

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

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

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

<b>PART A</b>  Department or Agency Identifying Information	<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. 58,660</b>	
	<b>2. Enter total number of temporary employees</b>		<b>2. 19,152</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. 77,812</b>	
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. Kenneth L. Salazar Secretary</b>	
	<b>2. Agency Head Designee</b>		<b>2. Rhea Suh - Assistant Secretary Policy, Management and Budget</b>	
	<b>3. Principal EEO Director/Official Official Title/series/grade</b>		<b>3. Sharon D. Eller Director, Office of Civil Rights</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. Ophelia Anderson Chief, Compliance &amp; Programs Div</b>	
	<b>5. Complaints Processing Program Official</b>		<b>5. Vanessa Green Chief, Employment Complaints &amp; Adjudication Div</b>	
	<b>6. Other Responsible EEO Staff</b>		<b>6. Sloan Farrell Chief, Public Civil Rights</b>	
	<b>7. Other Responsible EEO Staff</b>		<b>Alvin Dillings, OCR Senior Policy Advisor 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, 2011 to September 30, 2012

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## 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 offers unparalleled recreational opportunities, protects the Nation's monuments and priceless landscapes, conserves wildlife and fisheries, protects and interprets cultural collections that tell the Nation's history, and manages resources that help to fulfill the Nation's demand for energy, minerals, and water. In addition, it has a special role in fulfilling trust responsibilities for American Indians and Alaska Natives and commitments to affiliated island communities. The Department's 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 continues to strive for a 21<sup>st</sup> Century work environment that is diverse, inclusive, and free from discrimination and harassment. It recognizes the need to attract, hire, and retain a talented workforce to accomplish its mission and the need to build a supportive work environment. To meet these objectives, the Department implemented several strategies to enhance existing efforts and generate new opportunities to make the Department the "best place to work" – a place where all employees are valued and have equal opportunity and equal access to reach their full potential. Some of the strategies are described below.

- **Centralized Recruiting Strategy** – In January 2012, the Department developed, as part of its Denver Recruiting Pilot, a plan to: increase the participation of diverse groups in the workforce; demonstrate techniques and concepts that allow multiple subcomponents to collaborate and share resources for Department-wide recruiting efforts; and develop recruitment tools that embrace new technologies for recruiting the Department's 21<sup>st</sup> Century workforce. The scope of the pilot is limited to the Denver area, which is one of the six localities where the Department has a large number of employees. The Denver Recruiting Pilot provides the framework for all Departmental recruiting efforts for mission critical occupations.
- **Diversity and Inclusion Strategic Plan** – In March 2012, in accordance with President Obama's Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workplace*, the Department issued its Diversity and Inclusion Strategic Plan. The plan supplements existing diversity and inclusion strategies and introduces the concept of diversity training and education programs that move the focus from traditional anti-discrimination compliance to a broader dialogue about organizational development and talent management. During Fiscal Year (FY) 2012, approximately 2,000 managers and supervisors received training on diversity and inclusion.
- **Coalition Building and Outreach to Persons with Disabilities** – Continuous coalition building with external partners, including the U.S. Army Reserve, Operation Warfighter, Paralyzed

Veterans of America, Veterans Administration Vocational Rehabilitation, and Project Search, had a positive impact on the hiring of persons with disabilities. FY 2012 workforce demographics reflected a 1.5% increase in the accession rate of persons with disabilities over the FY 2011 rate. While many of the outreach activities focused on disabled veterans, the proactive recruitment strategy also supported a more flexible hiring process for non-veterans with disabilities who are eligible for appointment under special hiring authorities. Expanded networks combined with a series of training workshops for hiring officials provide the tools necessary to attract and hire the talent required for the Department's current and future workforce needs.

