

Table of Contents

	Page
Transmittal Letter to EEOC	i
Table of Contents	1
Glossary of Terms	2
Part A: Department or Agency Identifying Information	4
Part B: Total Employment	4
Part C: Agency Officials Responsible for Oversight of EEO Programs	4
Part D: List of Subordinate Components Covered in this Report	5
Part E: Executive Summary	6
Part F: Certification of Establishment of Continuing EEO Programs	18
Part G: Agency Self-Assessment	19
Part H: EEO Plan for Attaining the Essential Elements of a Model EEO Program	36
Part I: EEO Plan to Eliminate Identified Barriers	39
Part J: Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities	50
Appendix A: Workforce Data Tables (A1 – A14)	
Appendix B: Workforce Data Tables for Individuals with a Disability (B1 – B14)	
Appendix C: Additional Required Information	
C-1	Policy Statement on Equal Opportunity and Diversity and Prevention of Harassment
C-2	NSF Organizational Chart

Glossary of Terms¹

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

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

CIVILIAN LABOR FORCE (CLF): Data derived from the decennial census reflecting persons 16 years of age or older, who were employed or seeking employment. This data excludes those in the Armed Services. CLF data used in this report is based on the 2000 Census.

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

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

EMPLOYEES: Permanent, full, or part-time members of the agency workforce including those in excepted service positions. Does not include temporary or intermittent individuals.

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

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

NSF STAFF CATEGORIES: Science and Engineering (S&E) - includes positions in science, engineering, and education plus management and general administration positions with program responsibilities in the organizational directorates; Business Operations - includes "professional" positions such as Accountant/Auditor and Librarian plus all remaining administrative positions not included in the S&E category above; and Program Support - includes technical and clerical positions.

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

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

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

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

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

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

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

RACE-NATIONAL ORIGIN-ETHNICITY:

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

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

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

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

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

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

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

RESPONSIBLE OFFICIAL: Executive, Manager, or Supervisor who is accountable for accomplishing an action item.

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

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

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

PART A Department or Agency Identifying Information	1. Agency		1. National Science Foundation	
	1.a. 2 nd level reporting component			
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 4201 Wilson Boulevard	
	3. City, State, Zip Code		3. Arlington, Virginia 22230	
	4. CPDF Code	5. FIPS code(s)	4. 51	5. 24,11
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 1235
	2. Enter total number of temporary employees			2. 239
	3. Enter total number employees paid from non-appropriated funds			3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 1474
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Cora Marrett Acting Director	
	2. Agency Head Designee		2. Claudia J. Postell	
	3. Principal EEO Director/Official Official Title/series/grade		3. Claudia J. Postell, Director, ES-0260-00	
	4. Title VII Affirmative EEO Program Official		4. Tracey L. France	
	5. Section 501 Affirmative Action Program Official		5. Shawn L. Murray	
	6. Complaint Processing Program Manager		6. Terri L. Sisley	
	7. Other Responsible EEO Staff		7. Rhonda J. Davis, Senior Advisor Pamela A. Smith, Staff Associate for Operations	

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

PART D	Subordinate Component and Location (City/State)	CPDF and FIPS codes		
List of Subordinate Components Covered in This Report	N/A			

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

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

National Science Foundation
October 1, 2011 to September 30, 2012

Executive Summary

The National Science Foundation (hereinafter "NSF") was established by Congress in 1950 as an independent agency of the Federal government with the mission "to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense." NSF accomplishes its mission primarily by making merit-based grants and cooperative agreements to colleges, universities, and other institutions to support researchers throughout the nation. Each year, NSF uses a merit review process to select new awards from competitive proposals submitted by the science and engineering research and education communities. In FY 2012, NSF evaluated 48,600 proposals and made more than 11,500 new awards.

In support of its mission, the NSF has adopted as one of its five core values the concept of being "broadly inclusive." Through this core value, NSF is "seeking and including contributions from all sources while reaching out, especially to groups that are underrepresented, serving scientists, engineers, educators, students, and the public across the nations, and exploring opportunities for partnerships both nationally and internationally."

The 2011-2016 NSF Strategic Plan has three interrelated strategic goals—Transform the Frontiers, Innovate for Society, and Perform as a Model Organization. Within the goal of performing as a model organization is the target of NSF attaining model equal employment opportunity (EEO) status per criteria established by the U.S. Equal Employment Opportunity Commission (EEOC).

The Federal Personnel Payroll System (FPPS) reflects that NSF's workforce for FY 2012 consisted of 1474 employees; 1235 permanent and 239 temporary.² The NSF workforce is categorized into three distinct staff groupings: Science and Engineering (S&E), Business Operations, and Program Support.

The S&E includes positions in science, engineering, and education, plus program management and general administration positions with program responsibilities in the organizational directorates. The Business Operations group encompasses professionals such as

² For FY 2012, the MD-715 report includes employees of the Office of Inspector General (OIG) and the National Science Board (NSB).

Also, the data pulled from the FPPS reflect the use of the first and last full pay periods of FY 2012.

Accountants/Auditors and Librarians, plus all remaining administrative positions not included in the S&E category. The Program Support category includes technical and clerical positions. Additionally, there are Intergovernmental Personnel Act (IPA) employees working at NSF who are not captured in the FPPS,³ and NSF does not employ wage grade workers.

1. SUMMARY OF ANALYSIS OF NSF WORKFORCE

Over the last fiscal year, NSF has made progress in diversifying and broadening participation in its workforce through recruitment and training activities and has taken significant steps towards attaining model EEO status as defined by the EEOC. The NSF's workforce strategy seeks to serve not only the Federal workforce but the wider academic and research communities.

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

For purposes of this report, the EEOC defines a barrier as an agency personnel policy, principle, or practice that restricts or tends to limit the representative employment of applicants and employees as related to women, minorities, and individuals with disabilities. Types of data that are available to conduct barrier analysis are workforce demographic snapshots, nature of action data, applicant flow data, climate surveys, and EEO complaint trends.

In determining underrepresented groups, agency data is compared to the general Civilian Labor Force (CLF). When compared to the CLF from Census 2000, the following groups were identified as below parity according to the CLF, as reflected in **Table A1**:⁴

³ IPAs are not reflected in this analysis. Nevertheless, NSF recognizes that IPAs are an important component of its workforce and plans to assemble data for this group in future reports.

