



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



FEB 2 2011

Mr. Carlton M. Hadden
Director, Office of Federal Operations
U.S. Equal Employment Opportunity Commission
131 M Street, NE
Washington, D.C. 20507

Dear Mr. Hadden:

Attached is the U.S. Department of the Interior's (Department) Annual Equal Employment Opportunity (EEO) Program Status Report for Fiscal Year (FY) 2010. The report was prepared in accordance with the guidelines in the U.S. Equal Employment Opportunity Commission Management Directive 715.

The Department is firmly committed to achieving and maintaining a Model EEO Program. This can be accomplished by, as stated by the Secretary, "employing the best people to do the best job possible and recognize that achieving a diverse workforce is integral to our success, as is creating a supportive culture that ensures our ability to retain that workforce." To ensure success, the Department continues to strengthen existing efforts and promote innovation and creativity around how to best achieve and maintain a work place where all employees have equal opportunity and equal access to realize their full potential.

During FY 2010, the following strategies were implemented to improve the EEO Program: new mandatory EEO and Diversity Training requirements were established for managers and supervisors; hiring reforms that simplified the application process were adopted; the Departmental Veterans Employment Program was established; managers, supervisors, and EEO practitioners were provided training on their role and responsibilities in the administrative complaints process; diversity performance measures were established for Senior Executive Service members; the first-ever Departmental Chief Diversity Officer was appointed; and the Secretary signed the Inclusive Workplace Statement that reinforces the expectation of "integrity, fairness, trust, ethical and legal behavior, and zero tolerance for discrimination."

If you have questions concerning this report, you may contact Ophelia Anderson, Chief, Diversity and Program Compliance Division, Office of Civil Rights, at (202) 219-0805 or ophelia_anderson@ios.doi.gov.

Sincerely,

Rhea Suh
Assistant Secretary – Policy, Management and
Budget

Attachment

**EEOC FORM
715-01 PART A - D**

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

For period covering October 1, 2009 to September 30, 2010

PART A	1. Agency	1. U.S. Department of the Interior
Department or Agency Identifying Information	1.a. 2 nd level reporting component 1.b. 3 rd level reporting component 1.c. 4 th level reporting component	
	2. Address	2. 1849 C Street, NW
	3. City, State, Zip Code	3. Washington, DC 20240
	4. CPDF Code	4. IN
	5. FIPS code(s)	5.
PART B	1. Enter total number of permanent full-time and part-time employees	1. 58,729
Total Employment	2. Enter total number of temporary employees	2. 20,975
	3. Enter total number employees paid from non-appropriated funds	3. Not Applicable
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]	4. 79,704
PART C	1. Head of Agency Official Title	1. Kenneth L. Salazar Secretary
Agency Official(s) Responsible For Oversight of EEO Program(s)	2. Agency Head Designee	2. Rhea Suh - Assistant Secretary Policy, Management and Budget
	3. Principal EEO Director/Official Official Title/series/grade	3. Sharon D. Eller Director, Office of Civil Rights
	4. Title VII Affirmative EEO Program Official	4. Ophelia Anderson Chief, Diversity & Program Compliance Div
	5. Section 501 Affirmative Action Program Official	5. Ophelia Anderson Chief, Diversity & Program Compliance Div
	6. Complaint Processing Program Manager	6. Lola Hatcher-Capers Deputy Director, Office of Civil Rights
	7. Other Responsible EEO Staff	Jack Andre Chief, Public Civil Rights Div Carolyn Cunningham, Special Emphasis Program & Minority Serving Institutions Program Manager

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

PART D	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
List of Subordinate Components Covered in This Report	Office of the Secretary	IN-01	1405
	Bureau of Indian Affairs	IN-06	
	Bureau of Land Management	IN-05	
	Bureau of Reclamation	IN-07	1425
	Fish and Wildlife Service	IN-15	1458
	Minerals Management Service	IN-23	5999
	National Park Service	IN-10	
	Office of Surface Mining	IN-22	
	Geological Survey	IN-08	1434

EEOC FORMS and Documents Included With This Report

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

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

U.S. Department of the Interior
For Period Covering October 1, 2009 to September 30, 2010

EXECUTIVE SUMMARY

The U.S. Department of the Interior (Department) is America's principal conservation agency. Its mission is to protect America's natural resources and heritage, honor cultural and tribal communities, and supply the energy to power the future. The Department's land and community-based programs touch the lives of most Americans, from the people of Yosemite National Park and the Arctic National Wildlife Refuge to the Canyons of the Ancients National Monument, Samoa and Guam, and the Virgin Islands. The Department recognizes its need for a talented and high performance workforce to accomplish its complex mission and the need to develop and maintain a supportive work environment.

The Department is firmly committed to achieving and maintaining a Model Equal Employment Opportunity (EEO) Program. This can be accomplished by, as stated by the Secretary, "employing the best people to do the best job possible and recognize that achieving a diverse workforce is integral to our success, as is creating a supportive culture that ensures our ability to retain that workforce." To ensure this objective is met, several strategies have been launched to strengthen existing efforts and promote innovation and creativity around how to best achieve and maintain a work environment where all employees have equal opportunity and equal access to realize their full potential.

