EEOC FORM 715-01 PART E	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
NAVSEA COMMAND	**For period covering 1 October 2018 to 30 September 2019**

EXECUTIVE SUMMARY

NAVAL SEA SYSTEMS COMMAND

NAVAL SEA SYSTEMS COMMAND

Management Directive – 715 Annual Report
FISCAL YEAR 2019

INTRODUCTION:

Naval Sea Systems Command (NAVSEA), located at the Washington Navy Yard, is accountable to the Chief of Naval Operations to design, build, modernize, and maintain the Navy's ships and submarines. NAVSEA is the largest of the Navy' five system commands consisting of 33 field activities and 31,024 permanent and temporary employees globally. NAVSEA' ability to execute its mission is tied directly to the success of the employees.

MISSION:

We design, build, deliver and maintain ships and systems on time and on cost for the United States Navy.

VISION:

For as long as we have been a Nation, we have relied on a powerful Navy to protect the homeland and help ensure global peace and prosperity. In today's era of great power competition, our technical and tactical advantages are being challenged by powerful nation states who are rapidly developing new and ever-more-capable weapons. NAVSEA is dedicated to Expand the Advantage of our military over all competitors.

Essential Element A: Demonstrated Commitment from Leadership

Strengths:

- VADM Thomas J. Moore assumed command of Naval Sea Systems Command (COMNAVSEA) on 10 June 2016 and has issued his personal policy expressing his commitment to Equal Employment Opportunity (EEO) and a workplace free of discriminatory harassment. The policy issuance will be an annual occurrence while assigned as COMNAVSEA. Additionally, all required field activities' EEO and Harassment Prevention Policy Statements were updated and reissued September 2019.
- VADM Moore issued the Command's "Campaign Plan to Expand the advantage 2.0" in January 2019 which outlines three Mission Priorities and three Foundational Lines of Effort. COMNAVSEA and the NAVSEA Executive Director repeatedly demonstrated their firm commitment to equality of opportunity for all employees through town hall meetings, "all hands" messages, newsletters, and briefings.
- COMNAVSEA and/or the NAVSEA Executive Director hold monthly telephonic meetings with the Inclusion and Engagement (I&E) Council and hold in-person meetings twice per year.
- The I&E Council has six initiatives they are working that promote diversity and inclusion.
- NAVSEA provided the management, guidance, and oversight for "Leading from a Diverse Environment Event" 11-12 December 2018. This event focused on challenges women and minorities encounter in the workplace and different examined mentoring ideas to ensure they are equipped for success.

- NAVSEA EEO, Diversity and Inclusion (ED&I) team collaborated with Deloitte on a Diversity and Inclusion stud· This study reviewed multiple policies, programs, and procedures, to identify possible triggers and barriers tha may lead to a less inclusive workplace.

Weakness:

- No weaknesses identified.

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

Strengths:

- COMNAVSEA initiated the #ADRWorks campaign, encouraging 100% Offer and increased use of the Alternativ Dispute Resolution (ADR) process throughout NAVSEA. NAVSEA reached its goal with 100% of individuals offered ADR at the informal processing stage.
- Deputy Director's Equal Employment Opportunity (DDEEOs) and EEO Specialists participated in training facilitated by NAVSEA ED&I on the following topics: Annual EEO Counselors Refresher Training, Civil Treatmen Training for Facilitators, EEOC Special Emphasis Program Managers (SEPM) Course, EEOC Disability Program Managers (DPM) Course, EEOC MD-715 Course and a Diversity Summit.
- COMNAVSEA published his updated campaign plan to "Expand the Advantage 2.0", which has EEO, Diversity and Inclusion as one of the three critical foundational lines of effort for overall mission success.
- COMNAVSEA provided valuable support to the Inclusion and Engagement Council.

Weakness:

- 6 DDEEOs reported a lack of manpower to ensure thorough implementation of agency EEO action plans that would improve EEO program efficiency and/or eliminate identified barriers to the realization of equal employment opportunity.
- Attracting and retaining qualified talent is problem across the Enterprise.

Essential Element C: Management and Program Accountability

Strengths:

- COMNAVSEA and the field activity Commanding Officers received scheduled briefings and data/metric reports from the Director of EEO (DEEO) and field activity DDEEOs, respectively on:
  o Discrimination complaints
  o Affirmative employment, diversity, and special emphasis programs
  o MD-715 and barrier analysis efforts
  o Reasonable accommodation/accessibility
  o EEO Advisory Committee goals and actions
- NAVSEA EEO Program DEEO conducted staff visits for 4 of the 11 field offices.
- NAVSEA ED&I staff are subject matter experts who conduct regular audits of the NAVSEA Enterprise EEO Programs and are essential members of the NAVSEA Inspector General's team. This provides commands the opportunity to assess the overall effectiveness and efficiency of their Title VII and Rehabilitation Act Programs. In FY19 NAVSEA EEO conducted 9 assessments.

- The DEEO continued to conduct monthly telephonic DDEEO Drumbeats with the NAVSEA field activities DDEEOs providing up-to-date program guidance/information. NAVSEA'S ED&I staff provided one-on-one

mentorship to field offices on Reasonable Accommodations, Complaints Management and training assessments.

Weakness:

- The NAVSEA ED&I, NAVSEA HQ EEO and 6 field offices reported being short staffed due to vacancies for the majority of FY19. Several field offices reported these vacancies prohibited them from conducting the essential functions of a Model EEO Program.
- NAVSEA ED&I had vacancies in the DEEO and Complaints Manager positions.

Essential Element D: Proactive Prevention

Strengths:

- 5 DDEEO'S became certified in ELI's Civil Treatment Training; this provides field offices an additional tool for use in combatting uncivil treatment in the work environment.
- New Hires are briefed during Onboarding (orientation) on the topics of EEO law, EEO complaint process, reasonable accommodation, prevention of harassment, to include sexual harassment and the benefits of alternative dispute resolution.
- NAVSEA provides Diversity, No Fear, EEO, Anti-Harassment, and Supervisory EEO training online to employees via the comprehensive "EEO, Harassment Prevention and Diversity Training."
- New employees are required to complete the "EEO, Harassment Prevention and Diversity Training" within their first year of onboarding.
- Newly appointed supervisors are required to complete Propel or Supervisory EEO training within the first year of their assignment.

Weaknesses:

- Basic program management efforts were the central focus to ensure EEO complaints and reasonable accommodation compliance goals were met.
- Proactive preventative measure were limited this year due to multiple vacancies and new personnel that required training
- Due to staffing shortages, WFC's were unable to act on initiatives, such as ELI's Civil Treatment Training.

Essential Element E: Efficiency

Strengths:

- Increased monitoring of 11 subordinate commands, to include one-on-one teleconferences to assist with critical areas within the complaints process.
- Improved data analyses and monitoring, to include personalized feedback on each FY18 MD-715 report, monthly data calls, and reasonable accommodation reports to ensure program compliance and oversight.

Weaknesses:

- Several field offices did not have adequately trained and experienced personnel to conduct the analyses required by MD-715 and to ensure effective complaint processing.
- 5 out of 11 EEO Offices did not complete one or more parts of the MD-715 by the published timeframes. 2 field offices did not accurately accomplish MD-715 Part G report.

- The top three identified basis for complaints were reprisal, disability, and sex. The top three issues were non-sexual harassment, discipline, and promotion/non-selection.

Essential Element F: Responsiveness and Legal Compliance

Strengths:

- NAVSEA Command is responsible for oversight of compliance with Equal Employment Opportunity Commission (EEOC) orders or directives.
- NAVSEA ED&I assisted the field offices with five courtesy counseling's, and two conflict of interest cases reviewed accept/dismiss letters and corresponded with field offices to ensure compliance of compliant processing timelines.

Weakness:

- 7 out of 11 EEO Offices did not process reasonable accommodation requests within established timeframes.
- Several field offices did not meet established timelines for Accept/Dismiss letters; one field office has not completed 4 Accept/Dismiss letters.