⁴ See Footnote 3.

Also, as a result of rounding the numbers, there may be a slight difference in the numerical values provided throughout the report.

<u>Group</u>	<u>FY 2011 (%)</u>	<u>FY 2012 (%)</u>	<u>2000 CLF (%)</u>
Males	38.19	(38.53)	53.0
Hispanic or Latino Male	1.43	(1.83)	6.17
Hispanic or Latina Female	1.07	(1.56)	4.52
White Male	29.02	(28.77)	39.03
White Female	30.97	(30.94)	33.74
Black/African American Male	4.15	(4.41)	4.84
American Indian/Alaskan	0.14	(0.07)	0.34
Native Male			
American Indian/Alaskan	0.02	(0.02)	0.32
Native Female			
Native Hawaiian or Other			
Pacific Islander Male	0.00	(0.00)	0.06
Two or more races Male	0.02	(0.2)	0.88
Two or more races Female	0.34	(0.41)	0.76

The data also show the following: Asian employees had greater representation in the permanent workforce than in the CLF in which Asian males represented 3.26% vs. 1.92% and Asian females represented 4.00% vs. 1.71%; and Black or African American females had greater representation in the permanent workforce than in the CLF, representing 24.15% vs. 5.66%. **(Table A1)**

A summary of individuals with disabilities shows that 15 employees at NSF are identified as having targeted disabilities⁵ representing 1.02% of the permanent workforce, which is below the Federal high of 2.27%. **(Table B1)**

2. SUMMARY OF RESULTS OF AGENCY’S ANNUAL SELF-ASSESSMENT AGAINST MD-715 “ESSENTIAL ELEMENTS”

Beginning in FY 2011, NSF became one of the first Federal agencies to incorporate language into its Strategic Plan that specifically connects the goal of attaining model EEO status to EEOC-specific criteria. In its FY 2011-2016 Strategic Plan, one of the three strategic goals is to Perform as a Model Organization. Within that goal is the target of attaining status as a model EEO agency as defined by the EEOC in its six essential elements. The agency goal for FY 2012 was to attain four of six essential elements in which the agency met. For the two essential elements that not met, NSF has taken substantial steps towards accomplishing this goal.

Additionally, because attaining model EEO agency status is a NSF performance goal, ODI’s processes for evaluating NSF’s progress towards meeting the measures within the six essential

⁵ The EEOC defines targeted disabilities as deafness, blindness, missing limbs, partial paralysis, convulsive disorders, mental impairment, and distortion (limb/spine).

elements (as identified in Part G) has undergone an extensive verification and validation process by an independent third party.

The following depicts some of the agency's major accomplishments under each of the six essential elements:

Essential Element A: Demonstrated Commitment from Agency Leadership

In FY 2012, NSF met all but four measures under **Essential Element A**.⁶ Some highlights of NSF's accomplishments under this element include the following:

- Timely updated and disseminated to NSF staff all EEO policy statements. Policies issued included NSF's statements on Diversity and Equal Opportunity and Prevention of Harassment, illustrating the agency's commitment to a work environment that is free of discrimination and harassment. In addition to reinforcing NSF's zero tolerance for discrimination and retaliation, the policy also emphasized NSF's commitment to diversity in its workforce and in all NSF programs and activities. Also, during this fiscal year, the Office of Diversity and Inclusion (ODI), devised and implemented the agency's first comprehensive guidelines on processing reasonable accommodations within NSF.
- Disseminated copies of NSF's EEO policy statements to all new employees through the agency's New Employee Orientation (NEO) program, through its Program Management Seminar (PMS) for new Program Officers, and through specialized EEO briefings to more than 300 employees representing various divisions and/or units within NSF.
- Issued copies of NSF's EEO policy statements to new supervisors at NSF through collaboration between ODI and NSF's Human Resources Management Division (HRM).
- Provided written materials regarding NSF's EEO programs to all employees and applicants in an informational poster prominently located on each floor within NSF's facilities. Additionally, ODI conducted an inventory of NSF facilities to ascertain the location of EEO posters to ensure they were prominently located throughout NSF's facilities and updated and revised all EEO posters throughout NSF facilities. Also, made available written materials through ODI's revised internal website.

⁶ The elements that were not met in FY 2012 under this element were as follows:

When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?

Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to: resolve problems/disagreements and other conflicts in their respective work environments as they arise; ensure subordinates supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications; and ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?

- Established a process to ensure employees, when promoted to supervisory ranks, is provided a copy of the EEO policy statement, which would meet one measure not met in FY 2012 under this essential element.
- Evaluated the commitment of managers and supervisors to agency EEO policies and principles by the following:
 - Laying the framework for a new web-based course entitled “EEO Briefing for Managers and Supervisors” to ensure managers had a clear understanding of their role in assisting NSF attain model EEO status. This course would also meet three measures that were not met in FY 2012 under this essential element. Areas to be covered in the course include:
 - Alternative dispute resolution and conflict resolution, with a focus on agency processes in place, how these processes can assist in resolving conflicts/disputes in their respective work environments, and effective communications. Training will also cover NSF’s intervention and facilitation processes, designed to create a forum to address and correct tension in the workplace;
 - EEO complaints process with a focus on the applicable laws and regulations, as well as the manager’s responsibilities during the informal, formal, and hearing processes, inclusive of cooperation with EEO officials during the EEO process;
 - Religious accommodation, which will include a discussion on the process as well as undue hardship; and
 - Reasonable accommodation, which will cover the manager’s role in the process, confidentiality, and undue hardship.
 - Laying the framework for a series of web-based courses that will assist managers/supervisors with effective communication and tools on how to better address conflict in the workplace.

Additionally, in FY 2012, NSF managers and supervisors actively supported the agency’s EEO program and objectives by participation in the following outreach and recruitment programs:

- Forty (40) outreach activities via NSF’s Team to Invigorate Marketing and Outreach (TIMO).
- Targeted outreach efforts for Hispanics in which NSF partnered with 1) Mid-Atlantic Hispanic Chamber of Commerce, 2) Hispanic Heritage Foundation, 3) Hispanic

Association of Colleges and Universities, 4) Latino Magazine, and 5) National Association of Hispanic Federal Executives.