Some of the strategies implemented in Fiscal Year (FY) 2010 in pursuit of this objective are listed below.

- Implemented eVersity, an EEO data collection and reporting tool, to more efficiently capture, identify, and analyze employment barriers.
- Established new mandatory EEO and Diversity training requirements for all managers and supervisors.
- Adopted new hiring reforms that revamped the application process and simplified vacancy announcements.
- Established the Departmental Veterans Employment Program to facilitate community outreach and targeted recruitment for the employment of veterans.
- Provided training to EEO practitioners to ensure sufficiently trained staff to manage and implement EEO programs in accordance with regulations and Departmental policy.
- Provided training to managers, supervisors, and employees on the EEO complaint process, civil rights laws and regulations, reasonable accommodation, and alternative dispute resolution.
- Established new Diversity Advocacy Performance Measures for managers and supervisors to ensure accountability.

- Appointed the first-ever Chief Diversity Officer to lead the Department's strategic approach to mobilize stakeholders to embrace diversity and inclusion.
- Implemented "Inclusive Workplace Statement," "Inclusive Workplace Strategy," and "Inclusive Workplace Plan." The strategies affirm the Secretary's commitment to diversity; set the expectation that supervisors and managers will model behaviors of inclusion, acceptance, and accountability; and require each bureau to develop its own Diversity Implementation Plan.
- Implemented the Diversity Change Agent Program to assist in managing diversity and inclusion in programs such as employee recruitment and retention, cultural competency initiatives, employee engagement, and diversity and inclusion training and development.

Workforce Demographics

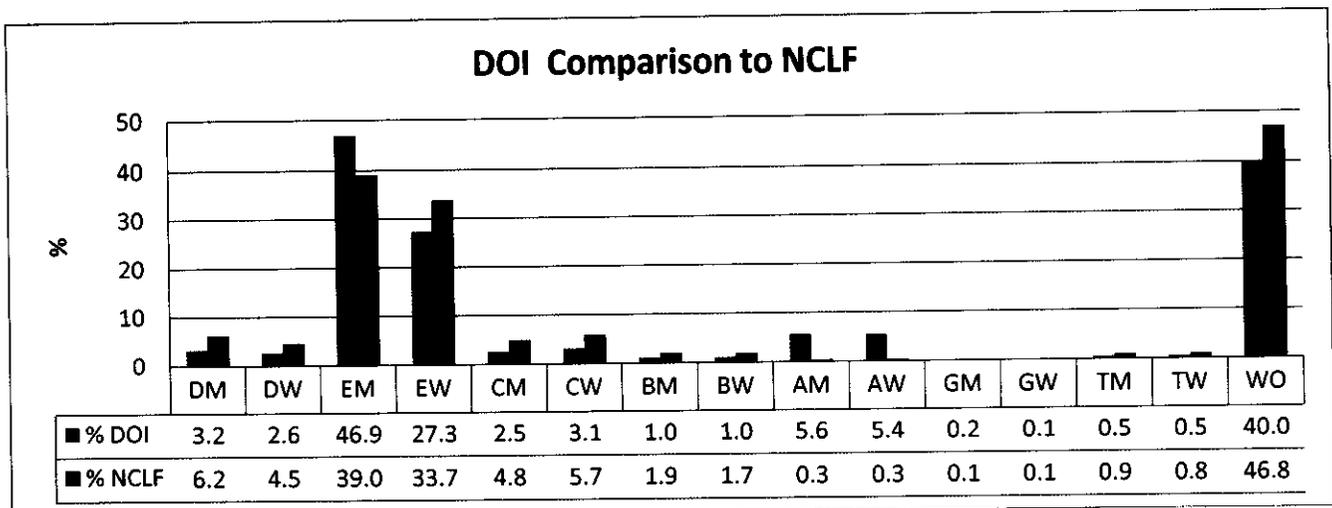
As of September 30, 2010, the Department's workforce was comprised of 58,729 permanent employees and 20,975 temporary employees for a total of 79,704 employees. The permanent workforce increased by 686 employees over FY 2009. The temporary workforce increased by 1,702 employees over FY 2009.

Participation Rates within Permanent Workforce. From October 1, 2009 through September 30, 2010, the Department's permanent workforce increased by 1.2%. The increase resulted in very little change in the participation rate of women, minorities, and employees with disabilities in the workforce. The workforce profile showed participation rates at 74.2% White, 11.0% American Indian/Alaska Native, 5.6% African American, 5.8% Hispanic, 2.0% Asian, 0.4% Native Hawaiian/Other Pacific Islander, and 1.0% Two or More Races. The workforce was made up of 40.0% women, 25.8% minorities, and 7.4% employees with disabilities. Employees with targeted disabilities made up 1.1% of the permanent workforce.

The following chart depicts the Department's permanent workforce participation rates for FY 2009 and FY 2010. Changes in participation rates are recorded as % Change.

