use of Schedule A Hiring Authority " which was approved by EPA's management team. This constitutes EPA's first formal barrier analysis plan. The objective of the barrier analysis is to increase EPA's utilization of the Schedule A appointing authority for individuals with disabilities selected as permanent employees in major occupations.			

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

EPA developed a Barrier Analysis Plan in FY 2019 which sets forth a blueprint for identifying and addressing barriers. Last year's planned activity for FY 2019 has been broken into steps and Step One was completed in FY19. The Agency is utilizing an A3 major project tracking tool to chart and carefully monitor progress on next steps, and a Senior Executive Champion has been assigned.

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

A barrier analysis team has been established, lead by two SES-level Executive Champions. A specific plan has been developed and approved by EPA management, and the team is making progress and is on track to meet its goals for FY 2020.

5. 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.

The Agency's Barrier Analysis plan implementation is in progress.

Appendix A – FY 2019 Workforce Data Tables

Table A-1: Total Workforce

201920

Source: OBIEE

4-Dec-19

Permanent Workforce

				ENVIRONMENTAL PROTECTION AGENCY																	
Pay Period	Total	ENVIRONMENTAL PROTECTION AGENCY		Pay Period	Total	1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
		M	F			M	F	M	F	M	F	M	F	M	F	M	F	M	F		
201920	13,594	6,509	7,075	201920	13,594	459	551	4,767	4,147	694	1,707	485	527	6	10	66	74	31	58	1	1
Difference	13,594	6,509	7,075	Difference	13,594	459	551	4,767	4,147	694	1,707	485	527	6	10	66	74	31	58	1	1
Ratio Change %				Ratio Change %																	
Net Change %	100	100	100	Net Change %	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Temporary Workforce

				ENVIRONMENTAL PROTECTION AGENCY																	
Pay Period	Total	ENVIRONMENTAL PROTECTION AGENCY		Pay Period	Total	1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
		M	F			M	F	M	F	M	F	M	F	M	F	M	F	M	F		
201920	808	516	292	201920	808	12	9	440	239	21	13	33	24	1		1	3	2	1	6	3
Difference	808	516	292	Difference	808	12	9	440	239	21	13	33	24	1		1	3	2	1	6	3
Ratio Change %				Ratio Change %																	
Net Change %	100	100	100	Net Change %	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Table A-2 -- Permanent Workforce by Component -- Distributed by Race/Ethnicity & Sex: Pay Period 201920

[Part 1, Regions]

Source: DataMart

December 4, 2019

Organizational Component	TOTAL EMPLOYEES			RACE/ETHNICITY													
				Hispanic or Latino		Non- Hispanic or Latino											
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Nat 2010 CLF	% 100%	51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
Region 02 New York, NY (SB)	# 717	355	362	62	72	237	187	22	52	32	44	0	2	2	2	0	3
	% 100%	49.51%	50.49%	8.65%	10.04%	33.05%	26.08%	3.07%	7.25%	4.46%	6.14%	0.00%	0.28%	0.28%	0.28%	0.00%	0.42%
Region 01 Boston, MA (SB)	# 515	239	276	12	21	199	221	13	18	13	13	0	0	1	2	1	1
	% 100%	46.41%	53.59%	2.33%	4.08%	38.64%	42.91%	2.52%	3.50%	2.52%	2.52%	0.00%	0.00%	0.19%	0.39%	0.19%	0.19%
Region 03 Philadelphia, PA (SB)	# 705	318	387	21	32	238	260	34	77	23	15	1	0	0	3	1	0
	% 100%	45.11%	54.89%	2.98%	4.54%	33.76%	36.88%	4.82%	10.92%	3.26%	2.13%	0.14%	0.00%	0.00%	0.43%	0.14%	0.00%
Region 04 Atlanta, GA (SB)	# 827	403	424	28	20	271	186	77	200	23	11	0	0	1	2	3	5
	% 100%	48.73%	51.27%	3.39%	2.42%	32.77%	22.49%	9.31%	24.18%	2.78%	1.33%	0.00%	0.00%	0.12%	0.24%	0.36%	0.60%
Region 05 Chicago, IL (SB)	# 941	439	502	26	35	335	285	43	140	31	32	0	1	3	4	1	5
	% 100%	46.65%	53.35%	2.76%	3.72%	35.60%	30.29%	4.57%	14.88%	3.29%	3.40%	0.00%	0.11%	0.32%	0.43%	0.11%	0.53%
Region 06 Dallas, TX (SB)	# 650	335	315	54	49	193	134	49	103	30	24	0	0	7	3	2	2
	% 100%	51.54%	48.46%	8.31%	7.54%	29.69%	20.62%	7.54%	15.85%	4.62%	3.69%	0.00%	0.00%	1.08%	0.46%	0.31%	0.31%
Region 07 Lenexa, KS (SB)	# 458	227	231	15	17	182	165	12	36	10	6	0	0	7	5	1	2
	% 100%	49.56%	50.44%	3.28%	3.71%	39.74%	36.03%	2.62%	7.86%	2.18%	1.31%	0.00%	0.00%	1.53%	1.09%	0.22%	0.44%
Region 08 Denver, CO (SB)	# 466	225	241	23	27	176	183	7	16	17	11	1	0	0	2	1	2
	% 100%	48.28%	51.72%	4.94%	5.79%	37.77%	39.27%	1.50%	3.43%	3.65%	2.36%	0.21%	0.00%	0.00%	0.43%	0.21%	0.43%
Region 09 San Francisco, CA (SB)	# 651	288	363	33	44	199	187	14	37	32	84	2	1	5	8	3	2
	% 100%	44.24%	55.76%	5.07%	6.76%	30.57%	28.73%	2.15%	5.68%	4.92%	12.90%	0.31%	0.15%	0.77%	1.23%	0.46%	0.31%
Region 10 Seattle WA (SB)	# 487	220	267	13	20	164	192	11	12	24	31	1	3	5	6	2	3
	% 100%	45.17%	54.83%	2.67%	4.11%	33.68%	39.43%	2.26%	2.46%	4.93%	6.37%	0.21%	0.62%	1.03%	1.23%	0.41%	0.62%

Table A-2 -- Permanent Workforce by Component -- Distributed by Race/Ethnicity & Sex: Pay Period 201920

[Part 2, Offices]

Source: DataMart

December 4, 2019

Organizational Component	TOTAL EMPLOYEES			RACE/ETHNICITY													
				Hispanic or Latino		Non- Hispanic or Latino											
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Nat 2010 CLF	% 100%	51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
OFC INSPECTOR GENERAL (SB)	# 279	138	141	10	6	86	70	32	48	7	16	0	0	2	1	1	0
	% 100%	49.46%	50.54%	3.58%	2.15%	30.82%	25.09%	11.47%	17.20%	2.51%	5.73%	0.00%	0.00%	0.72%	0.36%	0.36%	0.00%
OFFICE OF WATER (SB)	# 552	237	315	14	20	183	205	19	63	18	25	0	0	2	0	1	2
	% 100%	42.93%	57.07%	2.54%	3.62%	33.15%	37.14%	3.44%	11.41%	3.26%	4.53%	0.00%	0.00%	0.36%	0.00%	0.18%	0.36%
OFC CHIEF FINCL OFCR (SB)	# 292	126	166	4	9	71	73	27	70	23	9	0	0	0	3	1	2
	% 100%	43.15%	56.85%	1.37%	3.08%	24.32%	25.00%	9.25%	23.97%	7.88%	3.08%	0.00%	0.00%	0.00%	1.03%	0.34%	0.68%
OFC RESEARCH & DEVELOP (SB)	# 1379	744	635	20	22	616	462	36	92	60	46	0	0	12	10	0	3
	% 100%	53.95%	46.05%	1.45%	1.60%	44.67%	33.50%	2.61%	6.67%	4.35%	3.34%	0.00%	0.00%	0.87%	0.73%	0.00%	0.22%
OFC INTERNTNL & TRIB AF (SB)	# 69	32	37	3	5	21	16	3	13	4	3	0	0	0	0	1	0
	% 100%	46.38%	53.62%	4.35%	7.25%	30.43%	23.19%	4.35%	18.84%	5.80%	4.35%	0.00%	0.00%	0.00%	0.00%	1.45%	0.00%
OFC OF GENERAL COUNSEL (SB)	# 216	85	131	1	7	68	83	9	28	7	12	0	0	0	1	0	0
	% 100%	39.35%	60.65%	0.46%	3.24%	31.48%	38.43%	4.17%	12.96%	3.24%	5.56%	0.00%	0.00%	0.00%	0.46%	0.00%	0.00%
OFC OF LAND & EMER MGMT (SB)	# 435	188	247	8	13	137	152	26	68	12	11	0	0	4	1	1	2
	% 100%	43.22%	56.78%	1.84%	2.99%	31.49%	34.94%	5.98%	15.63%	2.76%	2.53%	0.00%	0.00%	0.92%	0.23%	0.23%	0.46%
OFC OF ENVIRNMTL INFO (SB)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
OFC ENF & COMPL ASSURAN (SB)	# 624	349	275	31	27	278	165	26	60	10	15	0	1	4	1	0	6
	% 100%	55.93%	44.07%	4.97%	4.33%	44.55%	26.44%	4.17%	9.62%	1.60%	2.40%	0.00%	0.16%	0.64%	0.16%	0.00%	0.96%
OFC OF ADMINISTRATOR (SB)	# 319	120	199	11	11	73	83	30	86	6	14	0	0	0	4	0	1
	% 100%	37.62%	62.38%	3.45%	3.45%	22.88%	26.02%	9.40%	26.96%	1.88%	4.39%	0.00%	0.00%	0.00%	1.25%	0.00%	0.31%
OFFICE OF CS AND PP (SB)	# 977	433	544	23	40	296	297	59	148	46	50	0	0	4	4	5	5
	% 100%	44.32%	55.68%	2.35%	4.09%	30.30%	30.40%	6.04%	15.15%	4.71%	5.12%	0.00%	0.00%	0.41%	0.41%	0.51%	0.51%
OFC OF MISS SUPT (SB)	# 954	431	523	29	30	264	206	114	248	16	23	1	2	2	7	5	7
	% 100%	45.18%	54.82%	3.04%	3.14%	27.67%	21.59%	11.95%	26.00%	1.68%	2.41%	0.10%	0.21%	0.21%	0.73%	0.52%	0.73%
OFC AIR AND RADIATION (SB)	# 1069	576	493	18	24	480	335	31	92	41	32	0	0	5	5	1	5
	% 100%	53.88%	46.12%	1.68%	2.25%	44.90%	31.34%	2.90%	8.61%	3.84%	2.99%	0.00%	0.00%	0.47%	0.47%	0.09%	0.47%
Total	# 13582	6508	7074	459	551	4767	4147	694	1707	485	527	6	10	66	74	31	58
	% 100%	47.92%	52.08%	3.38%	4.06%	35.10%	30.53%	5.11%	12.57%	3.57%	3.88%	0.04%	0.07%	0.49%	0.54%	0.23%	0.43%

Table A-3: Occupational Categories - Distribution by Race/Ethnicity & Sex

201920 Source: OBIEE 4 Dec 2019															1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or OTHER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
			Occupational Categories	TOTAL	M	F	1. Officials & Managers			Occupational Categories	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
Officials & Managers-TOTAL	Executive/Senior Level (Grades 15 +)	#	1,355	719	636	Officials & Managers- TOTAL	Executive/Senior Level (Grades 15 +)	#	47	31	579	450	56	114	30	36	1		5	4	1	1								
		%	9.97%	11.05%	8.99%				%	3.47%	2.29%	42.73%	33.21%	4.13%	8.41%	2.21%	2.66%	0.07%		0.37%	0.30%	0.07%	0.07%							
	Mid-Level (Grades 13-14)	#	452	230	222			Mid-Level (Grades 13-14)	#	19	8	175	143	23	46	11	23			2	1			1						
		%	3.33%	3.53%	3.14%				%	4.20%	1.77%	38.72%	31.64%	5.09%	10.18%	2.43%	5.09%			0.44%	0.22%			0.22%						
	Other	#	2,600	849	1,751			Other	#	59	127	528	711	186	786	57	82		3	9	16	10	26							
		%	19.14%	13.04%	24.75%			%	2.27%	4.88%	20.31%	27.35%	7.15%	30.23%	2.19%	3.15%		0.12%	0.35%	0.62%	0.38%	1.00%								
Officials & Managers	Total #		4,407	1,798	2,609	Officials & Managers	Total #		125	166	1,282	1,304	265	946	98	141	1	3	16	21	11	28								
	Total %		32.44%	27.62%	36.88%			Total %		2.84%	3.77%	29.09%	29.59%	6.01%	21.47%	2.22%	3.20%	0.02%	0.07%	0.36%	0.48%	0.25%	0.64%							
OTHER	7. Operatives	#	2	2		OTHER	7. Operatives	#					2																	
		%	0.01%	0.03%					%					100.00%																
	8. Laborers & Helpers	#	1	1				8. Laborers & Helpers	#					1																
		%	0.01%	0.02%					%					100.00%																
	9. Service Workers	#	201	159	42			9. Service Workers	#	10	3	124	30	15	5	6	2		1	4			1							
		%	1.48%	2.44%	0.59%				%	4.98%	1.49%	61.69%	14.93%	7.46%	2.49%	2.99%	1.00%		0.50%	1.99%			0.50%							
	2. Professionals	#	8,545	4,431	4,114			2. Professionals	#	317	345	3,281	2,708	388	610	375	373	5	5	45	49	19	23	1	1					
		%	62.90%	68.07%	58.15%				%	3.71%	4.04%	38.40%	31.69%	4.54%	7.14%	4.39%	4.37%	0.06%	0.06%	0.53%	0.57%	0.22%	0.27%	0.01%	0.01%					
	3. Technicians	#	97	60	37			3. Technicians	#	1	2	49	26	4	5	4	2			1	2	1								
		%	0.71%	0.92%	0.52%				%	1.03%	2.06%	50.52%	26.80%	4.12%	5.15%	4.12%	2.06%			1.03%	2.06%	1.03%								
	5. Administrative Support Workers	#	299	48	251			5. Administrative Support Workers	#	5	32	23	74	18	127	2	9		1		2		6							
		%	2.20%	0.74%	3.55%				%	1.67%	10.70%	7.69%	24.75%	6.02%	42.47%	0.67%	3.01%		0.33%		0.67%		2.01%							
6. Craft Workers	#	1	1			6. Craft Workers	#			1																				
	%	0.01%	0.02%				%			100.00%																				
NONE	#	31	9	22		NONE	#	1	3	7	5	1	14																	
	%	0.23%	0.14%	0.31%			%	3.23%	9.68%	22.58%	16.13%	3.23%	45.16%																	
OTHER Total	#		9,177	4,711	4,466	OTHER Total	#		334	385	3,485	2,843	429	761	387	386	5	7	50	53	20	30	1	1						
	%		67.56%	72.38%	63.12%			%	3.64%	4.20%	37.98%	30.98%	4.67%	8.29%	4.22%	4.21%	0.05%	0.08%	0.54%	0.58%	0.22%	0.33%	0.01%	0.01%						
Total			13,584	6,509	7,075	Total #			459	551	4,767	4,147	694	1,707	485	527	6	10	66	74	31	58	1	1						
Total			100.00%	100.00%	100.00%	Total %			3.38%	4.06%	35.09%	30.53%	5.11%	12.57%	3.57%	3.88%	0.04%	0.07%	0.49%	0.54%	0.23%	0.43%	0.01%	0.01%						

Table A 4-1: Participation Rates for General Schedule Grades - Distribution by Race/Ethnicity & Sex - Permanent Workforce: Pay Period 201920																					
GS/GM, SES & RELATED GRADES				Hispanic or Latino				Non- Hispanic or Latino													
Source: DataMart								White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or more races			
4 December 2019				TOTAL EMPLOYEES		male		female		male		female		male		female		male		female	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		
	#	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0		
GS-01	%	100%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	#	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
GS-02	%	100%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	#	5	2	3	0	1	0	0	2	2	0	0	0	0	0	0	0	0	0		
GS-03	%	100%	40.00%	60.00%	0.00%	20.00%	0.00%	0.00%	40.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	#	48	17	31	1	2	11	17	5	8	0	4	0	0	0	0	0	0	0		
GS-04	%	100%	35.42%	64.58%	2.08%	4.17%	22.92%	35.42%	10.42%	16.67%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	#	25	11	14	1	0	7	8	2	5	1	1	0	0	0	0	0	0	0		
GS-05	%	100%	44.00%	56.00%	4.00%	0.00%	28.00%	32.00%	8.00%	20.00%	4.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	#	13	3	10	0	2	2	3	0	5	1	0	0	0	0	0	0	0	0		
GS-06	%	100%	23.08%	76.92%	0.00%	15.38%	15.38%	23.08%	0.00%	38.46%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	#	182	59	123	5	13	36	57	15	45	2	7	0	0	1	0	0	0	1		
GS-07	%	100%	32.42%	67.58%	2.75%	7.14%	19.78%	31.32%	8.24%	24.73%	1.10%	3.85%	0.00%	0.00%	0.55%	0.00%	0.00%	0.55%			
	#	80	9	71	1	10	5	17	3	38	0	3	0	0	0	0	0	0	3		
GS-08	%	100%	11.25%	88.75%	1.25%	12.50%	6.25%	21.25%	3.75%	47.50%	0.00%	3.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.75%		
	#	341	113	228	9	26	73	103	20	82	10	9	0	1	1	3	0	4			
GS-09	%	100%	33.14%	66.86%	2.64%	7.62%	21.41%	30.21%	5.87%	24.05%	2.93%	2.64%	0.00%	0.29%	0.29%	0.88%	0.00%	1.17%			
	#	41	20	21	0	0	15	15	3	3	1	1	0	0	1	2	0	0			
GS-10	%	100%	48.78%	51.22%	0.00%	0.00%	36.59%	36.59%	7.32%	7.32%	2.44%	2.44%	0.00%	0.00%	2.44%	4.88%	0.00%	0.00%			
	#	465	166	299	11	28	114	153	27	94	12	13	0	2	1	1	1	8			
GS-11	%	100%	35.70%	64.30%	2.37%	6.02%	24.52%	32.90%	5.81%	20.22%	2.58%	2.80%	0.00%	0.43%	0.22%	0.22%	0.22%	1.72%			
	#	1797	701	1096	56	111	443	539	118	337	72	82	2	4	6	16	4	7			
GS-12	%	100%	39.01%	60.99%	3.12%	6.18%	24.65%	29.99%	6.57%	18.75%	4.01%	4.56%	0.11%	0.22%	0.33%	0.89%	0.22%	0.39%			
	#	5575	2829	2746	222	228	2006	1588	302	646	242	231	1	2	39	30	17	21			
GS-13	%	100%	50.74%	49.26%	3.98%	4.09%	35.98%	28.48%	5.42%	11.59%	4.34%	4.14%	0.02%	0.04%	0.70%	0.54%	0.30%	0.38%			
	#	2596	1279	1317	82	74	988	842	117	268	76	110	1	0	10	15	5	8			
GS-14	%	100%	49.27%	50.73%	3.16%	2.85%	38.06%	32.43%	4.51%	10.32%	2.93%	4.24%	0.04%	0.00%	0.39%	0.58%	0.19%	0.31%			
	#	2112	1124	988	61	50	923	707	66	157	62	61	2	1	6	6	4	6			
GS-15	%	100%	53.22%	46.78%	2.89%	2.37%	43.70%	33.48%	3.13%	7.43%	2.94%	2.89%	0.09%	0.05%	0.28%	0.28%	0.19%	0.28%			
	#	39	26	13	0	0	23	11	0	0	3	2	0	0	0	0	0	0			
All other (unspecified)	%	100%	66.67%	33.33%	0.00%	0.00%	58.97%	28.21%	0.00%	0.00%	7.69%	5.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
SES	#	257	144	113	10	6	120	86	10	17	3	3	0	0	1	1	0	0			
	%	100%	56.03%	43.97%	3.89%	2.33%	46.69%	33.46%	3.89%	6.61%	1.17%	1.17%	0.00%	0.00%	0.39%	0.39%	0.00%	0.00%			

Table A 4-2: Participation Rates for General Schedule Grades - Distribution by Race/Ethnicity & Sex - Permanent Workforce: Pay Period 201920																				
GS/GM, SES & RELATED GRADES						Non- Hispanic or Latino														
Source: DataMart				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or more races				
4 December 2019																				
	TOTAL EMPLOYEES			male	female	male	female	male	female	male	female	male	female	male	female	male	female			
	#	1	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0			
GS-01	%	0.01%	0.00%	0.01%	0.00%	0.00%	0.00%	0.00%	0.02%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
	#	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0			
GS-02	%	0.01%	0.02%	0.00%	0.00%	0.00%	0.00%	0.00%	0.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
	#	5	2	3	0	1	0	0	2	2	0	0	0	0	0	0	0			
GS-03	%	0.04%	0.03%	0.04%	0.00%	0.18%	0.00%	0.00%	0.29%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
	#	48	17	31	1	2	11	17	5	8	0	4	0	0	0	0	0			
GS-04	%	0.35%	0.26%	0.44%	0.22%	0.36%	0.23%	0.41%	0.72%	0.47%	0.00%	0.76%	0.00%	0.00%	0.00%	0.00%	0.00%			
	#	25	11	14	1	0	7	8	2	5	1	1	0	0	0	0	0			
GS-05	%	0.18%	0.17%	0.20%	0.22%	0.00%	0.15%	0.19%	0.29%	0.29%	0.21%	0.19%	0.00%	0.00%	0.00%	0.00%	0.00%			
	#	13	3	10	0	2	2	3	0	5	1	0	0	0	0	0	0			
GS-06	%	0.10%	0.05%	0.14%	0.00%	0.36%	0.04%	0.07%	0.00%	0.29%	0.21%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
	#	182	59	123	5	13	36	57	15	45	2	7	0	0	1	0	1			
GS-07	%	1.34%	0.91%	1.74%	1.09%	2.36%	0.76%	1.37%	2.17%	2.64%	0.41%	1.33%	0.00%	0.00%	1.52%	0.00%	1.72%			
	#	80	9	71	1	10	5	17	3	38	0	3	0	0	0	0	3			
GS-08	%	0.59%	0.14%	1.00%	0.22%	1.81%	0.10%	0.41%	0.43%	2.23%	0.00%	0.57%	0.00%	0.00%	0.00%	0.00%	5.17%			
	#	341	113	228	9	26	73	103	20	82	10	9	0	1	1	3	4			
GS-09	%	2.51%	1.74%	3.22%	1.96%	4.72%	1.53%	2.48%	2.89%	4.80%	2.06%	1.71%	0.00%	10.00%	1.52%	4.05%	6.90%			
	#	41	20	21	0	0	15	15	3	3	1	1	0	0	1	2	0			
GS-10	%	0.30%	0.31%	0.30%	0.00%	0.00%	0.31%	0.36%	0.43%	0.18%	0.21%	0.19%	0.00%	0.00%	1.52%	2.70%	0.00%			
	#	465	166	299	11	28	114	153	27	94	12	13	0	2	1	1	8			
GS-11	%	3.42%	2.55%	4.23%	2.40%	5.08%	2.39%	3.69%	3.91%	5.51%	2.47%	2.47%	0.00%	20.00%	1.52%	1.35%	13.79%			
	#	1797	701	1096	56	111	443	539	118	337	72	82	2	4	6	16	7			
GS-12	%	13.23%	10.78%	15.49%	12.20%	20.15%	9.30%	13.00%	17.08%	19.74%	14.85%	15.56%	33.33%	40.00%	9.09%	21.62%	12.07%			
	#	5575	2829	2746	222	228	2006	1588	302	646	242	231	1	2	39	30	21			
GS-13	%	41.06%	43.50%	38.82%	48.37%	41.38%	42.09%	38.29%	43.70%	37.84%	49.90%	43.83%	16.67%	20.00%	59.09%	40.54%	36.21%			
	#	2596	1279	1317	82	74	988	842	117	268	76	110	1	0	10	15	8			
GS-14	%	19.12%	19.66%	18.62%	17.86%	13.43%	20.73%	20.30%	16.93%	15.70%	15.67%	20.87%	16.67%	0.00%	15.15%	20.27%	13.79%			
	#	2112	1124	988	61	50	923	707	66	157	62	61	2	1	6	6	6			
GS-15	%	15.55%	17.28%	13.97%	13.29%	9.07%	19.37%	17.05%	9.55%	9.20%	12.78%	11.57%	33.33%	10.00%	9.09%	8.11%	10.34%			
	#	39	26	13	0	0	23	11	0	0	3	2	0	0	0	0	0			
All other (unspecified)	%	100%	66.67%	33.33%	0.00%	0.00%	58.97%	28.21%	0.00%	0.00%	7.69%	5.13%	0.00%	0.00%	0.00%	0.00%	0.00%			
SES	#	257	144	113	10	6	120	86	10	17	3	3	0	0	1	1	0			
	%	1.89%	2.21%	1.60%	2.18%	1.09%	2.52%	2.07%	1.45%	1.00%	0.62%	0.57%	0.00%	0.00%	1.52%	1.35%	0.00%			
TOTAL	#	13578	6504	7074	459	551	4766	4147	691	1707	485	527	6	10	66	74	58			
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			

