

**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, 2012 to September 30, 2013**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. U.S. Department of the Interior</b>	
	1.a. 2 <sup>nd</sup> level reporting component			
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 1849 C Street, NW</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20240</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. IN</b>	<b>5.</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>		<b>1. 56,212</b>	
	<b>2. Enter total number of temporary employees</b>		<b>2. 16,229</b>	
	<b>3. Enter total number employees paid from non-appropriated funds</b>		<b>3. Not Applicable</b>	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>4. 72,441</b>	
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Sally Jewell Secretary</b>	
	2. Agency Head Designee		<b>2. Rhea Suh - Assistant Secretary Policy, Management and Budget</b>	
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Sharon D. Eller Director, Office of Civil Rights</b>	
	4. Title VII Affirmative EEO Program Official		<b>4. Ophelia Anderson Chief, Compliance &amp; Programs Div</b>	
	5. Complaints Processing Program Official		<b>5. Vanessa Victor Chief, Employment Complaints &amp; Adjudication Div</b>	
	6. Other Responsible EEO Staff		<b>6. Sloan Farrell Chief, Public Civil Rights</b>	
	7. Other Responsible EEO Staff		<b>Alvin Dillings, OCR Senior Policy Advisor</b>	
			<b>Mark Oliver, OCR Senior Advisor, Partnerships</b>	
			<b>Acquanetta Newson, EEO Specialist</b>	

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<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
List of Subordinate Components Covered in This Report	Office of the Secretary	IN-01	
	Bureau of Indian Affairs/Indian Education	IN-06	
	Bureau of Land Management	IN-05	
	Bureau of Reclamation	IN-07	
	Fish and Wildlife Service	IN-15	
	Bureau of Ocean Energy Management	IN-27	
	National Park Service	IN-10	
	Office of Surface Mining	IN-22	
	Geological Survey	IN-08	
	Bureau of Safety & Environmental Enforcement	IN-26	

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. Department of the Interior  
For Period Covering October 1, 2012 to September 30, 2013

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## EXECUTIVE SUMMARY

The U.S. Department of the Interior (Department) manages the Nation's public lands and minerals including providing access to public lands and the Outer Continental Shelf for renewable and conventional energy; is the steward of 20 percent of the Nation's lands including national parks, national wildlife refuges, and the public lands; is the largest supplier and manager of water in the 17 western states and a supplier of hydropower energy; and upholds Federal trust responsibilities in Indian Tribes and Alaska Natives. It is responsible for migratory wildlife conservation; historic preservation; endangered species conservation; surface-mined lands protection and restoration; mapping, geological, hydrological and biological science for the Nation; and financial and technical assistance for the Insular areas.

The Department continues its efforts to maintain a 21<sup>st</sup> Century workplace that is diverse, inclusive, and free from discrimination and harassment. Through the use of several tools, including: the Strategic Plan for Fiscal Year (FY) 2011-2016; the Inclusive Workplace Strategy; the Diversity and Inclusion Strategic Plan; the Strategic Plan for Hiring Persons with Disabilities; and the Engaging the Next Generation initiative, the Department is designing and implementing strategies to attract, hire, and retain a talented workforce to accomplish its mission. At the same time, it is creating a work environment that values all employees and ensures equal opportunity and equal access to all its employees. Some of the strategies implemented during FY 2013 are described below.

***Strategic Partnerships*** – The Department continued to collaborate with OPM and other Federal agencies as a member of the OPM Diversity and Inclusion Group. This group is charged with developing government-wide strategies focused on building agencies' capacity to affect a diverse and inclusive workplace. Some of the strategies under development include: diversity and inclusion metrics, core competencies for diversity and inclusion practitioners; and promulgation of "The New IQ: 20 behaviors that lead to an inclusive environment."

Through its relationship with the Partnership for Public Service (PPS), the Department's Inclusive Workplace Strategy was showcased at a PPS Event of Excellence. FY 2013 marked the second consecutive year that the Strategy has been featured by the PPS as a diversity and inclusion best practice. The PPS reported it was the best-attended Event of Excellence in recent history. As a result, the Department's Inclusive Workplace Strategy has received government-wide attention and created a great demand for advice and guidance from diversity professionals in other Federal agencies.

***Establishment of Inclusive Policies*** – The Department released its first-ever Transgender and Other Gender Non-conforming Employee Policy. The document outlines the policy regarding support for transgender and other gender non-conforming employees, management's responsibility for ensuring compliance, and the expectation that all employees are to be treated with dignity and respect.

A new Departmental EEO policy established procedures for processing complaints of discrimination based on sexual orientation. Lesbian, gay, bi-sexual and heterosexual Federal employees or applicants who believe they have experienced sexual orientation-based discrimination may elect to file under this policy and under the EEOC regulations that govern the processing of sex discrimination claims.

The Department developed a Limited English Proficiency (LEP) Plan. The LEP Plan helps to reduce language barriers for LEP individuals seeking access to government services and obligates organizations receiving federal assistance in the form of grants or training from the Department to take reasonable steps to ensure the same meaningful access to their programs.

***Engaging the Next Generation Initiative*** – In 2009, the Department established a comprehensive youth program with strong performance goals to engage, educate and employ youth. During FY 2013, the Department employed 15,546 youth, ages 15 to 25 years old. Building on the success of the Youth in the Great Outdoors Initiative, Secretary Jewell has launched an aggressive vision to inspire millions of young people to play, learn, serve and work outdoors through increased volunteer and employment opportunities. A key component of the Department’s efforts will be partnering with youth organizations through the 21<sup>st</sup> Century Conservation Service Corps. Through these corps partnerships, the Department will reach thousands of diverse opportunity youth – 58% of corp members at entry are below the poverty line, 30% were not in school and did not have a GED/diploma.

***Student Ambassador Program*** – The Department launched the second year of its Student Ambassador Program. Twenty-two top performing students were selected as ambassadors to increase interest in and knowledge of job and internship opportunities, encourage applications for employment, and establish a talent pipeline for the Department. The ambassadors, on targeted college campuses from California to Georgia: conducted 721 meetings, advising sessions, presentations, and workshops; reached 5,542 students through outreach and marketing efforts; increased the percentage of students who were “somewhat” or “very likely to apply” for Department career and internship opportunities from 62% to 91%; and established relationships with more than 100 faculty and staff members.