- Two (2) Historically Black Colleges and Universities (HBCU) events.
- Three (3) Persons with Disabilities (PWD) outreach activities, including the Equal Opportunity Publications Career Expo for People with Disabilities and the Virginia Department of Rehabilitative Services. NSF has a partnership with the Virginia Department for Aging and Rehabilitative Services.
- Twenty three (23) Veterans Employment Program (VEP) outreach activities.

Essential Element B: Integration of EEO into the Agency's Strategic Mission

In FY 2012, NSF met all measures under **Essential Element B**. Some highlights of NSF's accomplishments under this element include the following:

- NSF strategically integrated EEO into the agency's mission in which it became one of the first federal agencies to incorporate language into its Strategic Plan that specifically connects the goal of attaining model EEO status to EEOC-specific criteria. This goal was also incorporated within performance goals for implementation as part of the Government Performance and Results Act (GPRA), in which the ODI Director served as a Lieutenant, and the four essential elements identified in the goal were met.
- The ODI Director played a major role in NSF's devising and implementing its first Diversity and Inclusion Strategic Plan, which included an extensive employee engagement process in which NSF held its first Diversity and Inclusion Town Halls.
- NSF ensured that the duties and responsibilities of the EEO staff were clearly defined in which ODI staff presented at every New Employee Orientation, at all Program Management Seminars, at Senior Leadership meetings, at NSF's Executive Leadership Retreats, before the Committee on Equal Opportunities in Science and Engineering, on civil rights and compliance issues at two Regional Conferences and one HBCU conference, at mandatory training for managers and supervisors, and provided EEO briefings to more than 300 employees.
- EEO officials participated in 18 EEO/diversity training/conferences covering the following areas: EEO investigations; EEO counseling; gender stereotyping; disability/reasonable accommodation; EEO complaints process, including dismissal of EEO complaints, motions, hearings, and sanctions; and diversity.
- ODI Director participated in weekly senior meetings resulting in regular information being relayed to top management officials regarding the effectiveness, efficiency, and legal compliance of the EEO program.

- The ODI Director presented the first “State of the Agency” briefing to senior officials covering all components of the EEO report, inclusive of NSF’s progress in each of the six elements of the model EEO program. The briefing also highlighted barriers identified and steps taken to eliminate such barriers.
- NSF continued to commit sufficient human resources and budget allocations to its EEO program to ensure successful operation. In FY 2012, NSF successfully implemented, in collaboration with various divisions and offices, its Special Emphasis Programs and/or events to assist in highlighting NSF’s diversity and inclusion.
- ODI processed, via NSF’s centralized fund, 413 reasonable accommodation actions, inclusive of supplies, equipment, and services necessary to provide disability accommodations. The purpose of the centralized fund is to ensure that all employees, panelists, visitors, and applicants with disabilities are provided reasonable accommodations.
- ODI continue to coordinate two processes, in collaboration with the Office of Budget, Finance, and Award Management (BFA), in which (1) panel members with disabilities are directly linked to ODI to request reasonable accommodations for their disabilities, and in which (2) special travel requests based on disabling conditions are processed and cleared through ODI prior to approval of requests via NSF’s travel system.
- ODI recommended and implemented new policy and procedures to have Office of the General Counsel’s (OGC) deposition and court reporting costs paid from the EEO Investigations account resulting in a streamlined process.
- ODI timely processed all new complaints and offered alternative dispute resolution to all complaints involved in the EEO complaints process, resulting in four settlement agreements.
- ODI provided significant input to the following diversity reports and/or initiatives: the Annual Federal Equal Opportunity Recruitment Program (FEORP) Plan and Hispanic Employment Report, the Agency Disabled Veterans Affirmative Action Program (DVAAP) Representation and Assessment and Action Plan, the Government-Wide Diversity and Inclusion Strategic Plan, NSF’s Diversity and Inclusion Strategic Plan, and NSF’s plan for Recruiting, Hiring, and Retaining Persons with Disabilities, submitted in accordance with Executive Order 13548 (Increasing Federal Employment of Individuals with Disabilities).
- In collaboration with HRM, NSF increased efforts to collect applicant flow data during recruitment.
- Made available written materials regarding NSF’s EEO programs to all employees and applicants through NSF’s revised internal website and updated literature located in the EEO office. Also conducted an inventory of NSF facilities to ascertain the location of EEO posters to ensure they were prominently located throughout NSF’s facilities.

- Updated, revised, and disseminated all ODI posters throughout NSF facilities addressing the EEO process, harassment, and reasonable accommodations.
- Offered EEO briefings to directorates and offices regarding the EEO program and processes covering more than 300 employees.

Essential Element C: Management and Program Accountability

In FY 2012, NSF met all but five measures under **Essential Element C.**⁷ Additionally, in FY 2012, two new measures were identified as unmet.⁸ Some highlights of NSF's accomplishments under this element include the following:

- Devised an e-newsletter that will provide updates on EEO and diversity related issues to the NSF workforce. Additionally, updates were disseminated via bulletins, during EEO and diversity training, through weekly senior meetings, during presentations at NEO and Program Management Seminars, during EEO briefings to staff, and through NSF's *Weekly Wire*.
- EEO officials provided input and assisted in the coordination, development, and implementation of the following EEO and related plans, which included collaboration with HRM, agency counsel, and other applicable officials:
 - ***The Annual Federal Equal Opportunity Recruitment Program (FEORP) Plan and the Hispanic Employment Report***, which involves targeted recruitment efforts based on a determination of underrepresentation of minorities and/or women in the various occupational categories, both nationally and in specific geographic locations.
 - ***The Disabled Veterans Affirmative Action Program (DVAAP) Representation and Assessment and Action Plan***, which focuses on methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

⁷

The referenced measures were whether (1) the agency has a disciplinary policy and/or table of penalties that covers employees found to have committed discrimination; (2) have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis.; (3) whether time-tables or schedules have been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups; (4) whether time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups; and (5) whether time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups.

Plans are underway to meet these measures in FY 2013.