	FY 2009 #	FY 2009 %	FY 2010 #	FY 2010 %	% Change
Women	23,144	39.9	23,513	40.0	+0.1
White M	27,266	47.0	27,533	46.9	-0.1
White W	15,886	27.4	16,059	27.3	-0.1
Hispanic M	1,822	3.1	1,865	3.2	+0.1
Hispanic W	1,438	2.5	1,499	2.6	+0.1
African American M	1,483	2.6	1,469	2.5	-0.1
African American W	1,786	3.1	1,815	3.1	0
Asian M	577	1.0	601	1.0	0
Asian W	577	1.0	598	1.0	0
Hawaiian/PI M	111	0.2	119	0.2	0
Hawaiian/PI W	79	0.1	88	0.2	+0.1
American Indian/AN M	3,381	5.8	3,307	5.6	-0.2
American Indian/AN W	3,176	5.5	3,178	5.4	-0.1
Two/More Races M	259	0.4	322	0.5	+0.1
Two/More Races W	202	0.3	276	0.5	+0.2
Employees w/Disabilities	4,261	7.3	4,367	7.4	+0.1
Total Employees	58,043		58,729		

In comparison to the National Civilian Labor Force (NCLF) statistics, the Department FY 2010 workforce profile met or exceeded the NCLF participation rate for White men, American Indian/Alaska Native men and women, and Native Hawaiian/Other Pacific Islander men and women. All other groups were below the NCLF. The chart below compares the participation of groups within the Department's FY 2010 permanent workforce to the groups' participation in the NCLF.



Race/Ethnicity/Gender Designations:

DM/DW Hispanic men/women

EM/EW White men/women

CM/CW African American men/women

BM/BW Asian men/women

AM/AW American Indian/Alaska Native men/women

GM/GW Native Hawaiian/Other Pacific Islander men/women

TM/TW Two or More Races men/women

WO All women

DOI data taken from the Federal Personnel and Payroll System, as of September 30, 2010.

NCLF data taken from 2000 Census. 2010 Census data available in FY 2012.

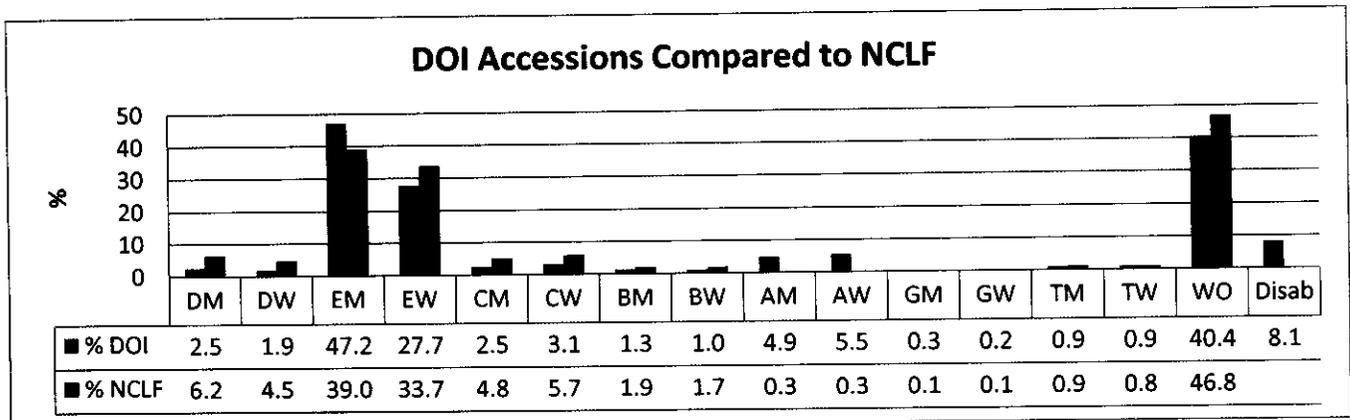
Participation Rates within Leadership Ranks. Within its leadership ranks, the Department experienced a net increase of 312 employees in grades General Schedule (GS) 13 through the Senior Executive Service (SES). Women and minorities accounted for 73.1% of the net increase in these grades.

Workforce data reflecting the participation rates of all groups in grades GS-13 through SES are provided in the table below. Grade GS-13 experienced rate increases in White women, Hispanic women, African American men, and employees with disabilities. Grade GS-14 experienced rate increases in White women, Hispanic women, African American men and women, American Indian/Alaska Native men and women, and employees with disabilities. Grade GS-15 experienced rate increases in Hispanic men and women, African American women, Asian men and women, and employees with disabilities. The SES experienced rate increases in African American men and women, Asian women, American Indian/Alaska Native men and women, and employees with disabilities.

	GS-13	GS-14	GS-15	SES
Women	37.5	35.4	29.8	34.1
White M	53.0	53.0	60.7	48.3
White W	27.2	25.7	22.4	24.0
Hispanic M	2.5	2.4	1.6	3.4
Hispanic W	1.8	1.6	1.0	2.2
African American M	2.0	2.1	1.6	3.7
African American W	3.3	3.0	2.5	3.4
Asian M	1.4	1.4	1.3	0.4
Asian W	1.1	1.4	0.5	0.4
Hawaiian/PI M	0.1	0.0	0.1	0.4
Hawaiian/PI W	0.1	0.0	0.0	0.0
American Indian/AN M	3.1	5.0	4.7	9.0
American Indian/AN W	3.4	3.4	3.2	4.1
Employees w/Disabilities	6.2	5.4	5.7	6.0

Participation Rates within Major Occupations. The Department experienced very little increase in the participation rates of women, minorities, and employees with disabilities in its reported major occupations: Park Ranger, General Biology, Wildlife Biology, Civil Engineering, Realty, Hydrology, Geology, and Education and Vocational Training.