***Diversity Change Agent (DCA) Program*** – Diversity Change Agents continued to successfully influence organizational change and shift the diversity and inclusion focus from workplace profile data to a broader dialogue about organizational development and talent management. During FY 2013, 171 new DCAs were certified.

***Outreach to Persons with Disabilities*** - The Department has strategically aligned its outreach to persons with disabilities with its efforts to attract and hire veterans. While many of the outreach activities focused on disabled veterans, especially veterans who are 30% or more disabled, the strategy also supported the hiring of non-veterans with disabilities who may be eligible for appointment under special hiring authorities. As a result of increased collaboration with the Veterans Administration; organizations that support Operation Warfighter and Wounded Warrior programs; Paralyzed Veterans of America; and other organizations that support veterans, the Department has experienced an increase in the accession rate for persons with targeted disabilities.

The remainder of the Executive Summary provides a brief synopsis of components of the Department’s workforce profile, EEO complaints statistics, and EEO Model Program compliance measures.

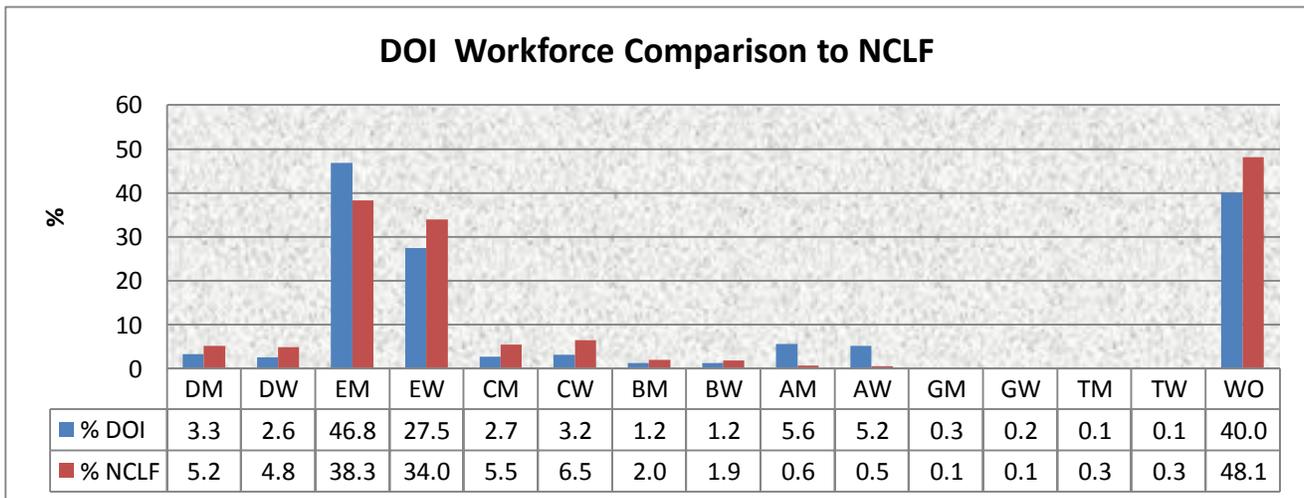
## **Workforce Demographics**

On September 30, 2013, the Department’s total workforce was comprised of 56,212 permanent and 16,229 temporary employees for a total of 72,441. The permanent workforce decreased by 4.2% since FY 2012. The decrease in the permanent workforce may be attributed to fewer new hires due to

budgetary constraints imposed by sequestration. The change in the permanent workforce reflects 40.5% fewer hires and 15.0% more voluntary separations (including retirements) than in FY 2012.

Participation Rates within Permanent Workforce. FY 2013 workforce statistics showed the Department’s participation rates at 74.3% White, 10.8% American Indian/Alaska Native, 5.9% Hispanic, 5.9% African American, 2.4% Asian, 0.5% Native Hawaiian/Other Pacific Islander, and 0.2% Two or More Races. There were slight participation rate increases in White men and women and African American men. Participation rates for Hispanic men and women, African American women, Asian men and women, Native Hawaiian/Other Pacific Islander men and women, and Two or More Races men and women did not change. American Indian/Alaska Native men and women participation rates decreased. The categories women (40.0%) and minorities (25.7%) did not change from FY 2012 rates. Employees with disabilities saw an incremental rate increase from 7.9% in FY 2012 to 8.0% in FY 2013. Employees with targeted disabilities at 1.0% remained the same as in FY 2012.

In comparison to National Civilian Labor Force (NCLF) statistics, the Department’s workforce profile 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, as depicted in the following chart.



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, 2013.

NCLF data taken from 2010 Census, American Community Survey per EEOC.

Participation Rates within Leadership Ranks. During FY 2013, 16% fewer promotions occurred within the Department’s leadership ranks, grades General Schedule (GS) 13 through the Senior Executive Service (SES), than in FY 2012. Despite fewer promotions, there were slight increases in the participation rates of: White women in grades 14 and 15; Hispanic men in grade 13 and SES; Hispanic women in grades 14, 15 and SES; African American men in grades 13, 14, 15 and SES; African American women in grade 14; Asian men in grades 13, 14 and 15; Asian women in grades 13 and 15; Native Hawaiian/Other Pacific Islander men in grade 14; Native Hawaiian/Other Pacific Islander women in grade 13; American Indian/Alaska Native men in grade 13 and SES; American Indian/Alaska Native women in grades 13, 15 and SES; and employees with disabilities in grades 13, 14 and SES.

Data on competitive promotions within grades GS-13 through the senior levels showed the following distribution: White men 50.0%; White women 28.0%; African American 4.7%; Hispanic 6.1%; Asian 2.8%; Native Hawaiian/Other Pacific Islander 0.6%; American Indian/Alaska Native 7.6%; Two or More Races 0.2%; and employees with disabilities 4.8%. A comparison of the competitive promotion rates to the groups' participation in the Department's workforce revealed White men, White women, Hispanics, Asians, and Native Hawaiian/Other Pacific Islanders were promoted at rates higher than their workforce participation. African Americans, American Indian/Alaska Natives, and employees with disabilities were promoted at rates lower than their participation in the workforce. Within non-competitive promotions, White women, African Americans, Asians, American Indians/Alaska Natives, and employees with disabilities experienced greater participation than within competitive promotions.