- NSF's plan for ***Increasing Federal Employment of Individuals with Disabilities***, which focuses on ways to include into the workforce more individuals with disabilities, including those with targeted disabilities, as required via Executive Order 13548.
 - ***The Government-Wide Diversity and Inclusion Strategic Plan***, which requires all federal agencies to develop and implement a more comprehensive, integrated, and strategic focus on diversity and inclusion as a key component of their human capital strategies, per a new executive order issued by the President in August 2011.
 - ***NSF's Diversity and Inclusion Strategic Plan***, which provides a shared direction, encourages commitment, and creates alignment so NSF can approach its workplace diversity and inclusion efforts in a coordinated, collaborative, and integrated manner.
 - NSF's **Limited English Proficiency (LEP) Plan**, which requires federal agencies that provide financial assistance to develop guidance to its recipients on the obligation to provide meaningful access to limited English proficient person.
- NSF timely responded to compliance issues related to the EEOC and other applicable orders.
 - NSF conducted a review of accommodation actions and processes, resulting in the implementation of new reasonable accommodation guidelines.

Essential Element D: Proactive Prevention of Unlawful Discrimination

In FY 2012, NSF continued to meet all measures under **Essential Element D**. Some highlights of NSF's accomplishments under this element include the following:

- ODI continued to work with senior managers in identifying and implementing action plans to eliminate identified barriers.
- NSF has become one of the first federal agencies to strategically integrate EEO into the agency's mission via EEOC-based criteria.
- ODI conducted quarterly and annual trend analyses of the NSF workforce as related to race, national origin, sex, and disability in which the groups were evaluated via workforce profiles, major occupations, grade level distribution, compensation and reward system, and management/personnel policies and procedures. Such information was disseminated to senior managers via NSF's "State of the Agency Briefing" as well as individually by directorate and/or office.

- NSF encouraged the use of ADR to all employees via its Alternative Dispute Resolution Program, inclusive of supervisors and managers.
- NSF began the process of updating its global ADR policy.
- ADR was offered in every EEO complaint, resulting in four settlement agreements.

Essential Element E: Efficiency

In FY 2012, NSF met all measures under **Essential Element E**, thus meeting two measures that were unmet in FY 2011.⁹ Some highlights of NSF’s accomplishments under this element include the following:

- ODI staff members received and maintained training in data collection via the FPPS, inclusive of data required by the MD-715. Additionally, an ODI staff member obtained training on a new system implemented by the EEOC which requires all federal agencies to submit its 2012 MD-715 report electronically.
- NSF devised and implemented a Standard of Operations Procedures Manual to ensure adequate data collection and analysis systems that permit tracking of information required by the MD-715. The process also includes management controls to monitor and ensure that data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC.
- NSF continues to maintain an effective system for adequate data collection and analysis as required by the MD-715.
- ODI has a designated Disability Program Manager who processes requests for disability accommodations throughout NSF in which new guidelines were drafted and implemented this fiscal year. In FY 2012, 415 reasonable accommodation actions were processed by ODI within the applicable time frames.¹⁰
- NSF continued to track and monitor all EEO complaint activity throughout the complaints process via iComplaints. The system allows NSF to identify issues and bases of complaints, identify the person who filed the complaint, named managers, and other relevant information to allow NSF to analyze complaint activity and trends.
- All contractors were held accountable for any delays in counseling and/or investigation processing times via bi-weekly status reports and contract oversight.

⁹ The two measures involve ensuring all counseling activity and investigations are done within the applicable timeframes.

¹⁰ Does not include delays in which ODI has requested and is awaiting documentation from the requestor.

- All contract firms provided documentation to illustrate that all new counselors and investigators received the 32 hours of training and that experienced counselors and investigators per the MD-110.
- ODI timely forwarded investigative files to the EEOC immediately upon request for receipt, which were done electronically as part of an EEOC pilot program in which NSF is a part of and timely complied with all EEOC AJ decisions that were not the subject of an appeal by NSF. Additionally, matters addressed as part of the EEO complaints process were processed and reviewed for legal sufficiency in a neutral manner.
- NSF has in place an established ADR program, in which ADR is offered to every person who filed a complaint during the pre and formal complaint stages of the EEO process. Moreover, ODI continued the process of revising and updating NSF's global ADR policy for implementation in FY 2013. Additionally, in FY 2012, all ADR marketing materials were updated to include information on the availability of ADR to resolve EEO disputes/complaints.
- NSF timely completed its obligations for settlements reached in four EEO complaints,
- ODI devised a web-based course for managers and supervisors with a focus on ADR. The training is geared towards focusing on the federal government's interest in encouraging mutual resolution of disputes and benefits associated with using ADR as well as the manager's role during this process.
- All managers are required to participate in ADR when the agency has offered and the complainant elected to participate in ADR. Participating managers are required to have the applicable settlement authority.
- NSF continues to identify and monitor trends in complaint processing to ensure the agency is meeting its obligations under applicable laws.
- Through attendance at various EEO conferences and meetings, NSF's EEO Director consulted with agencies of similar size on the effectiveness of the EEO program and identified and shared best practices. In FY 2012, the ODI Director attended meetings sponsored by the EEOC, the Federal EEO and Civil Rights Executives, and presented at the EEOC's Executive Leadership Conference.

Essential Element F: Responsiveness and Legal Compliance

In FY 2012, NSF continued to meet all measures under **Essential Element F**. Some highlights of NSF's accomplishments under this element include the following:

- NSF continued to have in place a system of management control via ODI and the Office of General Counsel (OGC) to ensure timely compliance with all orders and directives issued by EEOC Administrative Judges.

- NSF continued to maintain control over the payroll processing function to guarantee responsive and timely processing of any monetary relief and to process any other form of ordered relief, if applicable.
- The responsibility of complying with EEOC orders is encompassed in the performance standards of the following agency employee:
 - Claudia J. Postell, Director, Office of Diversity and Inclusion
- ODI continues to be the unit charged primarily with the responsibility for compliance with EEOC orders. As such, ODI staff members have completed an on-line module on “Motions, Hearing and Sanctions”.
- NSF promptly provides to the EEOC all documentation for completing compliance.