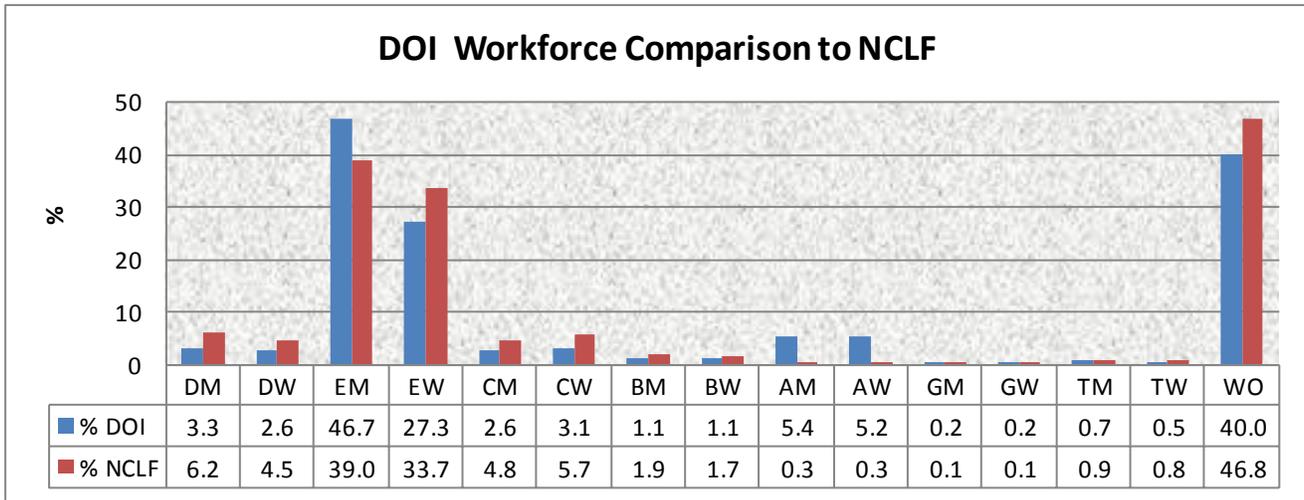
- Expansion of Student Ambassador Program – The Department expanded its Student Ambassador Program during FY 2012 from 9 to 22 diverse colleges and universities across the country. Student ambassadors were selected through a competitive process using criteria that included commitment to public service and access to mission critical populations. They are charged with the responsibilities of educating their peers on the mission of the Department and promoting job and internship opportunities. The success of the Student Ambassador Program is increasing as more ambassadors are located on campuses that have fields of study in the Department's mission critical occupations.
- Strategic Partnerships – The Department's University (DOIU) has strategically aligned itself with the U.S. Office of Personnel Management and other Federal agencies to provide training, mentoring, and coaching to employees at General Schedule (GS) grade levels GS-13 through GS-15. During FY 2012, DOIU co-sponsored several learning opportunities with the objectives of improving leadership skills, enhancing essential core qualifications, creating a mentoring culture, and developing career plans. These learning opportunities were offered on a recurring basis and designed to “grow” the Department's leadership ranks. Also through DOIU, the Department announced its 17<sup>th</sup> Senior Executive Service Candidate Development Program (SES CDP). The SES CDP is a 12-month program consisting of a series of developmental assignments to address Department and government-wide initiatives. Program announcement was through USAJobs and other venues to ensure a diverse applicant pool. The selections for SES CDP Class #17 are being made in FY 2013.

## **Workforce Demographics**

On September 30, 2012, the Department's workforce was comprised of 58,660 permanent employees and 19,152 temporary employees for a total of 77,812 employees. The permanent workforce decreased by 0.3% and the temporary workforce increased by 0.2% since the end of FY 2011. The decrease in the permanent workforce was attributed to fewer new hires and a large number of voluntary separations (including retirements). The permanent workforce was comprised of 89.4% GS employees with 74.6% in grades GS-12 and below.

Participation Rates within Permanent Workforce. The FY 2012 permanent workforce experienced rate increases in the groups: Hispanic women, White women, Asian men and women, and Native Hawaiian/Other Pacific Islander men and women. Workforce statistics showed participation rates at 74.0% White, 10.6% American Indian/Alaska Native, 5.9% Hispanic, 5.7% African American, 2.2% Asian, 0.4% Native Hawaiian/Other Pacific Islander, and 1.2% Two or More Races. The workforce was comprised of 40.0% women, 25.9% minorities, and 7.9% employees with disabilities. Employees with targeted disabilities made up 1.0% of the permanent workforce.

In comparison to the National Civilian Labor Force (NCLF) statistics, the Department’s 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 2012 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, 2012.

NCLF data taken from 2000 Census per EEOC; pending inclusion of 2010 Census data.