A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex

201920 Source: OBIEE

14-Jan-20

Occupational Series	Occupational Series Desc		Total		
				M	F
0028	ENVIRONMENTAL PROTECTION SPECIALIST (0028)	#	1,893	745	1,148
		%	100.00%	39.36%	60.64%
0301	MISCELLANEOUS ADMIN & PROGRAM (0301)	#	493	157	336
		%	100.00%	31.85%	68.15%
0343	MANAGEMENT AND PROGRAM ANALYSIS (0343)	#	1,399	425	974
		%	100.00%	30.38%	69.62%
0401	GENERAL NATURAL RESOURCES MANAGEMENT (0401)	#	1,234	562	672
		%	100.00%	45.54%	54.46%
0819	ENVIRONMENTAL ENGINEERING (0819)	#	1,609	979	630
		%	100.00%	60.85%	39.15%
0905	GENERAL ATTORNEY (0905)	#	1,025	471	554
		%	100.00%	45.95%	54.05%
1301	GENERAL PHYSICAL SCIENCE (1301)	#	2,159	1,232	927
		%	100.00%	57.06%	42.94%
		#	9,812	4,571	5,241
		%	100.00%	46.59%	53.41%

Permanent Workforce

	Total	Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races		None Specified
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	F
#	1,893	60	95	558	719	72	239	29	71		2	18	18	8	4	
%	100.00%	3.17%	5.02%	29.48%	37.98%	3.80%	12.63%	1.53%	3.75%		0.11%	0.95%	0.95%	0.42%	0.21%	
#	493	14	32	99	130	29	161	12	6		1	2	1	1	5	
%	100.00%	2.84%	6.49%	20.08%	26.37%	5.88%	32.66%	2.43%	1.22%		0.20%	0.41%	0.20%	0.20%	1.01%	
#	1,399	21	52	297	460	70	396	28	44			5	11	4	11	
%	100.00%	1.50%	3.72%	21.23%	32.88%	5.00%	28.31%	2.00%	3.15%			0.36%	0.79%	0.29%	0.79%	
#	1,234	31	41	451	497	35	70	40	52			3	6	2	5	1
%	100.00%	2.51%	3.32%	36.55%	40.28%	2.84%	5.67%	3.24%	4.21%			0.24%	0.49%	0.16%	0.41%	0.08%
#	1,609	103	72	673	385	74	77	117	85	1	1	8	6	3	3	1
%	100.00%	6.40%	4.47%	41.83%	23.93%	4.60%	4.79%	7.27%	5.28%	0.06%	0.06%	0.50%	0.37%	0.19%	0.19%	0.06%
#	1,025	32	37	390	400	20	56	24	49	1		4	6		6	
%	100.00%	3.12%	3.61%	38.05%	39.02%	1.95%	5.46%	2.34%	4.78%	0.10%		0.39%	0.59%		0.59%	
#	2,159	85	65	993	696	62	79	78	75			13	11	1	1	
%	100.00%	3.94%	3.01%	45.99%	32.24%	2.87%	3.66%	3.61%	3.47%			0.60%	0.51%	0.05%	0.05%	
#	9,812	346	394	3,461	3,287	362	1,078	328	382	2	4	53	59	19	35	2
%	100.00%	3.53%	4.02%	35.27%	33.50%	3.69%	10.99%	3.34%	3.89%	0.02%	0.04%	0.54%	0.60%	0.19%	0.36%	0.02%

Table A-7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity & Sex

Source: Monster		Total		RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
						White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races		
5-Dec-19	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Job Title/Series: 0028 Environmental Protection Specialist																		
Total Received	#	3905																
Voluntarily Identified	#	3054	1485	1569	190	193	753	667	356	520	136	151	4	3	23	14	23	21
	%	100%	48.62%	51.38%	6.22%	6.32%	24.66%	21.84%	11.66%	17.03%	4.45%	4.94%	.13%	.10%	.75%	.46%	.75%	.69%
Qualified of those Identified	#	2441	1155	1286	144	152	598	565	267	415	111	129	4	3	17	7	14	15
	%	100%	47.32%	52.68%	5.90%	6.23%	24.50%	23.15%	10.94%	17.00%	4.55%	5.28%	.16%	.12%	.70%	.29%	.57%	.61%
Selected of those Identified	#	34	9	25	1	2	5	14	1	4	1	5	0	0	1	0	0	0
	%	100%	26.47%	73.53%	2.94%	5.88%	14.71%	41.18%	2.94%	11.76%	2.94%	14.71%	.00%	.00%	2.94%	.00%	.00%	.00%
CLF			71.82%	28.18%	2.22%	1.34%	64.84%	23.87%	2.02%	1.58%	1.79%	1.03%	.11%	.01%	.60%	.31%	.23%	.05%
Job Title/Series: 0301 Misc Administration and Program Specialist																		
Total Received	#	2231																
Voluntarily Identified	#	1703	680	1023	89	131	302	344	207	482	48	39	2	2	16	12	16	13
	%	100%	39.93%	60.07%	5.23%	7.69%	17.73%	20.20%	12.16%	28.30%	2.82%	2.29%	.12%	.12%	.94%	.70%	.94%	.76%
Qualified of those Identified	#	1293	473	820	56	97	210	271	149	398	36	35	1	1	10	8	11	10
	%	100%	36.58%	63.42%	4.33%	7.50%	16.24%	20.96%	11.52%	30.78%	2.78%	2.71%	.08%	.08%	.77%	.62%	.85%	.77%
Selected of those Identified	#	20	6	14	2	1	3	6	1	7	0	0	0	0	0	0	0	0
	%	100%	30.00%	70.00%	10.00%	5.00%	15.00%	30.00%	5.00%	35.00%	.00%	.00%	.00%	.00%	.00%	.00%	.00%	.00%
CLF			36.71%	63.29%	2.86%	5.87%	27.06%	43.84%	3.80%	8.89%	2.57%	3.64%	.03%	.05%	.33%	.62%	.26%	.39%
Job Title/Series: 0343 Management/Program Analyst																		
Total Received	#	6962																
Voluntarily Identified	#	5367	2341	3026	268	306	932	826	818	1641	254	176	1	3	34	21	34	53
	%	100%	43.62%	56.38%	4.99%	5.70%	17.37%	15.39%	15.24%	30.58%	4.73%	3.28%	.02%	.06%	.63%	.39%	.63%	.99%
Qualified of those Identified	#	4051	1688	2363	210	211	666	668	575	1287	199	142	0	3	16	15	22	37
	%	100%	41.67%	58.33%	5.18%	5.21%	16.44%	16.49%	14.19%	31.77%	4.91%	3.51%	.00%	.07%	.39%	.37%	.54%	.91%
Selected of those Identified	#	43	17	26	2	1	12	16	2	8	1	1	0	0	0	0	0	0
	%	100%	39.53%	60.47%	4.65%	2.33%	27.91%	37.21%	4.65%	18.60%	2.33%	2.33%	.00%	.00%	.00%	.00%	.00%	.00%
CLF			58.45%	41.55%	2.46%	2.14%	49.01%	32.56%	3.03%	3.80%	3.33%	2.46%	.02%	.04%	.31%	.32%	.27%	.24%

Job Title/Series: 0401 General Biological Science (RESEARCH)																		
Total Received	#	13390																
Voluntarily Identified	#	10337	5389	4948	539	488	2769	2453	845	1119	1147	815	7	0	40	41	42	32
	%	100%	52.13%	47.87%	5.21%	4.72%	26.79%	23.73%	8.17%	10.83%	11.10%	7.88%	.07%	.00%	.39%	.40%	.41%	.31%
Qualified of those Identified	#	9005	4565	4440	483	449	2429	2190	679	1011	904	728	6	0	28	35	36	27
	%	100%	50.69%	49.31%	5.36%	4.99%	26.97%	24.32%	7.54%	11.23%	10.04%	8.08%	.07%	.00%	.31%	.39%	.40%	.30%
Selected of those Identified	#	171	79	92	11	4	58	70	5	14	6	4	0	0	1	0	0	0
	%	100%	46.20%	53.80%	6.43%	2.34%	32.75%	40.94%	2.92%	8.19%	3.51%	2.34%	.00%	.00%	.58%	.00%	.00%	.00%
CLF			52.01%	47.99%	2.44%	2.17%	44.27%	39.48%	1.39%	1.59%	3.17%	4.15%	.05%	.05%	.48%	.35%	.19%	.20%
Job Title/Series: 0819 Environmental Engineer (RESEARCH)																		
Total Received	#	3771																
Voluntarily Identified	#	2925	1770	1155	184	127	1060	718	212	117	283	171	1	1	21	10	9	11
	%	100%	60.51%	39.49%	6.29%	4.34%	36.24%	24.55%	7.25%	4.00%	9.68%	5.85%	.03%	.03%	.72%	.34%	.31%	.38%
Qualified of those Identified	#	2447	1454	993	157	111	892	623	165	86	216	153	1	1	16	9	7	10
	%	100%	59.42%	40.58%	6.42%	4.54%	36.45%	25.46%	6.74%	3.51%	8.83%	6.25%	.04%	.04%	.65%	.37%	.29%	.41%
Selected of those Identified	#	49	17	32	1	2	13	21	1	1	2	8	0	0	0	0	0	0
	%	100%	34.69%	65.31%	2.04%	4.08%	26.53%	42.86%	2.04%	2.04%	4.08%	16.33%	.00%	.00%	.00%	.00%	.00%	.00%
CLF			75.80%	24.20%	2.90%	.90%	62.80%	19.10%	4.20%	1.70%	4.70%	1.90%	.00%	.10%	.30%	.10%	.50%	.20%
Job Title/Series: 1301 Physical/Environmental Scientist (RESEARCH)																		
Total Received	#	3148																
Voluntarily Identified	#	2316	1365	951	144	109	794	548	145	169	250	110	2	1	23	9	7	5
	%	100%	58.94%	41.06%	6.22%	4.71%	34.28%	23.66%	6.26%	7.30%	10.79%	4.75%	.09%	.04%	.99%	.39%	.30%	.22%
Qualified of those Identified	#	1980	1136	844	116	102	682	484	109	144	203	99	0	1	20	9	6	5
	%	100%	57.37%	42.63%	5.86%	5.15%	34.44%	24.44%	5.51%	7.27%	10.25%	5.00%	.00%	.05%	1.01%	.45%	.30%	.25%
Selected of those Identified	#	51	19	32	3	7	11	16	1	4	2	3	0	0	2	1	0	1
	%	100%	37.25%	62.75%	5.88%	13.73%	21.57%	31.37%	1.96%	7.84%	3.92%	5.88%	.00%	.00%	3.92%	1.96%	.00%	1.96%
CLF			60.89%	39.11%	2.36%	1.92%	48.14%	27.82%	1.41%	2.21%	8.20%	6.74%	.03%	.00%	.44%	.18%	.30%	.24%

Table A-8: New Hires - Distribution by Race/Ethnicity and Sex

201920

Source: OBIEE

Total Workforce

4-Dec-19

Employment Tenure		Grand Total	M	F	Grand Total		1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN OR PACIFIC ISLANDER		6) AMERICAN INDIAN OR ALASKA NATIVE		7) TWO OR MORE RACES		8) NONE	
Employment Tenure							M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Permanent Workforce	#	792	383	409	#	792	30	36	252	243	57	86	38	36		2	3	2	2	4	1	
	%	100.00%	48.36%	51.64%	%	100.00%	3.79%	4.55%	31.82%	30.68%	7.20%	10.86%	4.80%	4.55%		0.25%	0.38%	0.25%	0.25%	0.51%	0.13%	
Temporary Workforce	#	194	103	91	#	194	3	3	83	74	5	2	6	8			1	2			5	2
	%	100.00%	53.09%	46.91%	%	100.00%	1.55%	1.55%	42.78%	38.14%	2.58%	1.03%	3.09%	4.12%			0.52%	1.03%			2.58%	1.03%
Total	#	986	486	500	#	986	33	39	335	317	62	88	44	44		2	4	4	2	4	6	2
Total	%	100.00%	49.29%	50.71%	%	100.00%	3.35%	3.96%	33.98%	32.15%	6.29%	8.92%	4.46%	4.46%		0.20%	0.41%	0.41%	0.20%	0.41%	0.61%	0.20%

Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

Page 1

201920				RACE/ETHNICITY														
Source: Monster																		
5-Dec-19																		
Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races		
All Male Female				Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female		
Job Series of Vacancy: 0028 Environmental Protection Specialist																		
Total Applications Received	#	320	135	185	21	31	65	95	27	35	12	19	0	0	5	3	5	2
	#	182	65	117	9	17	36	64	11	22	5	13	0	0	2	0	2	1
Qualified	%	100%	35.71%	64.29%	4.95%	9.34%	19.78%	35.16%	6.04%	12.09%	2.75%	7.14%	0.00%	0.00%	1.10%	0.00%	1.10%	0.56%
	#	26	5	21	0	2	3	12	1	3	1	4	0	0	0	0	0	0
Selected	%	100%	19.23%	80.77%	0.00%	7.69%	11.54%	48.15%	3.85%	11.54%	3.85%	15.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %																		
Job Series of Vacancy: 0301 Misc Administration and Program Specialist																		
Total Applications Received	#	72	33	39	8	6	21	16	4	15	0	1	0	0	0	0	0	1
	#	37	17	20	2	2	12	8	3	8	0	1	0	0	0	0	0	1
Qualified	%	100%	45.95%	54.05%	5.41%	5.41%	32.43%	21.62%	8.11%	21.62%	0.00%	2.70%	0.00%	0.00%	0.00%	0.00%	0.00%	2.70%
	#	10	5	5	0	0	4	3	1	2	0	0	0	0	0	0	0	0
Selected	%	100%	50.00%	50.00%	0.00%	0.00%	40.00%	30.00%	10.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %																		
RACE/ETHNICITY																		
Total				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races		
All Male Female				Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	Male Female	
Job Series of Vacancy: 0343 Management/Program Analyst																		
Total Applications Received	#	479	193	286	24	38	93	122	43	95	22	19	0	0	8	7	3	5
	#	232	67	165	10	11	37	95	6	49	12	8	0	0	0	2	2	0
Qualified	%	100%	28.88%	71.12%	4.31%	4.74%	15.95%	40.95%	2.56%	21.12%	5.17%	3.45%	0.00%	0.00%	0.00%	0.86%	0.86%	0.00%
	#	39	11	28	0	1	8	16	1	9	2	2	0	0	0	0	0	0
Selected	%	100%	28.21%	71.79%	0.00%	2.56%	20.51%	41.03%	2.56%	23.08%	5.13%	5.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %																		
Job Series of Vacancy: 0401 General Biological Science (RESEARCH)																		
Total Applications Received	#	637	346	291	34	27	199	196	44	42	60	25	0	0	5	1	4	0
	#	450	229	221	26	23	136	153	30	25	34	19	0	0	2	1	1	0
Qualified	%	100%	50.89%	49.11%	5.78%	5.11%	30.22%	34.00%	6.67%	5.56%	7.56%	4.22%	0.00%	0.00%	0.44%	0.22%	0.22%	0.00%
	#	63	27	36	3	1	22	31	2	2	0	2	0	0	0	0	0	0
Selected	%	100%	42.86%	57.14%	4.76%	1.59%	34.92%	49.21%	3.17%	3.17%	0.00%	3.17%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %																		

Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

Page 2

201920		RACE/ETHNICITY																
Source: Monster							Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races	
5-Dec-19		Total			Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races	
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Job Series of Vacancy: 0819 Environmental Engineer																		
Total Applications Received	#	213	118	95	15	11	67	72	14	5	18	7	0	0	1	0	3	0
	#	104	51	53	5	2	31	44	6	3	7	4	0	0	1	0	1	0
	%	100%	49.04%	50.96%	4.81%	1.92%	29.81%	42.31%	5.77%	2.88%	6.73%	3.85%	0.00%	0.00%	0.96%	0.00%	0.96%	0.00%
Qualified	#	24	9	15	2	0	5	12	1	0	1	3	0	0	0	0	0	0
	%	100%	37.50%	62.50%	8.33%	0.00%	20.83%	50.00%	4.17%	0.00%	4.17%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Relevant Applicant Pool %																	
Job Series of Vacancy: 1301 Physical Scientist/Environmental Scientist																		
Total Applications Received	#	179	107	72	15	5	62	53	8	9	15	4	0	0	4	1	3	0
	#	119	66	53	8	5	42	35	4	9	8	3	0	0	2	1	2	0
	%	100%	55.46%	44.54%	6.72%	4.20%	35.29%	29.41%	3.36%	7.56%	6.72%	2.52%	0.00%	0.00%	1.68%	0.84%	1.68%	0.00%
Qualified	#	14	6	8	0	2	5	4	0	0	0	2	0	0	1	0	0	0
	%	100%	42.86%	57.14%	0.00%	14.29%	35.71%	28.57%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	7.14%	0.00%	0.00%	0.00%
	Relevant Applicant Pool %																	

Table A-10 Non-Competitive Promotion

201920

Source: OBIEE

5-Dec-19

		Permanent Workforce													
		ENVIRONMENTAL PROTECTION AGENCY													
		1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES	
		MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
Grand Total		1	2	1	2	1	2	1	2	2	2	1	2	1	2
#	993	32	50	312	348	56	93	32	54		1	5	4	2	4
%	100.00%	3.22%	5.04%	31.42%	35.05%	5.64%	9.37%	3.22%	5.44%		0.10%	0.50%	0.40%	0.20%	0.40%

Time in Grade in Excess of Minimum (A10) Pay Period - 201920

		Permanent Workforce													
		ENVIRONMENTAL PROTECTION AGENCY													
		1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES	
		MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
Time In Excess Of Minimum		1	2	1	2	1	2	1	2	0	2	1	2	1	2
1-12 months	#	2	3	5	5	2	2	3	1			1	1		
	%	8.00%	12.00%	20.00%	20.00%	8.00%	8.00%	12.00%	4.00%			4.00%	4.00%		
13-24 months	#		1	4	1	2	3		3						
	%		7.14%	28.57%	7.14%	14.29%	21.43%		21.43%						
25 + months	#			4	7	1	1	1							
	%			28.57%	50.00%	7.14%	7.14%	7.14%							
< 1 month	#	30	46	299	335	51	87	28	50		1	4	3	2	4
	%	3.19%	4.89%	31.81%	35.64%	5.43%	9.26%	2.98%	5.32%		0.11%	0.43%	0.32%	0.21%	0.43%

Table A-11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, and SES) by Race/Ethnicity & Sex

201920 Source: Monster 5-Dec-19					RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
		Total					White		American		Asian		Hawaiian or		Alaska Native		Two or More Races	
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
13																		
Total Applications Received	#	614	303	311	32	41	165	168	67	70	27	21	0	0	12	6	0	5
	%	100%	49.35%	50.65%	5.21%	6.68%	26.87%	27.36%	10.91%	11.40%	4.40%	3.42%	0.00%	0.00%	1.95%	0.98%	0.00%	0.81%
Qualified	#	310	136	174	14	17	81	110	27	35	11	10	0	0	3	2	0	0
	%	100%	43.87%	56.13%	4.52%	5.48%	26.13%	35.48%	8.71%	11.29%	3.55%	3.23%	0.00%	0.00%	0.97%	0.65%	0.00%	0.00%
Selected	#	62	30	32	4	3	21	19	5	6	0	4	0	0	0	0	0	0
	%	100%	48.39%	51.61%	6.45%	4.84%	33.87%	30.65%	8.06%	9.68%	0.00%	6.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %																		
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
14																		
Total Applications Received	#	1116	584	532	73	77	309	280	79	106	102	56	0	0	4	6	17	7
	%	100%	52.33%	47.67%	6.54%	6.90%	27.69%	25.09%	7.08%	9.50%	9.14%	5.02%	0.00%	0.00%	0.36%	0.54%	1.52%	0.63%
Qualified	#	721	341	380	40	49	198	215	38	74	53	35	0	0	2	3	10	4
	%	100%	47.30%	52.70%	5.55%	6.80%	27.46%	29.82%	5.27%	10.26%	7.35%	4.85%	0.00%	0.00%	0.28%	0.42%	1.39%	0.55%
Selected	#	100	32	68	2	6	20	42	5	12	5	7	0	0	0	1	0	0
	%	100%	32.00%	68.00%	2.00%	6.00%	20.00%	42.00%	5.00%	12.00%	5.00%	7.00%	0.00%	0.00%	0.00%	1.00%	0.00%	0.00%
Relevant Applicant Pool %																		
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
15																		
Total Applications Received	#	395	185	210	20	14	111	131	26	53	20	10	0	0	4	0	4	2
	%	100%	46.84%	53.16%	5.06%	3.54%	28.10%	33.16%	6.58%	13.42%	5.06%	2.53%	0.00%	0.00%	1.01%	0.00%	1.01%	0.51%
Qualified	#	261	112	149	13	9	73	98	13	35	10	7	0	0	3	0	0	0
	%	100%	42.91%	57.09%	4.98%	3.45%	27.97%	37.55%	4.98%	13.41%	3.83%	2.68%	0.00%	0.00%	1.15%	0.00%	0.00%	0.00%
Selected	#	45	17	28	1	1	15	22	0	4	0	1	0	0	1	0	0	0
	%	100%	37.78%	62.22%	2.22%	2.22%	33.33%	48.89%	0.00%	8.89%	0.00%	2.22%	0.00%	0.00%	2.22%	0.00%	0.00%	0.00%
Relevant Applicant Pool %																		