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, Claudia J. Postell am the

(Insert name above) (Director, ODI)

Principal EEO Director/Official for National Science Foundation

(Insert Agency/Component Name above)

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

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

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

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

Date

Signature of Agency Head or Agency Head Designee

Date

EEOC FORM
715-01 PART G—FY 2013 Working Draft

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		<input checked="" type="checkbox"/>		
Are new employees provided a copy of the EEO policy statement during orientation?		<input checked="" type="checkbox"/>		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			<input checked="" type="checkbox"/>	Process has been established with HRM to ensure supervisors are provided a copy of the EEO policy statement.
Compliance	EEO policy statements have been	Measure has		For all unmet

 Indicator	communicated to all employees.	been met		measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		N/A		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		
 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?			X	ODI has begun working with HRM to

			devise a course or determine if one if already in place that will be offered to managers and supervisors.
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X	ODI has begun working with HRM to devise a course or determine if one if already in place that will be offered to managers and supervisors.
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X	Addressed in new web-based Training Module which will be offered later this month.

ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

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.

 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)	X			
Are the duties and responsibilities of EEO officials clearly defined?	X			

Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		N/A		
If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		N/A		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making		X		

human resource decisions such as re-organizations and re-alignments?				
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter 1-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO		X		

guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?				
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		

	for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
	to provide religious accommodations?	X		
	to provide disability accommodations in accordance with the agency's written procedures?	X		
	in the EEO discrimination complaint process?	X		
	to participate in ADR?	X		
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	X		
	Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?	X		
 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Have time-tables or schedules been established for the agency		X	ODI has begun

to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?				working with HRM to devise such a process.
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X	ODI has begun working with HRM to devise such a process.
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	ODI has begun working with HRM to devise such a process.
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		
 Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?			X	
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?			X	
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		N/A		
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
Compliance	Analyses to identify and remove	Measure	For all unmet	

 Indicator or  Measure s	unnecessary barriers to employment are conducted throughout the year.	has been met		measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measure s		Yes	No	

Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		
Essential Element E: EFFICIENCY Requires that the agency head ensure 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.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		N/A		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC
 Measures		Yes	No	

				FORM 715-01 PART H to the agency's status report
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
If yes, briefly describe how: Time requirements are specified in the contract. Contract oversight ensures timely processing.				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		

Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
Compliance	The agency has effective systems in place	Measure		For all unmet

 Indicator or  Measures	for maintaining and evaluating the impact and effectiveness of its EEO programs.	has been met		measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?	X		
	Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?	X		
	Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?	X		
	Do the agency's EEO programs address all of the laws enforced by the EEOC?	X		
	Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?	X		
	Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	X		
 Compliance Indicator  Measures	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	X		

Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measure s		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measure s		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
Compliance	Agency personnel are accountable for the timely completion of actions required to	Measure has been		For all unmet measures,

 Indicator or  Measure s	comply with orders of EEOC.	met		provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured.		Title: NSF Complaints Manager. Process: Review of annual reports that track timelines and review of complaints.		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?		X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?		X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?		X		
Compensatory Damages: The final agency decision and evidence of payment, if made?		X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?		X		

Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

EEOC FORM
715-01
Part H

U.S. Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

National Science Foundation		FY <u>2012</u>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	Element A – Demonstrated Commitment from Agency Leadership: Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.	
OBJECTIVE:	Ensure that employees promoted into the supervisory ranks are provided a copy of the EEO policy statements.	
RESPONSIBLE OFFICIAL:	Agency Head and Director, Office of Diversity and Inclusion (ODI)	
DATE OBJECTIVE INITIATED:	11/2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3rd Quarter FY 2013	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Implement a process in collaboration with Human Resources Management (HRM) to ensure information is transmitted to ODI on a consistently basis.	2 nd Quarter FY 2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
1. ODI has already implemented a process to begin forwarding the referenced policies to new supervisors.	

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U.S. Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program

National Science Foundation		FY <u>2012</u>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	Element C – Management and Program Accountability: Requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency’s EEO Program and Plan.	
OBJECTIVE:	Implement a process of review for the referenced measures.	
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion; Director, Office of Information and Resource Management; Deputy Director, Division of Human Resource Management; and Labor Relations Officer.	
DATE OBJECTIVE INITIATED:	11/2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	4 th Quarter FY 2013	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Meet with applicable parties to discuss ways to meet the referenced measures.	2 nd Quarter FY 2013
2. Establish a process for current review of areas in referenced measures.	2 rd Quarter FY 2013
3. Establish time frames for such reviews.	3 rd Quarter FY 2013
4. Conduct reviews of referenced areas.	4 th Quarter FY 2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
1. In 2 nd quarter, FY 2013, ODI began discussion with the applicable parties ways to implement these measures this fiscal year.	

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	Element C – Management and Program Accountability: Requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency’s EEO Program and Plan.
OBJECTIVE:	Devise and implement a policy that addresses employees found to have committed discrimination and implement an effective dissemination process to inform employees of the policy.
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion; Director, Office of Information and Resource Management; Deputy Director, Division of Human Resource Management; Office of General Counsel; and Labor Relations Officer.
DATE OBJECTIVE INITIATED:	11/2012
TARGET DATE FOR COMPLETION OF OBJECTIVE:	4 th Quarter FY 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Meet with applicable parties to discuss effective ways of implementing the measures.	2nd Quarter FY 2013
2. Draft standards, in concert with the applicable parties, to meet the referenced measures.	3 rd Quarter FY 2013
3. Draft a policy statement for dissemination to employees annually.	4 th Quarter FY 2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
1. In 2 nd quarter, FY 2013, ODI began discussion with the applicable offices on the best approaches to meet this measure.	