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

For period covering October 1, 2018 to September 30, 2019.			
PART A Department or Agency Identifying Information	1. Agency	1. Department of the Navy	
	1.a. 2nd level reporting component	1.a. Naval Sea Systems Command (NAVSEA)	
	1.b. 3rd level reporting component	1.b. NA	
	1.c. 4th level reporting component	1.c. NA	
	2. Address	2. 1333 Isaac Hull Avenue S.E.	
	3. City, State, Zip Code	3. Washington Navy Yard, D.C. 20376	
	4. CPDF Code / 5. FIPS code(s)	4. NV24	5. 95-2
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 32565
	2. Enter total number of temporary employees		2. 0
	3. Enter total number employees paid from non-appropriated funds		3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		4. 32565
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	1. The Honorable Richard V. Spencer, Secretary of the Navy	
	2. Agency Head Designee	2. Vice Admiral Thomas J. Moore, U.S. Navy, Commander, Naval Sea Systems Command	
	3. Principal EEO Director/Official, Title/series/grade	3. Laura McConnell, Command Director EEO Officer, Naval Sea Systems Command, NH-0260-4	
	4. Title VII Affirmative EEO Program Official	4. Kristin Moses, Command Affirmative Employment	
	5. Section 501 Affirmative Action Program Official	5. Kristin Moses, Command Disability Program Manager	
	6. Complaint Processing Program Manager	6. Sheniqua Bush, Command EEO Complaint and Compliance Director	
	7. Other Responsible EEO Staff	7. Deputy EEO Officers and EEO staff members DCHR and HRDs with respect to their program responsibilities	

MD-715 Part D List of Subordinate Components Covered in this Report		US Equal Employment Opportunity Commission Federal Agency Annual EEO Program Status Report NAVAL SEA SYSTEMS COMMAND FY19					
#	Agency Code	UIC Name	UIC Code	City/State (if within US) or City/Country (if outside US)	Civilian Population Size	Required to report for MD-715? Y/N	If required, has met requirements? Y/N
1	NV24	AEGIS COMBAT SYSTEMS CENTER	45534	WALLOPS ISLAND, VA	60		
2	NV24	AEGIS BALLISTIC MISSLE DEFENSE	40061	DAHLGREN, VA	68	YES	YES
3	NV24	AEGIS TECHNICAL REPRESENTATIVE	39029	MOORESTOWN, NJ	58	YES	YES
4	NV24	CARRIER PLANNING ACTIVITY	33900	CHESAPEAKE, VA	53	YES	NA
5	NV24	COMMAND NAVY REGIONAL MAINTENANCE CENTER	58400	NORFOLK VA	44	NO	NA
6	NV24	INACTIVE SHIP FACILITY BREMERTON	55639	BREMERTON, WA	7	NO	NA
7	NV24	INACTIVE SHIP FACILITY PEARL HARBOR	57026	PEARL HARBOR, HI	7	NO	NA
8	NV24	INACTIVE SHIP FACILITY PHILADELPHIA	55632	PHILADELPHIA, PA	9	NO	NA
9	NV24	INACTIVE SHIP FACILITY PORTSMOUTH	35355	PORTSMOUTH, VA	14	NO	NA
10	NV24	NAVAL EXPERIMENTAL DIVING UNIT	0463A	PANAMA CITY, FL	34	NO	NA
11	NV24	NAVAL SEA SYSTEMS COMMAND HQ (NAVSEA HQ)	00024	WASHINGTON, DC	241	YES	YES
12	NV24	NAVSEA HQ – OP SUP/FLD/WASH	42192	WASHINGTON, DC	1,765	NO	NA
13	NV24	NAVSEA HQ – PRO MGMT PERS	68381	WASHINGTON, DC	220	NO	NA
14	NV24	NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY	68963	INDIAN HEAD, MD	85	YES	YES
15	NV24	NAVAL SURFACE WARFARE CENTER (NSWC) HQ	68933	WASHINGTON, DC	28	NO	NA
16	NV24	NSWC – CARDEROCK	00167	BETHESDA, MD	1,929	YES	YES
17	NV24	NSWC – CARDEROCK – DETACHMENT NORVA	64486	NORFOLK, VA	201	NO	NA
18	NV24	NSWC – CARDEROCK – DETACHMENT BREMERTON	30492	BREMERTON, WA	84	NO	NA
19	NV24	NSWC – CARDEROCK – DETACHMENT BAYVW I NWC	62182	BAYVIEW, ID	50	NO	NA
20	NV24	NSWC – CARDEROCK – DETACHMENT DANIA FLNWCF	62701	DANIA, FL	25	NO	NA
21	NV24	NSWC – CARDEROCK – DETACHMENT MEMPHIS	48381	MEMPHIS, TN	6	NO	NA
22	NV24	NSWC – CRANE	00164	CRANE, IN	3,581	YES	YES
23	NV24	NSWC – DAHLGREN	00178	DAHLGREN, VA	4,002	YES	YES
24	NV24	NSWC – DAHLGREN, COMBAT DIRECTION SYSTEMS ACTIVITY, DAM NECK	63273	VIRGINIA BEACH, VA	644	YES	YES
25	NV24	NSWC - INDIAN HEAD	00174	INDIAN HEAD, MD	2,208	YES	YES
26	NV24	NSWC - PANAMA CITY	61331	PANAMA CITY, FL	1,447	YES	NO
27	NV24	NSWC - PORT HUENEME	63394	PORT HUENEME, CA	2,441	YES	YES
28	NV24	NSWC - CORONA	64267	CORONA, CA	1,654	YES	YES
29	NV24	NSWC - PHILADELPHIA	64498	PHILADELPHIA, PA	2,589	YES	YES
30	NV24	NAVAL UNDERSEA WARFARE CENTER (NUWC) - KEYPORT	00253	KEYPORT, WA	1,835	YES	YES

MD-715 Part D List of Subordinate Components Covered in this Report		US Equal Employment Opportunity Commission Federal Agency Annual EEO Program Status Report NAVAL SEA SYSTEMS COMMAND FY19					
#	Agency Code	UIC Name	UIC Code	City/State (if within US) or City/Country (if outside US)	Civilian Population Size	Required to report for MD-715? Y/N	If required, has met requirements? Y/N
31	NV24	NUWC - NAVAL SEA LOGISTICS CENTER	65726	MECHANICSBURG, PA	513	YES	YES
32	NV24	NUWC - NEWPORT	66604	NEWPORT, RI	3,367	YES	YES
33	NV24	NUWC HQ	68934	NEWPORT, RI	29	NO	NA
34	NV24	PEO COLUMBIA	4109A	WASHINGTON, DC	29	YES	YES
35	NV24	PROGRAM EXECUTIVE OFFICE (PEO) FOR CARRIERS	32284	WASHINGTON, DC	121	YES	YES
36	NV24	PEO FOR INTEGRATED WARFARE SYSTEMS	49661	WASHINGTON, DC	391	YES	YES
37	NV24	PEO UNMANNED AND SMALL COMBATANTS	52210	WASHINGTON, DC	243	YES	YES
38	NV24	PEO FOR SHIPS	30270	WASHINGTON, DC	369	YES	YES
39	NV24	PEO FOR SUBS	48160	WASHINGTON, DC	167	YES	YES
40	NV24	SUBMARINE MAINTENANCE ENGINEERING, PLANNING AND PROCUREMENT ACTIVITY	45404	PORTSMOUTH, NH	215	YES	YES
41	NV24	SUPERVISOR OF SHIPBUILDING BATH	62786	BATH, ME	349	YES	NA
42	NV24	SUPSHIP GROTON	62789	GROTON, CT	306	YES	YES
43	NV24	SUPSHIP GULF COAST	69316	PASCAGOULA, MS	458	YES	YES
44	NV24	SUPSHIP NEWPORT NEWS	62793	NEWPORT NEWS, VA	445	YES	NA
45	NV24	SURFACE MAINTENANCE ENGINEERING PLANNING PROGRAM	42812	PORTSMOUTH, VA	174	YES	NA
TOTAL					32,565	YES	YES

Part E - Executive Summary

	Execution Constraints	YES	NO
1	Does leadership understand that the EEO Program is distinct and separate from the Diversity & Inclusion Program, and that the annual MD-715 report is for reporting the on status of the EEO Program only?	X	
2	Does leadership understand that fulfillment of EEO responsibilities (such as timely processing of complaints and execution of MD-715 functional responsibilities) is specifically required by law?	X	
3	Does timely execution of legally mandated EEO responsibilities take precedence over discretionary non-EEO activities?	X	
4	Have you had, throughout the past year, sufficient trained personnel to accomplish all EEO program requirements, including MD-715?		X
5	Have you had, throughout the past year, sufficient personnel to perform both mandatory EEO functions and competing non-EEO activities?		X