Workforce distribution data on the occupational category Executive/Senior Level Officials and Managers (grades 15 and above) showed White men, African American men, Asian women, Native Hawaiian/Other Pacific Islander men, and American Indian/Alaska Native men in this category met or exceeded their participation in the Department's workforce. The remaining groups, including employees with disabilities, were at rates lower than their workforce participation. Women (all races/ethnicity combined), at 40.0% of the permanent workforce, had the largest (6.6%) gap in the executive/senior levels at 33.4%.

Participation Rates within Major Occupations. During FY 2012 and FY 2013, the Department conducted an assessment of its major occupations to show linkage to Human Capital workforce planning strategies, mission critical occupations (MCOs), and the Department's Strategic Plan. The assessment resulted in the identification of three MCOs and two mission critical programs. The three MCOs (Natural Resources, Series 0401; Civil Engineering, Series 0810; and Geologist, Series 1350) are aligned with 72% of the performance measures in the Department's Strategic Plan. The two mission critical programs are Wildland Fire (supported by occupations Forestry Technician, Series 0462; and Range Technician, Series 0455) and Law Enforcement and Security (supported by occupations Enforcement and Compliance, Series 1801; Criminal Investigator, Series 1811; Park Ranger, Series 0025; Security Administration, Series 0080; Security Guard, Series 0085; and Dispatcher, Series 2151).

The participation rates within the 11 MCOs reflected White men, American Indian/Alaska Native men and women, and Native Hawaiian/Other Pacific Islander men and women met or exceeded Occupational Civilian Labor Force (OCLF) data in seven of the occupations. White women met or exceeded the OCLF in two of the occupations. Hispanic men met or exceeded the OCLF in five of the occupations, while Hispanic women were below the OCLF in all the occupations. Asian men met or exceeded the OCLF in one occupation, and Asian women met or exceeded the OCLF in three occupations. African American men and women met or exceeded the OCLF in two occupations.

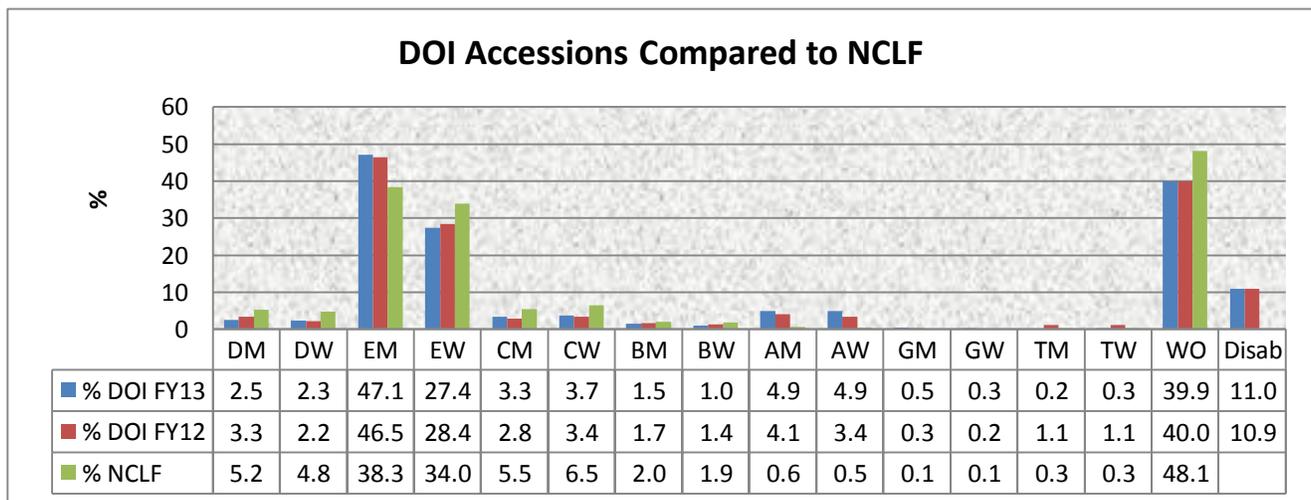
When comparing the Department's participation rate of employees with disabilities in the permanent workforce (8.0%) to their participation in the 11 MCOs, the data showed rates that exceeded 8.0% in five of the occupations.

Participation Rates within Employee Recognition and Awards. Data on employee recognition and awards showed the majority of groups' participation rates exceeded, met, or were no more than 1.0% below their participation rates in the Department's permanent workforce. Notwithstanding participation increases in five award categories over FY 2012, American Indian/Alaska Native employees, at 10.8% of the permanent workforce, continued to experience low participation rates in five of the six award categories: Time Off Awards (1-9 hours) 5.9%; Time Off Awards (+9 hours) 8.1%; Cash Awards (\$501+) 7.4%; Quality Step Increases 5.2%; and SES Performance Awards 9.6%. American Indian/Alaska Native employees exceeded participation in Cash Awards (\$100-\$500) at 11.2%.

Employees with disabilities experienced greater participation in recognition and awards in five of the six award categories over FY 2012. In comparison with its 8.0% participation in the permanent workforce, employees with disabilities received: 7.8% Time Off Awards (1-9 hours); 7.7% Time Off Awards (9+ hours); 7.3% Cash Awards (\$501+); 6.1% Quality Step Increases; and 6.8% SES Performance Awards. Employees with disabilities exceeded participation in Cash Awards (\$100-\$500) at 9.3%.

Participation Rates within Accessions. The Department hired 2,566 employees in FY 2013. This represents a 40.5% reduction in accessions since FY 2012 and a 43.1% reduction since FY 2011. Accessions include external hires and conversions of employees and students from temporary to permanent appointments. The data showed participation rates of accessions met or exceeded the NCLF for White men (47.1%); American Indian/Alaska Native men (4.9%) and women (4.9%); Native Hawaiian/Other Pacific Islander men (0.5%) and women (0.3%); and Two or More Races women (0.3%). All other groups were hired at rates below their availability in the NCLF. The accession rate for employees with targeted disabilities increased to 1.5% from 1.0% in FY 2012.

Though still below the NCLF, Hispanic women and African American men and women experienced higher accession rates in FY 2013 than in FY 2012, as depicted in the following chart.



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

DOI data taken from the Federal Personnel and Payroll System, as of September 30, 2013.