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
National Science Foundation	FY 2012	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.	FY 2012 data show that the participation rate of Hispanic employees in the agency's total workforce (3.39%) is lower than the civilian labor force (CLF) participation rate of 10.69% in the civilian labor force. More importantly, the data shows that Hispanic employees have low participation rates in several of the occupational categories and grade levels across the board.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>Examined the workforce demographics in accordance with the MD-715 Report format. Performed analysis of workforce demographics for all workforce data.</p> <p>Table A1 shows that Hispanic employees participate at a rate of 3.39% in the total workforce (TWF), which is lower than their rate in the CLF.</p> <p>Table A3 shows that Hispanic females comprise only 0.88% of executive/senior level positions. Participation at the senior executive level is significantly lower than participation in the permanent workforce (PWF) (1.78%). Hispanic males comprise 0% of the mid-level positions and first-level positions respectively.</p> <p>Table A4-1 shows that Hispanics have low participation in the low- to mid-level grades. At the GS-05 to GS-10 grade level, the participation rates range from 0% to just over 1%. However, in the higher grade levels, participation rates tend to be higher. At the GS-14 grade level, the participation rate for Hispanics is 3.84%, which exceeds their participation in the PWF. At the SES level, the participation rate for Hispanics is 6.25%, which exceeds their participation in the PWF.</p> <p>Table A6 shows that Hispanics have low participation rates for six out of the 10 NSF major occupations. The participation rates for Hispanic males are below the Occupational Civilian Labor Force (OCLF) in General Physical Science (1.79% as compared to 2.18%); General Biological Science (0% as compared to 1.93%); General Business and Industry (0% as compared to 4.74%); Mathematics (0% as compared to 1.85%); General Engineering (0% as compared to 3.19%); and Geology (0% as compared to 1.85%). The participation rates for Hispanic females are below the OCLF in General Business and Industry (2.78% as compared to 5.27%); Social Science (0% as compared to 2.21%); Chemistry (0% as compared to 1.63%); Mathematics (0% as compared to 1.68%); General Engineering (0% as compared to 0.60%); and Astronomy and Space (0% as compared to 0.44%).</p> <p>Table A8 shows the percentage of Hispanic new hires in the permanent workforce (4.6%) is not equivalent to their availability in the CLF (10.69%).</p> <p>Examined other agency reports, including the Annual Federal Equal</p>	

	Opportunity Recruitment program (FEORP) Plan and Hispanic Employment Report and the National Science Foundation Workforce Profile FY 2012. Met with HR staff and staff from agency directorates to determine the source of the low participation rates and to verify the agency's recruitment and outreach efforts.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	According to the data, it appears that Hispanics are not entering the agency at entry level, which is reflected by the low participation rates in low- to mid-grade level positions. The data show that only 1.02% of Hispanics separated from the agency in comparison to the 4.6% that were hired in FY12. Additionally, Hispanics have low participation rates in many of the major occupations throughout the agency.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To increase the chances for recruiting Hispanic employees at NSF and improving their participation rates across the agency will implement a strategic plan of action (see planned activities below).	
RESPONSIBLE OFFICIALS:	HRM and ODI Directors	
DATE OBJECTIVE INITIATED:	June 1, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing	
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Evaluate the effectiveness of our recruitment policy and practices, which includes implementing performance and accountability measures.	4 th Quarter FY 2013	
Continue existing recruitment and outreach activities that have proven effective, such as those created and implemented by Team to Invigorate Marketing and Outreach (TIMO).	3 rd Quarter FY 2013	
Identify additional recruitment sources targeted to the Hispanic population.	3 rd Quarter FY 2013	
Utilize student internship programs, such as Pathways Programs and the Hispanic Association for Colleges and Universities as feeder programs for entry level to mid-	3 rd Quarter FY 2013	

grade positions.	
Utilize professional associations and councils, such as the National Council for Hispanic Employment Program Managers and the Office of Personnel Management's (OPM) Hispanic Council.	4 th Quarter 2013
Provide diversity and inclusion (D&I) training to all of the directorates through "Diversity On the Go" initiative; host dialogue series and seminars.	4 th Quarter 2013

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The National Science Foundation (NSF) is dedicated to promoting diversity and inclusion in employment opportunities, including Hispanic employment. To improve Hispanic employment, NSF engages in the following strategic activities and actions:

Outreach Activities and Partnerships – NSF attends recruitment events specifically geared toward the Hispanic community, including Latinos for Hire, the National Conference for the Society for Advancement of Chicanos and Native Americans in Science (SACNAS), and the Annual Conference for the Hispanic Association of Colleges and Universities (HACU).

NSF also builds relationships with the Hispanic community through other outreach events, including Nuestro Futuro and the Hispanic Heritage Foundation Youth Awards ceremony. Through regular attendance at such events, NSF has nurtured ongoing strategic partnerships with the Hispanic Heritage Foundation as well as the Mid-Atlantic Hispanic Chamber of Commerce. NSF also continues to seek additional partnership opportunities. For example, the National Association of Hispanic Federal Executives (NAHFE) is a group dedicated to assisting Hispanic Federal executives. During the past year, the Chair of NSF's Team to Invigorate Marketing and Outreach (TIMO) has worked with NAHFE as they strive to strengthen their organization. This initiative has included members of the NSF Hispanic Amigos as well, a grassroots group at NSF that informally facilitates networking for staff with Hispanic backgrounds. During FY12, TIMO had 40 outreach activities. Ongoing activities include Social media/online recruitment and "See Yourself at NSF."

NSF Ambassadors Program – NSF has a large number of positions filled by researchers and scientists for two- or four-year rotation periods. Called rotators, these researchers are highly connected in their fields, making them ideally positioned to recruit job candidates for NSF, including those with Hispanic backgrounds. The NSF Ambassador Program is made up of rotators, and NSF coordinates internally to arrange Ambassador attendance at grant conferences and NSF Days (workshops designed to help new researchers submit proposals to NSF).

Internal Visibility and Opportunity – Beyond its various outreach activities, NSF is also dedicating resources to create greater internal visibility and opportunity for Hispanic employment. One of TIMO's members includes Dr. José Muñoz, NSF's most senior Hispanic employee, who serves as NSF's Executive Champion for Hispanic Employment. In addition, NSF has created two ad hoc working groups to explore ways of increasing Hispanic representation within NSF, one to increase Hispanic representation among Program Officer positions and above, and another to increase Hispanic representation in its operations and business positions.