Notable Program Challenges/Deficiencies/Weaknesses:
Briefly identify three (3) notable program challenges/deficiencies/weaknesses, and indicate what makes them noteworthy:
#1 (Most Significant): Vacancies and Career Development: Key positions were often vacant, or experienced rapid turnover (e.g., some new employees left after just two weeks to two months at NAVSEA, while others left after a year or two). The resulting gaps in service limited the ability to execute, and drained institutional/DON policy knowledge. When gaps occur, programs stop-and-start, or abruptly change direction. The remaining staff can be overworked, unable to execute standing requirements, and are more likely to depart themselves. A related issue is that some long-term staff lack sustained and effective leadership, and do not always deliver adequate performance. Six EEO Office locations had vacancies during this reporting cycle. Range and Depth of Skills: EEO offices prioritize the compliance driven programs (Discrimination Complaints and Reasonable Accommodations), but they have other EEOC and DON directed requirements with potentially profound organizational value. These include MD-715 Barrier Analyses, Special Emphasis Programs (SEPs), and Diversity & Inclusion efforts. In conjunction, these help to establish and sustain fair, equitable, and effective personnel management practices. Overall, NAVSEA's EEO offices lack much of the knowledge and infrastructure required for effectiveness, and some locations have not been able to effectively manage the SEPM, Reasonable Accommodation, and Affirmative Employment programs. Part H of this report identifies NAVSEAs goals for recruitment and training of EEO Specialist.
#2: Many DON and NAVSEA IT and data systems lack the functionality required by NAVSEA's EEO offices and decision makers. Manual work-around processes are required to deliver DON's monthly and annual reports. These weaknesses affect the Complaints, Reasonable Accommodations, MD-715, and Diversity & Inclusion programs. Important data sources such as Applicant Flow Data and Exit Surveys have not been available nor centrally coordinated for multiple years. Expending resources for technical work-around strategies reduces the time for execution of core program goals. DON OEEO and NAVSEA EDI are collaborating to address the shortfalls within these systems.
#3: The EEO program structure creates challenges in delivering accurate, thorough, and effective MD-715 reports from field offices. This is due in part to EEO specialist not having expertise in conducting this report in its intended format.

Notable Program Strengths

Briefly identify three (3) notable EEO program strengths, and indicate what makes them noteworthy:

#1 (Most Significant): Through a variety of actions and projects, the command was able to improve the use and execution of several core EEO program functions. NAVSEA's Enterprise EEO office focused on improving outcomes and minimizing liability for complaints cases by improving accept/dismiss letter processing times, expanding the use, and tracking of Alternative Dispute Resolution (ADR).NAVSEA's Enterprise EEO office focused on improving outcomes and minimizing costs for complaints cases. This included faster processing times for Accept/Dismiss letters and the expanded use and tracking of Alternative Dispute Resolution (ADR). This effort involved coordination with non-EEO personnel units (e.g., HR & LER), developing tools and metrics, and improving communication with complainants and managers. The timeliness of RA decisions issued in the annual review period (July 1 to June 30) also improved from 18.9% late in 2018 (39/206) to 12.7% late in 2019 (39/306).

#2: Training and education: NAVSEA executed a concerted strategy to improve knowledge and skills among operational staff, including sponsoring and hosting multiple training events throughout the year. The command office hosted EEOC's Disability Program Management, Special Emphasis Program Management, and MD715 training courses. NAVSEA ED&I co-hosted EEO Counselor Refresher training, along with a Diversity Summit event. NAVSEA ED&I staff conducted Unconscious Bias training in various venues, and ELI's Civil Treatment Training. Nine of 11 field offices reported training 681 hiring managers in FY19, on EEO, Reasonable Accommodation and ADR practices.

#3: Following a 2017 Command EEO Office review of NAVSEA's use of Schedule A(u), Schedule A(u) hiring increased in both the number of hires and in usage across the Commands/Activities. Per FY15 and FY16 data, NAVSEA hired 43 Schedule A(u) employees in total. At that time, three Warfare Centers constituted the majority of the hires (i.e., only three had more than ten hires, with 37 of 43). With FY19 data received from nine Warfare Centers, NAVSEA hired 235 people via Schedule A(u) to permanent positions. Six Warfare Centers hired more than ten people.

Major Responsibility 1 - Workforce & Applicant Data Tables	Fully Populated?		Used the Correct Benchmark?	
	YES	NO	YES	NO

Were the following tables fully and accurately populated? (i.e. manually, through data entry into EEOC tables, or automatically, through use of equivalent HRLink or other database tables, etc.).

Do all tables use the most relevant benchmarks?
See https://www.eeoc.gov/federal/directives/715instruct/section2.html

			YES	NO	YES	NO
6	A-1 - Total Workforce Distribution		X		X	
7	A-2 - Total Workforce by Component		X		X	
8	A-3 - Occupational Categories		X		X	
9	A-4 - General Schedule (GS) Grades		X		X	
10	A-5 - Wage Grades (WG)		X		X	
11	A-6 - Major Occupations		X		X	
12	A-7 - Applicants and Hires for Major Occupations			X	X	
13	A-8 - New Hires		X		X	

#	Item				
14	A-9 - Internal Competitive Promotions		X	X	
15	A-10 - Non-Competitive Promotions	X		X	
16	A-11 - Internal Selections for Senior-Level Positions		X	X	
17	A-12 - Career Development		X		X
18	A-13 - Employee Recognition & Awards	X		X	
19	A-14 – Separations	X		X	
20	B-1 - Total Workforce Distribution	X		X	
21	B-2 - Total Workforce by Component	X		X	
22	B-3 - Occupational Categories	X		X	
23	B-4 - General Schedule (GS) Grades	X		X	
24	B-5 - Wage Grades (WG)	X		X	
25	B-6 - Major Occupations	X		X	
26	B-7 - Applicants and Hires for Major Occupations		X	X	
27	B-8 - New Hires	X		X	
28	B-9 - Internal Competitive Promotions		X	X	
29	B-10 - Non-Competitive Promotions	X		X	
30	B-11 - Internal Selections for Senior-Level Positions		X	X	
31	B-12 - Career Development		X	X	
32	B-13 - Employee Recognition & Awards	X		X	
33	B-14 – Separations	X		X	

Major Responsibility 2 - Data Analysis	YES	NO

The website https://www.eeoc.gov/federal/directives/715instruct/section2.html contains 76 questions considered by the EEOC to be the minimum starting point for effectively "Analyzing Employment Processes." Of those, the following 16 questions directly involve analysis of MD-715 table data.
Was each of these questions from that website addressed as part of your Data Analysis?

#		YES	NO
34	Recruitment Q4	X	
35	Recruitment Q5	X	
36	Hiring and Placement Q1	X	
37	Hiring and Placement Q2	X	
38	Hiring and Placement Q3		X
39	Employee Development & Training Q3	X	
40	Promotions and Other Internal Selections Q1	X	
41	Promotions and Other Internal Selections Q2	X	
42	Promotions and Other Internal Selections Q3	X	
43	Promotions and Other Internal Selections Q4	X	
44	Promotions and Other Internal Selections Q6	X	
45	Promotions and Other Internal Selections Q7	X	

46		Award Distribution Q2	X	
47		Discipline Q2		X
48		Discipline Q3		X
49		Separations Q2	X	
50	If an analysis write-up is included, does it describe the most 5 significant triggers identified as a result of the MD-715 data table analysis?		X	
51	Were data-related triggers identified primarily by comparing workforce or applicant participation rates to their appropriate benchmarks?		X	
52	If an analysis write-up is included, does it focus succinctly on presenting its findings (i.e. significant triggers), without the production of unnecessary narrative, tables, or graphs?		X	
53	If an analysis write-up is included, does it describe any noteworthy significant triggers discovered through means other than analysis of MD-715 data tables, such as through review of complaints data, exit surveys, DEOCS or FEVS results, or other relevant sources?		X	

Major Responsibility 3 - Barrier Investigations		YES	NO
54	Did your command investigate low participation of IWTD (if it had actual low IWTD participation)?		X (NA)
55	How many overall individual Part I Plans were planned last reporting period, for execution during this reporting period?	12	
56	Of the plans identified in Question 55, above, how many total intermediate milestones were planned? (Include the total from all relevant Part I plans)	84	
57	Of the total milestones identified in Question 56, above, how many were executed as planned (to full scope and on schedule)?	21	
58	Timeliness: Of the total milestones identified in Question 56, above, how many were executed, but more than 1 month later than planned?	12	
59	Completion: Of the total milestones identified in Question 56, above, how many were reduced in scope, cancelled, or were otherwise not executed fully?	51	

Major Responsibility 4 - Part G Self-Assessment Checklist		YES	NO
60	Were all questions in Part G answered with only a YES or NO (no blank or N/A answers)?	X	
61	Was every question with a NO answer explained either in the Part G Notes or in a Part H plan?	X	
62	How many NO answers were there in this year's report?	14	
63	How many of the NO answers in this year's report were also NO answers in the previous report (and were not corrected)?	12	
64	Are all NO answers in Part G briefly summarized after this Self-Evaluation Checklist?	X	
65	Were the answers to all Part G questions approved by leadership as originally submitted by EEO? If any original NO answers were changed by leadership to YES answers, indicate NO here, and describe in the narrative which Part G questions were changed to YES answers, and why.		x