Table A-13 Employee Recognition & Awards

Permanent Workforce

201920 Source: OBIEE 5-Dec-19		Grand Total	1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN OR PACIFIC ISLANDER		6) AMERICAN INDIAN OR ALASKA NATIVE		7) TWO OR MORE RACES	
MD715 Type of Award			M	F	M	F	M	F	M	F	M	F	M	F	M	F
Cash Awards - \$100-\$500	Total	2411	62	113	715	881	117	303	68	105	1	1	14	16	6	9
	Total	100.00%	2.57%	4.69%	29.66%	36.54%	4.85%	12.57%	2.82%	4.36%	0.04%	0.04%	0.58%	0.66%	0.25%	0.37%
	Total Amount	\$5,116,752	\$128,470	\$216,093	\$1,540,399	\$1,952,292	\$208,043	\$619,332	\$129,389	\$210,939	\$2,200	\$3,450	\$24,174	\$56,196	\$12,250	\$13,525
	Average Amount	\$2,122	\$2,072	\$1,912	\$2,154	\$2,216	\$1,778	\$2,044	\$1,903	\$2,009	\$2,200	\$3,450	\$1,727	\$3,512	\$2,042	\$1,503
	Total Hours	25,462	527	1,297	6,545	10,567	1,090	3,329	454	1,304	0	0	164	74	15	96
	Average Hours	11	9	11	9	12	9	11	7	12	0	0	12	5	3	11
	Total Benefit	\$297,867	\$13,234	\$0	\$92,486	\$112,806	\$12,509	\$35,041	\$3,018	\$28,773	\$0	\$0	\$0	\$0	\$0	\$0
	Average Benefit	\$36	\$57	\$0	\$42	\$38	\$30	\$32	\$22	\$56	\$0	\$0	\$0	\$0	\$0	\$0
Cash Awards - \$501+	Total	12094	397	486	4248	3718	565	1554	427	481	6	7	54	76	27	48
	Total	100.00%	3.28%	4.02%	35.12%	30.74%	4.67%	12.85%	3.53%	3.98%	0.05%	0.06%	0.45%	0.63%	0.22%	0.40%
	Total Amount	\$29,806,937	\$939,876	\$1,059,132	\$10,975,689	\$9,452,803	\$1,268,577	\$3,488,853	\$1,014,428	\$1,112,372	\$11,811	\$14,013	\$109,221	\$193,543	\$57,005	\$109,614
	Average Amount	\$2,465	\$2,367	\$2,179	\$2,584	\$2,542	\$2,245	\$2,245	\$2,376	\$2,313	\$1,969	\$2,002	\$2,023	\$2,547	\$2,111	\$2,284
	Total Hours	102,811	2,478	4,226	31,354	37,702	4,447	14,504	2,636	3,802	55	44	273	593	215	482
	Average Hours	9	6	9	7	10	8	9	6	8	9	6	5	8	8	10
	Total Benefit	\$587,340	\$30,086	\$20,533	\$231,518	\$206,252	\$22,840	\$40,391	\$14,389	\$14,879	\$0	\$0	\$0	\$3,147	\$3,305	\$0
	Average Benefit	\$18	\$26	\$14	\$21	\$19	\$12	\$9	\$14	\$11	\$0	\$0	\$0	\$14	\$61	\$0
Cash Awards - <\$100	Total	47	1		15	20		7	1	2						1
	Total	100.00%	2.13%		31.91%	42.55%		14.89%	2.13%	4.26%						2.13%
	Total Amount	\$71,778	\$2,375		\$24,809	\$32,191		\$6,770	\$2,133	\$2,200						\$1,300
	Average Amount	\$1,527	\$2,375		\$1,654	\$1,610		\$967	\$2,133	\$1,100						\$1,300
	Total Hours	904	6		311	361		207	0	19						0
	Average Hours	19	6		21	18		30	0	10						0
	Total Benefit	\$2,781	\$0		\$0	\$2,781		\$0	\$0	\$0						\$0
	Average Benefit	\$20	\$0		\$0	\$46		\$0	\$0	\$0						\$0
Other Award Type	Total	6			4	1				1						
	Total	100.00%			66.67%	16.67%				16.67%						
	Total Amount	\$16,055			\$15,755	\$300				\$0						
	Average Amount	\$2,676			\$3,939	\$300				\$0						
	Total Hours	8			0	8				0						
	Average Hours	1			0	8				0						
	Total Benefit	\$0			\$0	\$0				\$0						
	Average Benefit	\$0			\$0	\$0				\$0						

Table A-14: Separations - Distribution by Race/Ethnicity and Sex

Permanent Workforce

201920		Grand Total		
Source: OBIEE 5 December 2019				
Type of Separation			M	F
Voluntary	#	899	419	480
	%	100.00%	46.61%	53.39%
Involuntary	#	18	8	10
	%	100.00%	44.44%	55.56%
Total Separations		917	427	490
Total Separations		100.00%	46.56%	53.44%

Type Of Separation		Grand Total	ENVIRONMENTAL PROTECTION AGENCY													
			1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		6) AMERICAN INDIAN OR ALASKA NATIVE		7) TWO OR MORE RACES	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F
Voluntary	#	899	24	26	321	295	48	130	21	21	1		4	5		3
	%	100.00%	2.67%	2.89%	35.71%	32.81%	5.34%	14.46%	2.34%	2.34%	0.11%		0.44%	0.56%		0.33%
Involuntary	#	18	1	1	4	4	3	4		1						
	%	100.00%	5.56%	5.56%	22.22%	22.22%	16.67%	22.22%		5.56%						
Total Separations		917	25	27	325	299	51	134	21	22	1		4	5		3
Total Separations		100.00%	2.73%	2.94%	35.44%	32.61%	5.56%	14.61%	2.29%	2.40%	0.11%		0.44%	0.55%		0.33%

Table B1: Total Workforce - Ratios

Permanent		ENVIRONMENTAL PROTECTION AGENCY				ENVIRONMENTAL PROTECTION AGENCY												
		Summary					Targeted Disability											
Pay Period	Total	(01)Not Identified	(02,03,06-99)Disability	(04-05)No Disability	Targeted Disability	Pay Period	(02) DEVELOPMENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTELLECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DISFIGUREMENT
201920	15,584	435	828	12,009	312	201920	4	3	54	40	6	16	87	22	4	70	3	5
Difference							4	3	54	40	6	16	87	22	4	70	3	5
Ratio Change %		3.35%	6.10%	88.41%	2.30%	Ratio Change %												
Net Change %	100	100	100	100	100	Net Change %	100	100	100	100	100	100	100	100	100	100	100	100

Table B1: Total Workforce - Ratios

Temporary Workforce		ENVIRONMENTAL PROTECTION AGENCY				ENVIRONMENTAL PROTECTION AGENCY			
Pay Period	Total	Summary (01)Not Identified	(02,03,06-99)Disability	(04-05)No Disability	Targeted Disability	Pay Period	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(60) PARTIAL OR COMPLETE PARALYSIS	(91) SIGNIFICANT PSYCHIATRIC DISORDER
201920	808	100	33	672	3	201920	1	1	1
Difference	808	100	33	672	3	Difference	1	1	1
Ratio Change %		12.38%	4.08%	83.17%	0.37%	Ratio Change %			
Net Change %	100	100	100	100	100	Net Change %	100	100	100

Source: OBIEE
Date: 12/16/19

Table B2 - Permanent Workforce By Component - Distribution by Disability

201920 Table B2 Permanent Workforce by Component		Total	Total by Disability Status				Detail for Targeted Disabilities								
			(04,05)	-1	(06-98)	Targeted	(16,19)	(21,23,25)	(28,30,32-38)	(64-69)	(71-79)	-82	-90	-91	-92
			No	Not	Disability	Disability	Deafness	Blindness	Missing	Partial	Total	Convulsive	Mental	Mental	
			Disability	Identified					Limbs/ Extremities	Paralysis	Paralysis	Disorder/ Epilepsy	Retardation/ Severe Intellectual Disability	Illness/ Psychiatric Disability	Distortion Limb-Spine/ Dwarfism
Federal Goal (FY09)	%				12.00%	2.00%									
	#	717	647	15	55	15	3	3	0	6	0	1	0	2	0
Region 02 New York, NY (SB)	%	100%	90.24%	2.09%	7.67%	2.09%	0.42%	0.42%	0.00%	0.84%	0.00%	0.14%	0.00%	0.28%	0.00%
	#	515	470	11	34	6	0	1	0	1	0	0	0	4	0
Region 01 Boston, MA (SB)	%	100%	91.26%	2.14%	6.60%	1.17%	0.00%	0.19%	0.00%	0.19%	0.00%	0.00%	0.00%	0.78%	0.00%
	#	705	627	23	55	14	1	1	1	6	0	1	0	4	0
Region 03 Philadelphia, PA (SB)	%	100%	88.94%	3.26%	7.80%	1.99%	0.14%	0.14%	0.14%	0.85%	0.00%	0.14%	0.00%	0.57%	0.00%
	#	827	729	15	83	7	0	0	0	4	0	0	0	3	0
Region 04 Atlanta, GA (SB)	%	100%	88.15%	1.81%	10.04%	0.85%	0.00%	0.00%	0.00%	0.48%	0.00%	0.00%	0.00%	0.36%	0.00%
	#	941	835	21	85	24	0	2	1	7	1	3	1	8	1
Region 05 Chicago, IL (SB)	%	100%	88.74%	2.23%	9.03%	2.55%	0.00%	0.21%	0.11%	0.74%	0.11%	0.32%	0.11%	0.85%	0.11%
	#	650	565	18	67	10	2	2	0	2	0	1	0	3	0
Region 06 Dallas, TX (SB)	%	100%	86.92%	2.77%	10.31%	1.54%	0.31%	0.31%	0.00%	0.31%	0.00%	0.15%	0.00%	0.46%	0.00%
	#	458	383	16	59	16	3	0	0	3	2	1	1	6	0
Region 07 Lenexa, KS (SB)	%	100%	83.62%	3.49%	12.88%	3.49%	0.66%	0.00%	0.00%	0.66%	0.44%	0.22%	0.22%	1.31%	0.00%
	#	466	412	15	39	12	0	2	0	5	0	1	0	4	0
Region 08 Denver, CO (SB)	%	100%	88.41%	3.22%	8.37%	2.58%	0.00%	0.43%	0.00%	1.07%	0.00%	0.21%	0.00%	0.86%	0.00%
	#	651	590	15	46	3	0	0	0	0	0	0	0	3	0
Region 09 San Francisco, CA (SB)	%	100%	90.63%	2.30%	7.07%	0.46%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.46%	0.00%
	#	487	442	12	33	2	0	0	0	0	1	0	0	1	0
Region 10 Seattle WA (SB)	%	100%	90.76%	2.46%	6.78%	0.41%	0.00%	0.00%	0.00%	0.00%	0.21%	0.00%	0.00%	0.21%	0.00%
	#	279	250	6	23	5	0	1	0	2	0	0	0	2	0
OFC INSPECTOR GENERAL (SB)	%	100%	89.61%	2.15%	8.24%	1.79%	0.00%	0.36%	0.00%	0.72%	0.00%	0.00%	0.00%	0.72%	0.00%
	#	552	500	19	33	8	1	1	0	1	0	3	0	2	0
OFFICE OF WATER (SB)	%	100%	90.58%	3.44%	5.98%	1.45%	0.18%	0.18%	0.00%	0.18%	0.00%	0.54%	0.00%	0.36%	0.00%
	#	292	252	10	30	3	0	0	0	1	0	1	0	1	0
OFC CHIEF FINCL OFCR (SB)	%	100%	86.30%	3.42%	10.27%	1.03%	0.00%	0.00%	0.00%	0.34%	0.00%	0.34%	0.00%	0.34%	0.00%
	#	1379	1236	45	98	26	0	6	1	10	0	3	1	5	0
OFC RESEARCH & DEVELOP (SB)	%	100%	89.63%	3.26%	7.11%	1.89%	0.00%	0.44%	0.07%	0.73%	0.00%	0.22%	0.07%	0.36%	0.00%

OFC INTERNTL & TRIB AF (SB)	#	69	60	3	6	3	1	0	0	0	0	1	0	1	0
	%	100%	86.96%	4.35%	8.70%	4.35%	1.45%	0.00%	0.00%	0.00%	0.00%	1.45%	0.00%	1.45%	0.00%
OFC OF GENERAL COUNSEL (SB)	#	216	191	10	15	2	0	0	0	1	0	0	0	1	0
	%	100%	88.43%	4.63%	6.94%	0.93%	0.00%	0.00%	0.00%	0.46%	0.00%	0.00%	0.00%	0.46%	0.00%
OFC OF LAND & EMER MGMT (SB)	#	435	397	9	29	3	0	0	0	2	0	1	0	0	0
	%	100%	91.26%	2.07%	6.67%	0.69%	0.00%	0.00%	0.00%	0.46%	0.00%	0.23%	0.00%	0.00%	0.00%
OFC OF ENVIRNMTL INFO (SB)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
OFC ENF & COMPL ASSURAN (SB)	#	624	579	21	24	6	1	0	0	4	0	0	0	1	0
	%	100%	92.79%	3.37%	3.85%	0.96%	0.16%	0.00%	0.00%	0.64%	0.00%	0.00%	0.00%	0.16%	0.00%
OFC OF ADMINISTRATOR (SB)	#	319	270	13	36	9	1	2	1	1	0	2	0	2	0
	%	100%	84.64%	4.08%	11.29%	2.82%	0.31%	0.63%	0.31%	0.31%	0.00%	0.63%	0.00%	0.63%	0.00%
OFFICE OF CS AND PP (SB)	#	978	835	48	95	18	3	0	0	9	1	0	0	5	0
	%	100%	85.38%	4.91%	9.71%	1.84%	0.31%	0.00%	0.00%	0.92%	0.10%	0.00%	0.00%	0.51%	0.00%
OFC OF MISS SUPT (SB)	#	955	785	60	110	18	1	2	0	3	0	3	0	9	0
	%	100%	82.20%	6.28%	11.52%	1.88%	0.10%	0.21%	0.00%	0.31%	0.00%	0.31%	0.00%	0.94%	0.00%
OFC AIR AND RADIATION (SB)	#	1069	954	30	85	11	0	2	0	5	0	0	1	3	0
	%	100%	89.24%	2.81%	7.95%	1.03%	0.00%	0.19%	0.00%	0.47%	0.00%	0.00%	0.09%	0.28%	0.00%
Total	#	13584	12009	435	1140	221	17	25	4	73	5	22	4	70	1
	%	100%	88.41%	3.20%	8.39%	1.63%	0.13%	0.18%	0.03%	0.54%	0.04%	0.16%	0.03%	0.52%	0.01%

Source: Datamart

Date: 12/16/19

EPA - ENVIRONMENTAL PROTECTION AGENCY A2/B2 (PROGRAMS AND REGIONS) Pay Period 201920															
Table B3-1 - Occupational Categories - Distribution by Disability - Permanent Workforce															
201920 Table B3-1 Occupational Categories	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04,05)	-1	(06-98)	Targeted	(16,19)	(21,23,25)	(28,30,32-38)	(64-69)	(71-79)	-82	-90	-91	-92	
		No	Not	Disability	Disability	Deafness	Blindness	Missing	Partial	Total	Convulsive	Mental Retardation/ Severe Intellectual Disability	Mental Illness/ Psychiatric Disability	Distortion	
		Disability	Identified					Limbs/ Extremities	Paralysis	Paralysis	Disorder/ Epilepsy			Limb-Spine/ Dwarfism	
1. Officials and Managers															
Executive/Senior Level (Grades 15 and Above)	#	1355	1248	28	79	10	0	3	0	3	0	3	0	1	0
	%	100%	92.10%	2.07%	5.83%	0.74%	0.00%	0.22%	0.00%	0.22%	0.00%	0.22%	0.00%	0.07%	0.00%
Mid-Level (Grades 13-14)	#	452	430	6	16	3	0	1	1	0	0	0	0	1	0
	%	100%	95.13%	1.33%	3.54%	0.66%	0.00%	0.22%	0.22%	0.00%	0.00%	0.00%	0.00%	0.22%	0.00%
First-Level (Grades 12 and Below)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Other	#	2600	2186	123	291	66	3	8	0	22	2	6	0	24	1
	%	100%	84.08%	4.73%	11.19%	2.54%	0.12%	0.31%	0.00%	0.85%	0.08%	0.23%	0.00%	0.92%	0.04%
Officials And Managers - TOTAL	#	4407	3864	157	386	79	3	12	1	25	2	9	0	26	1
	%	100%	87.68%	3.56%	8.76%	1.79%	0.07%	0.27%	0.02%	0.57%	0.05%	0.20%	0.00%	0.59%	0.02%
2. Professionals	#	8545	7622	256	667	120	8	10	3	46	3	9	1	40	0
	%	100%	89.20%	3%	7.81%	1.40%	0.09%	0.12%	0.04%	0.54%	0.04%	0.11%	0.01%	0.47%	0.00%
3. Technicians	#	97	84	2	11	1	1	0	0	0	0	0	0	0	0
	%	100%	86.60%	2.06%	11.34%	1.03%	1.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4. Sales Workers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
5. Administrative Support Workers	#	299	228	10	61	19	5	3	0	1	0	3	3	4	0
	%	100%	76.25%	3.34%	20.40%	6.35%	1.67%	1.00%	0.00%	0.33%	0.00%	1.00%	1.00%	1.34%	0.00%
6. Craft Workers	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0%	0%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7. Operatives	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0%	0%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
8. Laborers and Helpers	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0%	0%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9. Service Workers	#	201	185	10	6	1	0	0	0	1	0	0	0	0	0
	%	100%	92.04%	4.98%	2.99%	0.50%	0.00%	0.00%	0.00%	0.50%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Datamart
Date: 12/16/19

Table B-5: Participant Rates for General Schedule Grades - Distribution by Disability

Permanent Workforce

		ENVIRONMENTAL PROTECTION AGENCY					ENVIRONMENTAL PROTECTION AGENCY									
		Total by Disability Grade					Total by Disability Category									
		(01) NOT IDENTIFIED	(04-05) NO DISABILITY	TARGETED DISABILITY	(02, 03, 06-99) Disability Total		(02) DEVELOPMENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTELLECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER
Occupational Series	Occupational Series Desc	#	%	%	%	%	%	%	%	%	%	%	%	%	%	%
0028	ENVIRONMENTAL PROTECTION	1,757	100.00%	34	1.94%	46	2.62%	143	8.14%	0.06%	0.63%	0.57%	0.11%	0.06%	0.63%	0.11%
0301	MISCELLANEOUS	448	100.00%	22	4.91%	13	2.90%	54	12.05%	0.22%	0.45%	0.22%	0.67%	0.22%	1.12%	
0343	MANAGEMENT AND PROGRAM	1,299	100.00%	41	3.16%	41	3.16%	118	9.08%	0.38%	0.54%	1	0.08%	0.38%	0.08%	0.08%
0401	GENERAL NATURAL RESOURCES	1,165	100.00%	59	5.06%	12	1.03%	87	7.47%							
0819	ENVIRONMENTAL ENGINEERING(0819)	1,511	100.00%	19	1.26%	28	1.85%	100	6.62%				1.47%			
0905	GENERAL ATTORNEY(0905)	956	100.00%	19	1.99%	11	1.15%	50	5.23%							
1301	GENERAL PHYSICAL SCIENCE(1301)	2,019	100.00%	47	2.33%	29	1.44%	121	6.00%							
Total		10,400	100.00%	333	3.20%	312	3.00%	1,440	13.84%	0.54%	0.63%	0.57%	0.11%	0.06%	0.63%	0.11%

Source: OMBIE
Date: 12/16/19

Table B-6: Major Occupations
Permanent Workforce

		ENVIRONMENTAL PROTECTION AGENCY					ENVIRONMENTAL PROTECTION AGENCY									
		Total by Disability Category					Total by Disability Category									
		(01) NOT IDENTIFIED	(04-05) NO DISABILITY	TARGETED DISABILITY	(02, 03, 06-99) Disability Total		(02) DEVELOPMENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTELLECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER
Occupational Series	Occupational Series Desc	#	%	%	%	%	%	%	%	%	%	%	%	%	%	%
0028	ENVIRONMENTAL PROTECTION	1,757	100.00%	34	1.94%	46	2.62%	143	8.14%	0.06%	0.63%	0.57%	0.11%	0.06%	0.63%	0.11%
0301	MISCELLANEOUS	448	100.00%	22	4.91%	13	2.90%	54	12.05%	0.22%	0.45%	0.22%	0.67%	0.22%	1.12%	
0343	MANAGEMENT AND PROGRAM	1,299	100.00%	41	3.16%	41	3.16%	118	9.08%	0.38%	0.54%	1	0.08%	0.38%	0.08%	0.08%
0401	GENERAL NATURAL RESOURCES	1,165	100.00%	59	5.06%	12	1.03%	87	7.47%							
0819	ENVIRONMENTAL ENGINEERING(0819)	1,511	100.00%	19	1.26%	28	1.85%	100	6.62%				1.47%			
0905	GENERAL ATTORNEY(0905)	956	100.00%	19	1.99%	11	1.15%	50	5.23%							
1301	GENERAL PHYSICAL SCIENCE(1301)	2,019	100.00%	47	2.33%	29	1.44%	121	6.00%							

Temporary Workforce

		ENVIRONMENTAL PROTECTION AGENCY					ENVIRONMENTAL PROTECTION AGENCY		
		Total by Disability Category					Total by Disability Category		
		(01) NOT IDENTIFIED	(04-05) NO DISABILITY	TARGETED DISABILITY	(02, 03, 06-99) Disability Total		(02) DEVELOPMENTAL DISABILITY	(60) PARTIAL OR COMPLETE PARALYSIS	(91) SIGNIFICANT PSYCHIATRIC DISORDER
Occupational Series	Occupational Series Desc	#	%	%	%	%	%	%	%
0028	ENVIRONMENTAL	24	100.00%	8	33.33%	15	62.50%	4.17%	
0301	MISCELLANEOUS	51	100.00%	3	5.88%	45	88.24%	5.88%	
0343	MANAGEMENT AND PROGRAM	5	100.00%	1	20.00%	4	80.00%		1
0401	GENERAL NATURAL RESOURCES	140	100.00%	16	11.43%	120	85.71%	2.86%	
0819	ENVIRONMENTAL ENGINEERING(0819)	83	100.00%	10	12.05%	72	86.75%	1.20%	
0905	GENERAL ATTORNEY(0905)	20	100.00%	2	10.00%	16	80.00%	5.00%	
1301	GENERAL PHYSICAL SCIENCE(1301)	38	100.00%	3	7.89%	34	89.47%	2.63%	

Source: OMBIE
Date: 12/16/19

Table B7: APPLICATIONS AND HIRES FOR MAJOR OCCUPATIONS - Distribution by Disability (Permanent)

Table B7: APPLICATIONS AND HIRES FOR MAJOR OCCUPATIONS Disability 10/01/18 to 10/30/19		Total	Total by Disability Status				Detail for Targeted Disabilities											
			No Disability [05]	Not Identified [01]	Disability [06 - 98]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Schedule A																		
Applications	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Voluntarily Identified (Outside of Schedule A Applicants)																		
Applications	#	29432	19573	8121	1788	889	75	89	144	86	27	62	25	91	5	381	6	11
	%	100.00%	66.39%	27.55%	6.06%	2.95%	0.26%	0.30%	0.49%	0.29%	0.09%	0.21%	0.08%	0.31%	0.02%	1.29%	0.02%	0.04%
Hires	#	387	201	157	9	4	0	0	2	1	0	1	0	0	0	0	0	0
	%	100.00%	54.77%	42.78%	2.45%	1.09%	0.00%	0.00%	0.54%	0.27%	0.00%	0.27%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupation Series Code (Four Digits): 0028																		
Total Received	#	3905																
Voluntarily Identified	#	3382	2261	884	217	114	7	11	26	16	1	14	0	6	0	51	1	0
	%	100.00%	67.25%	26.29%	6.45%	3.39%	0.21%	0.33%	0.77%	0.48%	0.03%	0.42%	0.00%	0.18%	0.00%	1.52%	0.03%	0.00%
Qualified of those Identified	#	2716	1870	696	150	78	5	7	20	13	1	11	0	2	0	31	1	0
	%	100.00%	68.85%	25.63%	5.52%	2.87%	0.18%	0.26%	0.74%	0.48%	0.04%	0.41%	0.00%	0.07%	0.00%	1.14%	0.04%	0.00%
Selected of those Identified	#	44	17	26	1	1	0	0	1	0	0	0	0	0	0	0	0	0
	%	100.00%	38.64%	59.09%	2.27%	2.27%	0.00%	0.00%	2.27%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupation Series Code (Four Digits): 0301																		
Total Received	#	2231																
Voluntarily Identified	#	1919	1155	571	193	101	4	7	15	4	1	5	2	9	0	62	0	1
	%	100.00%	60.19%	29.78%	10.06%	5.26%	0.21%	0.36%	0.78%	0.21%	0.05%	0.26%	0.10%	0.47%	0.00%	3.23%	0.00%	0.05%
Qualified of those Identified	#	1447	898	421	130	62	2	4	9	3	0	3	0	8	0	37	0	1
	%	100.00%	61.92%	29.09%	8.98%	4.28%	0.14%	0.28%	0.62%	0.21%	0.00%	0.21%	0.00%	0.55%	0.00%	2.56%	0.00%	0.07%
Selected of those Identified	#	25	14	10	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	56.00%	40.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupation Series Code (Four Digits): 0343																		
Total Received	#	6982																
Voluntarily Identified	#	5682	3722	1717	543	245	21	34	43	32	0	16	11	21	5	94	1	4
	%	100.00%	62.22%	28.70%	9.08%	4.10%	0.35%	0.57%	0.72%	0.53%	0.00%	0.27%	0.18%	0.35%	0.08%	1.57%	0.02%	0.07%
Qualified of those Identified	#	4552	2903	1265	384	169	16	21	29	20	0	12	8	18	4	63	1	1
	%	100.00%	63.77%	27.79%	8.44%	3.71%	0.35%	0.46%	0.64%	0.44%	0.00%	0.26%	0.18%	0.40%	0.09%	1.38%	0.02%	0.02%
Selected of those Identified	#	53	25	27	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	47.17%	50.94%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Occupation Series Code (Four Digits): 0401																		
Total Received	#	13390																
Voluntarily Identified	#	11167	7719	2626	522	217	21	20	36	3	18	12	8	29	0	107	3	5
	%	100.00%	69.12%	26.20%	4.67%	1.94%	0.19%	0.18%	0.32%	0.03%	0.16%	0.11%	0.07%	0.26%	0.00%	0.96%	0.03%	0.04%
Qualified of those Identified	#	9739	6768	2557	414	197	20	16	33	3	18	10	7	26	0	96	3	5
	%	100.00%	69.49%	26.26%	4.25%	2.02%	0.21%	0.16%	0.34%	0.03%	0.18%	0.10%	0.07%	0.27%	0.00%	0.99%	0.03%	0.05%
Selected of those Identified	#	207	126	78	3	1	0	0	0	0	1	0	0	0	0	0	0	0
	%	100.00%	60.87%	37.68%	1.45%	0.48%	0.00%	0.00%	0.00%	0.00%	0.48%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupation Series Code (Four Digits): 0819																		
Total Received	#	3771																
Voluntarily Identified	#	3184	2159	918	107	66	4	10	10	3	0	6	0	10	0	30	0	0
	%	100.00%	67.81%	28.83%	3.36%	2.07%	0.13%	0.31%	0.31%	0.09%	0.00%	0.19%	0.00%	0.31%	0.00%	0.94%	0.00%	0.00%
Qualified of those Identified	#	2624	1835	710	79	50	3	8	7	3	0	5	0	8	0	22	0	0
	%	100.00%	69.93%	27.06%	3.01%	1.91%	0.11%	0.30%	0.27%	0.11%	0.00%	0.19%	0.00%	0.30%	0.00%	0.84%	0.00%	0.00%
Selected of those Identified	#	56	38	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	67.86%	32.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupation Series Code (Four Digits): 0905																		
Total Received	#	1613																
Voluntarily Identified	#	1313	820	405	88	55	9	0	1	20	7	5	3	3	0	10	1	0
	%	100.00%	62.45%	30.85%	6.70%	4.19%	0.69%	0.00%	0.08%	1.52%	0.53%	0.38%	0.23%	0.23%	0.00%	0.76%	0.08%	0.00%
Qualified of those Identified	#	1286	805	395	86	53	9	0	1	20	7	4	3	3	0	9	1	0
	%	100.00%	62.60%	30.72%	6.69%	4.12%	0.70%	0.00%	0.08%	1.56%	0.54%	0.31%	0.23%	0.23%	0.00%	0.70%	0.08%	0.00%
Selected of those Identified	#	10	6	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	60.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupation Series Code (Four Digits): 1301																		
Total Received	#	3148																
Voluntarily Identified	#	2555	1737	700	118	71	9	7	13	8	0	4	1	13	0	27	0	1
	%	100.00%	67.98%	27.40%	4.62%	2.78%	0.35%	0.27%	0.51%	0.31%	0.00%	0.16%	0.04%	0.51%	0.00%	1.06%	0.00%	0.04%
Qualified of those Identified	#	2171	1493	582	96	57	7	5	11	7	0	4	1	10	0	21	0	1
	%	100.00%	68.77%	26.81%	4.42%	2.63%	0.32%	0.23%	0.51%	0.32%	0.00%	0.18%	0.05%	0.46%	0.00%	0.97%	0.00%	0.05%
Selected of those Identified	#	68	36	27	5	3	0	0	1	1	0	1	0	0	0	0	0	0
	%	100.00%	52.94%	39.71%	7.35%	4.41%	0.00%	0.00%	1.47%	1.47%	0.00%	1.47%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Monster
Date: 12/16/19