Participation Rates within Accessions. During FY 2010, the Department had 5,089 accessions. Accessions include external hires and conversions from temporary to permanent appointment. The data showed that the Department's accessions met or exceeded the NCLF for White men (47.2%), American Indian/Alaska Native men (4.9%) and women (5.5%) and Native Hawaiian/Other Pacific Islander men (0.3%) and women (0.2%). Other groups were hired below their availability in the NCLF.



Race/Ethnicity/Gender Designations:

DM/DW Hispanic men/women

EM/EW White men/women

CM/CW African American men/women

BM/BW Asian men/women

AM/AW American Indian/Alaska Native men/women

GM/GW Native Hawaiian/Other Pacific Islander men/women

TM/TW Two or More Races men/women

WO All women

Disab Employees w/Disabilities compare to 2.2% Fed High

DOI data taken from the Federal Personnel and Payroll System, as of September 30, 2010.

NCLF data taken from 2000 Census. 2010 Census data available in FY 2012.

EEO Complaint Activity

Within the Department's administrative EEO complaints process, there were 288 formal complaints of discrimination filed in FY 2010. This represents a 6.3% increase in formal complaints over FY 2009. The basis alleged most often in complaints of discrimination was reprisal. The issue alleged most often was harassment (non-sexual).

The Department received ten Findings of Discrimination in FY 2010. Four findings were administrative judge decisions and six were final agency decisions. One finding is on appeal. In each of the findings, training was ordered for managers and employees located at the site where discrimination occurred. In addition, disciplinary action was recommended for those officials found to have discriminated.

To help reduce the number of complaints of discrimination, the following strategies will continue to be implemented throughout the Department: train management and employees on the EEO administrative complaints process, alternative dispute resolution, diversity, inclusion, and prohibited personnel practices; conduct compliance reviews to ensure civil rights laws and regulations and Department EEO and Human Resources policies are adhered to; and provide briefings to senior leadership to ensure accountability when there is non-compliance with civil rights laws and regulations and Departmental policy to provide a non-discriminatory and harassment-free work environment.

Self-Assessment Checklist

The FY 2010 Self-Assessment Checklist Measuring Essential Elements of the Model EEO Program (Part G) indicated Department-wide success on specific measures. Some previously unmet compliance measures were resolved during FY 2010. Additionally, some resolved measures eliminated the identified program deficiency. In those instances where resolution eliminated the deficiency, it is noted. Brief statements summarizing the newly met measures are provided below.

Element A – Demonstrated Commitment from Agency Leadership

-New employees are provided EEO policy statements during orientation.

Common DOI Deficiency – Inconsistency in providing EEO policies to 1) new employees during orientation; and 2) new managers and supervisors upon their appointment or promotion to supervisory status. – Deficiency eliminated.

Element B – Integration of EEO into Agency's Strategic Mission

- Sufficient budget is allocated to employees to utilize all EEO programs.
- EEO Program is allocated sufficient resources to train employees on EEO programs.
- There is sufficient budget to provide training to managers and supervisors on EEO.

Element C – Management and Program Accountability

- Employees, supervisors and managers have been informed of penalties for discriminating.
- The agency promptly complies with EEOC, MSPB, FLRA and court orders.

Element D – Proactive Prevention

- Senior managers assist EEO officials in identifying barriers to equal employment opportunity.

Element E – Efficiency

- The agency requires all managers and supervisors to receive ADR training.
- Responsible management officials involved in the dispute have settlement authority.
- The EEO Office has controls in place to monitor HR data for accuracy, timeliness, etc.

Element F – Responsiveness and Legal Compliance

All compliance measures under this element remain met from the prior reporting period.

Also, the self-assessment reflected that the Department continued to face challenges in the following compliance measures:

- Ensuring EEO officials' presence during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes;
- Assessing management/personnel policies, procedures and practices at regular intervals to determine hidden impediments to equality of opportunity for all employees or applicants.
- Acquiring sufficient personnel resources to ensure agency self-assessments are conducted annually as prescribed by MD-715.
- Establishing timetables for review of Merit Promotion Program, Employee Recognition Awards Program, and Employee Developing/Training Programs for systemic barriers.

-Implementing an adequate data collection and analysis system for tracking information required by MD-715.

-Issuing timely Final Agency Decisions.

-Tracking recruitment efforts and analyzing efforts to identify potential barriers.

To overcome these and other challenges, the Department has identified activities that will build upon existing strategies and ensure progress towards achieving a Model EEO Program. Planned activities are provided in Parts H, I, and J of the report.

EEOC FORM
715-01 PART F
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, Sharon D. Eller, am the Principal EEO Director for the Department of the Interior.

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

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

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



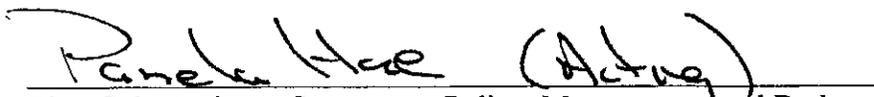
Sharon D. Eller, Director, Office of Civil Rights

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEOC MD-715.