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Major Responsibility 5 Part H Plans to Correct the Previous FY's Part G Deficiencies	YES	NO
66	How many overall individual Part H Plans were planned last year for execution during the current reporting period?	10
67	Of the plans identified in Question 66, above, how many total intermediate milestones were planned? (Include the total of all relevant Part H plans)	36
68	Of the total milestones identified in Question 67, above, how many were executed *as planned* (to full scope and on schedule)?	16
69	Of the total milestones identified in Question 67, above, how many were executed fully, but *more than 1 month later than planned*?	1
70	Of the total milestones identified in Question 67, above, how many were *reduced in scope, cancelled, or were otherwise not executed fully*?	19
71	Are all <u>unresolved</u> NO answers from the previous year's Part G identified after this Checklist?	X	

Major Responsibility 6 - Part J - Special Plan for IWTD	YES	NO
72	Did your command meet the 2% Federal Goal for participation of IWTD?	X	
73	Are your IWTD trends such that you might meet the 2% Goal within the next 3 years?	X	
74	Does your Part J (Special Plan for the Recruitment, Hiring, and Advancement of Individuals with *Targeted* Disabilities) focus specifically on Individuals with <u>Targeted</u> Disabilities (instead of on all types of disabilities)?	X	

Major Responsibility 7 - Reporting	YES	NO
75	Were all final, signed deliverables associated with the current MD-715 reporting cycle submitted timely to DON OEEO?	X	
76	Were all deliverables associated with your current report submitted using the proper specified templates?	X	
77	Were all deliverables for your current report correctly named & uploaded to the MD-715 Portal site?	X	
78	Are the three (3) most notable program deficiencies prominently emphasized in the "Notable Program Challenges/Deficiencies/Weaknesses" section of this Checklist?	X	

As previously described, following this section, commands must:

1. Briefly address every negative response (NO answer) within this Self-Evaluation Checklist.

2. Complete the three items listed as parts of the abbreviated Trigger Data Analysis, including Table T (on the following page).

3. Briefly address every NO answer from Part G.

Explanations for Part E NO Answers

Item #4: NAVSEA ED&I and six EEO offices experienced numerous vacancies and high turnover in FY19. Two locations reported they had individuals detailed into the office that lacked the requisite EEO-specific knowledge or ability to execute core responsibilities.

Item #5: Six offices experienced vacancies. Regarding competing activities, EEO staff were often tasked with requirements such as DEOCS which limited the ability to perform required EEO functions.

Items #12, 14, and 16: ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time. DON OEEO is aware of the limited functionality of the data, and is working with NAVSEA ED&I to address the shortfalls.

Item #17 and 31: Not all field offices reported having career development data, and as data is not tracked in a consistent manner, data was not available for the full NV24 Command. These questions need to be addressed

Items #26, 28, and 30: ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

Item #38: ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

Item #47 and 48: WFCs do not track Disciplinary data by gender, race, or ethnicity.

Item #54: NV24 had more than 2% of employees with Targeted Disabilities – analysis not required. However, the B Tables revealed higher separations rates for employees with Targeted Disabilities, and different outcomes across types of Targeted Disabilities.

Explanations for Part G NO Answers

15. Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To enable the command to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]

No, several field offices submitted MD-715 reports that were incomplete and/or contained multiple errors.

20. Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-

715, II(E)]. If not, please identify the systems with insufficient funding in the comments column.

Applicant Flow Data, Exit Surveys, and other key sources are missing. ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

21. Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]

NAVSEA ED&I and six field offices were not fully staffed during this reporting cycle

22. Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]

No; Note that two field offices did not submit any data in FY19. Eight of the 10 offices that submitted data had at least one late case in the review period; two offices had more than 10 late cases. This is directly related to vacancies and turnover of personnel.

28. Does the command process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.

No, 15.5% of cases submitted between 1 July 2018 and 30 June 2019 were not processed within 30 days. Cases are being consistently processed in a timely manner unless there are other causal factors such as relaying on other agency officials review, or vacancies. NAVSEA ED&I reviews these cases with the different EEO offices on a monthly basis.

38. If the command identified one or more barriers during the reporting period, did the command implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]

Three field offices did not complete Part I, and NAVSEA ED&I was unable to complete Deloitte Diversity and Inclusion Climate Study within this reporting cycle due to clarification and further analysis of data provided within this report.

47. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.

Legal sufficiency reviews are conducted outside the direct chain of command; however, the review is still conducted by a representative of the agency's defensive function.

59. Does the command issue acceptance letters/dismissal decisions within 30 days from the date of receipt of the formal complaint? In the comments section, provide (1) the number issued within 30 days and (2) not issued within 30 days of receipt of the formal complaint.

1) 40 Accept and Dismiss Letters were issued within 30 days

2) 27 were late or lacked date entries in iComplaints.

65. When the Principal EEO Official (i.e. DEEO/DDEEO) recommends remedial or disciplinary actions, are the recommendations regularly implemented by the command? [see 29 CFR §1614.102(c)(2)]

No, DDEEO's do not offer recommendations on disciplinary actions.

81. Can the command identify all supervisors and managers of civilians, including military personnel assigned to those roles? "Supervisors" are any individuals (including military personnel and civilian employees) who are directly above one or more civilian employees in the organization, and provide them immediate oversight. "Managers" oversee civilians indirectly, through the employees' immediate supervisors. Managers include all personnel in the management chain, up to and including the unit head, who are directly between any immediate supervisor and the unit head. Managers thus can also include both military personnel and civilian employees. Managers of civilians are often also supervisors of other civilians. In the comment section, provide the number(s) of (1) civilian supervisors, (2) civilian managers, (3) military supervisors, and (4) military managers. For those individuals who are both supervisors and managers, account for them as if they are only supervisors.

Per DCPDS, NV24 has:

1) 3118 supervisors
2) 158 managers (Military personnel does not differentiate between supervisors and managers)
3) 294 military supervisors/managers of civilians (Disclaimer- DON is aware of challenges pertaining to supervisory data hosted in DCPDS and incorrect data. DCPDS coding is inconsistently managed and utilized by OCHR Silverdale. The further request to group supervisors who are also managers is not a subset of information tracked in DCPDS)
4) See 3)

82. For questions 83 through 86: Supervisors/managers may be considered compliant if one or both of the following are true: (1) they have taken the training within the past three Fiscal Years (2) they have not yet taken the training, but were still within one year of their initial assignment to a supervisory position, effective 1 Oct 2018. For NO answers, commands must provide comments in the Notes section and identify: (3) the number (vs. percentage) who did not receive the training, (4) why they did not obtain the required training, and (5) what has been done to resolve the training gap(s).

1) 66.4% of our supervisory population has completed their required EEO training within the past three fiscal years.

2) Out of the remaining 1,200 who have not completed their training, 13.5% were in their one year probationary period. (Disclaimer- DCPDS does not consistently track probationary period information. This information is managed by OCHR Silverdale and is not regularly available. NAVSEA's data reflects the information made available by DCPDS.)

3) 1,200 employees are overall outstanding, but not because they did not receive the training, or failed to be presented with an opportunity to complete the training.

4) Similar to mandatory training, the struggle remains to have individuals complete training assigned to them. EEO is just one of many facets to supervisory training, and is available in both live and web-based formats, which are readily available to the workforce.

5) Training guidance was issued in FY19 reinforcing NAVSEA's commitment to supervisory training and the expectation that our field activities hold their supervisors accountable for completion.

83. Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: EEO Complaint Process? [see MD-715(II)(B)]. In the comment section, indicate the training course(s) used to do so.

New Supervisor Orientation, Propel and TWMS online training

84. Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]. In the comment section, indicate the training course(s) used to do so.

New Supervisor Orientation, Propel and TWMS online training

85. Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]. In the comment section, indicate the training course(s) used to do so.

New Supervisor Orientation, Propel and TWMS online training

86. Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]. In the comment section, indicate the training course(s) used to do so.

#ADRWorks Campaign, New Supervisor Orientation, Propel and TWMS online training

TABLE T - DIRECTIONS:

1. Complete the analyses of Tables A-1 through B-14 (following the EEOC Instructions) to identify all data-related triggers.

2. Compile other triggers identified through other sources (e.g. complaints, surveys, employee/leadership engagement, etc.).

3. Identify the 5 highest priority triggers, based on factors such as magnitude of deviation between actual conditions and expected benchmarks, data trends, perceived impact on the workforce, duration of the condition, and/or other drivers relevant to the command.

4. Prioritize the top 5 triggers. **In the table below, place the digits 1 through 5 (1 being the highest priority) in the cells corresponding to the column of the group and the row of the employment lifecycle area associated with each respective trigger.**

For example, if your highest priority trigger is low participation of Asian Males in internal selections into high grades is, place a "1" in the cell at the intersection of the "AM" column and the "Promotions and Other Internal Selections" row.

NOTE: Low participation in the *overall* workforce (e.g. Table A-1) is generally not sufficiently descriptive for purposes of identifying triggers. If a group has low participation in Tables A-1 or B-1, first determine whether the issue is related to low intake (hiring) or high outflow (separations) before identifying the issue as a trigger and/or prioritizing it within Table T (if deemed among the top 5 triggers).