Table B-8: New Hires - Distribution by Disability
Total Workforce

Type of Appointment		Grand Total	ENVIRONMENTAL PROTECTION AGENCY				Targeted Disability					
			Total by Targeted Disability				Targeted Disability					
			(01) Not Identified	(04-05) No Disability	Targeted Disability	(02, 03, 06-99) Disability	(02) DEVELOPMENTAL DISABILITY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(91) SIGNIFICANT PSYCHIATRIC DISORDER
Permanent	#	792	85	605	13	102	1	1		1	1	9
Workforce	%	100.00%	10.73%	76.39%	1.64%	12.88%	0.13%	0.13%		0.13%	0.13%	1.14%
Temporary	#	194	19	156	3	19		1	1			1
Workforce	%	100.00%	9.79%	80.41%	1.55%	9.79%		0.52%	0.52%			0.52%
Total		986	104	761	16	121	1	2	1	1	1	10
Total		100.00%	10.55%	77.18%	1.62%	12.27%	0.10%	0.20%	0.10%	0.10%	0.10%	1.01%

Source: OBIEE
Date: 12/16/19

Table B9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS for Major Occupations by Disability

Table B9 SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS for Major Occupations by Disability 10/01/18 to 09/30/19		Total	Total by Disability Status				Detail for Targeted Disabilities											
			No Disability [05]	Not Identified [01]	Disability [06-08]	Targeted Disability	Develop- mental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [80]	Epilepsy or Other Seizure Disorder [82]	Severe Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigure- ment [93]
Series: 0028 Environmental Protection Specialist																		
Total Applications Received	#	450	192	239	19	9	0	0	1	1	0	5	0	1	0	1	0	0
	%	100.00%	42.67%	53.11%	4.22%	2.00%	0.00%	0.00%	0.22%	0.22%	0.00%	1.11%	0.00%	0.22%	0.00%	0.22%	0.00%	0.00%
Qualified	#	263	103	148	12	6	0	0	1	1	0	4	0	0	0	0	0	0
	%	100.00%	39.16%	56.27%	4.56%	2.28%	0.00%	0.00%	0.38%	0.38%	0.00%	1.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	37	14	22	1	1	0	0	1	0	0	0	0	0	0	0	0	0
	%	100.00%	37.84%	59.46%	2.70%	2.70%	0.00%	0.00%	2.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %	%																	
Series: 0301 Misc Administration and Program Specialist																		
Total Applications Received	#	97	41	48	8	4	0	0	1	0	0	0	0	0	0	3	0	0
	%	100.00%	42.27%	49.48%	8.25%	4.12%	0.00%	0.00%	1.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.09%	0.00%	0.00%
Qualified	#	49	23	24	2	2	0	0	1	0	0	0	0	0	0	1	0	0
	%	100.00%	46.94%	48.98%	4.08%	4.08%	0.00%	0.00%	2.04%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.04%	0.00%	0.00%
Selected	#	14	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %	%																	
Series: 0343 Management/Program Analyst																		
Total Applications Received	#	655	294	325	36	14	0	2	0	2	0	2	2	2	1	4	0	0
	%	100.00%	44.89%	49.62%	5.50%	2.14%	0.00%	0.31%	0.00%	0.31%	0.00%	0.31%	0.31%	0.31%	0.15%	0.61%	0.00%	0.00%
Qualified	#	331	143	178	10	1	0	0	0	0	0	1	0	0	0	0	0	0
	%	100.00%	43.20%	53.78%	3.02%	0.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	53	25	27	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	47.17%	50.94%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %	%																	
Series: 0401 General Biological Science (RESEARCH)																		
Total Applications Received	#	968	359	579	30	7	0	1	1	0	0	1	0	1	0	3	0	0
	%	100.00%	37.09%	59.81%	3.10%	0.72%	0.00%	0.10%	0.10%	0.00%	0.00%	0.10%	0.00%	0.10%	0.00%	0.31%	0.00%	0.00%
Qualified	#	662	249	403	10	4	0	0	0	0	0	1	0	1	0	2	0	0
	%	100.00%	37.61%	60.88%	1.51%	0.60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.15%	0.00%	0.15%	0.00%	0.30%	0.00%	0.00%
Selected	#	96	37	58	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	38.54%	60.42%	1.04%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %	%																	

Series: 0819 Environmental Engineer

Total Applications Received	#	305	140	154	11	7	0	0	3	1	0	0	0	3	0	0	0	0
	%	100.00%	45.90%	50.49%	3.61%	2.30%	0.00%	0.00%	0.98%	0.33%	0.00%	0.00%	0.00%	0.98%	0.00%	0.00%	0.00%	0.00%
Qualified	#	143	70	68	5	4	0	0	2	1	0	0	0	1	0	0	0	0
	%	100.00%	48.95%	47.55%	3.50%	2.80%	0.00%	0.00%	1.40%	0.70%	0.00%	0.00%	0.00%	0.70%	0.00%	0.00%	0.00%	0.00%
Selected	#	34	19	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	55.88%	44.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %	%																	

Series: 1301 Physical Scientist/Environmental Scientist

Total Applications Received	#	268	115	148	5	1	0	0	0	0	0	1	0	0	0	0	0	0
	%	100.00%	42.91%	55.22%	1.87%	0.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#	172	72	97	3	1	0	0	0	0	0	1	0	0	0	0	0	0
	%	100.00%	41.86%	56.40%	1.74%	0.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	25	7	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	28.00%	72.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool %	%																	

Source: Monster

Date: 12/16/19

Table B-10: Non Competitive Promotion Pay Period - 201920

Permanent Workforce																	
		Grand Total	(01)Not Identified Total	(02,03,06-99)Disability Total	(04-05)No Disability Total	Targeted Disability Total	ENVIRONMENTAL PROTECTION AGENCY										
							(01)Not Identified	(02,03,06-99)Disability	(04-05)No Disability	Targeted Disability							
Dept									(02) DEVELOPMENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(91) SIGNIFICANT PSYCHIATRIC DISORDER	
EP	#	993	60	99	810	24	60	99	810	1	1	6	3	1	2	1	9
	%	100.00%	6.04%	9.97%	81.57%	2.42%	6.04%	9.97%	81.57%	0.10%	0.10%	0.60%	0.30%	0.10%	0.20%	0.10%	0.91%

Pivot: Time in Grade in Excess of Minimum (B10) Pay

Permanent Workforce																	
		Grand Total	ENVIRONMENTAL PROTECTION AGENCY														
			(01)Not Identified Total	(02,03,06- 99)Disability Total	(04-05)No Disability Total	Targeted Disability Total	(01)Not Identified	(02,03,06- 99)Disability	(04-05)No Disability	Targeted Disability							
Time In Excess Of Minimum										(02) DEVELOPMENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(91) SIGNIFICANT PSYCHIATRIC DISORDER
1-12 months	#	25	1	4	19	1	1	4	19			1					
	%	100.00%	4.00%	16.00%	76.00%	4.00%	4.00%	16.00%	76.00%			4.00%					
13-24 months	#	14		4	10			4	10								
	%	100.00%		28.57%	71.43%			28.57%	71.43%								
25 + months	#	14	2	1	10	1	2	1	10							1	
	%	100.00%	14.29%	7.14%	71.43%	7.14%	14.29%	7.14%	71.43%							7.14%	
< 1 month	#	940	57	90	771	22	57	90	771	1	1	5	3	1	2		9
	%	100.00%	6.06%	9.57%	82.02%	2.34%	6.06%	9.57%	82.02%	0.11%	0.11%	0.53%	0.32%	0.11%	0.21%		0.96%

Source: OBIEE

Date: 12/16/19

Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 13/14, GS 15, and SES) POSITIONS by Disability

Table B11 INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS by Disability		Total	Total by Disability Status				Detail for Targeted Disabilities											
			No Disability [05]	Not Identified [01]	Disability [06 - 98]	Targeted Disability	Developm ental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Grade: 13																		
Relevant Applicant Pool %	%																	
	#	834	396	394	44	18	0	2	3	3	0	3	2	5	0	2	0	0
Total Applications Received	%	100.00%	47.48%	47.24%	5.28%	2.16%	0.00%	0.24%	0.36%	0.36%	0.00%	0.36%	0.24%	0.60%	0.00%	0.24%	0.00%	0.00%
	#	404	194	200	10	6	0	0	2	2	0	0	0	2	0	0	0	0
Qualified	%	100.00%	48.02%	49.50%	2.48%	1.49%	0.00%	0.00%	0.50%	0.50%	0.00%	0.00%	0.00%	0.50%	0.00%	0.00%	0.00%	0.00%
	#	82	39	41	2	1	0	0	1	0	0	0	0	0	0	0	0	0
Selected	%	100.00%	47.56%	50.00%	2.44%	1.22%	0.00%	0.00%	1.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Grade: 14																	
Relevant Applicant Pool %	%																	
	#	1656	673	926	57	22	0	2	2	0	0	7	0	2	0	9	0	0
Total Applications Received	%	100.00%	40.64%	55.92%	3.44%	1.33%	0.00%	0.12%	0.12%	0.00%	0.00%	0.42%	0.00%	0.12%	0.00%	0.54%	0.00%	0.00%
	#	1061	435	598	28	12	0	0	2	0	0	7	0	0	0	3	0	0
Qualified	%	100.00%	41.00%	56.36%	2.64%	1.13%	0.00%	0.00%	0.19%	0.00%	0.00%	0.66%	0.00%	0.00%	0.00%	0.28%	0.00%	0.00%
	#	146	64	81	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected	%	100.00%	43.84%	55.48%	0.68%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Total		Total by Disability Status				Detail for Targeted Disabilities											
No Disability [05]			Not Identified [01]	Disability [06 - 98]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]	
Grade: 15																		
Relevant Applicant Pool %	%																	
	#	597	205	366	26	6	0	0	1	2	0	1	0	1	0	3	0	1
Total Applications Received	%	100.00%	34.34%	61.31%	4.36%	1.01%	0.00%	0.00%	0.17%	0.34%	0.00%	0.17%	0.00%	0.17%	0.00%	0.50%	0.00%	0.17%
	#	393	139	243	11	2	0	0	0	0	0	0	0	0	2	0	0	0
Qualified	%	100.00%	35.37%	61.83%	2.80%	0.51%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.51%	0.00%	0.00%	0.00%
	#	70	26	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected	%	100.00%	37.14%	62.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Monster

Date: 12/16/19

Table B-13: Employee Recognition and Awards - Distribution by Disability

Permanent Workforce							Permanent Workforce																
WDTL Type of Award	Award Total	Employee Recognition by Type					WDTL Type of Award	Award Total	Employee Recognition by Type														
		(31) Not Awarded	(34) Not Awarded	(35) Not Awarded	(36) Not Awarded	(37) Not Awarded			(38) Not Awarded	(39) Not Awarded	(40) Not Awarded	(41) Not Awarded	(42) Not Awarded	(43) Not Awarded	(44) Not Awarded	(45) Not Awarded							
Cash Award - \$100 - \$500	Total	\$511	91	\$114	\$0	\$0	Cash Award - \$100 - \$500	Total	\$511	91	\$114	\$0	\$0	18	7	1	1	13	4	9	14		1
	Total Amount	\$2,116,792	\$102,478	\$4,114,165	\$98,391	\$189,119		Total Amount	\$2,116,792	\$102,478	\$4,114,165	\$98,391	\$189,119	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
	Average Amount	\$2,116	\$1,079	\$2,064	\$1,114	\$1,879		Average Amount	\$2,116	\$1,079	\$2,064	\$1,114	\$1,879	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
	Total Hours	\$2,182	1,201	22,277	543	2,183		Total Hours	\$2,182	1,201	22,277	543	2,183	98	0	0	0	13	4	9	14	0	
	Average Hours	\$2,182	12	11	8	11		Average Hours	\$2,182	12	11	8	11	12	0	0	0	13	4	9	14	0	
Cash Award - \$501 - \$1,000	Total	\$297,547	\$10,142	\$109,450	\$0	\$17,855	Cash Award - \$501 - \$1,000	Total	\$297,547	\$10,142	\$109,450	\$0	\$17,855	58	50	50	50	50	50	50	50	50	
	Total Amount	\$297,547	\$10,142	\$109,450	\$0	\$17,855		Total Amount	\$297,547	\$10,142	\$109,450	\$0	\$17,855	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	
	Average Amount	\$297,547	\$10,142	\$109,450	\$0	\$17,855		Average Amount	\$297,547	\$10,142	\$109,450	\$0	\$17,855	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	
	Total Hours	\$297,547	\$10,142	\$109,450	\$0	\$17,855		Total Hours	\$297,547	\$10,142	\$109,450	\$0	\$17,855	58	50	50	50	50	50	50	50	50	
	Average Hours	\$297,547	\$10,142	\$109,450	\$0	\$17,855		Average Hours	\$297,547	\$10,142	\$109,450	\$0	\$17,855	58	50	50	50	50	50	50	50	50	
Cash Award - \$1,001 - \$5,000	Total	\$1,000	\$0	\$1,000	\$0	\$0	Cash Award - \$1,001 - \$5,000	Total	\$1,000	\$0	\$1,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$1,000	\$0	\$1,000	\$0	\$0		Total Amount	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
	Average Amount	\$1,000	\$0	\$1,000	\$0	\$0		Average Amount	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
	Total Hours	\$1,000	\$0	\$1,000	\$0	\$0		Total Hours	\$1,000	\$0	\$1,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$1,000	\$0	\$1,000	\$0	\$0		Average Hours	\$1,000	\$0	\$1,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$5,001 - \$10,000	Total	\$10,000	\$0	\$10,000	\$0	\$0	Cash Award - \$5,001 - \$10,000	Total	\$10,000	\$0	\$10,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$10,000	\$0	\$10,000	\$0	\$0		Total Amount	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
	Average Amount	\$10,000	\$0	\$10,000	\$0	\$0		Average Amount	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
	Total Hours	\$10,000	\$0	\$10,000	\$0	\$0		Total Hours	\$10,000	\$0	\$10,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$10,000	\$0	\$10,000	\$0	\$0		Average Hours	\$10,000	\$0	\$10,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$10,001 - \$50,000	Total	\$50,000	\$0	\$50,000	\$0	\$0	Cash Award - \$10,001 - \$50,000	Total	\$50,000	\$0	\$50,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$50,000	\$0	\$50,000	\$0	\$0		Total Amount	\$50,000	\$0	\$50,000	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		
	Average Amount	\$50,000	\$0	\$50,000	\$0	\$0		Average Amount	\$50,000	\$0	\$50,000	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		
	Total Hours	\$50,000	\$0	\$50,000	\$0	\$0		Total Hours	\$50,000	\$0	\$50,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$50,000	\$0	\$50,000	\$0	\$0		Average Hours	\$50,000	\$0	\$50,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$50,001 - \$100,000	Total	\$100,000	\$0	\$100,000	\$0	\$0	Cash Award - \$50,001 - \$100,000	Total	\$100,000	\$0	\$100,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$100,000	\$0	\$100,000	\$0	\$0		Total Amount	\$100,000	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		
	Average Amount	\$100,000	\$0	\$100,000	\$0	\$0		Average Amount	\$100,000	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		
	Total Hours	\$100,000	\$0	\$100,000	\$0	\$0		Total Hours	\$100,000	\$0	\$100,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$100,000	\$0	\$100,000	\$0	\$0		Average Hours	\$100,000	\$0	\$100,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$100,001 - \$500,000	Total	\$500,000	\$0	\$500,000	\$0	\$0	Cash Award - \$100,001 - \$500,000	Total	\$500,000	\$0	\$500,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$500,000	\$0	\$500,000	\$0	\$0		Total Amount	\$500,000	\$0	\$500,000	\$0	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000		
	Average Amount	\$500,000	\$0	\$500,000	\$0	\$0		Average Amount	\$500,000	\$0	\$500,000	\$0	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000		
	Total Hours	\$500,000	\$0	\$500,000	\$0	\$0		Total Hours	\$500,000	\$0	\$500,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$500,000	\$0	\$500,000	\$0	\$0		Average Hours	\$500,000	\$0	\$500,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$500,001 - \$1,000,000	Total	\$1,000,000	\$0	\$1,000,000	\$0	\$0	Cash Award - \$500,001 - \$1,000,000	Total	\$1,000,000	\$0	\$1,000,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$1,000,000	\$0	\$1,000,000	\$0	\$0		Total Amount	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		
	Average Amount	\$1,000,000	\$0	\$1,000,000	\$0	\$0		Average Amount	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		
	Total Hours	\$1,000,000	\$0	\$1,000,000	\$0	\$0		Total Hours	\$1,000,000	\$0	\$1,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$1,000,000	\$0	\$1,000,000	\$0	\$0		Average Hours	\$1,000,000	\$0	\$1,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$1,000,001 - \$5,000,000	Total	\$5,000,000	\$0	\$5,000,000	\$0	\$0	Cash Award - \$1,000,001 - \$5,000,000	Total	\$5,000,000	\$0	\$5,000,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$5,000,000	\$0	\$5,000,000	\$0	\$0		Total Amount	\$5,000,000	\$0	\$5,000,000	\$0	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000		
	Average Amount	\$5,000,000	\$0	\$5,000,000	\$0	\$0		Average Amount	\$5,000,000	\$0	\$5,000,000	\$0	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000		
	Total Hours	\$5,000,000	\$0	\$5,000,000	\$0	\$0		Total Hours	\$5,000,000	\$0	\$5,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$5,000,000	\$0	\$5,000,000	\$0	\$0		Average Hours	\$5,000,000	\$0	\$5,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$5,000,001 - \$10,000,000	Total	\$10,000,000	\$0	\$10,000,000	\$0	\$0	Cash Award - \$5,000,001 - \$10,000,000	Total	\$10,000,000	\$0	\$10,000,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$10,000,000	\$0	\$10,000,000	\$0	\$0		Total Amount	\$10,000,000	\$0	\$10,000,000	\$0	\$0	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		
	Average Amount	\$10,000,000	\$0	\$10,000,000	\$0	\$0		Average Amount	\$10,000,000	\$0	\$10,000,000	\$0	\$0	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		
	Total Hours	\$10,000,000	\$0	\$10,000,000	\$0	\$0		Total Hours	\$10,000,000	\$0	\$10,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$10,000,000	\$0	\$10,000,000	\$0	\$0		Average Hours	\$10,000,000	\$0	\$10,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$10,000,001 - \$50,000,000	Total	\$50,000,000	\$0	\$50,000,000	\$0	\$0	Cash Award - \$10,000,001 - \$50,000,000	Total	\$50,000,000	\$0	\$50,000,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$50,000,000	\$0	\$50,000,000	\$0	\$0		Total Amount	\$50,000,000	\$0	\$50,000,000	\$0	\$0	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000		
	Average Amount	\$50,000,000	\$0	\$50,000,000	\$0	\$0		Average Amount	\$50,000,000	\$0	\$50,000,000	\$0	\$0	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000	\$50,000,000		
	Total Hours	\$50,000,000	\$0	\$50,000,000	\$0	\$0		Total Hours	\$50,000,000	\$0	\$50,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$50,000,000	\$0	\$50,000,000	\$0	\$0		Average Hours	\$50,000,000	\$0	\$50,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$50,000,001 - \$100,000,000	Total	\$100,000,000	\$0	\$100,000,000	\$0	\$0	Cash Award - \$50,000,001 - \$100,000,000	Total	\$100,000,000	\$0	\$100,000,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$100,000,000	\$0	\$100,000,000	\$0	\$0		Total Amount	\$100,000,000	\$0	\$100,000,000	\$0	\$0	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000		
	Average Amount	\$100,000,000	\$0	\$100,000,000	\$0	\$0		Average Amount	\$100,000,000	\$0	\$100,000,000	\$0	\$0	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000		
	Total Hours	\$100,000,000	\$0	\$100,000,000	\$0	\$0		Total Hours	\$100,000,000	\$0	\$100,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
	Average Hours	\$100,000,000	\$0	\$100,000,000	\$0	\$0		Average Hours	\$100,000,000	\$0	\$100,000,000	\$0	\$0	1	1	1	1	1	1	1	1		
Cash Award - \$100,000,001 - \$500,000,000	Total	\$500,000,000	\$0	\$500,000,000	\$0	\$0	Cash Award - \$100,000,001 - \$500,000,000	Total	\$500,000,000	\$0	\$500,000,000	\$0	\$0	1	1	1	1	1	1	1	1	1	
	Total Amount	\$500,000,000	\$0	\$500,000,000	\$0	\$0		Total Amount	\$500,000,000	\$0	\$500,000,000	\$0	\$0	\$500,000,000	\$500,000,000	\$500,000,000	\$500,000,000	\$500,000,000	\$500,000,000	\$500,000,000	\$500,000,000		
	Average Amount	\$500,000,000	\$0	\$500,000,000	\$0	\$0		Average Amount	\$500,000,000	\$0	\$500,000,000	\$0	\$										