Participation Rates within Leadership Ranks. Within its leadership ranks (GS-13 through SES), the Department experienced incremental increases in the participation rates of White women, minorities, and employees with disabilities. Workforce data showed the following increases. Grade GS-13 saw rate increases in White women, Hispanic men and women, African American women, Asian men, American Indian/Alaska Native men and women, and employees with disabilities. Grade GS-14 saw rate increases in White women, Hispanic men and women, African American men, American Indian/Alaska Native women, and employees with disabilities. Grade GS-15 saw rate increases in White women, Hispanic men and women, African American women, Asian women, American Indian/Alaska Native men, and employees with disabilities. The SES saw rate increases in White women, Hispanic men, African American men, and American Indian/Alaska Native women.

A total of 1,170 promotions occurred within grades GS-13 through GS-15 during FY 2012. Sixty-one percent were competitive promotions. Data on distribution of the promotions showed 45.5% White men, 30.7% White women, 23.8% minorities, and 5.8% employees with disabilities. The data reflected White women received promotions at a rate higher than their participation in the Department’s workforce (27.3%) and minorities (25.9%) and employees with disabilities (7.9%) received promotions at rates lower than their participation in the Department’s workforce.

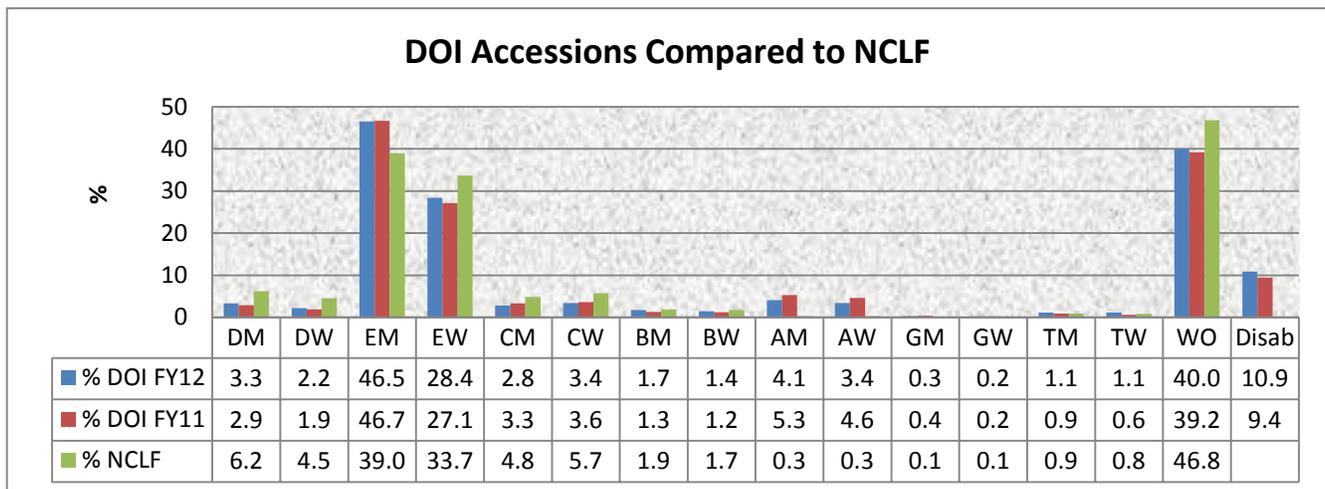
Participation Rates within Major Occupations. During FY 2012, some of the Department’s major occupations saw fewer hires than in FY 2011. Strategies, including centralized recruiting efforts, have been implemented to improve the effectiveness of outreach and recruitment practices. Despite fewer new hires, some groups experienced rate increases in the following major occupations. *Park Ranger* saw rate increases in Hispanic men, Asian men, Native Hawaiian/Other Pacific Islander men and women, and American Indian/Alaska Native men and women. *General Natural Resources Management*

and Biological Sciences saw rate increases in Hispanic men, Native Hawaiian/Other Pacific Islander men, and American Indian/Alaska Native men and women. Wildlife Biology saw rate increases in Hispanic men and American Indian/Alaska Native men and women. Civil Engineering saw rate increases in Hispanic men and women, White women, African American women, Asian women, Native Hawaiian/Other Pacific Islander men, and American Indian/Alaska Native men and women. Hydrology saw rate increases in Hispanic men, White women, and American Indian/Alaska Native men. Geology saw rate increases in White women, Asian women, Native Hawaiian/Other Pacific Islander men, and American Indian/Alaska Native men and women. Education and Vocational Training saw rate increases in Native Hawaiian/Other Pacific Islander men and women and American Indian/Alaska Native men and women.