Table T - Top 5 Most Significant Triggers *

Employment Lifecycle Area Where Trigger is Present	H M	H F	W M	W F	B M	B F	A M	A F	N M	N F	I M	I F	2 M	2 F	IW D	IWT D
Recruitment																
Hiring and Placement																
Employee Development &																
Promotions and Other																2
Award Distribution	3				4	5										
Complaints																
Discipline																
Separations																1

* Recruitment, Employee Development & Training, Promotions and Other internal Selections and Discipline data incomplete or not available. As such, full analysis not possible.

Acronym Key

HM	HF	WM	WF	BM	BF	AM	AF	NM	NF	IM	IF	2M	2F	IWD	IWTD
Hispanic Male	Hispanic Female	White Male	White Female	Black Male	Black Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian Male	American Indian Female	Two or More Races Male	Two or More Races Female	Individuals With Disabilities	Individuals With Targeted Disabilities

Summary of Evidence Reviewed for Part E Answers

Top Level Findings

1. Limited data results in a limited analysis in specific areas. Will address these areas with DON OEEO (i.e., Applicant Flow, Training or Discipline, Exit Surveys; ambiguous Awards criteria and incomplete data).

2. A review of the A Tables revealed workplace possible triggers among minorities. Further analysis of the data for the advancement (management track) table, award, and involuntary separations table needs to occur. Recommend conducting barrier analysis of two topics among others for FY20.

3. There has been a noticeable increase of disability status "Not Identified" in FY19 vs. FY18. The highest non-report rates were concentrated in four WFCs (i.e., Port Hueneme, Corona, Keyport, and Indian Head). Three of these are on the west coast; further analysis is needed as to why individuals do not voluntarily report their disability.

4. Low self-identification reporting a cross all WFC's except Dahlgren. Dahlgren conducted a campaign to encourage their individuals with disabilities to self-identify their disability. Therefore, their data reflects a higher participation rate then other WFC's.

5. While our separations of IWD was at a lower rate than our workforce representation, our separation of IWTD was over double our workforce representation rate. Notable trends vary by disability type, specifically higher rates of separation for individuals with PTSD, Psychiatric Disorders, and Traumatic Brain Injuries. Further analysis is required in the area of retention/separations, limited advancement, and limited awards for IWTD and these specific disabilities.

DON's List of Required Questions to Populate Table T (Items #34 to #49 above)

- Recruitment – Tables A1, B1, A2, B2, A7, B7, A8, B8

    - *Q4: What is the applicant rate of persons with disabilities, including individuals with targeted disabilities? Are applications being received at the expected rate?*

    - ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

    - *Q5: Do present recruitment sources yield the expected rate of qualified applicants of all racial and national origin groups, and both sexes, who meet organizational needs?*

      The accession yields shown in A8 resemble industry benchmarks (OCLFs/RCLFs) but not the National Civilian Labor Force (NCLF; A1, A2). NAVSEA is unable to determine applicant pool demographics (no Table A7). The majority of NAVSEA's core jobs are in engineering, whereby the majority of graduates and employees are White males and Asian males. While NAVSEA employs and hires fewer females than the NCLF, female hiring (A8) outpaced female representation in the current workforce. When considering location (UICs; Tables A2 and A8 for each UIC), NAVSEA's demographics tend to resemble worksite regions (e.g., more Hispanics in southern California, more

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Blacks/African Americans in the Atlantic region, more Whites in New England and the Midwest, etc.). Altogether, the evidence suggests NAVSEA has paid and is paying close attention to female and minority STEM recruiting. White male hiring was below white male representation in the workforce, while most others were hired above the current workforce composition (but often below the NCLF; see occupations in Table A6).

- Hiring and Placement - Tables A3, B3, A4, B4, A5, B5, A6, B6, A7, B7, A8, B8

  o **Q1: Are workforce participation rates substantially similar to those rates in the relevant civilian labor force (RCLF)?**

  Yes, for core management-track engineering occupations. No, for some other common NV24 occupations. The US engineering industry is primarily comprised of White males and Asian males. Given low national participation rates among females and many minority groups, NAVSEA often exceeds the OCLFs/RCLFs for its 10 Major Occupations. An occupation-by-occupation review revealed differences between engineering and other job series. Specifically, engineering roles (i.e., 0830, 0855, 0801, and 0850) plus Management and Program Analysis (0343) demonstrated the greatest race, ethnicity, and gender diversity of the 10 major job series. In contrast, Engineering Technician (0802) and Electronics Technician (0856) positions were held mainly by White males. Females and minorities often fell far below the RCLFs for these two occupations. A deeper review of 0802 and 0856 revealed that 60% to 65% of the employees are veterans; veteran demographics lag behind the demographics of the uniformed military workforce. Together, the evidence shows that NV24s staffing practices followed competing goals and regulations targeted at different populations (i.e., racial, ethnic, and gender diversity vs. veterans).

  o **Q2: Where there are variations, in what specific area(s) is the variation occurring (e.g., particular job category, particular grade, particular installation, etc.)?**

  This item was partially addressed in Q1 above per the characteristics of the engineering industry and veteran population, but other factors are in play. NAVSEA has 10 Warfare Centers across the United States. Some of these are in highly White, Hispanic, or Black/African American regions. Workforce demographics tend to correspond to regional demographics. White males continue to comprise the majority of accessions, and hold the majority of management and executive roles. This follows from the historical demographics of the United States (i.e., primarily White) and the engineering industry (still largely male). However, the White male majority has declined yearly with corresponding growth in other groups. Females exceeded the occupational benchmarks in several engineering positions and Management and Program Analysis (0343; see A6), and also in accessions (A8). However, females held relatively few positions in Computer Science (1550) and Information Technology Management (2210). Engineering Technician (0802) and Electronics Technician (0856) were largely comprised of White males and/or veterans. See the Table A6 analysis for additional details. Finally, while Program Management (0340) is not a Top 10 occupation, White males held the large majority (67.0%) of these positions. The Enterprise EEO Office seeks to document the career paths and qualifications required for the 0340 series. How are employees typically

selected? Does program management primarily consider engineering or management skills?

- *Q3: What feeder groups affect the categories identified above? Are those feeder groups substantially similar to the RCLF benchmark? If not, determine where the disparity is occurring. If yes, determine whether a disparity appears between feeder group population and next category.*

- ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

- Employee Development & Training – Tables A12, B12

  - *Q3: Were the opportunities provided in the last fiscal year balanced across all parts of the workforce? If not, which group(s) were less utilized than others, and why?*

    All employees receive all-hands and general announcements of development and training opportunities. The command does not currently maintain a central database of the development opportunities and usage. For the current report, the Enterprise EEO Office compiled and summarized the answers provided by subcomponents.

- Promotions and Other Internal Selections - Tables A9, B9, A10, B10, A11, B11

  - *Q1: Of the promotions that occurred in the last fiscal year, were the selections reflective of the pool of eligible candidates? Also, if the pool of eligible candidates did not include representatives from particular groups, was consideration given to including external candidates?* The Command EEO Office has access to Tables A10, B10, and field office reports.

    ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

  - *Q2: Where there are variations, in what specific area(s) are the variations occurring (e.g., particular job category, particular grade, particular installation, etc.)?*

    ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

  - *Q3: Are variations occurring in management, executive or SES selections? Are such selections meeting the needs of the agency's succession plans?*

    ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

  - *Q4: What feeder groups were available for each identified promotion? Are those feeder groups substantially similar to the RCLF benchmark? If not,*

determine where the disparity is occurring (e.g., recruitment, selection, promotion, etc.). If yes, determine why the disparity appears between feeder group population and promotion selectees.

ED&I received Applicant Flow Data for the first time in several years following updated functionality of OCHR's and USAJobs databases. The data provided by DON did not address all of NAVSEA's major occupations, and comparative analysis was not possible at this time.

- o *Q6: For career-ladder promotions, is there a difference in time with which one or more groups achieve their full grade potential as compared to other groups (i.e., is the time-in-grade higher for a particular group)?*

Yes, there were differences among race, ethnicity, and gender groups as well as by disability status. A higher percentage of females were in the career ladder than in the workforce (29.86% vs. 26.56%), while White males had the lowest relative percentage of any large race and ethnic group (the larger groups include Hispanic, White, Black, and Asian). Of those in career ladder positions, females tended to spend less excess time in grade than males. However, Black/African American males and females spent more time in grade than average. With regard to disabilities, both PWD and PWTD were less likely than non-disabled employees to be in the career ladder. Among PWD and PWTD in the career ladder, notable percentages spent 25+ months in grade beyond minimum.