Table B-14: Separations - Distribution by Disability

Permanent Workforce			Permanent Workforce																			
Grand Total			ENVIRONMENTAL PROTECTION AGENCY				Type Of Separation		Grand Total		ENVIRONMENTAL PROTECTION AGENCY											
			Total by Disability								Targeted Disabilities											
			(01) Not Identified	(04, 05) NO DISABILITY	Targeted Disabilities	(02, 03, 06-99) Disability Total					(01) Not Identified	(04, 05) NO DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(93) SIGNIFICANT DISFIGUREMENT	
Type Of Separation			(01) Not Identified	(04, 05) NO DISABILITY	Targeted Disabilities	(02, 03, 06-99) Disability Total	Voluntary	#	901	36	778	1	5	1	1	2	7	1	5	1		
Voluntary	#	901	36	778	24	87		%	100.00%	4.00%	86.35%	0.11%	0.55%	0.11%	0.11%	0.22%	0.78%	0.11%	0.55%	0.11%		
	%	100.00%	4.00%	86.35%	2.66%	100.00%	Involuntary	#	18	2	9			2								
Involuntary	#	18	2	9	2	7		%	100.00%	11.11%	50.00%			11.11%								
	%	100.00%	11.11%	50.00%	11.11%	100.00%	Total Separations		919	38	787	1	5	3	1	2	7	1	5	1		
Total Separations		919	38	787	26	94	Total Separations		100.00%	4.13%	85.64%	0.11%	0.54%	0.33%	0.11%	0.22%	0.76%	0.11%	0.54%	0.11%		
Total Separations		100.00%	4.13%	85.64%	2.83%	100.00%																

Source: OBIEE

Date: 12/16/19

Appendix B – FY 2018 Disabled Veterans Affirmative Action Program (DVAAP) Accomplishments Report

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report			
1. Agency	U.S. Environmental Protection Agency	2. FY	2018
3. POC Name	J. Adam Link	4. Phone	(202) 564-6463
5. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)			
<p>During fiscal year 2018, the agency saw its total workforce decrease through attrition by 538 permanent employees, or approximately 3.5% of the total workforce compared to fiscal year 2017. However, the number of disabled veterans and the number of 30% or more disabled veterans employed by the EPA increased by 1.5% (8) and 4.48% (16), respectively.</p> <p>At the end of FY 2018, the total number of 30% or more disabled veterans in the EPA workforce represented 2.55% (373) of the agency's permanent employees, which is up approximately 0.25% from FY 2017. At the end of FY 2018, the total number of disabled veterans in the EPA, including those who are 30% or more disabled, represented 3.67% (537) of the agency's permanent employee population (14,623), which is up approximately 0.17% from FY 2017.</p> <p>With the creation and establishment in the Office of Human Resources of a Veterans Employment Program in response to the Executive Order, Increasing the Opportunities for Veterans to be Employed by the Federal Government, the EPA supports increasing the number of disabled veterans as a percentage of the new hires in its workforce.</p> <p>Recruitment methods employed during FY 2018 included:</p> <ul style="list-style-type: none"> • Creating a fillable template flyer that advertises positions seeking 30% or more disabled veterans on Facebook (Feds Hire Vets page) and through Twitter; • Working jointly with internal and external stakeholders; including, selective placement program staffs concerned with affirmative action for the disabled, the Veteran's Employee Service of the Department of Labor, state and local employment agencies, private veteran's assistance centers, outreach units from defense organizations, and other federal agencies, to identify qualified applicants for vacant agency positions; • Working with the VA Vocational Rehabilitation and Employment Program to explore on-the-job training programs for disabled veterans and spouses; • Leveraging skills banks and applicant pools; • Hosting Federal career information panels and seminars; • Using re-employment priority lists; and • Using EPA databases and mailing lists that include veteran organizations 			
6. OPM DVAAP Manager Official Use Only: Is there an explanation of the recruitment and employment methods they have used?			
Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	

**7. Methods used to provide or improve internal advancement opportunities for disabled veterans
(Attach supporting addendums if needed)**

The EPA is dedicated to selecting the best qualified candidate, including disabled veterans, for its internal advancement opportunities. Internal and external training sessions are made available to all employees including disabled veterans. These training opportunities are available in person or online. Some have a fee associated and some are made available at no charge. They can be used to increase knowledge associated with current positions and with changes in careers. Additionally, there are courses related to finding federal employment, resume writing and improving interviewing skills.

The EPA's New Learning Management System, FedTalent, was launched in October 2018. FedTalent can be used for communicating training and career development opportunities. Training information will be shared with senior leaders who will communicate the information to their employees via regular informational sessions.

8. OPM DVAAP Manager Official Use Only: Does agency explain the career advancement methods they have used?

Yes ☐ Somewhat ☐ No ☐

9. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated (Attach supporting addendums if needed)

The Veterans Employment Program Officer within the Office of Human Resources:

- * Developed a national DVAAP Plan for FY 2019;
- * Provided guidance and instructions to program and regional offices (local levels);
- * Devoted adequate resources to the program;
- * Informed local agency officials of their program responsibilities;
- * Coordinated with the OHR Director in reviewing and approving the annual accomplishments report; and
- * Ensured the annual accomplishments report and plan for the agency was submitted timely to OPM.

Human Resources Officers and Program Management Officers throughout the agency, where appropriate:

- * Developed local recruiting program and plans based on guidelines and expectations set by the agency's Veteran's Employment Program Officer;
- * Interpreted legislation, regulations, and policy pertinent to affirmative action, and selective placement to explain and support the use of competitive procedures and special appointing authorities to employ qualified disabled veterans;
- * Utilized both internal and external recruiting sources to increase hiring of disabled veterans;
- * Ensured that vacancy announcements contained the required statements concerning veterans preference, the Veterans Employment Opportunities Act, and reasonable accommodations as appropriate;
- * Evaluated local progress in meeting goals and submitted appropriate reports to the Veteran Employment Program Officer;
- * Created awareness among all managers and supervisors of their affirmative action responsibilities under the provisions of this program, and special appointing authorities available for use under this program; and
- * Appointed or designated, on a full-time or collateral basis, a Veterans Coordinator who:
 1. Advocated hiring, placement, and advancement of qualified disabled veterans; and
 2. Responded to requests for information on the DVAAP Plan and related activities from the Veterans Employment Program Officer and to requests from external customers.

10. OPM DVAAP Manager Official Use Only: Does agency describe how they monitored, reviewed and evaluated their DVAAP Activities? (If applicable as well as for major operating components and field installations)

Yes ☐ Somewhat ☐ No ☐

**11. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress
(Attach supporting addendums if needed)**

The U.S. Environmental Protection Agency's 2017-2021 Diversity and Inclusion Strategic Plan guides the agency's efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan outlines goals, priorities and specific action items and measures developed by senior leadership and the EPA Human Resources community and concurred upon by the EPA's Diversity and Inclusion Advisory Committee, a subcommittee of the Human Resources Council.

Goal 1 of the Plan is to diversify the federal workforce through active engagement of leadership.

Goal 2 of the Plan is to include and engage everyone in the workforce.

Goal 3 of the Plan is to optimize inclusive diversity efforts using data-driven approaches.

The implementation of the diversity and inclusion initiatives outlined within the Strategic Plan are being tracked via an annual Roadmap and Implementation Plan. The plan was implemented for FY 2018 and the results were reported out during the September 20, 2018, DIAC meeting.

Local human resources offices are encouraged to provide advice and assistance as needed and make available to their managers the following facts sheets:

- Veterans' Preference;
- Veterans and Merit Promotion; and
- Special Appointing Authorities for Veterans

EPA Mentoring Program - The EPA's Leaders and Learners Mentoring Program is the largest formal mentoring program in the agency and is currently operating its sixth year-long mentoring cycle. Eleven of the thirteen HQ's offices participate along with four of the ten Regional Offices. The program is built on the sharing of ideas and experiences. Mentors play an essential role in helping employees to enhance their careers. Formal training, available through classroom sessions, webinars, and webcasts are available to all participants located throughout the country. This training includes orientation sessions, partnership sessions for matched mentees and mentors, sessions for supervisors of mentees, and a series of training sessions on topics of interest, including communication, teamwork, project management, and networking skills. It has provided employees with the opportunity to find their niche in the larger organization, to build strategic relationships, and to gain a broader perspective of EPA's mission, goals, and future direction. This provides a sense of belonging and ownership of the EPA's mission thereby promoting retention among all employees, including veterans.

12. OPM DVAAP Manager Official Use Only: Does agency explain the progress in implementing DVAAP? If there was no progress, were there reasons for the lack of progress or challenges and specific plans for overcoming their challenges?

Yes ☐ Somewhat ☐ No ☐

**13. POC's Name, Email, and Phone Number of Operating Components and Field Installations
(If Applicable)**

1. OARM/Agency VEPO (Acting) J. Adam Link 202-564-6463/ link.john@epa.gov
2. OA Twanna Lesperance 202-564-0419/ lesperance.twanna@epa.gov
3. OCSPP Kate Graf 202-564-0193/ graf.kate@epa.gov
4. OCFO John Wright 202-564-2123 / wright.john@epa.gov
5. OECA John Reynolds 202-564-1332/ reynolds.john@epa.gov
6. OEI Richard Perez 202-566-1168/ perez.richard@epa.gov
7. OGC Phyllis Wingard 202-5641312/ wingard.phyllis@epa.gov
8. OIG Deana Kennedy 202-566-1376/ kennedy.deana@epa.gov
9. OITA Dennis Cunningham 202-564-6622/ cunningham.dennis@epa.gov
10. OLEM Michelle Crews 202-566-1916/ crews.michelle@epa.gov
11. ORD Pat Vaughan 919-541-4912/ vaughan.pat@epa.gov
12. OW Connie Thorpe-Porter 202-564-6200/ thorpe-porter.connie@epa.gov
13. OAR Julie Kutzke 202-564-2989/ kutze.julie@epa.gov
14. Region 1 Stephen Griffin 617-918-1194/ griffin.stephen@epa.gov
15. Region 2 James Feeley 212-637-4178/ feeley.james@epa.gov
16. Region 3 Cheryl Talbot 215-814-5355/ talbot.cheryl@epa.gov
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19. Region 6 Yolanda Nixon 214-665-2738/ nixon.yolanda@epa.gov
20. Region 7 Danielle Dunbar 913-551-7806/ dunbar.danielle@epa.gov
21. Region 8 Elaine M. Robles 303-312-6194/ robles.elaine@epa.gov
22. Region 9 Mary Mathews 213-244-1802/ mathews.mary@epa.gov
23. Region 10 Shawn Drummond 206-553-0125/ drummond.shawn@epa.gov

Appendix C – FY 2019 Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification			
1. Agency	U.S. Environmental Protection Agency	2. FY	2019
3. POC Name	J. Adam Link	4. Phone	(202) 564-6463
5. A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)			
<p>It is the EPA's policy to promote and utilize fair and equitable employment practices to qualified disabled veterans. The EPA is committed to the implementation of an affirmative action program to eliminate under representation of qualified disabled veterans, especially those who are 30% or more disabled. An effective affirmative action program for disabled veterans must be a continuing program that is centered around:</p> <ul style="list-style-type: none"> * Total involvement of management and employees in the implementation of the program. This is achieved through widespread publicity to create an awareness of the program and local committees established to carry out activities using internal resources in the assessment, problem identification, and goal setting process; * Integration of the Disabled Veterans Affirmation Action Program Plan into human resources programs. This includes providing sufficient training and advancement opportunities for disabled veterans along with an effective career counseling program; * Commitment of sufficient resources to implement the program and action plan(s) effectively. This involves budgeting adequate staff time and resources in support of the plan, including designation of selective placement coordinators in headquarters and regional offices; * Interaction with local and national veterans' organizations to develop veterans' applicant and information resource pools; * Development of action plans that meet local objectives and goals, and contribute to overall agency objectives. Local plans should be designed around local human resources requirements and workforce needs, and should contribute to overall agency objectives; and * Assessment of local plans against problems identified and stated objectives and goals. This includes review of local policy, and action items accomplished to determine the overall effectiveness in employing and promoting disabled veterans. 			
6. OPM DVAAP Manager Official Use Only: Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?			
Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	

7. An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled (Attach supporting graphs/charts if needed)							
8. Total # Employees	14,623	9. # Of Veterans	1,149	10. # Of Disabled Veterans	537	11. # Of 30% Or More Disabled Veterans	373
<p>During fiscal year 2018, the agency saw its total workforce decrease through attrition by 538 permanent employees, or approximately 3.5% of the total workforce compared to fiscal year 2017. However, the number of disabled veterans employed by the EPA and the number of 30% or more disabled veterans employed by the EPA increased by 1.5% (8) and 4.48% (16), respectively.</p> <p>At the end of FY 2018, the total number of 30% or more disabled veterans in the EPA workforce represented 2.55% (373) of the agency's permanent employees, which is up approximately 0.25% from FY 2017. At the end of FY 2018, the total number of disabled veterans in the EPA, including those who are 30% or more disabled, represented 3.67% (537) of the agency's permanent employee population (14,623), which is up approximately 0.17% from FY 2017.</p> <p>As the agency continues to strategically partner with other federal agencies, we are focused and dedicated to continuing to increase in the percentage of disabled veterans, especially those with a 30% or higher disability rating, in the EPA workforce each fiscal year.</p>							
12. OPM DVAAP Manager Official Use Only: Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?							
Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>		

13. A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled (Attach supporting addendums if needed)

The EPA has a new acting Veterans Employment Program Manager, Adam Link, who will begin to engage with the labs, regions, and others at EPA HQs to coordinate efforts to educate hiring managers about veteran employment opportunities available to them, including Operation Warfighter and Non-Paid Work Experience. By providing hiring managers with the knowledge needed to locate and hire disabled veterans, coupled with the strategies below, the EPA will be able to hire qualified applicants quicker through non-competitive process, while also employing disabled veterans. Additionally, the agency will seek to implement or continue the following recruitment initiatives:

- * Increase the utilization of the fillable template flyer that advertises positions seeking 30% or more disabled veterans on Facebook (Feds Hire Vets page) and through Twitter;
- * Create a template document that can easily be edited by recruitment event that provides applicants with simple instructions to easily locate EPA vacancies they may wish to apply for;
- * Encourage supervisors to consider the value veterans bring to the workforce when selecting a recruitment method and/or an applicant for the vacancy;
- * Encourage local Human Resources offices and managers to continually revisit internal policies and directives and work to develop new strategies to target veteran applicants;
- * Update all recruitment material, including the EPA's intranet site for the Veterans Employment Program;
- * Implement an annual focus group that collects valuable insight from veterans employed at the agency to identify areas for improvement that will help retain the veteran workforce;
- * Implement a quarterly spotlight that highlights the accomplishments of one of the EPA's veterans;
- * Work with outreach units from defense organizations to provide EPA information to veterans leaving military service;
- * Work more closely with the Department of Veterans Affairs to locate or encourage veterans to continue their formal education in the sciences, so that they can more easily qualify for EPA's professional positions.

14. OPM DVAAP Manager Official Use Only: Did agency provide a description of recruiting methods that they will use to seek out disabled veterans?

Yes ☐ Somewhat ☐ No ☐

15. OPM DVAAP Manager Official Use Only: Did agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?

Yes ☐ Somewhat ☐ No ☐

16. A description of how the agency will provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)

The EPA is dedicated to selecting the best qualified candidate, including disabled veterans, for its internal advancement opportunities. In order to provide or improve advancement opportunities for disabled veterans, the first goal is to position our disabled veterans to be among the best qualified candidates. The agency provides internal and external training opportunities that allow all employees, including disabled veterans, to expand their skillset and help make them more marketable for advancement opportunities. Additionally, the agency will look to expand the use of its mentor programs with the intention of providing professional and technical growth to all who participate.

The second goal of the EPA is to provide or improve advancement opportunities to disabled veterans to ensure they are aware of the opportunities that exist. The EPA utilizes a local Talent Hub website where hiring managers post detail and temporary promotion opportunities. Often times, the detail and temporary promotion opportunities are emailed agencywide.

The agency is also interested in finding new ways to introduce disabled veterans to the mission and work performed by the EPA. Accordingly, the agency intends to enter into a Memorandum of Understanding with the Department of Veteran Affairs to establish an agreement between the agencies to coordinate for the purpose of providing Vocational Rehabilitation and Employment opportunities to participants of the Non-Paid Work Experience Program. These opportunities will be made available to veterans nationwide throughout the agency.

The agency is also actively seeking to collect the correct points of contacts at all military installations in an effort to share recruitment efforts and job opportunities with military spouses. The agency is also updating its intranet page to ensure it has the most current information on all veteran hiring initiatives, including the military spouse initiative.

The Veterans Employment Program Manager will also, in partnership with the agency's HR Shared Service Centers, provide education and training to hiring managers. The VEPM will identify opportunities to meet with selecting officials to highlight the contributions of current veterans employed by the EPA and to identify skillsets that will be useful in executing the mission. The VEPM will also educate selecting officials on the hiring authorities available to provide advancement opportunities to disabled veterans.

17. OPM DVAAP Manager Official Use Only: Did agency provide a description of how they will provide internal advancement opportunities for disabled veterans?

Yes ☐ Somewhat ☐ No ☐

18. OPM DVAAP Manager Official Use Only: If needed, is there a plan of how the agency will improve internal advancement opportunities for disabled veterans?

Yes ☐ Somewhat ☐ No ☐ Not Needed ☐

19. A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans (Attach supporting addendums if needed)

The VEPM will provide a copy of the national DVAAP Plan for FY 2019 with all EPA Veterans Coordinators, all Human Resources Officers and Program Management Officers throughout the agency, and with senior level management at EPA Headquarters and Regional Offices.

The VEPM will also work with regional HROs and PMOs throughout the agency to appoint or designate, on a full-time or collateral basis, a Veterans Coordinator. The Veterans Coordinators will be responsible for responding to requests for information on the DVAAP Plan and related activities from the VEPM.

The VEPM will conduct regular meetings with the Veterans Coordinators to discuss strategies to advocate for the hiring, placement, and advancement of qualified disabled veterans. The meetings will also be used to collect any required data, discuss upcoming recruitment events, to share success stories, and to identify and eliminate barriers to employing, placing, and advancing qualified disabled veterans.

20. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans? (Not Applicable for agencies that do not have operating components or field installations)

Yes ☐ Somewhat ☐ No ☐ Not Applicable ☐

<p>21. A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan (Attach supporting addendums if needed)</p>	
<p>The U.S. Environmental Protection Agency's 2017-2021 Diversity and Inclusion Strategic Plan outlines goals, priorities and specific action items and measures developed by senior leadership and the EPA Human Resources community and concurred upon by the EPA's Diversity and Inclusion Advisory Committee, a subcommittee of the Human Resources Council.</p> <p>Goal 1 of the Plan is to diversify the federal workforce through active engagement of leadership. Goal 2 of the Plan is to include and engage everyone in the workforce. Goal 3 of the Plan is to optimize inclusive diversity efforts using data-driven approaches.</p> <p>The implementation of the diversity and inclusion initiatives outlined within the Strategic Plan is being tracked via an annual Roadmap and Implementation Plan. The plan was implemented during fiscal year 2018 and the results are currently being analyzed in order to be reported out agencywide.</p> <p>The Veterans' Employment Program Manager will also partner with local Veterans Coordinators to ensure that local human resources offices are:</p> <ol style="list-style-type: none"> 1) Providing advice and assistance as needed and making available to their hiring managers the following fact sheets: <ul style="list-style-type: none"> • Veterans' Preference; • Veterans and Merit Promotion; and • Special Appointing Authorities for Veterans, especially disabled veteran hiring authorities 2) Developing local recruiting programs and plans based on guidelines and expectations set by the agency's VEPM; 3) Interpreting legislation, regulations, and policy pertinent to affirmative action, and selective placement to explain and support the use of competitive procedures and special appointing authorities to employ qualified disabled veterans; 4) Utilizing both internal and external recruiting sources to increase hiring of disabled veterans; 5) Ensuring that vacancy announcements contain the required statements concerning veterans' preference, the Veterans Employment Opportunities Act, and reasonable accommodations as appropriate; 6) Evaluating local progress in meeting goals and submitting appropriate reports to the Veteran Employment Program Officer; and 7) Creating awareness among all managers and supervisors of their affirmative action responsibilities under the provisions of this program, and special appointing authorities available for use under this program. 	
<p>22. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will <u>monitor</u>, <u>review</u> and <u>evaluate</u> its planned efforts? (If applicable as well as for major operating components and field installations)</p>	
Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/> No <input type="checkbox"/>

**23. POC's Name, Email, and Phone Number of Operating Components and Field Installations
(If Applicable)**

1. OARM/Agency VEPO (Acting) J. Adam Link 202-564-6463/ link.john@epa.gov
2. OA Twanna Lesperance 202-564-0419/ lesperance.twanna@epa.gov
3. OCSPP Kate Graf 202-564-0193/ graf.kate@epa.gov
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5. OECA John Reynolds 202-564-1332/ reynolds.john@epa.gov
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22. Region 9 Mary Mathews 213-244-1802/ mathews.mary@epa.gov
23. Region 10 Shawn Drummond 206-553-0125/ drummond.shawn@epa.gov

Plan Certification

The plans shall cover a time period of not less than one year, and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.


Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under the plan. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

Certification

The below certification indicates that the program is being implemented as required by 5 CFR Part 720, Subpart C and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

24. Dates of the Period of Time the Plan is Covered		From	10/01/2018	To	09/30/2019
25. Agency Name	U.S. Environmental Protection Agency				
26. DVAAP POC's Name	Tania Allen				
27. Title	Chief, Diversity and Recruitment Branch, Diversity, Recruitment and Employee Services Division				
28. Telephone Number	(202) 564-0290	29. Email	Allen.Tania@epa.gov		
30. Date Plan Last Amended	11/08/2018	31. Date Effective	10/01/2018		
32. DVAAP Certifying Official's Name	Bisa Cunningham				
33. Title	Director of Diversity, Recruitment and Employee Services Division				
34. Telephone Number	(202) 564-6635	35. Email	Cunningham.Bisa@epa.gov		
36. DVAAP Certifying Official Signature				37. Date	11/28/18

Appendix D – EPA Employee Exit Survey



U.S. EPA Employee Exit Survey

General

Thank you for taking part in the Environmental Protection Agency's Exit Survey. Your valuable feedback will help direct the agency's efforts to continually improve the work environment. The survey should take less than 10 minutes to complete and your responses are strictly confidential.

Question Title

1. Of the following, which one best describes why you are leaving the EPA?

- ☐ Resigning voluntarily ☐ Transferring to another federal agency ☐ Retiring voluntarily
☐ Retiring due to disability ☐ Leaving involuntarily; being terminated
☐ Other (please specify)

Question Title

2. What were the major factors contributing to your decision to leave the agency? Please identify no more than 3 reasons.

- ☐ Retirement ☐ Significant life event (e.g., birth, death of a significant other)
☐ Desire to work for another employer ☐ Desire to change to a different type of work
☐ Desire to earn more money ☐ Desire to continue my formal education
☐ Desire to move to a different city ☐ Desire to work closer to home
☐ Desire to improve career opportunities ☐ Desire for more meaningful work
☐ Unsatisfactory retirement benefits ☐ Unsatisfactory health benefits
☐ Disagree with current EPA policies and procedures
☐ Unsatisfactory facility conditions (e.g., space, heat, furniture) ☐ Unsatisfactory workload
☐ Inability to participate in decision making ☐ Could not afford to live near my workplace
☐ Too much job stress ☐ Lack of job security (e.g., RIFs, downsizing)
☐ Lack of flexibility in work schedule ☐ Personal/family health problems
☐ Spouse moved ☐ Insufficient training opportunities
☐ My job did not make good use of my abilities ☐ My work was changed and made less attractive
☐ Too little recognition for my work accomplishments ☐ Low morale of my work group
☐ Poor working relationship with coworkers ☐ Poor working relationship with immediate supervisors
☐ Poor working relationship with managers/leaders above my immediate supervisor
☐ Perceived discrimination by a supervisor ☐ Perceived hostile work environment
☐ Poor management practices (not discrimination or harassment)

- ☐ Perceived failure to provide an accommodation (religious or disability-related)
- ☐ Other (e.g., won the lottery)

Question Title

3. What did you like most about working at the EPA?

Question Title

4. What did you like least about working at the EPA?

Question Title

5. What could the agency have done to make your EPA work life better?

Question Title

6. The EPA best fosters a diverse workforce through _____. Please identify no more than 3 of the following.

- ☐ Special Events: National Observances and Commemorative Months
- ☐ Equal Employment Opportunity Program ☐ Union Representation
- ☐ Special Emphasis Programs ☐ Recruitment Practices ☐ Hiring Practices
- ☐ Diversity and Inclusion Advisory Council ☐ Training (e.g., unconscious bias training)
- ☐ It doesn't ☐ I am not aware of any actions
- ☐ Other (please specify)

Knowledge Transfer

The next four questions focus on the EPA's efforts to improve the transfer of institutional knowledge (e.g., your job function; programmatic expertise and history; work processes; and agency culture). Ideally, knowledge transfer should have begun prior to your decision to separate.