NCLF data taken from 2010 Census, American Community Survey per EEOC.

Participation Rates in Separations. Workforce data revealed the Department experienced 585 (15.0%) more voluntary separations, including retirements, in FY 2013 than in FY 2012. American Indian/Alaska Native men and women accounted for 54.7% of the 585 additional separations due to the offering of VERA and VSIP within Indian Affairs. White men accounted for 42.2%, and the remaining 3.1% were distributed across the other groups of employees. American Indian/Alaska Native men (5.6%) and women (5.2%) were the only groups with separation rates higher than their participation in the permanent workforce.

The separation rates for employees with disabilities (10.6%) and targeted disabilities (1.3%) remained the same as FY 2012. These two groups, at 8.0% and 1.0% respectively, continued to separate at rates higher than their participation in the permanent workforce.

### **EEO Complaint Activity**

During FY 2013, 501 counselings took place in the Department's administrative EEO complaints process. The Departmental EEO Statistical Report of Discrimination Complaints indicated alternative dispute resolution (ADR) was made available during the EEO complaints process. ADR was offered in 428 pre-complaints, but only 34.8% pre-complaints entered into the ADR program. In FY 2014, an analysis of the ADR program will be conducted to determine why more pre-complaints and complaints do not enter the program.

There were 294 new formal complaints filed in FY 2013, representing 28.7% fewer complaints filed than in FY 2012. The number one and two bases alleged most often in complaints of discrimination were reprisal and race. The number one and two issues alleged most often were non-sexual harassment and disciplinary action. The most often alleged bases and issues remain unchanged from FY 2012.

The Department received four findings of discrimination, an increase of one over FY 2012. As a corrective action, compliance training for managers was conducted in three locations. Additional training was curtailed due to budgetary and travel constraints imposed by sequestration.

### **Self-Assessment Checklist**

The Self-Assessment Checklist (Part G) requires the Department to measure the efficiency and effectiveness of its EEO Program against the six essential elements of the Model EEO Program, as prescribed by EEOC. The assessment revealed the Department complied with 76.0% of the measures; an increase from 71.0% in FY 2012. Several measures improved, including: better coordination of EEO plans with all appropriate functions; more senior management engagement in the elimination of employment barriers; increased accountability measures for contract investigations; and more frequent review of personnel policies and practices for barriers that may impede full participation by all employees.

The assessment also revealed the need to implement actions to comply with the unmet measures in essential elements: 1) demonstrated commitment from agency leadership; 2) integration of EEO into the agency's strategic mission; 3) management and program accountability; 4) proactive prevention; and 5) efficiency. The deficiencies in these measures indicate a lack of written policies that express commitment to EEO and a workplace free of discriminatory harassment; an adequate data collection and analysis system to capture applicant flow data; timely EEO counselings and investigations; and timely final agency decisions.

To resolve the unmet measures, activities are planned that will strengthen existing strategies and ensure progress towards achieving a Model EEO Program. A list of the activities and information on progress made in eliminating unmet measures are provided throughout Parts H, I, and J of the report. Also included are new or modified deficiencies, strategies and activities that resulted from the EEOC Technical Assistance Visit to the Department in FY 2013.

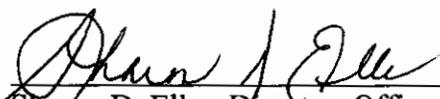
EEOC FORM  
715-01 PART F  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

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.

19 May 2014  
Date



Rhea Suh, Assistant Secretary – Policy, Management and Budget

Signature of Agency Head Designee

April 30, 2014  
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 2013**  
**Department of the Interior**

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #1:	<p><b>Essential Element A: Demonstrated Commitment from Agency Leadership</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</p> <p>Common DOI Deficiency – the agency heads needs to communicate commitment to equal employment opportunity through the ranks, at the beginning of his/her tenure and annually, thereafter, by issuing and disseminating written policy statements that express the agency’s commitment to EEO and a workplace free of discriminatory harassment.</p>
OBJECTIVE:	Ensure written policies exist, and are disseminated DOI-wide, that expresses commitment to creating and maintaining a workplace free of discrimination and harassment.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources, Office of the Solicitor; Office of Communications; Bureau Heads, Bureau EEO Offices and Bureau HR Offices
DATE OBJECTIVE INITIATED:	April 12, 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	May 21, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OCR will write an EEO policy for signature by the new Secretary.	September 30, 2013 <b>Completed</b>
2) OCR will write an Anti-Harassment policy for signature by the new Secretary.	September 30, 2013 <b>Completed</b>
3) SOL will review and surname the final EEO policy.	April 30, 2014
4) SOL will review and surname the final Anti-Harassment policy.	April 30, 2014
5) The Secretary will sign the EEO and Anti-Harassment policies.	May 15, 2014
6) OCR will post the new policies on the DOI website.	May 21, 2014

7) OCR, OHR, the Office of Communications, Bureau Heads, and Bureau EEO and HR offices will disseminate the new policies throughout the Department.

May 21, 2014

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

Since submission of the FY 2012 MD 715 report, the Department implemented several new and revised policies that promote equal opportunity and non-discrimination in the workplace. The Department released its first-ever Transgender and Other Gender Non-conforming Employee Policy. The policy outlines support for transgender and other gender non-conforming employees, management’s responsibility for ensuring compliance, and the expectation that all employees are to be treated with dignity and respect.

The policy and procedures on reasonable accommodations were revised and now more clearly communicates the Department’s commitment to providing reasonable accommodations to persons with disabilities. The accompanying handbook provides definitions, legal requirements, and timelines related to processing requests for reasonable accommodation.

A new Departmental EEO policy outlining the procedures for processing complaints of discrimination based on sexual orientation was established. Lesbian, gay, bi-sexual and heterosexual Federal employees or applicants who believe they have experienced sexual orientation-based discrimination may elect to file under this policy and under the EEOC regulations that govern the processing of sex discrimination claims.

The Department developed a Limited English Proficiency (LEP) Plan. The LEP Plan helps to reduce language barriers for LEP individuals seeking access to government services and obligates organizations receiving federal assistance in the form of grants or training from the Department to take reasonable steps to ensure the same meaningful access to their programs.

Other personnel policies issued and disseminated Department-wide included: Delegated Examining Policy; Pathways Programs Policy; Administratively Determined Pay Plan for Emergency Workers Policy; and Special Pay Rates for Certain Scientists Policy.