**Participation Rates within Employee Recognition and Awards.** Analysis of workforce data on employee recognition and awards showed the majority of the groups’ participation rates exceeded, met, or were no greater than 1.1% below their respective participation rates in the Department’s permanent workforce. American Indian/Alaska Natives, at 10.6% of the permanent workforce, was the only group with consistently low participation rates in all six award categories. The group received: 3.4% of Time Off Awards (1-9 hours); 6.1% of Time Off Awards (9+ hours); 7.4% of Cash Awards (\$100-\$500); 7.1% of Cash Awards (\$500+); 6.6% of Quality Step Increases; and 8.3% of SES Performance Awards.

**Participation Rates within Accessions.** The Department’s permanent workforce experienced 4,315 accessions, a 4.3% reduction since the end of FY 2011. Accessions include external hires and conversions of employees from temporary to permanent appointments. The data showed participation rates of accessions met or exceeded the NCLF for White men (46.5%); American Indian/Alaska Native men (4.1%) and women (3.4%); and Native Hawaiian/Other Pacific Islander men (0.3%) and women (0.2%). All other groups were hired at rates below their availability in the NCLF.

There was improvement in the accession rates over FY 2011. The chart below shows the increased rates for Hispanic men and women, White women, Asian men and women, and employees with disabilities.



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, 2012.

NCLF data taken from 2000 Census per EEOC; pending inclusion of 2010 Census data.

## **EEO Complaint Activity**

During FY 2012, 592 counselings took place as part of the Department's administrative EEO complaints process. The number of formal complaints filed increased from 290 to 352, a 17.6% increase over FY 2011. Reprisal continued to be the basis alleged most often in complaints of discrimination. The issue alleged most often was non-sexual harassment. Three findings of discrimination were issued against the Department, a 62.5% decrease from FY 2011. Of these, two findings were issued via Final Agency Decision (FAD), while one was issued by the EEOC. EEO Compliance Training was ordered as a corrective action for responsible management officials and other managers in the three findings.

To create a work environment that ensures equal opportunity and equal access, the following activities continued to be implemented throughout the Department: trained managers, supervisors, and employees on the EEO administrative complaints process and laws, alternative dispute resolution, diversity, inclusion, and prohibited personnel practices; conducted compliance reviews to ensure civil rights laws and regulations and Departmental EEO and Human Resources policies were adhered to; and provided briefings to senior leadership to ensure accountability when there was noncompliance to providing a nondiscriminatory and harassment-free workplace.

## **Self-Assessment Checklist**

A review of the FY 2012 Self-Assessment Checklist Measuring Essential Elements of the Model EEO Program (Part G) showed the Department was in compliance with 71% of the measures prescribed by EEOC, a decline from 77% compliance in FY 2011. Despite the decline, some previously unmet measures were resolved during FY 2012, including: better coordination of EEO plans with all appropriate functions; more senior management engagement in the identification and elimination of employment barriers; and increased accountability measures for collateral duty EEO counselors and contract investigations. The checklist showed continuing challenges in: acquiring sufficient resources to conduct thorough barrier analysis on an annual basis; implementing an adequate data collection and analysis system to capture applicant flow data; conducting timely EEO counselings and investigations; and issuing timely FADs.

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.

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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.

Signed by Sharon D. Eller

April 2, 2013

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Sharon D. Eller, Director, Office of Civil Rights

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Date

Signature of Principal EEO Director/Official

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

Signed by Rhea Suh

May 1, 2013

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Rhea Suh, Assistant Secretary – Policy, Management and Budget

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Date

Signature of Agency Head Designee

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

**FY 2012**  
**Department of the Interior**

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY #1:

**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

DATE OBJECTIVE INITIATED:

January 31, 2011

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

December 30, 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

1) OCR will conduct program evaluation of overall EEO program.