Question Title

7. How long ago did you make the decision to leave the EPA?

- ☐ Less than one month ☐ 1 to 6 months ☐ 7 months to 1 year

- ☐ 13 months to 2 years ☐ More than 2 years

Question Title

8. When you made your decision to leave the EPA, how much notice did you give your manager?

- ☐ Less than 1 week ☐ 2 weeks ☐ 1 month ☐ 2-3 months
☐ 4-6 months ☐ More than 6 months

Question Title

9. How completely were you able to transfer knowledge about your projects and programs to fellow EPA employees prior to your departure? We recognize this is subjective; please give your best estimate.

- ☐ Not at All ☐ Less than 25% ☐ 25-50% ☐ 51-75% ☐ 76%-99% ☐ 100%

Question Title

10. Which actions did you take to capture and transfer your knowledge to others? Check all that apply.

- ☐ Created a training manual / standard operating procedures
☐ Put important documents on shared drives
☐ Taught others how to perform job functions
☐ Told my supervisor what others would need to know to perform job functions successfully
☐ Identified ongoing projects that were critical and/or time sensitive
☐ I did not have time to transfer my knowledge
☐ I was not interested in transferring my knowledge
☐ It was not possible to transfer my knowledge
☐ Knowledge transfer was not necessary

Other (please specify)

Question Title

11. If you can, please elaborate on your choice(s) to the previous question. (Which actions did you take to capture and transfer your knowledge to others?)

Question Title

12. Please share any best practices or barriers to transfer of your knowledge.

Background Information

The agency collects demographics to better understand who is leaving and identify opportunities for improvement.

Question Title

13. How long (in total) did you work at the EPA?

- ☐ Less than 1 year ☐ 1-5 years ☐ 6-9 years ☐ 10-19 years ☐ 20-29 years
☐ 30 or more years ☐ Prefer not to answer

Question Title

14. Please select your Program or Regional Office

- ☐ Office of the Administrator ☐ Office of Mission Support ☐ Office of Air and Radiation
☐ Office of Chemical Safety and Pollution Prevention ☐ Office of the Chief Financial Officer
☐ Office of Enforcement and Compliance Assurance ☐ Office of General Counsel
☐ Office of International and Tribal Affairs ☐ Office of Inspector General
☐ Office of Research and Development ☐ Office of Land and Emergency Management
☐ Office of Water ☐ Region 1 – Boston ☐ Region 2 - New York
☐ Region 3 – Philadelphia ☐ Region 4 – Atlanta ☐ Region 5 - Chicago
☐ Region 6 – Dallas ☐ Region 7 - Kansas City ☐ Region 8 – Denver ☐ Region 9 - San Francisco
☐ Region 10 – Seattle ☐ Prefer not to answer

Question Title

15. What is your general occupation?

- ☐ Scientific ☐ Engineering ☐ Legal ☐ Information Management
☐ Administrative ☐ Environmental Protection ☐ Other ☐ Prefer not to answer

Question Title

16. What is your grade?

- ☐ SES/SL/ST ☐ 15 ☐ 14 ☐ 13 ☐ 12 ☐ 11 ☐ 10 ☐ 9 ☐ 8
☐ 7 ☐ 6 ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Other ☐ Prefer not to answer

Question Title

17. What is your age?

- ☐ 25 and under ☐ 26-29 ☐ 30-39 ☐ 40-49 ☐ 50-59
☐ 60-69 ☐ 70+ ☐ Prefer not to answer

Question Title

18. How many years of full-time work experience do you have?

- ☐ 0-3 Years ☐ 4 to 5 years ☐ 6 to 10 years ☐ 11 to 14 years ☐ 15 to 20 years
☐ 21 to 30 years ☐ More than 30 years ☐ Prefer not to answer

Question Title

19. Are you a supervisor?

- ☐ Yes ☐ No ☐ Prefer not to answer

Question Title

20. Gender?

- ☐ Male ☐ Female ☐ Non-binary/Third gender ☐ Prefer not to answer

Question Title

21. Are you Hispanic or Latino?

- ☐ Yes ☐ No ☐ Prefer not to answer

Question Title

22. How would you describe yourself?

- ☐ American Indian/Alaska Native ☐ Asian/Asian American ☐ Black/African American
☐ Native Hawaiian/Other Pacific Islander ☐ White/Caucasian ☐ Two or More Races
☐ Other ☐ Prefer not to answer

Question Title

23. Are you an individual with a disability?

- ☐ Yes ☐ No ☐ Prefer not to answer

END

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Appendix E – Federal Equal Opportunity Recruitment (FEORP) Plan Certification FY 2019

ANNUAL FEORP PLAN CERTIFICATION

Fiscal Year 2019

A. Name and Address of Agency:

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

B. Name and Title of Designated FEORP Official

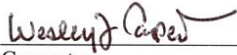
Bisa Cunningham, Director, Diversity, Recruitment and Employee Services Division, Office of Human Resources, 202-564-6635 (phone), 202-564-8121 (fax), Cunningham.bisa@epa.gov, U.S. Environmental Protection Agency, William Jefferson Clinton North Building, Room 1402 Y/Z, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 (MC 3601A)

C. Name and Title of Contact Person


Tania Allen, Chief, Diversity and Recruitment Branch, Diversity, Recruitment and Employee Services Division, Office of Human Resources, 202-564-0290 (phone), 202-578-0840, (fax), allen.tania@epa.gov, U.S. Environmental Protection Agency, William Jefferson Clinton North Building, Room 1402 A, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 (MC 3601A)

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

Signature  Date 11/28/18
Wesley J. Carpenter
Acting Director, Office of Human Resources
Email Address: carpenter.wesley@epa.gov

Signature  Date 11/30/18
Vicki Simons
Director, Office of Civil Rights
Email Address: simons.vicki@epa.gov

Signature  Date 11/30/18
Bisa Cunningham
Director, Diversity, Recruitment and Employee Services Division, Office of Human Resources
Email Address: Cunningham.bisa@epa.gov

FEORP CHECKLIST - ITEM # 1

Fiscal Year 2018 FEORP Plan Accomplishments and Successful/Promising Practices

Training and Career Development

Leadership Training for EPA's Special Emphasis Program Managers

During FY 2018, the Office of Civil Rights and the Office of Human Resources collaborated to finalize a guide for SEPMs and to provide a four-hour training session available in-person and virtually on equal employment opportunity and affirmative employment, diversity and inclusion principles, and the roles and responsibilities of SEPM. During FY 2019, OCR and OHR are collaborating to provide shorter webinar training on focused topics. The EPA has ten established SEPs to assist management in promoting diversity, inclusion and equal employment opportunities at the agency. SEPMs serve as the SEP representatives for their program, regional office or lab. They are considered members of the EPA's management team because they provide advice and guidance to management on initiatives or issues regarding their respective program.

Increased Awareness of Career Development Opportunities and Resources

The EPA's New Learning Management System, FedTalent, was launched in October 2018. FedTalent can be used for communicating training and career development opportunities. Training information will be shared with senior leaders who will communicate the information to their employees via regular informational sessions.

EPA Mentoring Program

The EPA's Leaders and Learners Mentoring Program is the largest formal mentoring program in the agency and is currently operating its sixth year-long mentoring cycle. Eleven of the thirteen HQ's offices participate along with 4 of the 10 Regional Offices. The program is built on the sharing of ideas and experiences. Mentors play an essential role in helping employees to enhance their careers. Formal training, available through classroom sessions, webinars, and webcasts, are available to all participants located throughout the country. This training includes orientation sessions, partnership sessions for matched mentees and mentors, sessions for supervisors of mentees, and a series of training sessions on topics of interest, including communication, teamwork, project management, and networking skills. It has provided employees with the opportunity to find their niche in the larger organization, to build strategic relationships, and to gain a broader perspective of EPA's mission, goals, and future direction. This program provides a sense of belonging and ownership of the EPA's mission thereby promoting retention.

OnBoarding

The EPA Office of Civil Rights, Office of Human Resources, and Office of Public Affairs collaborated to create a series of taped videos on equal employment opportunity, diversity and inclusion, ethics, and record keeping for use by offices agencywide to ensure consistent messaging during onboarding on these statutory and regulatory topics and requirements.

Initiatives in Support of Persons with Disabilities

Campaign to Encourage Self-Identification of Disabilities

During fiscal year 2018, the EPA's Office of Human Resources implemented an awareness

campaign to encourage employees to voluntarily self-identify or update their information using the revised Standard Form 256, Self-Identification of Disability, through Employee Express. Information was disseminated via multiple agencywide communication platforms; including posting a reminder on employees' leave and earning statements, posting flyers and banners on the agency's intranet site, sending a reminder to first line supervisors, and posting notices in the agency's newsletter. A similar campaign will be implemented during FY 2019.

Strengthened the Sign Language Interpreting and Captioning Program

The agency created and implemented processes and procedures to provide enhanced accountability for EPA Headquarters' sign language interpreter and communications access realtime translation/captioning services to deaf and hard of hearing employees, job applicants, and the general public who participate in EPA-facilitated informational and educational events. Specifically, the agency strengthened procedures to enable requestors to identify personal preferences when seeking interpreter services and oversaw the implementation of consolidated contracting services to support better fiscal management in the provision of these services.

Recruitment and Outreach

Historically Black Colleges and Universities Plan

During FY 2018, the agency created and implemented a Plan on Executive Agency Actions to Strengthen the Capacity of Historically Black Colleges and Universities to Compete for Federal and Private Sector Opportunities in accordance with Executive Order 13779. Under this Plan, one of the agency's overarching goals is to expand outreach opportunities to HBCUs to increase the numbers of diverse applicants for EPA entry level positions. During FY 2018, the EPA expanded memoranda of understanding with HBCUs. Specifically, the EPA created MOUs with Bowie State and initiated MOUs with Grambling State. The EPA also re-asserted its commitment to 29 MOUs with HBCUs. These MOUs supported career fairs and workshops, as well as enabled the agency to establish and build relationships with students and faculty at HBCUs. The EPA also detailed a senior executive to an HBCU via Intergovernmental Personnel Act agreement to support the exchange of information, provide technical assistance, and increase the pool of diverse qualified applicants for the EPA's mission critical occupations in science and engineering.

Use of the Monster/EZ Hire Diversity Listing for Recruiting

During FY 2018, the agency updated its master listing of professional organizations and institutions serving underrepresented professionals and students, and veterans. This listing is used by the Human Resources Shared Service Centers to communicate information about vacancies at the agency. This listing is particularly useful in supporting the agency's goal of creating a diverse qualified applicant pool of readily available applicants for our mission critical occupations and executive positions.

FEORP CHECKLIST - ITEM # 2

Identify at least one strategy for each goal area from your agency's Inclusive Diversity Strategic Plan that your agency will work on in Fiscal Year 2019. Include goal area, agency objective, strategic activity, and benchmarks.

The EPA uses an annual "Roadmap and Action Plan" as an accountability tool to track the implementation of goals and priorities identified in the Agency's Diversity and Inclusion Strategic Plan (2017-2021). Annually, the Plan is reviewed and approved at the beginning of each fiscal year by the Agency's Diversity and Inclusion Advisory Committee. The annual Plan describes the specific activities, strategic measures, outcomes, program leads, and target completion dates for the agency's goals and priorities. To facilitate a more robust assessment of the implementation process, each action includes strategic measures and outcomes with quantitative and qualitative performance indicators. The EPA's Office of Human Resources and Office of Civil Rights jointly coordinate and track the execution of annual Plans and provide periodic status updates on progress to the DIAC and to the agency's senior leaders.

Goal 1: Diversify the Federal Workforce Through Active Engagement of Leadership

Agency Objective: The EPA will maintain and further establish strategic partnerships with various colleges, universities, other academic institutions and professional organizations. The goal of the partnerships is to introduce the agency to a diverse population and to educate on federal opportunities.

FY 2019 Strategic Activities:

- a) Maintain memoranda of understanding with existing partners.
- b) Establish new partnerships with universities and other academic institutions.

Benchmarks: Currently, the EPA has 27 MOUs with 52 separate colleges, universities, other academic institutions and professional organizations, many of which are minority serving institutions, and institutions with a focus on serving persons with disabilities.

Goal 2: Include and Engage Everyone in the Workplace

Agency Objective: The EPA will educate and train senior executives, managers, supervisors and HR professionals on the importance of promoting workforce diversity and inclusion, including legal requirements pertinent to recruiting, interviewing and hiring decisions.

FY 2019 Strategic Activities:

- a) Implement an agency strategy for reducing unconscious bias in the EPA's Human Resource selection process. For the purposes of this strategy, the selection process includes any HR process or decision made in regard to recruitment, hiring, promotion, awards, development, advancement, and retention.
- b) Communicate to managers about legal requirements pertaining to recruiting, interviewing and hiring decisions.

- FY 2018 data

Benchmarks: To effectively identify appropriate mitigation strategies for the EPA, the agency collected benchmark data on existing mitigation strategies being implemented within the EPA and on mitigation strategies being conducted by other Federal agencies. The agency also reviewed current literature on best practices regarding mitigating unconscious bias in the hiring process.

Currently, managers receive information about the legal requirements pertaining to recruiting, interviewing and hiring decisions, when they begin the hiring process; however, consistent training is not currently provided to hiring managers and supervisors.

Goal 3: Optimize Inclusive Diversity Efforts Using Data-Driven Approaches

Agency Objective: The EPA will retain resumes for Schedule A applicants and disabled veterans in an automated and searchable database that will allow hiring managers to have access to qualified applicants in a timely and efficient manner.

FY 2019 Strategic Activities:

- a) Create vacancy announcement to attract Schedule A applicants to increase the hiring of persons with disabilities.
- b) Create searchable database of resumes of persons eligible for non-competitive selection using the Schedule A hiring authority.

Benchmarks: The current process of collection, organization, search and selection of Schedule A and disabled veterans applicant resumes submitted to the EPA for consideration of non-competitive hiring is a manual/paper-based method resulting in an inefficient and antiquated system that makes the agency vulnerable.

The EPA's hiring of persons with disabilities and persons with targeted disabilities as of fiscal year 2018, is below the Equal Employment Opportunity Commission's targets.

- | | |
|------------------------|---|
| • EEOC PWD Target: 12% | EPA PWD: 7.53%* (7.67% in 2016) |
| | Government-wide PWD: 9.75% (2016 data) |
| • EEOC PWTD Target: 2% | EPA PWTD: 1.92%* (2.29% in 2016) |
| | Government-wide PWTD: 1.12% (2016 data) |

- FY 2018 data

FEORP CHECK LIST - ITEM # 3

Strategic activities related to Hispanic employment.

During fiscal year 2018, the Office of Civil Rights conducted an analysis of workforce data identifying triggers related to lower than expected participation rates for Hispanics. This analysis, which was based on data from fiscal years 2016 and 2017 is currently being updated to include fiscal year 2018. This updated analysis will be used as the basis for an MD-715 Planned Activity to identify barriers to employment and upward mobility of Hispanics at the EPA at the GS 12 through SES levels. Once the barrier analysis is completed, the agency will develop plans to address any identified barriers to employment and upward mobility; outreach and recruitment; career development, advancement and retention; and training and education initiatives to increase Hispanic employment and upward mobility.

Benchmarking and analysis

The Agency will conduct benchmarking on the Equal Employment Opportunity and Diversity and Inclusion programs of Agency's with high employee viewpoint survey scores and high participation of Hispanic employment to identify and leverage best practices for use by the EPA.

Outreach and recruitment

The Agency desires to have a robust pool of qualified Hispanic professionals aware of the Agency's mission, internships and job openings at a variety of grade levels. The Agency is building formal relationships with professional Hispanic organizations and with Hispanic Serving Institutions to meet this goal. During FY 2019, the Agency will establish Memorandum of Understanding with the Society for Hispanic Professional Engineers to assist with providing outreach to Hispanic professionals regarding career opportunities in the agency. This MOU is designed to increase the pool of diverse qualified applicants for the EPA's mission critical occupations in science and engineering.

Career Development, advancement and retention

The Agency has identified short-term and long-term goals that will allow for the capture of career development applicant flow data. The short-term plan is to identify (or catalogue) career development opportunities at the Agency. These opportunities include programs that better prepare a participant for promotion into various levels of management. The Agency's target completion date for this identification is September 30, 2019. After the career development opportunities have been determined, the Agency will develop a plan to capture applicant flow data (manually) on a quarterly basis and use that information for Management Directive-715 and FEORP reporting. The Agency's Deputy Civil Rights Officials network will be leveraged to ensure agency-wide compliance with this process.

Training and Education

During FY 2019 (October), the Agency launched its first Agency-wide Learning Management System, currently known as FedTalent. FedTalent interfaces with the Agency's HR system of record (FPPS), thereby allowing the Agency to more easily track selectees in its training and coaching programs. However, there are no features of the LMS that will allow for tracking of applicants. Given this inherent constraint in the LMS, the Agency will develop other strategies for capturing applicant data.

FEORP CHECKLIST - ITEM # 4

Identify strategic activities the Agency is implementing to meet the goals set forth in Executive Order 13458, *Increasing Federal Employment of Individuals with Disabilities*.

Self-identification, benchmarking, analysis and accountability:

Annual Campaign to Encourage Employee's to Self-Identify their Disability:

During fiscal year 2018, the EPA's Office of Human Resources implemented a more extensive awareness campaign to encourage employees to voluntarily self-identify or update their information using the revised Standard Form 256, *Self-Identification of Disability*, through Employee Express. Information was disseminated via multiple agency-wide communication platforms; including, posting a reminder on employees' leave and earning statements, posting flyers and banners on the Agency's intranet site, sending a reminder to first line supervisors, and posting notices in the Agency's newsletter. A similar campaign will be implemented during FY 2019.

Outreach, recruitment:

Implementation of Memoranda of Understanding between the EPA and institutions focused on serving deaf and hard of hearing students.

During FY 2019, a new MOU between the EPA and Gallaudet University was signed and actions were taken to strengthen an existing MOU (signed in FY 2017) between the EPA and the Rochester Institute of Technology/National Technical Institute for the Deaf. The EPA also began forming a partnership with the Texas School for the Deaf. An MOU with TSD will be signed in FY 2019. These MOUs contribute to the universities' abilities to provide a high-quality education by giving their students the chance to participate in career opportunities in the agency, through paid and unpaid internships, mentorship programs and mock interviews. These MOUs also support the exchange of information between faculty and agency professionals, provide technical assistance, and increase the pool of diverse qualified applicants for the EPA's mission critical occupations in science and engineering.

Roundtable Meeting with the Acting EPA Administrator

During FY 2019, the EPA will host a roundtable meeting between the Acting EPA Administrator and institutions with which the Agency has an MOU that are focused on serving D/HH students. The purpose of the roundtable will be to exchange information and identify additional ways to increase the capacity and effectiveness of existing MOUs with these institutions.

Phase 1: Implementation of Initiative to Increase the Hiring of Persons with Disabilities:

During FY 2019, the Agency implemented a pilot designed to increase the hiring of persons with disabilities. This effort directly supports the Agency's MD-715 priority planned activity to increase the use of the Schedule A hiring authority specific to persons with disabilities. The pilot began in October and will run for six months through April 2019. During the pilot, announcements will be placed on the USAJobs site designed to attract persons with disabilities to positions open in the agency. Persons interested in these positions will be directed to the Careers page on the EPA internet site where they can view agency vacancies and Schedule A hiring authority information. During the pilot, hiring managers will receive training on use of the Schedule A hiring authority as well as training on mitigating unconscious bias in the hiring of persons with disabilities. At the end of the pilot, the Agency will analyze the pilot's effectiveness (comparison of pre-pilot vs. post-pilot Schedule A hiring statistics) and decide whether to permanently continue this strategy or seek other ways to improve the hiring of persons with disabilities.

Hiring activities:**Phase 2: Implementation of Initiative to Increase the Hiring of Persons with Disabilities:**

Currently, persons with disabilities seeking to be hired non-competitively by the EPA using the Schedule A hiring authority submit their resumes to EPA recruiters, hiring managers, and Selective Placement Program Coordinators via the U.S. mail, electronic mail messages, or in person at job fairs. The resumes are managed locally and shared with the Human Resources Shared Services Centers, program and regional offices, and recruitment coordinators for consideration. The EPA is exploring the creation and implementation of a searchable resume database/repository (linked to Monster/EZ Hire or a comparable platform) to streamline the current approach to ensure that these resumes are properly inventoried, circulated, and managed. This repository will allow hiring managers and recruiters to upload paper resumes received during career fairs, college visits, and via other venues, and search those resumes agency-wide for non-competitive consideration.

Reasonable Accommodations:**Creating processes and procedures to strengthen and improve the Sign Language Interpreting and Captioning Program.**

During FY 2018, the Agency created and implemented processes and procedures to provide enhanced accountability for EPA Headquarters' sign language interpreter and Communications Access Realtime Translation/captioning services. The working group conducted benchmarking of the Sign Language Interpreting Programs of five Federal agencies and their subcomponents and administered a survey of EPA D/HH employees regarding their experience with the program. The updated procedures for the program were implemented effective January 2018. The procedures: 1) improved the ability of users to identify their support requirements by helping users identify key behaviors, skills and knowledge that an interpreter must have to effectively support communication prior to assignment; 2) limited the number of interpreters users could place on their "Do Not Send" lists; and 3) enabled users to formally provide feedback via a form regarding their experience using the contract and with their assigned interpreters.

Training and Education:**Provide reasonable accommodation training to managers and supervisors.**

During FY 2019, the Office of Civil Rights will conduct training for managers/supervisors on the reasonable accommodation process. The training covers the process for determining eligibility and providing opportunities for an EPA employee with a disability to perform the essential duties of their job and have equal access to benefits and privileges of employment. The training also covers information from the Equal Employment Opportunity Commission final rule on Affirmative Action for People with Disabilities in Federal Employment.

Implementation of the Strategy to Mitigate Unconscious Bias in Hiring Processes

During FY 2018, the Agency created a Strategy for Mitigating Unconscious Bias in EPA's human resources processes; including recruiting, hiring, promotions, awards, and career development. During FY 2019, the Agency will pilot the strategy and create and implement a resource repository on SharePoint that will enable all employees to conduct a self-assessment if bias in their office and use mitigation tools (data, training, policy changes, and outreach/advocacy) to mitigate identified issues.