Generally, notices are sent to all employees advising of new policies, and policies are posted on the Department’s website (both internet and intranet) for easy access by employees, applicants for employment, and the public. Training on new policies occurs through workshops (formal classroom training and webinars) and more recently through the use of social media.

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 – the agency needs to conduct a thorough barrier analysis of its workforce, to include provision of adequate data collection.

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; Director, Office of Strategic Employee and Organizational Development; Director, Office of Safety and Health; Bureau EEO Offices and HR Offices	
DATE OBJECTIVE INITIATED:	Modified September 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	January 15, 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1) OCR will conduct a limited review of three bureaus' EEO programs.	August 31, 2014	
2) OCR will submit written reports and recommendations to the bureaus' EEO Directors and other appropriate senior officials if necessary.	September 30, 2014	
3) OCR, OHR, OSEOD, and OSHA will meet on a recurring basis to discuss strategies, efficiencies, and challenges that may trigger barriers to equality of opportunity for all employees.	September 30, 2014	
4) The OCR Director will present to the agency head or designee the "State of the Agency" briefing covering components of the annual EEO Program Report.	January 15, 2015	
<b><u>REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE</u></b>		
<p>This deficiency was modified based on EEOC's Technical Assistance Visit feedback received in September 2013.</p> <p>Due to the size of several bureaus, decentralization of some processes, and incompatible data tracking systems, it has been a challenge for OCR to conduct a complete barrier analysis of the Department's entire workforce. Therefore, the bureaus are charged with conducting barrier analysis within their respective workforce and reporting deficiencies or inconsistencies to the bureau's senior officials and the Director of the Departmental OCR.</p>		
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #3:	<p><b>Essential Element D: Proactive Prevention</b>  <a href="#">Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</a></p> <p>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.</p>	
OBJECTIVE:	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, Office of Civil Rights; Director, Office of Human Resources; Bureau EEO Offices, Bureau HR Offices; Managers and Supervisors; Director, Office of Strategic Employee and Organizational	

	Development; Office of the Solicitor; Office of the Inspector General
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2015
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) 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, 2014
2) All employees will complete the FY 2013 No FEAR Act Training on Whistleblowing and Non-Discrimination in the Workplace.	August 30, 2013 <b>Completed September 30, 2013</b>
3) EEO Offices will assess bureaus' completion of No FEAR Act training and report findings to OCR.	September 15, 2013 <b>Completed December 31, 2013</b>
4) OCR will ensure a policy on non-discrimination based on sexual orientation is established and made available to all DOI employees.	September 30, 2013 <b>Completed June 30, 2013</b>
5) OCR will update the Departmental policy on reasonable accommodation and make available to all DOI employees.	September 30, 2013 <b>Completed February 28, 2014</b>
6) OCR, OSEOD, and OIG will develop the Department's FY 2015 No FEAR Act Training for all employees.	December 31, 2014
7) OCR, OSEOD, and OIG will release the FY 2015 No FEAR Act Training to all employees.	January 31, 2015
8) All employees will complete the FY 2015 No FEAR Act Training.	September 30, 2015

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

Ninety-three percent of the Department's temporary and permanent workforce completed the FY 2013 No Fear Act Training on Whistleblowing and Non-Discrimination in the Workplace in a timely manner.

A milestone in employee development was the acquisition of a Department-wide license that allows all employees access to hundreds of Skillsoft on-line classes at no cost. In the area of leadership development, the Department conducted more than ten week-long supervisory training programs to build supervisory competencies of new and mid-career supervisors. And, several leadership speakers' forums were held to increase the skills of executives on topics that enhanced the ECQs of leaders in place and those in training.

Specific training on reasonable accommodation was provided to managers on several occasions throughout the year. Training was offered through formal classroom settings and webinars. The Department partnership with the Department of Defense Computer/Electronic Accommodation Program (DoD CAP) afforded not only training to managers, supervisors, and employees, but also individual workplace assisted technology and ergonomic assessments, assisted technology

equipment, and individual training sessions on the acquired equipment, all at no cost to Department.

The Department's cadre of Diversity Change Agents continued to grow and successfully influence organizational change within the workplace. During FY 2013, 171 new DCAs were certified.



STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #4:	<p><b>Essential Element E: Efficiency</b> 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.</p> <p>Common DOI Deficiency – Integrated automated data systems are necessary to conduct barrier analyses on race, ethnicity, gender, disability, training, awards, and applicant flow, etc. as required by the Equal Employment Opportunity Commission.</p>
OBJECTIVE:	To re-tool, upgrade, and/or create current data systems (i.e., FPPS, IBC Datamart, Learning Management System, etc.) to address requirements of MD-715.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources; Director, Interior Business Center; Director, Office of Strategic Employee and Organizational Development; Bureau EEO Offices, HR Offices, and Contracting Offices
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 31, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) IBC, OHR, and OSEOD will ensure utilization of the Department's Learning Management System, to track information on training for employees.	September 30, 2014
2) OCR and OHR will issue guidance on the collection of disability status of applicants, with release of the new EEOC Applicant Form.	June 30, 2014
3) OCR, OHR, and IBC will collaborate with OPM to put in place a MOU with USASTaffing to collect and report applicant flow data.	September 30, 2014
4) OCR and Bureau EEO Offices, HR Offices, and Contracting Offices will collaborate with Monster to ensure procedures are put in place that will allow the capture and reporting of applicant flow data.	September 30, 2014
5) OCR will monitor the collection of applicant flow data and report findings and recommendations to senior leaders.	December 31, 2014
6) IBC Datamart will create workforce tables (MD 715 application) for collecting and reporting demographics as required by EEOC.	March 30, 2013 <b>Completed</b>

7) IBC Datamart will ensure 2010 Census data (EEOC Special Files) are incorporated into its MD 715 application.	June 30, 2013 <b>Completed</b>
8) IBC Datamart will conduct training on the Datamart/Hyperion EEO workforce tables and queries for the EEO community.	October 30, 2013 <b>Completed</b>
9) OCR and OHR will initiate re-certification of employees' ethnicity/race/disability data in the Federal Personnel and Payroll System.	September 30, 2014

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:

Uniform and consistent capture of applicant flow data continued to be a challenge for the Department. Among the ten bureaus, six use USAStaffing and four use Monster as their hiring management systems. To address this challenge for the bureaus that use USAStaffing, the Department initiated a memorandum of understanding with OPM and USAStaffing for capture and reporting of applicant flow data. Bureaus that have individual contracts with Monster were instructed to work with Monster to ensure procedures are put in place to capture applicant flow data.



STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #5:	<p><a href="#">Essential Element E: Efficiency</a> 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.</p> <p>DOI Deficiency – Non-compliance with regulatory time frames for processing complaints of discrimination.</p>
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; Office of the Solicitor; Contracting Office; Bureau EEO Offices
DATE OBJECTIVE INITIATED:	October 1, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 31, 2014

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OCR will develop and implement EEO management control procedures to improve the timeliness of complaint investigations.	September 30, 2014
2) OCR will develop and implement EEO management control procedures to improve timeliness of final agency decisions.	September 30, 2014
3) OCR will ensure available professional training and certification for EEO counselors.	September 30, 2014

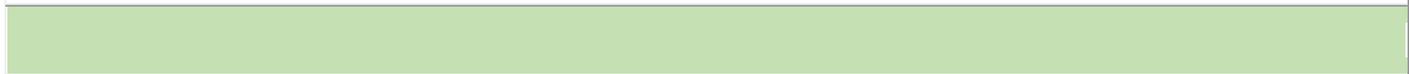
4) OCR, OHR, and the Solicitor's Office will develop policy to create consistency and uniformity in settlement agreement procedures across the Department.	September 30, 2014
5) OCR will conduct an analysis of the ADR program to determine why more pre-complaints and complaints do not enter the program.	December 31, 2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Timeliness of investigations increased from 51.7% in FY 2012 to 60.1% in FY 2013, but remains well below the acceptable margin. The Departmental OCR has revised the statement of work for contract investigators to ensure more efficient and timely investigations.

The Departmental OCR has responsibility for issuing all final agency decisions within the Department. Timeliness of final agency decisions (FAD) increased from 4.8% in FY 2012 to 12.3% in FY 2013, but remains well below the acceptable margin. The OCR has redefined and streamlined some complaints procedures that will result in more efficient and timely FADs.

During FY 2013, EEO Counselor training was limited because of budgetary constraints imposed by sequestration. A small number of webinars were conducted to impart information on the complaints tracking system. The Departmental OCR provided training during its monthly meetings with bureau EEO practitioners.



STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #6:	<p><b>Essential Element E: Efficiency</b>          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.</p> <p>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.</p>
OBJECTIVE:	To assess the reasons employees depart the agency.
RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources; Bureau EEO Offices and HR Offices
DATE OBJECTIVE INITIATED:	Modified June 13, 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	November 30, 2014

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OHR and OCR will review two years of data from the Federal Employee Viewpoint Survey to assess why employees leave the Department.	October 31, 2014
2) OHR and OCR will provide a written report of its findings on the Employee Viewpoint Survey to senior leaders.	November 30, 2014

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

This deficiency was modified. The Department’s automated exit survey, developed in FY 2007, was not utilized effectively across the Department. Its lack of use produced insufficient data to determine why employees leave the Department.

The Department’s participation in the Office of Personnel Management FY 2013 Federal Employee Viewpoint Survey is expected to yield some information that may be used to determine why employees leave the agency and to enhance retention strategies. Each subcomponent was provided its FEVS results and charged with developing a plan to build upon areas of strengths and reduce challenge areas.

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**

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p>	<p><b>Recruitment</b></p> <p>In comparison against the 2010 Census data, participation of seven groups within the Department’s permanent workforce is below the national civilian labor force benchmark. The groups are: Hispanic men and women; White women; African American men and women; and Asian men and women.</p> <p>The same groups continue to be hired at rates below their participation in the national civilian labor force.</p>
<p><b>BARRIER ANALYSIS:</b></p>	<p>Analyses of overall workforce statistics for FY 2009 through FY 2013, Workforce Tables A1-Total Workforce; A8-New Hires, A9-1 &amp; A10-Internal Selections and Promotions; Reviewed information on recruiting methods of HR offices, including targeted recruitment efforts.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p>	<p>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 its workforce.</p>
<p><b>OBJECTIVE:</b></p>	<p>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.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, Office of Human Resources; Director, Office of Civil Rights; EEO and HR Officers; Directors and Office Heads; Managers and Supervisors</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>January 30, 2006</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>December 30, 2014</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) EEO offices will provide demographics on the participation of all groups, including persons with disabilities in the major occupations to servicing HR offices at the beginning of each fiscal year with periodic updates as needed.	October 30, 2014
2) HR offices will work with managers and supervisors to enhance recruiting efforts for persons with disabilities in accordance with the Department's Strategic Plan to Increase Hiring of Persons with Disabilities.	October 30, 2014
3) EEO and HR offices will monitor effectiveness of outreach and recruitment activities and provide recommendations, to management for change, if needed.	December 30, 2014
4) EEO and HR offices will ensure outreach to minority academic institutions and diverse professional and community-based organizations.	September 30, 2014
5) Hiring officials will engage their HR and EEO offices when preparing to recruit for a position to ensure outreach to diverse and inclusive communities.	September 30, 2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

To ensure a more open and fair competition for the Department's SESCO, an assessment was made of the application and selection processes to determine whether selection criteria used to assess qualifications exclude or adversely impact any group of potential candidates. The analysis revealed that reliance on ECQs to measure the knowledge, skills, and abilities is a facially neutral practice, but has the effect of disproportionately excluding certain potential candidates. Based on this finding, a recommendation was made to rely on performance appraisals rather than ECQs during the application and assessment stages of the process. The Department will revise its SESCO application and selection processes.

The Department continued to use electronic means and social media to enhance its ability to ensure students, schools, and the community are aware of job opportunities within the Department. The Department continued to engage in job fairs and other outreach and recruiting events, sometimes with managers conducting on-the-spot interest interviews. Also, outreach was facilitated by DOI employee resource groups: Blacks in Government; Federally Employed Women; Gay, Lesbian, Bi-sexual, and Transgendered Employees; Federal Asian Pacific American Council; Hispanic Employees; Disabilities Rights Technical Advisory Committee; and Veterans.