April 30, 2013

2) OCR will submit report and recommendations based on assessment of EEO program to Deputy Assistant Secretary-Human Capital & Diversity.

May 15, 2013

3) OCR will conduct a compliance review of subcomponents EEO program and provide recommendations for improvement.

October 30, 2013

4) OCR and OHR will put into place workforce planning strategies that will enable better collaboration between EEO, HR, Youth Office, and managers and supervisors, and other stakeholders.

December 30, 2013

**REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE**

The Departmental Office of Civil Rights is uniquely structured to function in dual capacities: 1) as a policy office responsible for developing and advising on EEO-related policies to all subcomponents (service area of approximately 78,000 employees); and 2) as an operating EEO Office for the Office of the Secretary (subcomponent of approximately 4,500 employees). With the loss of staff (due to retirements) and budget constraints, OCR's challenges in ensuring a full barrier analysis of the workforce continued to persist. Subcomponents are charged with conducting barrier analysis within their respective workforce and to report anomalies to leadership officials and the Departmental Director, OCR.

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #2:	<p><b>Essential Element D: Proactive Prevention</b> Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</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; EEO and HR Officers; Managers and Supervisors; Director, Office of Strategic Employee and Organizational Development; Office of the Solicitor
DATE OBJECTIVE INITIATED:	January 31, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013
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, 2013
2) All employees will complete the FY 2013 No FEAR Act Training on Whistleblowing and Non-Discrimination in the Workplace.	August 30, 2013
3) EEO Offices will assess bureaus' completion of No FEAR Act training and report findings to OCR.	September 15, 2013
4) DOI will implement DOI Leadership Roadmap that will entail a supervisory training course with specific modules in appreciating diversity and the practice of effective Civil Rights and EEO behaviors.	September 30, 2012 <b>Completed</b>
5) OCR will ensure a policy on non-discrimination based on sexual orientation is established and made available to all DOI employees.	September 30, 2013
6) OCR will update the Departmental policy on reasonable accommodation and make available to all DOI employees.	September 30, 2013
<p><u>REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE</u></p> <p>DOI has implemented a supervisory training program that has specific modules on Civil Rights, No FEAR (non-discrimination and whistleblower), and EEO behaviors. A specific Diversity module is being developed in FY 2013. In the interim, the diversity aspect is incorporated in other parts of the program.</p>	

To assist in training field managers, supervisors, and employees on their responsibilities to maintain an environment free of harassment and discrimination, the OCR sponsored EEO and diversity and inclusion workshops in various field offices across the country, including: Atlanta, GA; Detroit, MI; Denver, CO; Phoenix, AZ; Albuquerque, NM; and Redwood, CA. Some of the workshops were held in conjunction with the national training programs of Federally Employed Women; Blacks in Government; Society of American Indian Government Employees; and Federal Asian Pacific American Council.

The Department's Inclusive Workplace Strategy continued to expand within all subcomponents and there has been tremendous increase in engagement by management officials. During FY 2012, approximately 2,000 managers and supervisors received training on diversity and inclusion. And, 295 new Diversity Change Agents were certified. Several Federal agencies partnered with the Department and are now emulating the Department's efforts to move the conversation about diversity from traditional nondiscrimination compliance to a broader dialogue about organizational development and talent management.



<p>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #3:</p>	<p><b>Essential Element E: Efficiency</b>  <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.</b></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>	
<p>OBJECTIVE:</p>	<p>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.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director, Office of Civil Rights; Director, Office of Human Resources; Director, Interior Business Center; Director, Office of Strategic Employee and Organizational Development</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>January 31, 2005</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2014</p>	
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>TARGET DATE</p>	
<p>1) IBC, OHR, and OSEOD will ensure utilization of the Department's Learning Management System, DOI-Learn, to track information on training for employees.</p>	<p>September 30, 2012  <b>Completed</b></p>	
<p>2) OCR and OHR will issue guidance on the collection of applicant flow data, with release of the new EEOC Applicant Form.</p>	<p>October 30, 2013</p>	
<p>3) OCR will monitor the collection of applicant flow data and report findings and recommendations to senior leaders.</p>	<p>September 30, 2014</p>	