FY 2018 FEORP Progress Tracker		
Environmental Protection Agency		
Mentoring		
Mentoring	Qualitative Questions (Text)	If "No" or "Other", please use this section to provide a detailed explanation.
Agency has a Formal Mentoring Program	Response Yes	
Mentoring Training provided	Response Yes	
Program is evaluated	Response Yes	
Frequency of Program Evaluation (e.g. annual, semiannual, quarterly, other)	Response Other	The program is evaluated at regular intervals, including at the 90-day period, the mid-cycle, and at the end-of-program. Formal reports are prepared and submitted to the Agency's LLMP (Leaders and Learners Mentoring Program) Program Coordinators and these are discussed on ongoing planning meetings.
Feedback is provided	Response Yes	
Program is announced to all qualified individuals	Response Yes	
Agency collects demographic data of mentoring participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response Yes	
Mentoring	Quantitative Questions (# or %)	
Percent of employees involved with mentoring in FY 2018	Response 3.5%	
Percent of SES involved with mentoring in FY 2018	Response 12.1%	
Percent of managers involved with mentoring in FY 2018	Response 23.0%	
Percent of supervisors involved with mentoring in FY 2018	Response 23.0%	
Count of employees involved with mentoring in FY 2018	Response 354	
Count of SES involved with mentoring in FY 2018	Response 19	
Count of managers involved with mentoring in FY 2018	Response 280	Mentoring Program does not differentiate between supervisors and managers.
Count of supervisors involved with mentoring in FY 2018	Response 280	Mentoring Program does not differentiate between supervisors and managers.
Total number of employees eligible to participate in FY 2018	Response 10,000	

Updated 11-20-2018

Diversity and Inclusion Training		
Diversity and Inclusion Training	Qualitative Questions (Text)	If "No" or "Other", please use this section to provide a detailed explanation.
Formal Diversity and Inclusion Training provided	Response Yes	
Frequency of Diversity and Inclusion Training per year (e.g. annual, semiannual, quarterly, other)	Response Other	Not centralized so frequency is dependent on the office.
Training on Unconscious Bias provided	Response Yes	
All employees briefed on agency's Diversity and Inclusion Policies	Response Yes	
Diversity and Inclusion Training	Quantitative Questions (# or %)	
Percent of employees who have participated in formal Diversity and Inclusion Training in FY 2018	Response 18.00%	
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2018	Response 45.00%	
Count of employees who have participated in formal Diversity and Inclusion Training in FY 2018	Response 2166	
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2018	Response 116	
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated) in FY 2018	Response 6727	
Diversity and Inclusion Council		
Diversity and Inclusion Council	Qualitative Questions (Text)	If "No" or "Other", please use this section to provide a detailed explanation.
Agency has a Diversity and Inclusion Council	Response Yes	
Diversity and Inclusion Council has a charter	Response Yes	
Council members have received training	Response Yes	
Council's mission aligns to agency mission	Response Yes	
Frequency of council meetings (e.g. annual, semiannual, quarterly, other)	Response Quarterly	
Diversity and Inclusion Council	Quantitative Questions (# or %)	
Percent of employees on council	Response 41.7%	
Percent of Senior Leadership on council	Response 58.3%	
Count of employees on council	Response 10	
Count of Senior Leadership on council	Response 14	
Total number of people on council	Response 24	

Updated 11-20-2018

Development Programs		Qualitative Questions (Yes or No)	If "No" or "Other", please use this section to provide a detailed explanation.
Agency has a SES Candidate Development Program that is announced to all qualified individuals	Response	Yes	
The SES Candidate Development Program is evaluated regularly	Response	Yes	
Agency has a Career Development Program that is announced to all qualified individuals (this is a CDP that is different from the SES CDP program and geared towards the lower grade levels)	Response	No	The agency does not currently have a general Career Development Program for those employees not seeking SES consideration at this time. There are training opportunities available to lower grade level employees that address specific training needs.
The Career Development Program is evaluated regularly	Response	No	Each training session is individually evaluated.
Agency collects demographic data of development program participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response	No	We do not have a process in place to collect demographic data on SES CDP participants. The agency does not collect RNO or disability status in the training request forms.
Development Program		Quantitative Questions (# or %)	
Percent of employees who participated in the SES Candidate Development Program in FY 2018	Response	0.19%	
Percent of employees who participated in a Career Development Program in FY 2018	Response	0.00%	
Count of employees who participated in the SES Candidate Development Program in FY 2018	Response	25	
Count of employees who participated in a Career Development Program in FY 2018	Response	0	
Performance Plans			
Does your agency have a Diversity and Inclusion (D&I) element in the following groups' performance plans (this may also be incorporated in the leading people element)?			
D&I Element in SES performance plans			Use this section to provide additional response or explanation as it relates to a D&I element in performance plans (required for "No" responses)
Yes or No	Percentage	Count	
Yes	100.00%	258	
D&I Element in Management/Supervisor performance plans			Use this section to provide additional response or explanation as it relates to a D&I element in performance plans (required for "No" responses)
Yes or No	Percentage	Count	
Yes	100.00%	1802	
D&I Element in employee performance plans			Use this section to provide additional response or explanation as it relates to a D&I element in performance plans (required for "No" responses)
Yes or No	Percentage	Count	
Yes	100.00%	157	

Appendix F – FY 2017-21 Diversity and Inclusion Strategic Plan (DISP)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 13 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

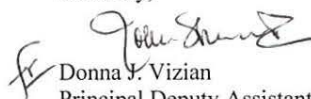
Ms. Beth F. Cobert
Acting Director
U.S. Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415

Dear Ms. Cobert:

On behalf of the EPA Administrator, I am pleased to submit the enclosed agency's Diversity and Inclusion Strategic Plan (2017-2021). This Plan serves as a road map to guide our efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan builds on the EPA's 2012 – 2016 *Diversity and Inclusion Strategic Plan* and reflects guidance provided by the OPM.

If you have any questions, please contact Linda R. Gray, director, EPA's Office of Human Resources, at (202) 564-4606 or gray.linda@epa.gov.

Sincerely,


Donna J. Vizian
Principal Deputy Assistant Administrator



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 13 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Mr. Andrew Mayock
Acting Deputy Director for Management
The Office of Management and Budget
725 17th Street, N.W.
Washington, D.C. 20503

Dear Mr. Mayock:

On behalf of the EPA Administrator, I am pleased to submit the enclosed agency's Diversity and Inclusion Strategic Plan (2017-2021). This Plan serves as a road map to guide our efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan builds on the *EPA's 2012 – 2016 Diversity and Inclusion Strategic Plan* and reflects guidance provided by the OPM.

If you have any questions, please contact Linda R. Gray, director, EPA's Office of Human Resources, at (202) 564-4606 or gray.linda@epa.gov.

Sincerely,


for Donna J. Vizian
Principal Deputy Assistant Administrator



U.S. Environmental Protection Agency
Diversity and Inclusion Strategic Plan (2017 – 2021)
December 2016



Table of Contents

Introduction	1
Goals, Actions and Measures	2
Goal 1: Diversify the Federal Workforce through Active Engagement of Leadership	2
Goal 2: Include and Engage Everyone in the Workplace	6
Goal 3: Optimize Inclusive Diversity Efforts Using Data-Driven Approaches	8
Implementation Plan	11
Conclusion	12

Introduction

Background

As one of the nation's largest employers, the federal government has an obligation to lead by example. On August 18, 2011, President Obama issued Executive Order 13583 – *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*. The EO directs executive departments and agencies to develop and implement a more comprehensive, integrated and strategic focus on diversity and inclusion as a key component of their human resources strategies. Agency approaches are to include a continuing effort to identify and adopt best practices, implemented in an integrated manner, to promote diversity and remove barriers to equal employment opportunity, consistent with merit system principles and applicable law. Further, the head of each executive department and agency is required to develop and submit to the U.S. Office of Personnel Management and Office of Management and Budget an agency-specific Diversity and Inclusion Strategic Plan.

Purpose and Scope

This Plan serves as a road map to guide our efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan builds on the EPA's *2012 – 2016 Diversity and Inclusion Strategic Plan* and reflects guidance provided by the OPM.

The EPA's Plan incorporates the three goals and eight priorities delineated in OPM's *2016 Government-wide Inclusive Diversity Strategic Plan*, and sets forth the approaches and actions for advancing diversity and inclusion at the EPA. The Plan addresses human capital functions including the development and implementation of recruitment, professional development, and engagement strategies critical to maintaining a more diverse workforce. Furthermore, it focuses on factors important to creating and sustaining an inclusive culture that encourages and enables individuals to participate to their full potential. The Plan also serves to communicate that diversity and inclusion are agency values and reflect a key management strategy.

The Plan will be reviewed annually to assess our progress and incorporate revisions as necessary. Progress in achieving desired organizational outcomes will be evaluated through the monitoring of identified systems of measurement and metrics. On a five-year cycle, we will initiate a full update of the *Diversity and Inclusion Strategic Plan* that will include, as applicable, revising and/or establishing new goals, priorities, strategies or actions.

Definitions

In order to ensure that all agencies are operating with the same frame of reference, the OPM provided definitions for the following terms:

Workforce Diversity – is defined as a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively.

Inclusion – is defined as a set of behaviors (culture) that encourages employees to feel valued for their unique qualities and experience a sense of belonging.

Inclusive Diversity – is defined as a set of behaviors that promote collaboration amongst a diverse group.

Mission

The mission of the EPA is to protect public health and the environment. One of the EPA's cross-cutting strategies is *Embracing EPA as a High Performing Organization*. To support this priority, the EPA must recruit, develop and retain a diverse, high-performing workforce and maintain a work environment where the uniqueness of individuals is respected and leveraged so that all employees are able to participate and contribute to the mission.

Vision

It is the EPA's vision to serve as a model federal agency by leveraging diversity and fostering inclusion to deliver the best public service. We strive to demonstrate diversity and inclusion in all aspects of the agency's management practices.

Strategic Goals and Measures

The EPA's diversity and inclusion efforts are guided by the following goals that emphasize workforce diversity, workforce inclusiveness and accountability:

- 1. Diversify the Federal Workforce through Active Engagement of Leadership**
The EPA shall foster a diverse, high-performing workforce drawn from all segments of American society, in conformance with merit principles.
- 2. Include and Engage Everyone in the Workplace**
The EPA shall foster a culture that encourage employees to feel uniquely valued and experience a sense of belonging.
- 3. Optimize Inclusive Diversity Efforts Using Data-Driven Approaches**
The EPA shall continue to improve inclusive diversity communication efforts and comply in a timely fashion with Federal Equal Opportunity Recruitment Program requirements.

Goals, Actions and Measures

Goal 1: Diversify the Federal Workforce through Active Engagement of Leadership

Agency leaders shall continue their efforts to attract, recruit, retain, and cultivate diverse leaders by frequently communicating, accounting for, and modeling inclusive diversity behaviors that attract and reflect the broad diversity of American society.

Priority 1.1: Leaders shall emphasize the importance of their inclusive diversity efforts by utilizing a wide range of communication strategies and tools that demonstrate their support for these initiatives. Specifically, leaders shall provide resources and support to identify and overcome potential barriers that inhibit inclusive diversity efforts.

Actions:

1. The EPA Administrator will issue an annual message reaffirming the agency leadership's commitment to diversity, inclusion and inclusive diversity efforts.
2. EPA leaders will ensure the development and implementation of a comprehensive communication strategy to reinforce the agency's diversity and inclusion principles and provide information concerning inclusive diversity efforts throughout the agency.
 - Ensure that all EPA managers and employees have access to the agency's *Diversity and Inclusion Strategic Plan* as well as diversity and inclusion resources and training materials.
 - Expand efforts to educate and share information with the workforce concerning EEO, diversity and inclusion issues, including details regarding specific strategies and initiatives that the EPA is pursuing.
 - Utilize all available communication vehicles, including social media platforms and the EPA.gov website, to provide potential applicants with information concerning diversity and inclusion at the EPA.
 - Administer a robust orientation process for new employees and new members of the Senior Executive Service to introduce them to the agency's mission, values and culture.
3. EPA leaders and senior managers will sponsor, participate and encourage employees to participate in town hall meetings, brown bag sessions and events organized to promote inclusive diversity.
4. The EPA's Office of Civil Rights and Office of Administration and Resources Management will conduct customer service visits with program office and region senior management and encourage them to develop diversity and inclusion action plans.
5. Share best practices with program office and regional senior management in developing diversity and inclusion action plans. For example, the EPA will include Special Emphasis

Program Managers in the workgroup development of diversity and inclusion action plans.

Measures:

- ❖ The EPA Administrator issues an annual inclusive diversity policy statement to the agency's workforce.
- ❖ The EPA will develop a strategic communication plan and disseminate information concerning the EPA's inclusive diversity efforts.
- ❖ The EPA's quarterly Diversity Dashboard report is made accessible to all employees along with guidance on how to interpret the data in the report.
- ❖ The EPA's Office of Human Resources website provides current information and resources concerning agency diversity and inclusion initiatives.
- ❖ Diversity and inclusion events are scheduled, promoted and held throughout the year.

Priority 1.2: Leaders shall review the wide range of policies, programs, systems, and techniques currently in use and determine specific initiatives that should be enhanced and improved. The evaluation should include diversity, inclusion, and engagement elements in performance plans; employee resource groups; mentoring and coaching; and inclusive diversity training.

Actions:

1. The EPA will re-invigorate the agency's Special Emphasis Program to include encouraging employees to volunteer to fill SEPM positions.
2. The EPA's senior leaders will conduct regular informational sessions with employees to share information on training and career development opportunities and resources.
3. The EPA's senior leaders will encourage and support SEPM and Employee Resources Group initiatives to facilitate training on diversity and inclusion topics.
4. The EPA's senior leaders will use the results of the annual Employee Viewpoint Surveys and other workforce feedback to take action responsive to employee concerns.
5. The EPA's senior leaders will ensure that all SES members, managers and supervisors continue to have a performance plan measure addressing diversity and inclusion.
6. The EPA's OCR and OARM will develop a mechanism to voluntarily collect demographic information on participants in the agency's mentoring and coaching programs and use the information to address any potential barriers to participation caused by an agency policy, practice or procedure.

Measures:

- ❖ SEPM vacancies are filled timely and all SEPMs are provided appropriate training and support.
- ❖ The EPA develops an inclusive diversity SharePoint website, accessible to all employees, to host diversity and inclusion resources.
- ❖ Plans are in place to increase the percentage of positive responses to the EVS question concerning agency policies and programs to promote diversity in the workplace.

Priority 1.3: Leaders shall develop and implement broad outreach strategies to attract leaders from diverse sources to the organization, consistent with merit system principles, through strategic partnerships with affinity organizations, diverse postsecondary educational institutions, professional associations, and public, private and non-profit sectors.

Actions:

1. The EPA will coordinate outreach and recruitment strategies to maximize its broad-based efforts, including its ability to recruit from a diverse, broad spectrum of potential applicants, including a variety of geographic regions, academic sources and professional disciplines.
2. The EPA's recruitment calendar will reflect the various events recruiters and other personnel will participate in to share information concerning agency career opportunities.
3. The EPA will maintain and further establish strategic partnerships with various colleges, universities, other academic institutions and professional organizations.
4. The EPA's Minority Servicing Institutions program will ensure collaborative relationships with Historically Black Colleges and Universities, Hispanic-Serving Institutions, Tribal Colleges and Universities, and American Indian and Alaska Native-Serving Institutions.
5. The EPA's human resources personnel and hiring managers will continue to collaborate concerning outreach, recruiting and hiring initiatives.
6. The EPA's OARM will ensure that hiring managers receive training on the use of appropriate hiring authorities and flexibilities.
7. The EPA's OARM and OCR will monitor national applicant flow and workforce demographic data against the National and Relevant Civilian Labor Force participation

rates, and as applicable, implement strategies to address the lower than anticipated participation rates identified as appropriate.

8. The EPA will review participation in leadership development programs and develop strategies to eliminate any barriers to participation.

Measures:

- ❖ The EPA maintains an online recruitment activities calendar that includes points of contact for upcoming events.
- ❖ SEPMs and Employee Resource Groups schedule presentations by guest speakers from local universities and professional organizations.
- ❖ EPA MSI coordinators receive training and a “toolkit” of resources to assist them to reinforce the agency’s diversity and inclusion efforts.
- ❖ The EPA’s OARM will measure the use of Schedule A and Veteran Special Appointing Authorities to appoint new employees.
- ❖ The EPA will utilize Management Directive - 715 reporting to monitor workforce demographics.

Goal 2: Include and Engage Everyone in the Workplace

The EPA shall intensify efforts to foster cultures that encourage employees to feel valued for their unique qualities and experience a sense of belonging, engagement, and connection to the mission of the agency.

Priority 2.1: Foster a culture of inclusion and engagement by employing culture change strategies such as the New Inclusion Quotient (New IQ) Initiative and Diversity and Inclusion Dialogues. Provide training and education on cultural competency, implicit bias awareness, and inclusion learning for all employees.

Actions:

1. The EPA will provide inclusive diversity training as part of the agency’s comprehensive training program.
2. The EPA will apply OPM guidance concerning the New IQ initiative and solicit information from other agencies that have established New IQ techniques and training programs.

3. The EPA's leaders will sponsor, participate in and encourage employees to attend cultural awareness and heritage observances events, and support, as appropriate, employee efforts to invite guest speakers and host activities.
4. Each EPA program office and region will identify a diversity and inclusion lead who will serve as a point of contact for information on inclusive diversity initiatives.
5. The EPA's leaders will use annual EVS results and other workforce feedback to implement actions to enhance employee engagement and inclusion.

Measures:

- ❖ The EPA develops and deploys a New IQ training program.
- ❖ The EPA provides training on cultural competency, implicit and/or unconscious bias awareness, diversity and inclusion for all employees.
- ❖ The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions comprising the Employee Engagement Index and New IQ Index, and changes in the overall index scores to identify best practices and lessons learned.

Priority 2.2: Assess, redesign, and reengineer organizational structures and business processes to promote teamwork, collaboration, cross-functional operations, and transparency; and to deconstruct organizational silos that lead to exclusive cultures and to flawed decision-making.

Actions:

1. The EPA will incorporate inclusive diversity principles across all business functions and promote efforts to enhance leadership and team building skills important to leading and/or participating on diverse teams.
2. The EPA will educate and train senior executives, managers, supervisors and HR professionals concerning the importance of promoting workforce diversity and inclusion, including legal requirements pertinent to recruitment, interviewing and hiring decisions.
3. The EPA's leaders and managers will use the EPA Talent Hub to promote and solicit competitive service employees to apply for temporary full-time detail assignments, part-time projects/special assignments, temporary promotions, SES rotations and other developmental assignments.
4. EPA's leaders will implement the agency's Position Management Order (Order 3145) that requires managers to align the position management program with human capital planning activities and reporting, performance evaluation and the budget process.
5. The EPA's leaders will use annual EVS results and other workforce feedback to implement actions responsive to organizational practices and/or other areas of concern.

Measures:

- ❖ Measure the use and traffic to the Talent Hub website.
- ❖ Survey employee satisfaction of employees who have participated in an assignment posted on the EPA Talent Hub.
- ❖ The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions concerning management efforts to promote communication among different work units, support collaboration across work units, provide employees opportunities to demonstrate their leadership skills and support employee development to identify best practices and lessons learned.

Goal 3: Optimize Inclusive Diversity Efforts Using Data-Driven Approaches

The EPA shall intensify efforts to create and foster a diverse, high-performing workforce, utilizing data-driven approaches and optimizing policies, processes, and programs to drive inclusive diversity efforts and accomplish the agency's mission.

Priority 3.1: Create a diverse, high-performing workforce, utilizing data-driven approaches to recruitment, including analyzing applicant flow data; educating hiring managers; designing fair and effective recruitment and examining strategies for competitive examining and examining for the career Senior Executive Service that cast the broadest net possible and apply merit principles; utilizing applicable special hiring authorities (e.g., Schedule A authority for individuals with certain disabilities, veterans hiring authorities, etc.) as supplements to competitive hiring processes; partnering with diverse organizations and institutions to help recruitment draw from all segments of society, and generate cognitive diversity; and conducting a review of potential implicit biases within the organization.

Actions:

1. The EPA will review applicant flow data for SES and selected non-SES positions to identify potential barriers to equal employment opportunity, and as applicable, refine outreach and recruitment strategies to encourage submission of applications from all qualified segments of society, consistent with merit system principles.
2. The EPA will complete implementation of its multi-phased pilot to collect voluntary self-disclosed sexual orientation and gender identity data from employees and job applicants. These data will be used to help design effective outreach and recruitment strategies that will encourage submission of applications from all qualified segments of society, consistent with merit system principles.
3. The EPA's hiring managers (including recruiters) will be provided with current information on all relevant appointing authorities and hiring flexibilities.

4. The EPA will retain resumes for Schedule A applicants and disabled veterans in an automated and searchable database that will allow hiring managers to have access to qualified applicants in a timely and efficient manner.
5. The EPA will disseminate information to hiring managers regarding active internship programs and opportunities.
6. The EPA will collect and analyze information on internal applicants to SES vacancies consistent with the reporting requirements of MD-715.

Measures:

- ❖ The EPA develops and implements an agency-wide coordinated plan to participate in career fairs and other outreach events.
- ❖ Measure the number and percentage of new employees hired under special hiring authorities.

Priority 3.2: Foster a diverse, high-performing workforce by utilizing data-driven approaches to promotion opportunities and career development, including analyzing applicant flow data; developing career enhancement opportunities; utilizing appropriate collaborative practices and social media technologies; and collaborating with SEPMs, affinity groups and employee resource groups.

Actions:

1. The EPA will utilize the MD-715 reports including analysis of SOGI data, and applicant flow data and establish focus groups to identify actions that can be taken to address any potential barriers to career development and advancement identified by the agency.
2. The EPA's leaders will communicate the importance of employees upgrading their skills, improving their visibility and demonstrating leadership abilities as keys to advancing their career.
3. The EPA will evaluate the data from the Management Hiring Satisfaction Survey to determine whether there are any procedural barriers associated with EPA's outreach efforts and/or vacancy announcements.
4. The EPA's leaders will use annual EVS results and other feedback to address workforce concerns regarding opportunities for employee training, development and advancement.

Measures:

- ❖ Implementation of appropriate actions, including focus group suggestions, which address issues hindering career development and advancement.

- ❖ Revision of position descriptions for occupations where lower than anticipated application, qualification and selection rates are identified.
- ❖ The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions concerning career development and advancement to identify best practices and lessons learned.

Priority 3.3: Collect relevant performance data to establish a business case for diversity and inclusion for the agency; collaborate with other agencies and the Diversity and Inclusion in Government Council to create models for analyzing performance metrics in correlation with diversity and inclusion metrics.

Actions:

1. The EPA will revise the Diversity and Inclusion Dashboard to incorporate SOGI data and will continue to employ the Dashboard as a tool to support agency workforce planning and reporting.
2. The EPA will provide periodic reminders for employees to voluntarily verify the accuracy of their demographic information in the agency's employee self-service information system, Employee Express, including their voluntarily self-disclosed SOGI once captured in the system.
3. The EPA's leaders will use annual EVS results and other workforce feedback to implement actions responsive to areas of concern.
4. The EPA will develop and enhance relationships with diversity and inclusion officers from other agencies.
5. The EPA will evaluate and implement changes, as appropriate, to enhance the effectiveness of the Diversity and Inclusion Advisory Council.
6. The EPA's leaders will participate in the DIAC's work group meetings.

Measures:

- ❖ The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions comprising the New IQ index and change in the overall New IQ index score to identify best practices and lessons learned.
- ❖ Implementation of inclusive diversity best practices identified through coordination with other agencies and recommendations from the DIAC.

Implementation Plan

Leadership Commitment: The EPA's leadership will play a key role in defining, championing and communicating the agency's *Diversity and Inclusion Strategic Plan*, and in annually monitoring the implementation of actions required to achieve the goals of the Plan.

- The Chief Human Capital Officer is responsible for implementing the goals of this Plan in collaboration with program offices and regions.
- The EPA's Executive Management Council, which is comprised of senior career leaders, will provide critical guidance on specific action plans and measures that will implement the goals and objectives of this Plan.
- The EPA's Human Resources Council and DIAC, comprised of representatives from a cross-section of the agency, with representatives from program and regional offices as well as SEPMs and the unions, will act as a strong platform of engagement for developing and recommending actions and initiatives that support diversity and inclusion as a means of conducting business, and for evaluating their effectiveness by identifying appropriate metrics to measure outcomes.
- The EPA's senior leaders and managers will ensure that inclusive diversity practices are integrated into communications, recruitment and retention, training and professional development and overall management practices.
- This Plan, consisting of goals, required activities, and best practices will be communicated throughout the agency by senior leaders.
- All EPA employees will improve their understanding of how a diverse and inclusive work environment can strengthen and enrich their ability to achieve the agency's mission.

Accountability: Measurement and accountability are essential components of this Plan, and will provide a way to track progress, identify achievements, and inform strategic decisions related to diversity and inclusion.

- The EPA will ensure senior leaders are responsible for implementing the goals and priorities of this Plan by linking them to their individual performance plans.
- The EPA will use the OPM Diversity and Inclusion Dashboard as the reporting mechanism to submit progress reports, as required, to OPM.
- To achieve the long-term goals and associated actions outlined in this Plan, the EPA will also track activities, outcomes and accomplishments through internal performance measures. These measures will take advantage of established information systems, surveys and reporting mechanisms, including the EPA's

Diversity Dashboard, OPM's Diversity Dashboard and the EVS, MD-715 and other measurement indices as determined over time.

- Within the five-year period covered by this Plan, the EPA's DIAC will review the Plan contents with appropriate parties to evaluate the effectiveness of its strategies and supporting actions.