Support for the Federal Hispanic Accountability Model (Model) – NSF supports the goals of the Federal Hispanic Accountability Model, although the specific steps outlined are not practical in the NSF environment. However, NSF recently performed a diversity workforce analysis to examine applicant flow data, with a particular focus on under-represented groups.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
National Science Foundation	FY 2012	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p>	<p>The FY 2012 data show that the participation rate of females in the agency's TWF (61.47%) far exceeds their rate of 46.77% in the CLF. However, participation rates at the SES level are below their representation in the TWF. Although females represent larger numbers than males in several of the occupational categories in NSF's workforce, one of the few categories where males outnumber females is in the SES positions.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Examined the workforce demographics in accordance with the MD-715 Report format. Performed analysis of workforce demographics for all workforce data.</p> <p>Table A1 shows that females disproportionately outnumber males in the TWF.</p> <p>Table A3 shows that females comprise relatively the same number of executive/senior level positions as males.</p> <p>Table A4-1 shows that females comprise a lower percentage of SES positions in comparison to males, although their representation in the TWF is significantly higher.</p> <p>Table A6 shows that female employees have low participation rates in a couple of NSF's major occupations. The participation rates for females are below the Occupational Civilian Labor Force (OCLF) in Mathematics (18.75% as compared to 43.08%) and Astronomy and Space (10% as compared to 13.84%).</p> <p>Examined other agency reports, including the Annual Federal Equal Opportunity Recruitment program (FEORP) Plan and Hispanic Employment Report and the National Science Foundation Workforce Profile FY 2012. Met with HR staff and staff from agency directorates to determine the source of the low participation rates at the SES level.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>According to the data, despite their strong representation in many of the categories throughout the workforce and high academic achievements, females still are not advancing to SES positions at the same rate as their male counterparts.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be</p>	<p>To increase the chances for female employees to participate at the SES level, including opportunities to advance in STEM related fields throughout the foundation the agency will implement a strategic plan of action (see planned activities below).</p>	

implemented to correct the undesired condition.	
RESPONSIBLE OFFICIALS:	HRM and ODI Directors
DATE OBJECTIVE INITIATED:	June 1, 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Evaluate the effectiveness of our broadening participation efforts, especially as it relates to the STEM related occupations and mission critical occupations.	4 th Quarter 2013
Continue outreach efforts and other initiatives geared toward STEM fields and broadening participation, such as the White House Council on Women and Girls.	3 rd Quarter 2013
Provide diversity and inclusion (D&I) training to all of the directorates through "Diversity On the Go" initiative; host dialogue series and seminars.	FY 2014
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

The National Science Foundation (NSF) is dedicated to promoting diversity and inclusion in employment opportunities throughout the Agency.

Outreach Activities and Partnerships – NSF partners with the White House Council on Women and Girls on activities designed to expose women and girls to STEM related fields.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
National Science Foundation	FY 2012	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p>	<p>FY 2012 data show that the participation rate of African-American males in the agency's workforce (4.41%) is slightly lower than expected in comparison to their rate of 4.84% in the CLF. More importantly, the data shows that African-American male employees have low participation rates in several of the occupational categories and grade levels across the board.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Examined the workforce demographics in accordance with the MD-715 Report format. Performed analysis of workforce demographics for all workforce data.</p> <p>Table A1 shows that African-American males participate at a rate of 4.41% in the total workforce (TWF), which is lower than their rate in the CLF.</p> <p>Table A3 shows that African-American males comprise only 0.88% of executive/senior level positions. Their participation at the senior executive level is significantly lower than their participation in the PWF (4.21%). African-American males comprise 3.13% of the mid-level positions in comparison to African-American females who comprise 53.13%. African-American males comprise 0% of the first-level positions in comparison to African-American females who comprise 28.57%.</p> <p>Table A4-1 shows that African-Americans have low participation rates at the GS-15 grade level and senior executive service (SES) level. They comprise 2.35% of the GS-15 positions and 0% of the SES positions.</p> <p>Table A6 shows that African-American males have low participation rates in seven out of the 10 NSF major occupations. The participation rates for African-American males are below the Occupational Civilian Labor Force (OCLF) in General Education (0% as compared to 3.05%); General Business and Industry (2.78% as compared to 4.89%); Social Science (0% as compared to 2.41%) Mathematics (0% as compared to 2.82%); General Engineering (0% as compared to 3.04%); Geology (0% as compared to 1.66%); and Astronomy and Space (0% as compared to 1.13%).</p> <p>Examined other agency reports, including the Annual Federal Equal Opportunity Recruitment program (FEORP) Plan and Hispanic Employment Report and the National Science Foundation Workforce Profile FY 2012. Met with HR staff to determine the source of the low participation rates at the high grade level and senior executive level and to verify the agency's upward mobility and career advancement policy and procedures.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p>	<p>According to the data, it appears that African-American males are not ascending to senior executive level positions. This is reflected by the low</p>	

<p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>participation rates in high grade and SES positions, which points to a problem with the agency's upward mobility policy and practices. Greater outreach to the African-American population and exposure to career enhancing and advancement opportunities, may help to increase their participation rates in higher grade positions. Additionally, African-American males have low participation rates in many of the major occupations throughout the agency, which points to a problem with the agency's broadening participation efforts.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase the participation rates of African-American employees in high grade and SES positions and through upward mobility and career advancement opportunities.</p>
<p>RESPONSIBLE OFFICIALS:</p>	<p>HRM and ODI Directors</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>June 1, 2013</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>Ongoing</p>
<p>EEOC FORM 715-01 PART I</p>	<p>EEO Plan To Eliminate Identified Barrier</p>
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>TARGET DATE (Must be specific)</p>
<p>Evaluate the effectiveness of broadening participation efforts, which includes implementing performance and accountability measures.</p>	<p>4th Quarter 2013</p>
<p>Evaluate the effectiveness of training and professional development opportunities, and determine whether any adverse impacts exist based on race, ethnicity, gender, or disability.</p>	<p>4th Quarter 2013</p>
<p>Establish a candidate development program and/or executive leadership program within the agency that provides equal access to diverse applicants.</p>	<p>FY 2014</p>
<p>Identify new and varied ways of publicizing training and professional development opportunities to all segments of our workforce, especially to underrepresented groups.</p>	<p>4th Quarter 2013</p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	

Student and Recent Graduate Programs – In July 2012, NSF began implementation of the Pathways Program. Its goal for FY 2012 was to hire 40 interns, (including summer and winter hires) and recent graduates. Because the program did not become effective until July 10, 2012, the agency hired 12 employees and two employees were converted from the Student Career Experience Programs into permanent positions within the agency. The racial and demographic data show those hired through the program included six African-Americans, five Whites, and one Hispanic, nine females and three males.