4) IBC Datamart will create workforce tables (MD 715 application) for collecting and reporting demographics as required by EEOC.	March 30, 2013
5) IBC Datamart will ensure 2010 Census data (EEOC Special Files) are incorporated into its MD 75 application.	June 30, 2013
6) IBC Datamart will conduct training on the Datamart/Hyperion EEO workforce tables and queries for the EEO community.	October 30, 2013
7) IBC Datamart will work with USAStaffing to develop a mechanism for automated reports of applicant flow data.	December 30, 2013
8) OCR and OHR will initiate re-certification of employees' ethnicity/race/disability data in Federal Personnel and Payroll System.	July 30, 2013

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:

During FY 2012, the Department received Office of Management and Budget approval to continue use of the Department's Applicant Background Survey Form (DI-1935).

There are challenges to conducting thorough barrier analysis of the Department's recruiting and hiring practices. Subcomponents use different hiring management systems. The systems are not compatible and do not allow for uniform and consistent collection of applicant flow data. With the release of EEOC's recently revised applicant data form and incorporation of the form into the hiring management systems used within the subcomponents, the Department will have a mechanism in place to collect the necessary applicant flow data to conduct a thorough analysis of its recruiting and hiring practices, trends, and results by September 30, 2014.



STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #4:	<p>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.</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; EEO Officers
DATE OBJECTIVE INITIATED:	October 1, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
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1) OCR will develop and implement management control procedures to improve the timeliness of complaint investigations.	September 30, 2013
2) OCR will develop and implement management control procedures to improve timeliness of final agency decisions.	September 30, 2013
3) OCR will provide recurring professional training and certification for EEO counselors.	September 30, 2013
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, 2013

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2012, the OCR conducted formal classroom training (Basic and Advanced) for EEO counselors, and provided certification for new EEO counselors. OCR facilitated training sessions within the subcomponents' EEO communities and held monthly meetings to provide guidance on complaints processing.

OCR is working with the subcomponents to ensure the use of full-time EEO counselors within the subcomponents and re-evaluating the performance of contractors currently used for EEO investigations.



STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #5:	<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; EEO and HR Officers
DATE OBJECTIVE INITIATED:	October 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	March 30, 2014

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) HR and EEO offices will provide feedback on the use of the exit survey as part of the agency's out-processing checklist.	September 30, 2013
2) HR and EEO offices will analyze exit survey data, report findings, and make recommendations on continuation of the existing exit survey.	March 30, 2014

3) OHR and OCR will review the Federal Employee Viewpoint Survey to help determine why employees leave the Department.	September 30, 2013
4) OHR and OCR will provide a written report of its findings on the Employee Viewpoint Survey to senior leaders.	December 30, 2013

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

The Department's automated exit survey is not being fully utilized across the subcomponents. The web-based exit interview tool was designed to gather information on why employees voluntarily leave the Department. The Department will assess the feasibility of using the limited survey results to determine why employees leave.

The Department's participation in the Office of Personnel Management FY 2012 Federal Employee Viewpoint Survey is expected to yield some information that may be used 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**

<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	<p><b>Recruitment</b></p> <p>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.</p> <p>The same groups continue to be hired at rates below their participation in the national civilian labor force.</p>
<b>BARRIER ANALYSIS:</b>	<p>Analyses of overall workforce statistics for FY 2008 through FY 2012, Workforce Tables 715-A1, Total Workforce and 715-A8, New Hires. Reviewed information on recruiting methods of HR offices, including targeted recruitment plans.</p>
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	<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>
<b>OBJECTIVE:</b>	<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 within the workforce.</p>
<b>RESPONSIBLE OFFICIAL:</b>	<p>Director, Office of Human Resources; Director, Office of Civil Rights; EEO and HR Officers; Directors and Office Heads; Managers and Supervisors</p>