JAN 24 2011.

Date



Rhea Suh, Assistant Secretary -- Policy, Management and Budget

Signature of Agency Head Designee

FEB 2 2011

Date

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

FY 2010
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #2:	Essential Element B: Integration of EEO into the Agency's Strategic Mission Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission. Common DOI Deficiency – Based on components' Self-Assessment Checklists, there are insufficient resources to enable agency to conduct a thorough barrier analysis of its workforce, to include provision of adequate data collection. (Modified Deficiency & Objective 1/2011)
OBJECTIVE:	Ensure sufficient resources are allocated to the EEO program to ensure program operates efficiently and effectively to identify and eliminate barriers to equality of opportunity.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources
DATE OBJECTIVE INITIATED:	January 31, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	March 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OCR and OHR will continue to collaborate with OPM to enable collection of applicant flow data.	September 30, 2011
2) OCR and OHR will continue to collaborate with OPM and EEOC to enable collection of disability data.	September 30, 2011
3) OCR will conduct program evaluation of overall EEO program.	December 30, 2011
4) OCR will submit report and recommendations based on assessment of EEO program to Deputy Assistant Secretary-Human Capital & Diversity.	March 30, 2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

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

FY 2010
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #3:	Essential Element C: Management and Program Accountability Requires the agency head to hold all managers, supervisors and EEO officials responsible for effective implementation of the agency's EEO Program and Plan. Common DOI Deficiency – Insufficient communication and consultation between Human Resources and EEO staffs (i.e., in second level components) in assessing and implementing all internal policies, practices, and procedures. (Modified Deficiency & Objective 1/2011)
OBJECTIVE:	To improve communication in order to engage in integrated results-oriented actions that improve overall human capital management.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources; EEO and HR Officers
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: December 30, 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) The OHR will ensure that bureau HR offices are aware of their responsibilities for input into the Federal Equal Opportunity Recruitment Program (FEORP) Plan as required by 5 CFR 720.	September 30, 2007 Modified Date: September 30, 2010 Completed
2) The OHR will ensure that bureau HR offices are aware of their responsibilities for input into the Disabled Veterans Affirmative Action Program (DVAAP) Plan as required by 5 CFR 720.	September 30, 2007 Modified Date: September 30, 2010 Completed
3) EEO Offices will provide regular updates on EEO Program goals and objectives to managers and supervisors.	September 30, 2010 Completed
4) OHR Veterans Employment Program Office will prepare the Annual DVAAP Report.	December 30, 2011
5) OHR Veterans Employment Program Office will develop a Strategic Plan for Hiring Persons with Disabilities.	March 30, 2011
6) OCR will partner with OHR, VEP on the development of	July 31, 2011

the Strategic Plan for Hiring Persons with Disabilities and assist with the plan's Department-wide implementation.

6) OCR will assist OHR, VEP in developing standard data queries for Disabled Veterans and Employees with Disabilities.

September 30, 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1) The Annual DVAAP Program and Report was successfully transitioned from OCR to OHR, Veterans Employment Program Office. A Department-wide DVAAP Plan was developed and implemented at the beginning of FY2011.

2) In December 2010, OCR began its partnership with the OHR, Veterans Employment Program Manager, to assist in establishing a team to prepare the Department's Strategic Plan for Hiring Persons with Disabilities, in accordance with OPM guidelines.

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

FY 2010
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #4:	Essential Element D: Proactive Prevention Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace. Common DOI Deficiency – Lack of participation and accountability by some managers and supervisors in assisting EEO program officials in identification and removal of barriers to employment.
OBJECTIVE:	To convey to managers and supervisors the challenges of and responsibilities associated with creating an environment of equal employment opportunity and non-discrimination.
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; EEO and HR Officers; Managers and Supervisors
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: September 30, 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) EEO and HR offices will prepare and disseminate periodic trend analyses on workforce profiles, major occupations, grade level distribution, workforce compensation and rewards system, and management/personnel policies, procedures and practices to senior management. These reports can be used in establishing performance measures.	September 30, 2010 Completed
2) EEO offices will utilize management level meetings and conferences to inform managers and supervisors of EEO accomplishments and challenges and to enhance understanding of their EEO responsibilities.	September 30, 2010 Completed
3) Annually, managers and supervisors will complete the required four hours of EEO and four hours of Diversity training in accordance with DOI policy.	September 30, 2011
4) All employees will take the required No FEAR Act Training on Whistleblowing and Non-Discrimination in the Workplace.	September 30, 2011
5) OCR will ensure that the No FEAR Act Training is reviewed for revisions, if needed.	February 28, 2011
6) DOIU will place the No FEAR Act Training on-line through DOI	March 30, 2011

Learn for all employees to take.

7) EEO Offices will assess bureaus' completion of the No FEAR Act Training and report to OCR.

December 30, 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The Departmental policy on mandatory EEO and Diversity Training for all managers and supervisors was modified in January 2010. The new policy mandates a total of eight hours of training annually – 4 hours of EEO training (civil rights laws, regulations, processes and procedures) and 4 hours of Diversity training (generational differences, cultural competency, etc.).