Conclusion

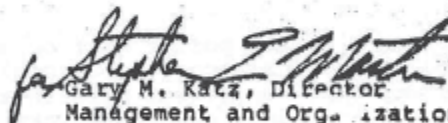
The EPA's *2017-2021 Inclusive Diversity Strategic Plan* provides a framework of goals, required activities, and best practices that support the agency remaining an "employer of choice." The achievement of the goals and priorities in this Plan requires the strong support and collaboration of the EPA's leaders, managers, supervisors and staffs. The EPA's employees should be informed of the agency's ongoing efforts to create an inclusive and diverse workplace, and leadership's recognition that each employee plays a critical role in the success of the agency's mission and vision.

Appendix G – EPA Order 3120.1

EPA TRANSMITTAL CLASSIFICATION NO.: 3120.1 APPROVAL DATE: 9/20/85	ADDRESSEE

CONDUCT AND DISCIPLINE

1. PURPOSE. This Transmittal provides an Order updating policies and procedures covering employee misconduct and corrective discipline actions in EPA.
2. EXPLANATION. This Order is replacing the Conduct and Discipline Manual, dated October 18, 1976. A new Manual is not needed because it would duplicate material in two recent issuances by the Office of General Counsel which covers general conduct and financial disclosures. The two issuances are entitled U.S. EPA Guidance on Ethics, and the 40 CFR Part 3 (EPA Responsibilities and Conduct).
3. SUPERSESSSION. EPA Conduct and Discipline Manual, dated October 18, 1976 and Transmittals 1 and 2.
4. FILING INSTRUCTIONS. File the attached material in numerical order in a three-ring binder established for the EPA Directives System.


Gary M. Katz, Director
Management and Organization Division

ORIGINATOR: Personnel Management Division/Office of Administration

CONDUCT AND DISCIPLINE

1. PURPOSE. This Order prescribes policies governing employee conduct and corrective disciplinary actions in the Environmental Protection Agency.

2. REFERENCES.

- a. Federal Personnel Manual, Chapter 751, "Discipline".
- b. EPA Order 3120.3A, dated March 18, 1980, "Employee Alcoholism and Drug Abuse Program".
- c. FPM Letter 751-2, dated February 4, 1983, "Taking Action on the Problem Employee".
- d. FPM Letter 751-3, dated October 6, 1983, "Suggested Table of Actions for Correcting Employee Misconduct".
- e. EPA Order 3110.6B, dated July 29, 1985, "Adverse Actions".

3. GENERAL. The Environmental Protection Agency requires all its employees to adhere to the Agency Regulations on Employee Responsibilities and Conduct (40 CFR, Part 3) and to maintain levels of behavior and efficiency which conform to the highest ethical standards and promote the best interests of EPA and the Federal Service. Likewise, all managers and supervisors are responsible for maintaining a climate of constructive discipline within their organizations by good example and practice, clear instruction, fair and equal treatment of all employees, and firm and decisive leadership.

4. POLICY. It is EPA policy that primary emphasis be placed on preventing situations requiring disciplinary actions through effective employee-management relations and that when work performance and/or conduct are not maintained at acceptable levels, constructive corrective action be taken by responsible supervisors on a timely basis.

5. DETERMINING CORRECTIVE ACTION TO BE TAKEN. All EPA supervisors and management officials are responsible for taking appropriate corrective actions for which they have been delegated authority and for recommending to higher level officials disciplinary action considered appropriate in other cases. Any supervisor or management official with supervisory duties may take informal corrective actions (paragraph 6 below) and issue official written reprimands (subparagraph 7a below) unless these authorities have been specifically withheld. The following principles will be observed in the exercise of both formal and informal corrective actions:

a. The action taken must be consistent with the precept of like penalties for like offenses, with mitigating or aggravating circumstances taken into consideration. The action taken should be fair and equitable; and if a penalty is warranted, it should be no more severe than sound judgment indicates is required to correct the situation and maintain discipline. The Appendix to this Order should serve as a guide to appropriate actions for most offenses.

b. No action may be taken against an employee on any basis prohibited by 5 U.S.C. 2302, "Prohibited Personnel Practices".

6. INFORMAL CORRECTIVE ACTIONS. When a supervisor decides that corrective action is necessary, he or she should first consider informal measures which are non-punitive in nature but which will adequately instruct offending employees and remedy problem situations. Supervisors are urged to review the facts of individual cases and consider one or more of the following informal measures before formal corrective actions, which are recorded in an employee's official personnel folder, are used.

a. Closer Supervision. The correction of employee misconduct may require nothing more than closer supervision. The supervisor should inform the employee of the reason for the closer supervision and encourage the employee to cooperate to remedy the problem.

b. Oral Admonishment. The most common corrective action is usually the face-to-face session between employee and supervisor. Such discussions should be conducted in private to avoid undue embarrassment to the employee. The tone should be informal and relaxed. The supervisor should advise the employee of the specific infraction or breach of conduct and encourage the employee to explain his or her side of the matter or offer any comment he or she wishes to make. After listening to the employee, the supervisor must decide if he or she should continue. If still warranted, the supervisor should administer the admonishment and outline what steps he or she feels are necessary to preclude its recurrence.

c. Written Warnings. A written warning should describe exactly what improper actions the employee is engaging in, outline positive corrective steps, and state what penalty might result if the actions continue. A copy of the written warning is not placed in the employee's official personnel folder, but a copy should be retained in the supervisor's personal files. Written warnings are often effective in influencing those employees who require a tangible expression of a supervisor's views. This kind of corrective action lacks the give and take of the oral interview and should usually be employed only if the supervisor has already tried an oral warning or feels that it would be inappropriate.

7. FORMAL DISCIPLINARY ACTIONS. A formal disciplinary action may be an official written reprimand, a suspension, a change to a lower grade, or removal from the civil service. Records of formal disciplinary actions become a part of the employee's official personnel folder. Supervisors should initiate such actions only after coordinating any proposed action with their servicing Personnel Offices. Detailed information concerning formal disciplinary actions is contained in the paragraphs below.

a. Official Written Reprimand. An official written reprimand is a letter or memorandum issued to an employee by an authorized supervisor or management official to correct an employee's conduct, attitude, work habits, or other factors which have a relationship to his or her employment, and to maintain the efficiency, discipline, and morale of the work force. It is filed in the employee's official personnel folder for a period of up to two years. This type of disciplinary action may be used for a situation or offense which is (1) serious and warrants more than an informal measure, or (2) in the case of repeated infractions of a minor nature. (It should not be confused with the written warning discussed in subparagraph 6c above.) Before issuing an official reprimand, the supervisor must fully discuss the incident with the employee to permit the employee to present his or her side of the situation. If after the employee presents his or her views, the supervisor considers a reprimand to be warranted, the supervisor should prepare the written reprimand in accordance with subparagraph 7a(1) below. (See sample in Figure 1.)

(1) Contents. The following information shall be incorporated in the body of an official reprimand:

(a) A description of the facts in sufficient detail to assure that the employee will fully understand the violation, infraction, misconduct, or other action or omission for which he or she is being reprimanded. The supervisor should include in the reprimand specifics as to times, places, dates, and events, and refer to the discussion mentioned in subparagraph 7a above.

(b) A statement that the document is an official reprimand and that it will be made a matter of record and filed in the employee's official personnel folder for a period not to exceed two years.

(c) A restatement of any former incidents if the reprimand is a follow-up of previous offenses and the action is a continuation of constructive discipline. If the employee failed to take any remedial action previously stipulated, that fact should also be included.

(d) A warning that any future similar occurrence or other misconduct may result in more severe disciplinary measures.

(e) Assistance which is available to the employee for remedial purposes or as a means of helping him or her overcome the deficiency and avoid future recurrence, and any action required of him or her.

(f) A statement that the employee may file a grievance under the Agency's Administrative Grievance System contained in EPA Order 3110.8 or under an applicable negotiated grievance procedure, whichever applies.

(2) Placement and Retention of Reprimand in Official Personnel Folder. The supervisor shall retain a copy of the reprimand and forward one copy to the servicing Personnel Office for filing in the employee's official personnel folder. If decided later through the grievance procedure that the reprimand is not warranted, the reprimand must be withdrawn by the Personnel Office from the personnel folder and the employee notified by the Personnel Office of such action. Once the reprimand is removed, it shall be destroyed and regarded as never having occurred. Reference may not be made to the withdrawn action as a previous official action, and the reprimand may not be used or relied upon to support a subsequent action. Unless withdrawn earlier, a written reprimand shall be removed from the official personnel folder no later than two years from the date of issuance. A reprimand which is removed from the OPF after two years may be referred to in a subsequent adverse action.

b. More Severe Disciplinary Actions. The following corrective actions are considered adverse personnel actions and require that the procedures in EPA Order 3110.6B, Adverse Actions, be followed. Supervisors must consult with their servicing Personnel Office in advance of any proposal to take an adverse action against an employee.

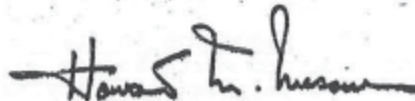
(1) Suspension. Suspension is placing an employee in an involuntary non-duty and non-pay status. Since suspensions result in a loss of productive capacity to the EPA and represent a financial loss to employees, they should be imposed as disciplinary actions only after admonitions or reprimands have been used without success or when the offense requires a more stringent corrective action.

(2) Reduction in Grade. While most actions to reduce compensation and most changes to lower grade will not be for the purpose of disciplining employees, a change to lower grade for cause is a valid disciplinary penalty. There may be instances in which the employee's conduct warrants demoting him or her from the position but not removing him or her from the service.

(3) Removal. Actions to remove employees from their positions are appropriate when an employee's misconduct, delinquency, carelessness, or negligence are such that a separation from the service must be effected in order to promote the efficiency of the service. Fighting, repeated or prolonged leave abuse, theft, falsification of official documents, repeated infractions involving less severe misconduct, or major violations of Agency codes of conduct are examples of conduct which may require removal from the Federal Service.

8. DISCUSSIONS WITH EMPLOYEES. Where a labor organization has been accorded exclusive recognition, it has the right to be represented at formal discussions between supervisors or management officials and employees concerning grievances, personnel policies and practices, or other matters affecting general working conditions of employees in the particular unit of recognition. Individual counseling sessions concerning individual problems, actions or work performance conducted by a supervisor with a unit employee are not formal discussions, and there is no requirement that the union be given the opportunity to be represented. However, if the situation involves questioning that the employee reasonably believes may result in disciplinary action against him or her, the employee may request union representation (5 U.S.C., 7114(a)(2)(B)). Any questions about meetings with employees and invitations to exclusive union representatives to attend meetings should be discussed with the appropriate servicing Personnel Office prior to holding such meetings.

9. SPECIAL CONSIDERATIONS: ALCOHOL, DRUGS, AND OTHER PERSONAL PROBLEMS. In discussing a conduct or performance problem with an employee, he or she may introduce a problem with alcohol or drugs, or a personal situation which is affecting conduct or performance. In other cases, a supervisor may only suspect the existence of alcohol or drug abuse or a personal problem as the reason for a deficiency. In either of the above situations, supervisors should immediately contact their servicing Personnel Office for guidance and advice on the appropriate steps. In cases of alcohol and drug problems, the Agency is specifically required to offer rehabilitative assistance. Policies and procedures related to the Agency Employee Alcoholism and Drug Abuse Program are contained in EPA Order 3120.3A, dated March 18, 1980.



Howard M. Messner
Assistant Administrator
for Administration and
Resources Management

APPENDIX - GUIDANCE ON CORRECTIVE DISCIPLINEDetermining Appropriate Penalties

The Merit System Protection Board, in Douglas vs. Veterans Administration, MSPR Docket No. AT075299006 (April 10, 1981), has outlined a number of factors that should be considered in determining the appropriateness of a penalty. While not exhaustive, those generally recognized as relevant include the following:

- (1) The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical, or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
- (2) The employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and the prominence of the position;
- (3) The employee's past disciplinary record;
- (4) The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;
- (5) The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisors' confidence in the employee's ability to perform assigned duties;
- (6) Consistency of the penalty with those imposed upon other employees for the same or similar offenses;
- (7) Consistency of the penalty with any applicable agency table of penalties;
- (8) The notoriety of the offense or its impact upon the reputation of the Agency;
- (9) The clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question;
- (10) Potential for the employee's rehabilitation;
- (11) Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, mental impairment, harassment, or bad faith, malice or provocation on the part of others involved in the matter; and
- (12) The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

Not all of these factors will be pertinent in every case, and frequently in an individual case some of the pertinent factors will weigh in the employee's favor while others may not, or may even constitute aggravating circumstances.

Table of Offenses and Penalties

This table should be used as a guide by supervisors in order to facilitate comparable action throughout the Agency in comparable cases. While penalties for offenses will usually fall within the ranges indicated, in unusual circumstances greater or lesser penalties may be applied unless otherwise provided by law. The list of offenses in this table is not meant to be all inclusive. For offenses not listed, penalties may be imposed which are consistent with penalties listed in the table for offenses of comparable gravity. Days always means calendar days.

Nature of Offense	1st Offense	2nd Offense	3rd Offense
1. Attendance-related offenses.			
a. Unexcused tardiness. This includes delay in reporting at the scheduled starting time, returning from lunch and returning after leaving work station on official business. 4th offense may warrant 5-day suspension to removal.	Oral admonishment	Oral admonishment to 1-day suspension	Oral admonishment to 5-day suspension

Nature of Offense	1st Offense	2nd Offense	3rd Offense
<p>b. Absence without leave (AWOL).</p> <p>These penalties generally do not apply to AWOL charged for tardiness of 1/2 hour or less. (See 1a above.) This offense includes leaving the work station without permission.</p> <p>Penalty depends on length and frequency of absences. If absence exceeds 5 consecutive work days, employee may be removed at any time.</p>	Written reprimand to 5-day suspension	1-day to 14-day suspension	5-day suspension to removal
<p>c. Failure to follow established leave procedures.</p>	Written reprimand to 5-day suspension	1-day to 5-day suspension	5-day suspension to removal
<p>2. Breach of safety regulations or practices.</p> <p>a. Where imminent danger to persons or property is not involved.</p>	Written reprimand to 1-day suspension	1-day to 14-day suspension	5-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
<p>b. Where imminent danger to persons or property is involved.</p> <p>"Persons" includes "self". Penalty depends on seriousness of injury or potential injury and extent or potential extent of damages to property.</p>	Written reprimand to removal	14-day suspension to removal	Removal
<p>3. Breach of security regulations or practice.</p> <p>a. Where restricted information is not compromised and breach is unintentional.</p> <p>b. Where restricted information is compromised and breach is unintentional.</p> <p>c. Deliberate violation.</p>	<p>Oral admonishment to 5-day suspension</p> <p>Written reprimand to removal</p> <p>30-day suspension to removal</p>	<p>Written reprimand to 14-day suspension</p> <p>14-day suspension to removal</p> <p>Removal</p>	<p>5-day suspension to removal</p> <p>Removal</p>
<p>4. Offenses related to intoxicants.</p> <p>Supervisors should follow the procedures</p>			

Nature of Offense	1st Offense	2nd Offense	3rd Offense
outlined in EPA Order 3120.3A, Employee Alcoholism and Drug Abuse Program, prior to taking disciplinary action in these cases.			
a. Alcohol-related:			
(1) Unauthorized possession of alcoholic beverages on Government premises or in duty status.	Written reprimand to 5-day suspension	5-day to 14-day suspension	14-day suspension to removal
(2) Unauthorized use of alcoholic beverages while on Government premises or in duty status.	Written reprimand to 14-day suspension	10-day to 30-day suspension	30-day suspension to removal
(3) Reporting to or being on duty while under the influence of alcohol.	Written reprimand to 30-day suspension	14-day suspension to removal	Removal
(4) Sale or transfer of an alcoholic beverage while on Government premises or in a duty status or while any person involved is in a duty status.	Written reprimand to removal	Removal	
b. Drug-related:			
(1) Unauthorized possession of a drug or controlled substance while on Government premises or in a duty status.	5-day to 30-day suspension	14-day suspension to removal	Removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
(2) Unauthorized use of a drug or controlled substance while on Government premises or in a duty status.	14-day suspension to removal	30-day suspension to removal	Removal
(3) Reporting to or being on duty while under the influence of a drug or controlled substance.	30-day suspension to removal	Removal	
(4) Sale or transfer of a drug or controlled substance while on Government premises or in a duty status or while any person involved is in a duty status.	Removal		
5. Making false, malicious or unfounded statements against coworkers, supervisors, subordinates, or Government officials which tend to damage the reputation or undermine the authority of those concerned.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
6. Unhygienic practices which annoy or jeopardize the health of others.	Oral admonishment to 5-day suspension	Written reprimand to 14-day suspension	5-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
7. Conduct which is generally criminal, infamous, dishonest, immoral or notoriously disgraceful.	Written reprimand to removal	30-day suspension to removal	Removal
8. Abusive or offensive language, gestures, or other conduct. (Also see "Discourtesy", 9 below.)	Written reprimand to 10-day suspension	5-day suspension to removal	30-day suspension to removal
9. Discourtesy to the public.	Oral admonishment to 5-day suspension	Written reprimand to 10-day suspension	10-day suspension to removal
10. Stealing, actual or attempted; unauthorized possession of Government property or property of others.			
a. Where substantial value is not involved.	Written reprimand to 30-day suspension	14-day suspension to removal	Removal
b. Where substantial value is involved.	14-day suspension to removal	Removal	
11. Using Government property or Government employees in duty status for other than official purposes.	Written reprimand to removal	5-day suspension to removal	14-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
<p>Penalty depends on the value of the property or amount of employee time involved, the nature of the position held by the offending employee, and other factors.</p> <p>(For misuse of Government vehicles, see 43 below.)</p>			
12. Use of official authority or information for private gain.	14-day suspension to removal	Removal	
13. Failure to obtain required clearance of an official speech or article.	Written reprimand to 5-day suspension	5-day to 14-day suspension	14-day suspension to removal
14. Engaging in private business activities which result in or create the appearance of a conflict of interest.	Written reprimand to removal	20-day suspension to removal	Removal
15. Misuse of official Government credential.	Written reprimand to removal	5-day suspension to removal	10-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
16. Deliberate misrepresentation, falsification, concealment or withholding of a material fact, or refusal to testify or cooperate in an official proceeding.	Written reprimand to removal	5-day suspension to removal	14-day suspension to removal
17. Loss or damage to Government property, records, or information. (Also see 44.) Penalty depends on value of property or extent of damage, and degree of fault attributable to the employee.	Oral admonishment to removal	Written reprimand to removal	5-day suspension to removal
18. Offenses relating to fighting. Penalty depends on such factors as provocation, extent of injuries, and whether action was defensive or offensive in nature.			
a. Threatening or attempting to inflict bodily harm.	Written reprimand to 14-day suspension	14-day suspension to removal	30-day suspension to removal
b. Hitting, pushing, or other acts against another without causing injury.	Written reprimand to 30-day suspension	30-day suspension to removal	Removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
c. Hitting, pushing, or other acts against another causing injury.	14-day suspension to removal	Removal	
19. Delay in carrying out or failure to carry out instructions in a reasonable time.	Oral admonishment to removal	Written reprimand to removal	5-day suspension to removal
20. Insubordinate defiance of authority, disregard of directive, refusal to comply with proper order.	Written reprimand to 14-day suspension	5-day suspension to removal	Removal
21. Sleeping while on duty.			
a. Where no danger to persons or property is involved.	Oral reprimand to 1-day suspension	Written reprimand to 5-day suspension	5-day suspension to removal
b. Where danger to persons or property is involved.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
22. Negligent performance of duties.			
a. Where damage or waste to Government property is insubstantial.	Oral admonishment to 1-day suspension	Written reprimand to 5-day suspension	5-day suspension to removal
b. Where damage or waste to Government property is substantial.	Written reprimand to 10-day suspension	5-day suspension to removal	14-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
<p>23. Offenses related to gambling.</p> <p>a. Participating in an unauthorized gambling activity while on Government premises or in duty status.</p> <p>b. Operating, assisting, or promoting an unauthorized gambling activity while on Government premises or in a duty status or while others involved are in a duty status.</p>	<p>Oral admonishment to 1-day suspension</p> <p>Written reprimand to removal</p>	<p>Written reprimand to 5-day suspension</p> <p>Removal</p>	<p>10-day suspension to removal</p>
24. Unauthorized canvassing, soliciting or peddling on EPA premises.	Oral admonishment to 5-day suspension	Written reprimand to 14-day suspension	10-day suspension to removal
25. Participating in a strike, work stoppage, slowdown, sickout, or other job action.	Removal		
26. Indebtedness where operations or reputation of Agency or its employees are affected.	Oral admonishment to written reprimand	Written reprimand to 5-day suspension	5-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
27. Forging or falsifying official Government records or documents.	Written reprimand to removal	Removal	
28. Borrowing money or obtaining co-signatures from subordinates.	Written reprimand to removal	20-day suspension to removal	Removal
29. Unauthorized carrying of firearms while on EPA premises.	Written reprimand to removal	30-day suspension to removal	Removal
30. Conducting personal affairs while in duty status.	Written reprimand to 1-day suspension	2-day to 10 day suspension	30-day suspension to removal
31. Falsifying time and attendance records for oneself or another employee.	Written reprimand to removal	10-day suspension to removal	Removal

OFFENSES RELATED TO OBSERVANCE OF EMPLOYEE RIGHTS

Nature of Offense	1st Offense	2nd Offense	3rd Offense
32. Sexual harassment.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
33. Discrimination based on race, color, sex, religion, national origin, age, marital status, political affiliation, or handicap.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
34. Interference with an employee's exercise of, or reprisal against an employee for exercising, a right to grieve, appeal, or file a complaint through established procedures.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
35. Reprisal against an employee for providing information to an Office of Inspector General (or equivalent) or the Office of Special Counsel, or to an EEO investigator, or for testifying in an official proceeding.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
36. Reprisal against an employee for exercising a right provided under 5 U.S.C. Chap 71 (governing Federal labor-management relations).	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal

OFFENSES PROSCRIBED IN STATUTE

37. Finding by MSPB of refusal to comply with MSPB order or of violation of statute causing issuance of Special Counsel complaint. [5 U.S.C. 1206 (g) (1) and 1207 (b)]	Written reprimand to removal, debarment from Federal Service not to exceed 5 years, or assessment of civil penalty not to exceed \$1,000.
38. Directing or rendering services not covered by appropriations. [5 U.S.C. 3103]	Removal
39. Prohibited political activity. a. Violation of prohibition against political contributions. [5 U.S.C. 7323] b. Violation of prohibition against campaigning or influencing elections. [5 U.S.C. 7324 and 7325]	Removal 30-day suspension to removal
40. Failure to deposit into the Treasury money accruing from lapsed salaries or from unused appropriations for salaries. [5 U.S.C. 5501]	Removal

41. Soliciting contributions for a gift for a superior; making a donation as a gift to a superior; accepting a gift from an employee receiving less pay. [5 U.S.C. 7351]	Removal
42. Action against national security. [5 U.S.C. 7532]	Suspension to removal
43. Willfully using or authorizing the use of a government passenger motor vehicle or aircraft for other than official purposes. [31 U.S.C. 1344]	30-day suspension to removal
44. Willful concealment, removal, mutilation or destruction of a public record. [18 U.S.C. 2071]	Removal

SAMPLE OFFICIAL REPRIMAND

MEMORANDUM

SUBJECT: Official Reprimand
FROM: (Official Authorized to Effect Action)
TO: (Name of Employee), (Title or Other Designation)

This is a notice that you are officially reprimanded for (offense). (The offense must be specifically described in sufficient detail so that the employee will fully understand the violation, infraction, or other action or omission for which he or she is being reprimanded. In support of the incident, such specifics as time, place, dates and events will be included.) The circumstances which make this reprimand necessary were discussed with you by me (or other individual) on (date).

(In the event the reprimand is a follow-up of previous offenses and the action is considered as a continuation of constructive discipline, the former incidents will be restated and if the employee failed to take any remedial action previously decided upon, that fact shall also be included.)

(The employee shall also be advised as to any specific action required of him or her.)

You may call upon me for any assistance which you may need to help you overcome this deficiency and to avoid future recurrence.

A copy of this reprimand will be filed in your official personnel folder for a period not to exceed two years.

You may file a grievance concerning this action through (Personnel Office will designate applicable grievance system and time limits for filing). You may obtain further information about Agency grievance procedures from _____ in the Personnel Office.

Figure 1

[END]