EEO and Diversity Training – 52 employees attended EEO briefings through the NSF Academy; 26 employees attended EEO/diversity related training through the NSF Academy or Skillsoft; and 78 senior executives attended EEO training through the New Executive Transition (NExT) Program. The NExT Program is designed to enable new executives to quickly reach their full potential and to provide existing managers with the tools and resources for effective leadership. The race/ethnicity demographics of the elective training attendee population closely resembled those of NSF as a whole. There were no differences greater than 5% in any specific race/ethnicity representation between the elective training attendee population and NSF as a whole.

Mentoring Program – 38 pairs were matched in NSF's Mentoring Program for a total of 76 employees. The participation rate of Asian-American employees was 5.30% for both mentors and mentees. The participation rate for African-American employees was 55.30% for mentors and 39.50% for mentees. The participation rate for Hispanic employees was 7.90% for mentors and 2.60% for mentees. The participation rate for American Indian/Alaska Native employees was 2.60% for mentees only; there were no AI/AN mentors. The participation rate for Native Hawaiian/Other Pacific Islander employees (NH/OPI) was 2.60% for mentees only; there were no NH/OPI mentors. There was no participation rate for Two-or-More Races for mentors or mentees. The participation rate for White employees was 31.60% for mentors and 47.40% for mentees. The participation rate for females was 89.50% for mentors and 71.10% for mentees. The participation rate for males was 10.50% for mentors and 28.90% for mentees. The participation rate for veterans was 15.80% for mentors and 13.20% for mentees. The participation rate for people with disabilities was 2.60% for mentors and 2.60% for mentees.

Executive Coaching Program – 26 employees participated in NSF's Executive Coaching Program. The participation rate for Asian-American employees was 3.85%. The participation rate for African-American employees was 15.38%. The participation rate for Hispanic employees was 3.85%. The participation rate for American Indian/Alaska Native employees was 0%. The participation rate for Native Hawaiian/Other Pacific Islander employees was 0%. The participation rate for Two-or-More Races was 0%. The participation rate for White employees was 76.92%. The participation rate for female employees was 61.54%. The participation rate for male employees was 38.46%. The participation rate for veterans was in the workforce was 0%. The participation rate for people with disabilities in the workforce was 7.69%.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
National Science Foundation	FY 2012	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.	The FY 2012 data show that the participation rate of Individuals with Targeted Disabilities (IWTB) in the agency's TWF (1.02%) is below the federal goal of 2%. This indicates a net change of -1.76% from the prior year, indicating that the participation rate for IWTBs has decreased. However, participation rate of individuals with reportable disabilities is 8.28%, which is a 3.39% net change from the prior year.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Examined the workforce demographics in accordance with the MD-715 Report format. Performed analysis of workforce demographics for Tables B1 – B14. Table B1 shows that the participation rate of Individuals with Targeted Disabilities (IWTB) in the agency's TWF is 1.02%. This rate is below the federal goal of 2%, and is a net change of -1.76% from the prior year. Examined other agency reports, including the Annual Federal Equal Opportunity Recruitment program (FEORP) Plan and Hispanic Employment Report; the National Science Foundation Workforce Profile FY 2012; NSF Plan for the Recruitment and Hiring of Individuals with Disabilities and Targeted Disabilities FY 2011 – 2016; and NSF Disabled Veterans Affirmative Action Program Plan FY 2012 – FY 2014. Met with HR staff and staff from agency directorates to determine the source of the low participation rates for IWTBs in the TWF.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	According to the data, despite our multivariate approaches to recruit and retain IWTBs, our numbers we still are falling short of the federal goal of 2%. In fact, with a net change of -1.76%, we are going in the opposite direction of the desired goal.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To increase the participation rate of IWTBs the agency will implement a strategic plan of action (see planned activities below).	
RESPONSIBLE OFFICIALS:	HRM and ODI Directors	
DATE OBJECTIVE INITIATED:	June 1, 2013	

TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing	
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Evaluate the effectiveness of our broadening participation efforts targeted toward IWTDs and Individuals with Disabilities. Include performance and accountability measures for tracking the agency's use of Schedule A, Bender Consulting Services, and other recruiting tools.	4 th Quarter 2013	
Continue outreach efforts and other initiatives geared toward this segment of the workforce.	3 rd Quarter 2013	
Partner with the Department of Labor to utilize the Workforce Recruitment Program for students with disabilities.	4 th Quarter 2013	
Partner with the colleges and universities such as Gallaudet, professional organization and other groups that can assist us with recruiting IWTDs.	4 th Quarter 2013	
Provide diversity and inclusion (D&I) training and training to encourage the use of the Schedule A hiring authority throughout all of the directorates.	FY 2014	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

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
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PART I Department or Agency Information	1. Agency	1. National Science Foundation
	1.a. 2 nd Level Component	1.a.
	1.b. 3 rd Level or lower	1.b.

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the Beginning of FY12.		... End of FY12.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	1469	100.00%	1474	100.00%	5	0.34%
	Reportable Disability	118	8.03%	122	8.28%	4	3.39%
	Targeted Disability*	17	1.16%	15	1.02%	-2	-1.76%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					N/A	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0		

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	45	6	13.33%	1	2.22%	0	0%	39	86.67%
4. Non-Competitive Promotions	55	6	10.91%	2	3.64%	0	0%	49	89.09%
5. Employee Career Development Programs		-	-	-	-	-	-	-	-
5.a. Grades 5 - 12	435	47	10.80%	8	1.84%	13	2.99%	375	86.21%
5.b. Grades 13 - 14	301	19	6.31%	3	1%	4	1.33	278	92.36
5.c. Grade 15/SES	180	10	5.56	0	0.00	7	3.89	163	90.56

6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	3118	206	6.60%	56	1.80%	104	3.34%	2808	90.06%
6.b. Cash Awards (total \$\$\$ awarded)	\$2,225,436	\$174,113	7.82%	\$12,847	0.58%	\$46,094	2.07%	\$2,026,867	91.08%
6.c. Quality-Step Increase	136	9	6.62%	2	1.47%	2	1.47%	125	91.91