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

FY 2010
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #5:	Essential Element E: Efficiency Requires that the agency Head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process. Common DOI Deficiency - Lack of efficient automated data systems necessary to conduct barrier analyses on race, ethnicity, gender, disability, training, awards, and applicant flow, etc. as required by the Equal Employment Opportunity Commission.
OBJECTIVE:	To re-tool, upgrade, and/or create current data systems (i.e., FPPS, QuickHire, EEOR, Learning Management System, etc.) to address requirements of MD-715.
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; Director, National Business Center; Director, Office of Strategic Workforce Development; EEO and HR Officers
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2005 Modified Date: September 30, 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) The National Business Center will continue to work with users of the EEO database, resolve inefficiencies, and assist in the implementation of eVersity - an EEO data collection tool.	September 30, 2011
2) NBC, OHR, and Office of Strategic Workforce Development will ensure full utilization of the Department-wide Learning Management System, DOI-Learn, to track information on training and career development programs for all employees.	January 30, 2007 Modified Date: September 30, 2011
3) OCR and OHR will continue to collaborate with OPM to enable collection of applicant flow data.	September 30, 2009 Modified Date: September 30, 2011
4) OCR, with assistance from NBC, OHR, and representatives from the components will ensure the implementation of eVersity.	September 30, 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

eVersity has been implemented. Four bureaus have tested the system. NBC, OCR, and the vendor continue to work to resolve some mapping data issues. The Certification and Accreditation took place in December 2010. Full deployment is scheduled for FY 2011.

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

FY 2010
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #6:	Essential Element E: Efficiency Requires that the agency Head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process. DOI Deficiency – Non-compliance with regulatory time frames for processing complaints of discrimination.
OBJECTIVE:	To comply with time frames in accordance with EEOC regulations for processing EEO complaints of employment discrimination.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources; Director, Office of the Solicitor; and EEO Officers
DATE OBJECTIVE INITIATED:	October 1, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2007 Modified Date: September 30, 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OCR will conduct assessment of complaint processing procedures to determine where the time lag occurs within the stages of processing.	September 30, 2010 Completed
2) OCR will develop and implement management control procedures to improve the timeliness of complaint investigations.	September 30, 2011
3) OCR will develop and implement management control procedures to improve timeliness of final agency decisions.	September 30, 2011
4) OCR will provide professional training and certification for EEO counselors.	September 30, 2011
6) OCR, OHR, and the Solicitor's Office will develop policy to create consistency and uniformity in settlement agreement procedures across the DOI.	December 30, 2007 Modified Date: September 30, 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- 1) On a recurring basis, OCR provides training and certification for EEO counselors. Basic, Advanced, and Refresher EEO training was provided during FY 2010. In addition to structured, formal classroom training, OCR participates in bureaus' training conferences and hold monthly complaints managers meeting to provide guidance on complaints processing.
- 2) To improve the timeliness of FADS, OCR revised procedures to allow bureaus to contract out FADS for submission to OCR. This procedural change will improve timeliness.

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

FY 2010
Department of the Interior

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #7:	Essential Element E: Efficiency Requires that the agency head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO programs as well as an efficient and fair dispute resolution process. There is no method in place to collect data on why some groups of employees voluntarily depart the agency at rates higher than their participation in the Department's workforce.
OBJECTIVE:	To assess the reasons employees depart the agency.
RESPONSIBLE OFFICIAL:	Director, Civil Rights; Director, Human Resources; Director, National Business Center; EEO and HR Officers
DATE OBJECTIVE INITIATED:	October 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2007 Modified Date: June 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) HR offices will offer to all departing employees the opportunity to participate in an exit survey as part of the agency's out-processing checklist.	September 30, 2010 Modified: September 30, 2011
2) EEO and HR offices will analyze exit survey data, report findings on the reasons employee depart the agency, and make written recommendations for retention strategies.	June 30, 2012

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The exit survey is provided to all employees who voluntarily leave the DOI. The web-based interview tool is being used to gather information on why employees leave and will provide concrete data for use in enhancing DOI's retention strategies. During FY 2009 and FY 2010, the on-line exit survey for departing employees was rolled-out to the bureaus. However, complete utilization was not achieved across the Department. Pending further information on the feasibility of using the limited survey results to determine why employees leave the DOI.

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

FY 2010
Department of the Interior

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Recruitment

Census 2000 data identified seven groups within the Department's workforce that are below the civilian labor force benchmark. The groups are: Hispanic men and women, White women, African American men and women, and Asian men and women.

The same groups continue to be hired at rates below their participation in the national civilian labor force.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

Analyses of overall workforce statistics for FY 2005 through FY 2009 Workforce Tables 715-A1, Total Workforce and 715-A8, New Hires. Reviewed information on recruiting methods of HR offices, including targeted recruitment plans.

**STATEMENT OF
IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

The Department's traditional methods of outreach and recruitment may not be sufficient to produce an increase in the participation rate of some groups within the agency's workforce.

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Redesign existing and/or create new approaches to the way the Department conducts outreach and recruitment to attract, hire and retain those groups with low participation rates within the Department's workforce.