<b>DATE OBJECTIVE INITIATED:</b>	January 30, 2006	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 30, 2013	
<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 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.	November 1, 2013	
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, 2013	
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, 2013	
4) EEO and HR offices will ensure outreach to minority institutions of higher education and diverse professional and community-based organizations.	September 30, 2013	
5) Hiring officials will engage their HR and EEO offices when preparing to recruit for a position to ensure outreach to diverse communities.	September 30, 2013	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>Through electronic means and social media, the Department enhanced its ability to ensure that students, schools, and the community are aware of job opportunities within the Department. In addition, the Department continues to engage in job fairs and other outreach and recruiting events, sometimes with managers conducting on-the-spot interest interviews.</p> <p>In FY 2012, the Department announced its 17<sup>th</sup> Senior Executive Service Candidate Development Program (SES CDP). In efforts to engage a diverse pool of candidates, internal partnering and targeted outreach efforts to affiliated organizations and expanded communities were conducted. Candidate selection for SES CDP Class 17 will occur in FY 2013.</p> <p>The Department continued to strengthen its centralized recruiting strategies through the Denver Recruiting Pilot. A plan was developed to allow multiple subcomponents to share resources for Department-wide recruiting efforts to increase the diversity of applicant pools. Once fully implemented, the strategy will be expanded to five communities where the Department has a large number of employees.</p>		
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	<p><b>Hiring and Placement</b></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</p>	

	plans; 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.
<b>BARRIER ANALYSIS:</b>	Analysis of the subcomponents' FY 2011 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.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	Managers and supervisors may not be fully aware of how to manage for a workplace that provides equal opportunity and equal access for all employees.
<b>OBJECTIVE:</b>	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.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Office of Civil Rights; Director, Office of Human Resources; Director, Office of Strategic Employee and Organizational Development; Bureau/Office Heads; EEO and HR Officers; Managers and Supervisors
<b>DATE OBJECTIVE INITIATED:</b>	January 30, 2006
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 30, 2013
<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, 2013
2) All employees will take the FY 2013 No FEAR Act training on whistleblowing and discrimination in the workplace.	August 30, 2013
3) EEO will monitor managers' and supervisors' completion of the required annual EEO/Diversity training and report outcome to management.	December 30, 2013
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, 2013
5) OSEOD will make DOIU and DOI-Learn available to offer EEO and diversity training for managers and supervisors.	September 30, 2013
6) EEO offices will ensure availability of training, within funding constraints, on topics, to include reasonable accommodation and disability laws to managers and supervisors.	September 30, 2013
7) Managers and supervisors, in consultation with HR offices, will establish targeted recruitment strategies for major occupations with low participation rates.	September 30, 2013

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, 2013

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2012, EEO and HR offices and DOI University provided training to managers, supervisors, and employees on a myriad of topics to include: reasonable accommodations; EEO rights and responsibilities; Schedule A hiring authority; diversity and inclusion; the Americans with Disabilities Amendment Act; and the Rehabilitation Act. Training was offered via formal classroom setting, webinars, audio conferences, and on-line.

It is Departmental policy that all new managers and supervisors must attend the Supervisory Training Course within one year of appointment. The course addresses the supervisory competencies identified by the U.S. Office of Personnel Management as essential for all supervisors. Improvement is needed to document: initial supervisory probationary period; required supervisory training; and completion of the required probationary period and training.

The Chief Diversity Officer, under the umbrella of the Department's Inclusive Workplace Strategy, provided diversity and inclusion training to approximately 2,000 managers and supervisors in FY 2012. In addition, the DOIU has a leadership curriculum for Senior Executives and senior level managers in which there are multiple opportunities to convey the message of diversity management.

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 FY2012		end of FY2012		Net Change		
		Number	%	Number	%	Number	Rate of Change	
	Total Work Force	*58,815	100.00	58,660	100.00	-155	-0.3	
	Reportable Disability	*4,651	7.9	4,651	7.9	0	0.0	
	Targeted Disability*	*628	1.1	614	1.0	-14	-2.2	
	<b>*Changes in beginning FY2011 figures due to data verification.</b>							
	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.					42		

**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 into Major Occupations	462	16	3.5	3	0.6	8	1.7	438	94.8
4. Non-Competitive Promotion Eligibles	6,299	471	7.5	64	1.0	198	3.1	5,630	89.4
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	57,106	4,214	7.4	490	0.8	1,573	2.7	51,319	89.9
6.a. Time-Off Awards (Total hrs awarded)	253,109	18,512	7.3	2,125	0.8	7,270	2.9	227,327	89.8
6.b. Cash Awards (total \$\$\$ awarded)	43,232,085	2,858,171	6.6	313,788	0.7	1,176,901	2.7	39,197,013	90.7
6.c. Quality-Step Increase	1,861	109	5.9	16	0.9	42	2.2	1,710	91.9
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 20 and 21								
<b>Part V</b> Goals for Targeted Disabilities	See Page 22								