- o *Q7: Are employees achieving full performance for their occupation at similar rates with others of different race, national origin, sex or disability?*

The available data suggests "no" – Black/African American males and females as well as people with disabilities or people with targeted disabilities tend to spend longer time in grade. Disabilities present an interpretive challenge because they become more common with age. Many people reporting disabilities may have only recently acquired them, or acquired them shortly before retirement. As such, there are substantially different implications for life-long versus age-related disabilities.

- Award Distributions – Table A13, B13

  - o *Q2: Of the awards given in the last fiscal year, was the rate of success substantially similar for all parts of the population? If not, which group(s) enjoyed less success than others, and why?*

Awards varied by race, ethnicity, and gender, but there were no clear patterns for PWD/PWTD. This item presents interpretive challenges as NAVSEA has shifted toward alternative systems (e.g., Acquisition Demo/AcqDemo) to recognize organizational contributions.

  - Race, ethnicity, and gender: White males hold the majority of positions across NV24, and so they often define average award rates. In holding many senior, high-grade positions, their awards in the $500+ cash category were high. White females and Native Hawaiian or Pacific Islander females met or exceeded organizational averages in four of five awards categories. Overall, females received higher percentages of time off (1-9 Hours; 9+ Hours), cash awards from $1-$500, and Quality Step Increases (QSIs) than expected based on their presence in the workforce. Native Hawaiian or Other Pacific Islander males, American Indian or

Alaska Native females, and Hispanic males had the lowest award rates on average. In general, minority males and Black/African American females did not do as well as other groups. This finding contributed to listing minority male (Hispanic, Black/African American, and Asian) awards as Top 5 Triggers for FY20.

- Disabilities: PWD/PWTD sometimes outperformed and sometimes underperformed non-disabled employees. The specific Targeted Disabilities with the lowest award rates included Intellectual Disability, Significant Disfigurement, Epilepsy or Other Seizure Disorder, Partial or Complete Paralysis, and Significant Mobility Impairment. Many of these conditions included relatively few employees, providing little evidence for conclusions.

- Discipline – Table A14, B14

  o *Q2: Of the disciplinary actions based on conduct taken in the last fiscal year, was the rate of receipt substantially similar for all parts of the population? If not, which group(s) received more or harsher discipline than the others, and why?*

  DISCIPLINARY DATA NOT AVAILABLE. See below for separations data.

  o *Q3: Of the disciplinary actions based on performance taken in the last fiscal year, was the rate of such actions substantially similar for all parts of the population? If not, which group(s) received more or harsher discipline than the others, and why?*

  DISCIPLINARY DATA NOT AVAILABLE. See below for separations data.

- Separations – Table A14, B14

  o *Q2: Did a higher percentage of a particular group separate from the agency, or from a particular installation?*
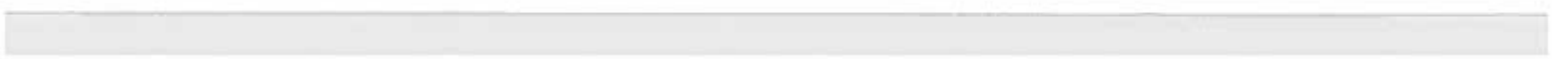
  NAVSEA has an international footprint with dozens of worksites and many different types of locations. The demographic composition and separation rates do vary by location, but UIC-level separations are difficult to interpret without case-by-case reviews (not conducted). Overall, Black/African American males and females, as well as American Indian or Alaska Native males separated from the workforce at higher rates than their presence, both on a voluntary and involuntary basis. Hispanic and Asian females had higher rates of involuntary separations than their workforce presence. Two or More Races females voluntarily separated above their workforce presence. Among employees with disabilities, People with Targeted Disabilities separated on a voluntary and involuntary basis at two to three times their workforce presence (i.e., 4.46% Total Separations, 4.42% Voluntary, and 5.48% Involuntary versus 2.04% of the workforce). As such, PWTD separations are a Top 5 Most Significant Trigger (Table T). People with Disabilities (Other Disabilities) voluntarily separated slightly above their workforce presence (9.64% vs. 8.79%); the Command EEO office did not flag this for further review.

- Complaints: EEOC 462 Report

  o The NV24 Complaints 462 Report revealed that disproportionately high percentages of complaints were on the bases of race (Black/African American)

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and sex (female). As such, Black/African American female complaints of discrimination are a Top 5 Trigger.

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

CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, ___Sheniqua L. Bush, Director, EEO Diversity and Inclusion (Acting), NH-260-3___. am the

(Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official for

___Department of Navy, Naval Sea Systems Command___

(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.

Sheniqua L. Bush (signature)   23 January 2020

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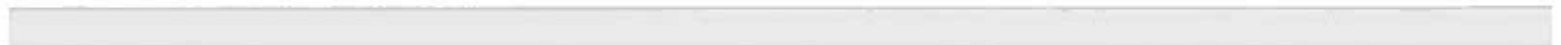Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

(signature) VADM, USN   2/10/20

Signature of Agency Head or Agency Head Designee   Date

NAVAL SEA SYSTEMS COMMAND	Part H – 1 Staffing and Resources FY 19

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	**Essential Element A:** Demonstrated Commitment from Agency Leadership Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program. Sufficient manpower resources are needed to maintain the EEO complaint system, reasonable accommodations, conduct MD 715 self-assessments, barrier analysis, and provide effective training for supervisors and managers. Sufficient resources are not available due to personnel turnover, insufficiently qualified personnel, and allocation of personnel positions in all EEO Offices. Questions 14-18, 20-22 and 26 of Part G of the MD715 are directly related to manpower resources.
OBJECTIVE:	Ensure all EEO Offices have sufficient personnel resources with the knowledge, skills and abilities to effectively manage the essentials elements of the EEO Office within the times frames directed by EEOC and DON.
RESPONSIBLE OFFICIAL:	Primary: Director EEO Other Responsible Officials: EEO Officers (NAVSEA, Echelon 3 and 4), Deputy Director EEO (DDEEOs)
DATE OBJECTIVE INITIATED:	12/ 1 / 2018
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/ 1 / 2019
TARGET DATE (Must be specific)	PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:
02/01/2019	Develop a common organizational structure for all EEO Offices throughout the NAVSEA Enterprise. This will allow all offices to function at the same level of efficiency. This structure will ensure all areas of the Model EEO Program and common levels of service are met. This structure should be determined at the Enterprise level, instead of the current process of field activities determining staffing levels. Develop EEO Intern program to ensure continuity of trained EEO personnel for years to come.
05/01/2019	Develop an EEO intern program within NAVSEA to train and develop EEO professionals into leaders within the EEO field for years to come.
05/01/2019	Create training opportunities, such as collateral duty EEO counselors and mediators, and developmental assignments along with details within the EEO Offices to develop minimally trained individuals.
07/01/2019	Be intentional with hiring, training, and retaining EEO specialists. Provide resources to ensure the professionals that are hired are afforded the opportunities to continue to expand their knowledge with mandatory EEO specialist training; attend diversity functions at the enterprise level and recognition awards.

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

ACTIVITY #1: (March 2019)

Developed a common organizational structure for all EEO Offices throughout the NAVSEA Enterprise. Warfare Centers leaders and senior leaders of NAVSEA Enterprise received a briefing on this structure; however, it was not implemented due to the director's departure.

ACTIVITY #2 (December 2019)

The Director EEO began creating a syllabus for EEO Interns; however, this was not completed due to her departure. SEA 10D will take the lead on this project going forward.

ACTIVITY #3 (April 2019)

Collaborated with Department of Navy Center of Excellence to recruit and train Alternative Dispute Resolution mediators throughout NAVSEA. Conducted teleconference with the Warfare Centers and the Center of Excellence on the requirements to become a Department of Navy certified mediator. Developed an ADR Fusion website for practitioners and the workforce to provide information on ADR and the mediator application process. Ensured accessibility to the website for all field activities.

ACTIVITY #4 (September 19)

NAVSEA's ED&I office hosted 3 EEOC courses (SEPM, MD715 and Disability Program Management) for all field activities. Collaborated with Fleet Forces Command to co-host a Diversity Seminar and provided the annual 8 hour EEO Counselor refresher course.