**RESPONSIBLE
OFFICIAL:**

Director, Human Resources; Director, Civil Rights; EEO and HR Officers; Directors and Office Heads; Managers and Supervisors

**DATE OBJECTIVE
INITIATED:**

January 30, 2006

**TARGET DATE FOR
COMPLETION OF
OBJECTIVE:**

September 30, 2007
Modified Date: December 30, 2011

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) EEO offices will provide demographics on the participation of women, minorities and persons with disabilities in the major occupations to servicing HR offices at the beginning of each fiscal year with periodic updates as the need arises.	October 30, 2011
2) HR offices will work with managers and supervisors to implement enhanced recruiting efforts for persons with disabilities in accordance with E.O. 13548, Increasing Federal Employment of Individuals with Disabilities.	September 30, 2011
3) EEO and HR offices will monitor effectiveness of outreach and recruitment activities and provide briefing, along with recommendations, to management for change, if needed.	December 30, 2011
4) EEO and HR offices will ensure outreach to minority institutions of higher education and diverse professional and community-based organizations.	September 30, 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2010, the DOI implemented the following strategies to assist in outreach and recruiting of women, minorities, and individuals with disabilities.

- 1) Exhibited at the National Association for Equal Opportunity in Higher Education, League of United Latin American Citizens, Congressional Black Caucus, 2010 Black Colleges and Universities Week, and Hispanic Association of Colleges and Universities conferences.
- 2) Conducted training at the national conferences of Blacks in Government, Federally Employed Women, Society of American Indian Government Employees, and Federal Asian/Pacific American Council.

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

FY 2010
Department of the Interior

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Hiring and Placement</p> <p>Subcomponents' MD-715 Reports reflect some existing practices that may not be conducive to creating an environment of free and open competition, equal access, and non-discrimination.</p> <p>Some of the reported challenges included: lack of targeted recruitment plans; non-issuance of EEO policy statements; lack of equity in employees' receipt of awards; inconsistent recruitment for targeted disabilities; unfamiliarity with hiring practices and appointing authorities; failure to understand the prohibition on illegal reprisal; and lack of knowledge on reasonable accommodation.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Analysis of the subcomponents' FY 2008 MD-715 Reports and Plans. Reviewed Agency Self-Assessment Checklist, 715-01 Part G, deficiencies identified in Plan to Attain Essential Elements of a Model EEO Program, Part H, and EEO Plan to Eliminate Identified Barrier, Part I.</p>
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Managers and supervisors may not be fully aware of how to manage for a diverse workforce.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Provide managers and supervisors with appropriate training so that they may understand and successfully discharge their duties and responsibilities to create an environment of equal employment opportunity, equal access, and non-discrimination.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director, Civil Rights; Director, Human Resources; Bureau/Office Heads; EEO and HR Officers; Managers and Supervisors</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>January 30, 2006</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2007 Modified Date: December 30, 2011</p>

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) Managers and supervisors will attend EEO and Diversity training annually as required by the Departmental policy.	September 30, 2011
2) All employees will take the No FEAR Act training on whistleblowing and discrimination in the workplace.	September 30, 2011
3) EEO will monitor managers' and supervisors' completion of the required annual EEO/Diversity training and report outcome to management.	December 30, 2011
4) Office Directors will ensure that all newly appointed supervisors attend a basic supervision course that includes topics on supervisory responsibilities in EEO, diversity, and human capital management.	September 30, 2011
5) EEO offices will provide quarterly reports of component's workforce demographics to Bureau heads.	September 30, 2011
6) EEO offices will ensure availability of training, within funding constraints, on diversity topics, to include reasonable accommodation and disability laws to managers and supervisors.	September 30, 2011
7) Managers and supervisors, in consultation with HR offices, will establish targeted recruitment plans for major occupations with low participation rates.	March 30, 2007 Modified Date: September 30, 2011
8) Managers and supervisors, in consultation with HR offices, will establish recruitment plans for targeted disabilities in accordance with the Department's Strategic Plan for Hiring Persons with Disabilities.	September 30, 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

EEO offices continued to promote EEO/diversity training for managers and supervisors. During FY 2010, all components offered on-line or classroom training in EEO, diversity, reasonable accommodation and other EEO-related topics. EEO/Diversity courses were offered through DOI University. All new employees were required to take training on Discrimination and Whistleblowing in the Workplace (No FEAR Act). All new managers and supervisors were required to attend the 40-hour Basic Supervisor Course, formal classroom training that outlines the responsibilities for ensuring a work environment of equal employment opportunity, equal access, and non-discrimination.

EEOC FORM
715-01 PART J

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Special Program Plan for the Recruitment, Hiring, and Advancement of
Individuals With Targeted Disabilities

PART I Department or Agency Information	1. Agency	1. U.S. Department of the Interior
	1.a. 2 nd Level Component	1.a.
	1.b. 3 rd Level or lower	1.b.