**\*\* 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 recommended Federal High 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/Office Heads; EEO and HR Officers; Managers and Supervisors	
<b>DATE OBJECTIVE INITIATED:</b>	November 30, 2010	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 30, 2013	
<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, 2013	
2) OHR, in consultation with OCR and Youth Office, will develop a corporate recruitment toolkit for managers, HR and EEO to improve efficiency of recruitment efforts.	September 30, 2013	
3) EEO and HR officials will provide reports to Bureau/Office Heads on progress in increasing the employment of persons with disabilities.	September 30, 2013	
4) Managers, supervisors, and HR practitioners will be provided training on hiring and retention strategies for persons with disabilities.	September 30, 2013	
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, 2013	

6) OCR will conduct an assessment of the subcomponents' reports on reasonable accommodation requests and provide information to senior leaders.

April 30, 2013

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The Department's FY 2012 goal of 1.3% employees with targeted disabilities was not met; however, there was an increase in participation. Overall participation of employees with disabilities in the permanent workforce increased by 0.3% and the accession rate of employees with disabilities increased by 1.5%.

While many of the Department's targeted outreach activities for employees with disabilities focused on disabled veterans, the proactive recruitment strategy also supported a more flexible hiring process for non-veterans with disabilities who are eligible for appointment under special hiring authorities. During FY 2012, a newly formed veteran's employee affinity group grew to 600 members Department-wide in its first couple of months. The group is becoming an important resource for employees who are veterans to get information, support, and mentoring. The group also serves as a resource to management on veteran issues in the workplace.

The Department expanded its program with Project SEARCH to subcomponents in Denver, Colorado. Project SEARCH brings students with disabilities into the workplace to learn job skills while demonstrating to managers and supervisors the value of hiring individuals with disabilities. Both managers and students reported positive experiences and the most successful students were considered for paid positions.

The Departmental Office of Human Resources continued to provide training on recruiting and hiring tools to managers, supervisors, HR, and EEO. The training focused on creating an awareness of Schedule A appointing authority, the value of hiring individuals with disabilities, and increasing employment opportunities for individuals with disabilities.

The Department has set a goal of 2% employees with disabilities by the end of FY 2016. Each subcomponent established its own measure that contributes to the overall 2% goal for the Department.

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

### of Individuals with Targeted Disabilities

As of September 30, 2012, the Department's permanent workforce was comprised of 614 employees with targeted disabilities. This represents a participation rate of 1.0% which is below the recommended Federal benchmark of 2.0%. Workforce data reflected very little positive change in the participation rate of employees with targeted disabilities within the Department's leadership ranks (grades GS-13 through SES) and major occupations. Within accessions, the participation rate of employees with targeted disabilities increased by 0.3% over FY 2011. Voluntary separations decreased by 0.7%.

<b>Leadership Ranks</b>	<b>GS-13</b>	<b>GS-14</b>	<b>GS-15</b>	<b>SES</b>
% Targeted disabilities FY2012	0.8	0.6	0.5	0
% Targeted disabilities FY2011	0.8	0.5	0.6	0

<b>Major Occupations</b>	<b>Park Ranger</b>	<b>Biology</b>	<b>Wildlife Biology</b>	<b>Civil Eng.</b>	<b>Realty</b>	<b>Hydrology</b>	<b>Geology</b>	<b>Education</b>
% Targeted disabilities FY2012	0.8	0.6	0.3	0.8	0.8	0.2	0.8	0
% Targeted disabilities FY2011	0.9	0.7	0.3	1.1	0.7	0.3	0.9	0

<b>Accessions and Voluntary Separations</b>	<b>Accessions</b>	<b>Separations</b>
% Targeted disabilities FY2012	1.0	1.3
% Targeted disabilities FY2011	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) Collaborate with Federal agencies and advocacy groups to sponsor workshops, forums, and training sessions to educate managers, supervisors, HR, and EEO 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; 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 candidate pools, 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 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 Accessible Technology Center's partnership with the Department of Defense Computer/Accommodation Program.