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

NAVAL SEA SYSTEMS COMMAND	PART H - 2 FY 19

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	**Essential Element C: Proactive Prevention** Does the Command and EEO office have access to other data (e.g., exit interview data, climate assessment surveys, and grievance data, HR demographics), upon request? [see MD-715, II(C)] EEOC changed the formulas used in its A & B Tables; therefore, accurate data is not available. Several activities reported they do not have access to HR Link, exit interviews or grievance data. Applicant flow data is not available throughout Department of the Navy. Data is not easily accessible, multiple sources results in inaccurate data (TWMS and HR Link). Questions 33, 37, 73, 77, 82-86
OBJECTIVE:	Facilitate discussions between DON EEO and OCHR to develop accurate data reporting systems to assist EEO professionals. Ensure HRDs and senior leaders understand the importance of sharing exit surveys and other documents that may assist in barrier analysis.
RESPONSIBLE OFFICIAL:	Primary: Director EEO Other Responsible Officials: EEO Officers (NAVSEA, Echelon 3 and 4), Deputy Directors EEO (DDEEOs) and NAVSEA Command, DON OEEO
DATE OBJECTIVE INITIATED:	12/ 1 / 2018
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/ 1 / 2019
TARGET DATE (Must be specific)	PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:
12/30/2018	Brief senior leaders at LDEE on the importance of data sharing in regards to MD-715 barrier analysis. Ensure they are educated on how valuable this data is for their activities. Educate senior leaders on the role they play with this requirement.
05/01/2019	Collaborate with DON OEEO and OCHR on establishing a working database to provide accurate and timely demographic related information required by EEOC and EEO Offices. Ensure there is a focus on gathering valuable information from applicant data pools.
09/30/2019	DEEO to brief NAVSEA HRD's during their annual training event on their role in ensuring a positive collaboration of information with EEO Offices. Ensure each subordinate activity establish a meeting to brief HRD on the importance of data sharing and analysis review.
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

ACTIVITY #1 (December 2018)

The Director of EEO briefed the Senior Leadership Forum on the importance of the MD-715 report, emphasizing the importance of incorporating EEO into their strategic planning. The COMNAVSEA and senior leaders received monthly/quarterly briefings on different aspects of this report.

ACTIVITY #2 (June 2019)

NAVSEA ED&I collaborated with SEA 10A to create a database that will easily provide all the data required for the annual MD-715report. SEA 10A created a database using Enterprise Data Warehouse that includes a MD-715 dashboard to access all the required fields for this report. All field offices will have access to this database for the FY20 MD-715 reporting period.

ACTIVITY #3 (July 2019)

During the HRO and EEO conference in July 2019, the HR and EEO professionals received a briefing by Ms. Hinkle-Bowles, Deputy Assistant Secretary of the Navy for Civilian Human Resources, and Ms. Celina Kline, Director EEO Department of Navy, on the importance of sharing data with the EEO communities. Briefings were provided by two commands regarding databases they developed and implemented. Emphasis was placed on working as a team to increase diversity and to meet the 12% goal of hiring of individuals with disabilities.

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

NAVAL SEA SYSTEMS COMMAND	Part H – 1 Staffing and Resources FY 20
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	**Essential Element A:** Demonstrated Commitment from Agency Leadership Pursuant to 29 CFR §1614.102(a) (1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program. Sufficient manpower resources are needed to maintain the EEO complaint system, reasonable accommodations, conduct MD 715 self-assessments, barrier analysis, and provide effective training for supervisors and managers. Sufficient resources are not available due to personnel turnover, insufficiently qualified personnel, and allocation of personnel positions in all EEO Offices. Questions 14-18, 20-22 and 26 of Part G of the MD715 are directly related to manpower resources.
OBJECTIVE:	Ensure all EEO Offices have sufficient personnel resources with the knowledge, skills and abilities to effectively manage the essentials elements of the EEO Office within the times frames directed by EEOC and DON.
RESPONSIBLE OFFICIAL:	Primary: Director EEO Other Responsible Officials: EEO Officers (NAVSEA, Echelon 3 and 4), Deputy Directors EEO (DDEEOs) and NAVSEA Command
DATE OBJECTIVE INITIATED:	12/ 1 / 2019
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/ 1 / 2020
TARGET DATE (Must be specific)	PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:
02/01/2020	Brief NSWC/NUWC senior leaders on the attrition rates, vacancies and staffing challenges that have occurred throughout the field offices. Discuss the manpower requirements needed to meet the Six Essential Functions of a Model EEO Office.
05/01/2020	Develop an EEO specialist career program within NAVSEA to train and develop into professionals within the EEO field for years to come. Create training milestones based on length of service.
07/01/2020	Be intentional with hiring, training, and retaining EEO specialists. Provide resources to ensure the professionals that are hired are afforded opportunities to continue to expand their knowledge, attend core competency and diversity functions at the enterprise level, and implement recognition awards.
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

ACTIVITY #1

ACTIVITY #2

ACTIVITY #3

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

NAVAL SEA SYSTEMS COMMAND	PART H - 2 FY 20

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	**Essential Element C: Management and Program Accountability** Does the command process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)]. Part G question 28 Part J
OBJECTIVE:	Engage in proactive discussions between NAVSEA ED&I, Warfare Centers, Human Resources, and Legal to facilitate reasonable accommodation processing in a timely manner. Ensure HRDs and senior leaders understand the importance of the reasonable accommodations in when it comes to ensuring compliance with ADAAA laws.
RESPONSIBLE OFFICIAL:	Primary: Director EEO Other Responsible Officials: EEO Officers (NAVSEA, Echelon 3 and 4), Deputy Directors EEO (DDEEOs) and NAVSEA Command, DON OEEO
DATE OBJECTIVE INITIATED:	12/ 1 / 2019
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/ 1 / 2020
TARGET DATE (Must be specific)	PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:
12/30/2019	Conduct audit of all Reasonable Accommodation tracker reports and Navy Electronic Accommodation Tracker (NEAT); provide feedback to the warfare centers on open inventory. Provide guidance on closing cases.
05/01/2020	Host workshop with DON OEEO, ED&I and OGC to help explore reasons for processing delays and strategize to facilitate timely processing of reasonable accommodation requests. NAVSEA Disability Program Managers participated in this event. Determine if barriers exist in the processing chain and resolve.
09/30/2020	Track and report all reasonable accommodation cases that exceed the 30-day processing requirement to SEA 10 monthly.
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

ACTIVITY #1

ACTIVITY #2

ACTIVITY #3

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Naval Sea Systems Command	Part I Plan
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Senior leaders requested an evaluation whether NAVSEA is a diverse and inclusive employer. A contract was awarded to Deloitte to conduct a Diversity and Inclusion assessment and to identify possible triggers and barriers, and to provide recommendations to achieve optimum Diversity within NAVSEA.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Deloitte conducted quantitative analysis on a myriad of areas such as employee engagement-culture, workforce diversity, accessions and separations, promotions, awards and employee performance for the past three years.

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.	None identified at the time of this report
OBJECTIVE: **State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.**	None identified at the time of this report
RESPONSIBLE OFFICIAL:	Primary: William Carty Other Responsible Officials: EEO Officers, Executive Directors (ED), Director EEO (DEEO), Technical Directors(TDs), Deputy Directors EEO (DDEEOs), and Human Resources Directors (HRDs), Senior Managers, and Affirmative Employment Program Managers
DATE OBJECTIVE INITIATED:	January 2019
TARGET DATE FOR COMPLETION OF OBJECTIVE:	August 2019

EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE	TARGET DATE (Must be specific)
1. Deloitte to establish a Barrier Analysis Team to conduct a review of all policies and practices within NAVSEA. Focus areas will include work cycle, surveys and complaints. Note: Subject matter experts (e.g. Employee Relations, EEO and SEA 10A) were available meet with the team to respond to questions to gain an	1 Feb 2019 Completed

understanding of processes or explain the data.	

2. NAVSEA ED&I will provide Barrier Analysis Team the following information for review and analysis:
   a. Voluntary versus involuntary separations by grade, occupation, department or directorate, race, sex, and national origin.
   b. Involuntary separations – identify trends in discipline.
   c. Voluntary separations – identify trends in reasons for leaving.
	28 Feb 2019
	
	Completed
	30 Mar 2019

3. NAVSEA ED&I will provide Barrier Analysis Team data related to separations from following resources, if available:
   a. Federal Employee Viewpoint Survey (FEVS) results
   b. Data from discrimination complaints or Equal Employment Opportunity Commission (EEOC) 462 Complaints Report
   c. Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS)
   d. Exit Surveys
	28 Feb 2019
	
	Completed
	25 Jul 2019

4. Deloitte Barrier Analysis Teams will review the data in conjunction with applicable policies, procedures, practices, and conditions.	30 Mar 2019 Completed 19 Sep 2019

5. Deloitte Barrier Analysis Teams will explore the root cause(s) of high separation rates to determine if caused by a policy, practice or procedure.	30 Mar 2019
6. NAVSEA ED&I along with Deloitte Barrier Analysis Teams will develop recommended action plans to eliminate any identified barriers and brief to local leadership.	30 Mar 2019
7. AEP will provide monthly updates on progress and planned activities to the DEEO.	30 Mar 2019 Ongoing
8. The NAVSEA Command EEO Office will aggregate and report findings in the FY20 MD-715 Report.	1 Sep 2019

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

This section summarizes Part I Accomplishments.