During FY 2013, the Departmental OCR acquired an additional resource to promote, enhance, and capitalize on its partnerships, cooperative agreements, and MOUs with the following organizations: the League of United Latin American Citizens; the National Association for Equal Opportunity in Higher Education; the American Indian Higher Education Consortium, the National Association of Minorities in Resources Related Sciences; the Asian American Government Employees Network; the Hispanic Association of Colleges and Universities; and the White House Initiatives Office on Historically Black Colleges and Universities/Tribal Colleges and Universities/Hispanic Serving Institutions/Asian Americans Pacific Islanders. Through these diverse partnerships, and in collaboration with the Office of Intergovernmental and External Affairs, and the bureaus, the Departmental OCR has standardized the interchange of mutually beneficial information, opportunities, and resources.

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p>	<p><b>Hiring and Placement</b></p> <p>Some existing employment practices may not be conducive to creating an environment of free and open competition, equal access, and non-discrimination.</p> <p>Some challenges include: lack of targeted recruitment efforts for MCOs and targeted disabilities; unfamiliarity with hiring procedures, special appointing authorities and Pathways programs; failure to understand the prohibition on illegal reprisal; and lack of understanding of the Department’s policies on EEO, reasonable accommodation, and other employment policies.</p>														
<p><b>BARRIER ANALYSIS:</b></p>	<p>Analysis of bureaus’ MD-715 Reports, including Parts G, H, I, and J. Review of employment practices, training opportunities, disciplinary actions, and discrimination complaints.</p>														
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p>	<p>Managers and supervisors may not be fully aware of how to manage for a diverse and inclusive workplace that provides equal opportunity and equal access for all employees.</p>														
<p><b>OBJECTIVE:</b></p>	<p>Provide managers and supervisors with appropriate training so 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><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Director, Office of Civil Rights; Director, Office of Human Resources; Director, Office of Strategic Employee and Organizational Development; Bureau Heads, EEO Offices, and HR Offices; Managers and Supervisors</p>														
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<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="126 1274 1192 1356"><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></th> <th data-bbox="1198 1274 1523 1356"><b>TARGET DATE (Must be specific)</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="126 1365 1192 1459">1) Managers and supervisors will attend EEO and Diversity training annually as required by the Departmental policy.</td> <td data-bbox="1198 1365 1523 1459">September 30, 2014</td> </tr> <tr> <td data-bbox="126 1467 1192 1562">2) All employees will take the FY 2013 No FEAR Act training on whistleblowing and discrimination in the workplace.</td> <td data-bbox="1198 1467 1523 1562">September 30, 2013 <b>Completed</b></td> </tr> <tr> <td data-bbox="126 1570 1192 1665">3) EEO will monitor managers’ and supervisors’ completion of the required annual EEO/Diversity training and report outcome to management.</td> <td data-bbox="1198 1570 1523 1665">December 30, 2014</td> </tr> <tr> <td data-bbox="126 1673 1192 1789">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 inclusion, and human capital management.</td> <td data-bbox="1198 1673 1523 1789">September 30, 2014</td> </tr> <tr> <td data-bbox="126 1797 1192 1892">5) OSEOD will make DOIU and the DOI Learning Management System available to offer EEO and diversity training for managers and supervisors.</td> <td data-bbox="1198 1797 1523 1892">September 30, 2014</td> </tr> <tr> <td data-bbox="126 1900 1192 1955">6) EEO offices will ensure availability of training, within funding constraints,</td> <td data-bbox="1198 1900 1523 1955">September 30, 2014</td> </tr> </tbody> </table>		<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	1) Managers and supervisors will attend EEO and Diversity training annually as required by the Departmental policy.	September 30, 2014	2) All employees will take the FY 2013 No FEAR Act training on whistleblowing and discrimination in the workplace.	September 30, 2013 <b>Completed</b>	3) EEO will monitor managers’ and supervisors’ completion of the required annual EEO/Diversity training and report outcome to management.	December 30, 2014	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 inclusion, and human capital management.	September 30, 2014	5) OSEOD will make DOIU and the DOI Learning Management System available to offer EEO and diversity training for managers and supervisors.	September 30, 2014	6) EEO offices will ensure availability of training, within funding constraints,	September 30, 2014
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on topics, to include reasonable accommodation and special hiring authorities.	
7) Managers and supervisors, in consultation with HR offices, will establish and monitor effectiveness of targeted recruitment strategies for major occupations with low participation rates.	September 30, 2014
8) Managers and supervisors, in consultation with HR offices, will establish and monitor effectiveness of recruitment plans for targeted disabilities in accordance with the Department's Strategic Plan for Hiring Persons with Disabilities.	September 30, 2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

It is Departmental policy that all managers and supervisors attend a minimum four hours of EEO training and four hours of diversity training each year. The DOI University, EEO and HR Offices, and the Office of Collaboration Action and Dispute Resolution continued to provide training on a variety of topics to include: reasonable accommodations; EEO rights and responsibilities; special hiring authorities; diversity and inclusion; Pathways Programs; tribal relations; and alternate dispute resolution. In light of budgetary constraints, more cost efficient venues were used to deliver training, such as special emphasis events, "brown bag lunches," book forums, webinars, live broadcasts, and exhibits. Additionally, training was accomplished through collaboration with other Federal agencies, such as EEOC, OPM, DoD CAP, the Federal Interagency Diversity Partnership, and the Department of Justice, at no cost to the Department.

The Department's Chief Diversity Officer partnered with Franklin Covey and developed two skill-based asynchronous on-line training programs that increases the Department's capacity to train 72,000 employees across the country. This self-paced training program encompasses concepts from Franklin Covey's Championing Diversity program and incorporates case studies, examples, and exercises that reflect the Department's Inclusive Workplace Strategy. The training courses will be released during FY 2014.