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the ...	beginning of FY2010		end of FY2010		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	58,043	100.00	58,729	100.00	+686	+1.2%
	Reportable Disability	*4,460	7.7	4,367	7.4	-93	-2.1%
	Targeted Disability*	*632	1.1	618	1.1	-14	-2.3%
<p>* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below). *Changes in beginning FY2010 figures due to data verification.</p>							
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						Not Available**	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						Not Available**	

PART III Participation Rates In Agency Employment Programs

Other Employment/Pers onnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	2,621	158	6.0	17	0.6	N/A	0	2,463	94.0
4. Non-Competitive Promotion Eligibles	6,898	464	6.7	60	1.0	196	2.9	6,238	90.4
5. Employee Development/Training	Not Available**								
5.a. Grades 5 - 12	Not Available**								
5.b. Grades 13 - 14	Not Available**								
5.c. Grade 15/SES Development Training	Not Available**								

6. Employee Recognition and Awards	67,932	5,122	7.5	652	1.0	1,698	2.5	61,112	90.0
6.a. Time-Off Awards (Total hrs awarded)	158,606	11,793	7.5	1,822	1.1	4,012	2.5	142,801	90.0
6.b. Cash Awards (total \$\$\$ awarded)	82,745,130	5,409,710	6.5	604,222	0.7	2,221,733	2.7	75,113,687	90.8
6.c. Quality-Step Increase	1,735	128	7.4	19	1.1	41	2.4	1,566	90.2
7. Details and Task Force Assignments	Not Available**								

EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers	See Pages 24 and 25								
Part V Goals for Targeted Disabilities	See Page 26								

**** No Department-wide tracking system for this data.**

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

FY 2010
Department of the Interior

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The participation of employees with targeted disabilities (1.1%) is below the recommended Federal High of 2.2%.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Analysis of statistical data from the Department's FY 2010 Demographic Tables, including Accessions, Promotions, and Separations. Assessment of targeted outreach and recruitment efforts.</p>
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Managers and supervisors may not be fully aware of how to: conduct outreach and targeted recruitment for persons with disabilities; utilize special appointing authorities for persons with disabilities; and provide workplace accommodations/adjustments for retention of persons with disabilities.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Provide managers and supervisors with appropriate training so that they may understand and successfully discharge their duties and responsibilities to create an environment of equal employment opportunity and equal access for persons with disabilities.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director, Civil Rights; Director, Human Resources; Bureau/Office Heads; EEO and HR Officers; Managers and Supervisors</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>November 30, 2010</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2012</p>

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) DOI will develop a Strategic Plan for Hiring Persons with Disabilities in accordance with EO 13548.	March 31, 2011
2) Managers and supervisors, in consultation with HR offices, will establish recruitment plans in accordance with the Department's Strategic Plan for Hiring Persons with Disabilities.	September 30, 2011
3) Managers, supervisors, and HR practitioners will be provided training on hiring and retention strategies for persons with disabilities.	October 30, 2011
4) OHR will report progress in increasing the number of persons with disabilities in the DOI workforce to senior level officials and OPM as required.	November 30, 2011
5) EEO and HR offices will provide reports to Bureau/Office Heads on progress in increasing the employment of persons with disabilities.	November 30, 2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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

As of September 30, 2010, the Department's permanent workforce was comprised of 618 employees with targeted disabilities. This represents a participation rate of 1.1%, which is below the recommended Federal benchmark of 2.2%. Additional FY 2010 data on employees with targeted disabilities follows.

Participation in Leadership Ranks

	GS-13	GS-14	GS-15	SES
Employees with targeted disabilities	0.8	0.6	0.6	0

Participation in Mission Critical Occupations

	Park Ranger	Biology	Wildlife Biology	Civil Eng.	Realty	Hydrology	Geology	Education/ Voc. Trng
Employees with targeted disabilities	0.9	0.7	0.3	1.1	0.9	0.2	0.8	0

Accessions and Voluntary Separations Rates, FY 2009 and FY 2010

	FY 2009		FY 2010	
	Accessions	Separations	Accessions	Separations
Employees with targeted disabilities	0.8	1.0	0.9	1.0

The Department will continue to implement the following strategies to increase the participation of employees with targeted disabilities in its permanent workforce.

- 1) Collaborate with subcomponents, Federal agencies, and advocacy organizations to sponsor workshops, forums, and training sessions to educate managers, supervisors, and HR and EEO practitioners on the laws, regulations, initiatives, and special hiring authorities for individuals with disabilities.

- 2) Advocate the use of various resources, programs, and services available for the recruitment, employment, and accommodation of individuals with disabilities, to include: State Vocational Rehabilitation agencies; Disability Services Offices at colleges and universities; Employer Assistance Referral Network; student employment authorities; Schedule A Hiring Authority; Workforce Recruitment Program; Department of Labor Office of Disability Employment Policy; Department of Defense Computer/Electronic Accommodations Program; Veterans Administration special programs for service members; and Job Accommodations Network.

- 3) Develop strategies and implement targeted recruitment plans to increase individuals with disabilities in the applicant pool, in accordance with DOI Strategic Plan for Hiring Persons with Disabilities.

- 4) Ensure all managers and supervisors are provided training on disability laws, to include the new American with Disabilities Act Amendment, as amended in January 2009, EEOC guidance on reasonable accommodation, DOI policy on Reasonable Accommodation for Individuals with Disabilities, and the availability of assistive technology through the Department's Accessible Technology Center.