EEOC FORM  
715-01 PART J

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

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

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	beginning of FY2013		end of FY2013		Net Change		
		Number	%	Number	%	Number	Rate of Change	
	Total Work Force	58,660	100.00	56,212	100.00	-2,448	-4.2	
	Reportable Disability	*4,754	8.1	4,518	8.0	-236	-4.9	
	Targeted Disability*	*622	1.1	589	1.0	-33	-5.3	
	<i>*Changes in beginning FY2013 figures due to data verification.</i>							
	1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.						Not Available**	
	2. <b>Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.						38	

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

<b>Other Employment/Pers onnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
3. Competitive Promotions into Major Occupations	429	14	3.3	1	0.2	6	1.4	409	95.3
4. Non-Competitive Promotion Eligibles	5,783	454	7.9	72	1.2	204	3.5	5,125	88.6
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	45,932	3,488	7.6	421	0.9	1,338	2.9	41,106	89.5
6.a. Time-Off Awards (Total hrs awarded)	253,132	19,832	7.8	2,415	0.9	7,539	3.0	225,761	89.2
6.b. Cash Awards (total \$\$\$ awarded)	35,284,887	2,425,264	6.9	289,607	0.8	1,006,530	2.9	31,853,093	90.3
6.c. Quality-Step Increase	1,952	120	6.1	11	0.6	42	2.2	1,790	91.7
7. Details and Task Force Assignments	Not Available**								

EEOC FORM <b>715-01</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b>  Identification and Elimination of Barriers	See Pages 23 and 24								
<b>Part V</b>  Goals for Targeted Disabilities	See Page 25								

**\*\* 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**

<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	The participation of employees with targeted disabilities (1.0%) is below the Federal Goal of 2.0%.	
<b>BARRIER ANALYSIS:</b>	Analysis of statistical data from the Department's FY 2011 and FY 2012 Workforce Tables, including Accessions, Promotions, and Separations. Assessment of targeted outreach and recruitment efforts and training.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, Office of Civil Rights; Director, Office of Human Resources; Bureau Heads, EEO Offices, HR Officers, and Managers and Supervisors	
<b>DATE OBJECTIVE INITIATED:</b>	November 30, 2010	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 30, 2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
1) OHR will report progress in increasing the number of persons with disabilities to senior officials and OPM as required.	December 30, 2014	
2) OHR, in consultation with OCR, will develop a corporate recruitment toolkit for managers, HR and EEO to improve efficiency of recruitment efforts.	September 30, 2014	
3) EEO and HR officials will provide reports to Bureau Heads on progress in increasing the employment of persons with disabilities.	September 30, 2014	
4) Managers, supervisors, and HR practitioners will be provided training on hiring and retention strategies for persons with disabilities.	September 30, 2014	
5) Annually, EEO and HR offices will provide a report on the processing of reasonable accommodations requests to OCR for evaluation of compliance with DOI policy.	March 30, 2014 <b>Completed</b>	

6) OCR will conduct an assessment of the subcomponents' reports on reasonable accommodation requests and provide information to senior leaders.	April 30, 2014
7) Training on the new reasonable accommodation policy and procedures will be made available to managers, supervisors, and employees.	September 30, 2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The FY 2013 goal of 1.4% employees with targeted disabilities was not met; however, there was an increase in the accession rate from 1.0% in FY 2012 to 1.5% in FY 2013. The Department set a goal of 2% employees with targeted disabilities by the end of FY 2016. Each bureau established its own measure that contributes to the overall 2% goal.

To enhance targeted recruitment efforts, the Department has strategically aligned its outreach to persons with disabilities with its efforts to attract and hire veterans. While many of the outreach activities focused on disabled veterans, especially veterans who are 30% or more disabled, the strategy also supported the hiring of non-veterans with disabilities who may be eligible for appointment under special hiring authorities. As a result of increased collaboration with the Veterans Administration; organizations that support Operation Warfighter and Wounded Warrior programs; Paralyzed Veterans of America; and other organizations that support veterans, the Department has experienced an increase in the rate of accessions for persons with targeted disabilities.

The Department entered its third year with the Project SEARCH. Project SEARCH brings students with disabilities into the workplace to learn job skills while demonstrating to hiring officials the value persons with disabilities bring to the workplace. Managers and students who participated in the Project Search reported positive experiences.

## **DOI Special Plan for the Recruitment, Hiring, and Advancement**

### **of Individuals with Targeted Disabilities**

As of September 30, 2013, the Department's permanent workforce was comprised of 589 employees with targeted disabilities, 33 (5.3%) fewer employees than in FY 2012. The participation rate of employees with targeted disabilities is 1.0% and below the Federal Goal of 2.0%.

FY 2013 workforce data showed 86.2% of employees with targeted disabilities held positions in grades GS-1 through 12. Within the Department's leadership ranks (grades GS-13 through SES), there was no change in the participation rate of employees with targeted disabilities in grades GS-13, 14 and SES. There was a decrease of 0.3% in grade 15. Within accessions, employees with targeted disabilities continued to increase by 0.5% over FY 2012 and 0.8% over FY 2011. Voluntary separations by employees with targeted disabilities remained at 1.3%, the same rate as in FY 2012.

<b>Leadership Ranks</b>	<b>GS-13</b>	<b>GS-14</b>	<b>GS-15</b>	<b>SES</b>
% Targeted disabilities FY 2013	0.8	0.6	0.2	0
% Targeted disabilities FY 2012	0.8	0.6	0.5	0
% Targeted disabilities FY 2011	0.8	0.5	0.6	0

<b>Accessions and Voluntary Separations</b>	<b>Accessions</b>	<b>Separations</b>
% Targeted disabilities FY 2013	1.5	1.3
% Targeted disabilities FY 2012	1.0	1.3
% Targeted disabilities FY 2011	0.7	2.0

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

- 1) Ensure managers, supervisors, employees, and EEO and HR practitioners are provided training on special hiring authorities; disability guidance, to include: the Rehabilitation Act; American with Disabilities Act Amendment Act; EEOC guidance on reasonable accommodation; DOI policy on Reasonable Accommodation for Individuals with Disabilities; and the availability of assistive technology through the Department's ACCESS Center and partnership with the Department of Defense Computer/Electronics Accommodation Program.
- 2) Develop strategies and implement targeted recruitment plans to increase individuals with disabilities in the candidate pools, in accordance with DOI Strategic Plan for Hiring Persons with Disabilities.
- 3) Collaborate with Federal agencies and advocacy groups to share best practices and sponsor forums on government-wide initiatives and strategies that promote the inclusion of employees with disabilities in the Federal workforce.
- 4) 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; Employer Assistance Referral Network; student employment authorities; Schedule A Hiring Authority; Workforce Recruitment Program; Department of Labor Office of Disability Employment Policy; Veterans Administration special programs for service members; and Job Accommodations Network.