Workforce Analysis Findings

Part I documentation was received from NAVSEA HR, SEA 10A, CMEO and ED7I offices.

Activity #1

Data was provided to Deloitte for analysis. In March 2019 the subject matter experts met with Deloitte, it was determined more clarifying data was needed.

Activity #2

Deloitte reviewed all "Nature of Action" codes for the past three years. They also reviewed promotions, separations and performance appraisals.

Activity #3

This data was given to Deloitte in May 2019. DEOCS was difficult as it was not in the requested format (Excel) and clarification was needed on the roll-up of the DEOCS queries from the warfare centers.

Activity #4

Deloitte completed analysis of NAVSEA's policies, procedure and practices in March 2019. However, after meeting with NAVSEA subject matter experts, it was determined Deloitte required additional data and clarification of the data they previously received.

Activity #5

Not Complete at this time, projected to be completed in November 2019

Activity #6

Not Complete at this time, projected to be completed in November 2019

Activity #7

AEP has provided update monthly to DEEO, Mr. Carty and COMNAVSEA

Activity #8

Not Complete at this time, projected to be completed in November 2019

Activity #9

Due to activities 5,6, and 8 being delayed the aggregative report findings with be included in the FY20 MD-715 report.

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Diversity and Inclusion Assessment - Draft Data Request

Date Data Requested
1/15/2019

Suggested Deadline for Data Request
1/22/2019

Purpose of Data Request

The data in this request will be used to perform a Diversity and Inclusion Assessment for NAVSEA. This assessment will examine trends in diversity and inclusion over time in the workforce as a whole and as relevant to organizational changes such as hiring, attrition, promotion, performance evaluation, etc. The section below describes the data required with its level of priority. Additional excel tabs that further explain the data fields in these sets. This request may be refined as additional information becomes available.

Data Requested	Level of Priority	High Level Description
Workforce composition data (2016, 2017, 2018)	Urgent	A comprehensive snapshot of the workforce as of a point in time over the last three years (December 31st of 2016-2018). Each record should represent an individual employee with fields for all available human capital data for that individual. Fields would be expected for employees' grade level, compensation, location, date of birth, race/ethnicity, disability, etc. See the Workforce Composition tab for a more comprehensive list of required fields.
Nature of action (NOA) data (2016-2018)	Urgent	Three years of records of all personnel actions (2016-2018). Each record is a personnel action on behalf of an employee - by examining personnel actions for an employee over time, one could assemble the NAVSEA employment history for an individual across promotions, transfers, separations, etc. See the Nature of Action tab for required fields.
FEVS detailed data (2016, 2017, 2018)	Urgent	FEVS response data for the last three years (2016-2018) that includes individual survey responses from all personnel populations, as well as associated demographic and organizational level fields. See the FEVS tab for example data fields.
DEOCS detailed data (2016, 2017, 2018)	Urgent	DEOCS response data for the last three years (2016-2018) that includes individual survey responses from all personnel populations, as well as associated demographic and organizational level fields. See the DEOCS tab
MD-715 detailed data (2016, 2017, 2018)	Urgent	MD-715 reports for 2016-2018 with accompanying tables and the data used to develop the report.
Recruiting data (2016-2018)	Urgent	Records on the recruitment pipeline and hiring sources for 2016-2018
New hire and Exit Surveys (2016-2018) if applicable	Urgent	All response data for new hire and exit surveys that may exist, 2016-2018

Contact Information

Should there be any specific questions about the data requested, please email Kyle Huggins (kyhuggins@deloitte.com) and John Holland (joholland@deloitte.com)

NAVSEA
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Diversity and Inclusion Assessment – Policy Information Request

In addition to the separate data request, the Deloitte team also requests additional policy information to inform this assessment. These polices provide the context for understanding trends that may be observed in the data.

EEO Office and Related Program Data
1. Diversity and inclusion governance overview
2. Updated EEO Office organizational chart
3. The full list of D&I programs that the NAVSEA wants assessed as part of this effort and the associated points of contact for each program
4. Human Resources organization chart
5. EEO Office Strategy
   o Vision / Policy Statement
   o Strategic Priorities
   o Strategic Plan (and Current Status)
6. Previous Diversity assessments

HR/Talent Practices
1. Recruiting
   o Point of Contact: _____
   o High level documentation of recruiting process
   o D&I Strategic Alliances, Sponsorships, and/or Events
   o Strategic relationships with target colleges and universities
   o Interviewer training content
   o Representative communications to NAVSEA uses with prospective applicants that showcase the Agency's commitment to a diverse workforce
2. Onboarding
   o Point of Contact: _____
   o High level documentation of onboarding process
   o Description of onboarding practices targeting diverse new hires
   o Representative communications to supervisors and employees about the onboarding process
3. Training
   o Point of Contact: _____
   o D&I course offerings
   o Content of each course to assess how D&I ideas and concepts are explained to students
   o Representative communications to supervisors and employees about required D&I training
4. Leadership Development
   o Point of Contact: _____
   o List of programs and eligibility, specify programs that target women and minorities

- o Participation rate
- o Representative communications to supervisors and employees about leadership development program opportunities
5. Mentoring Program
    - o Point of Contact: _____
    - o Formal programs
        - Participation rates
    - o Informal programs
        - # of Employees who say they have a mentor within the organization
        - # of Employees who say they serve as a mentor to someone within the organization
    - o Representative communications to supervisors and employees about the mentoring program

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CACI
EVER VIGILANT

Deloitte.

Diversity and Inclusion Comparative Analysis
Prime Contract Number: N00178-04-D-4026
Project Kick-off Meeting – January 15, 2019

Introductions
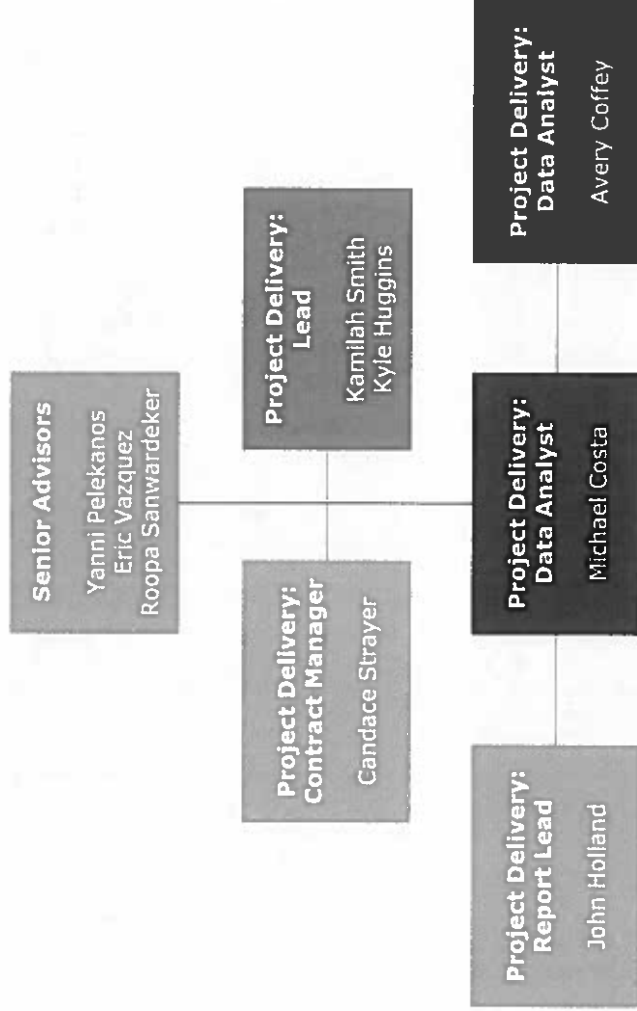
Team Structure

The CACI team will coordinate PMO deliverables with CACI

ROLES & RESPONSIBILITIES

Senior Advisors
- Subject knowledge
- Access to resources
- Deliverable review and approval

Project Delivery:
Contract Manager and Lead
- Key decisions
- Quality review / assurance
- Risk management
- Critical issue resolution
- Deliverable review and approval

Project Delivery:
Report Lead and Data Analyst
- Day-to-day project work / activities
- Status tracking to meet milestones
- Deliverable development
- Risk management
- Issue resolution or escalation

Senior Advisors
Yanni Pelekanos
Eric Vazquez
Roopa Sanwardeker

Project Delivery:
Lead
Kamilah Smith
Kyle Huggins

Project Delivery:
Contract Manager
Candace Strayer

Project Delivery:
Data Analyst
Avery Coffey

Project Delivery:
Data Analyst
Michael Costa

Project Delivery:
Report Lead
John Holland

DISCUSSION
- Which NAVSEA team members should we expect to work with on a day-to-day basis?
- Are there any other key players (beyond this room) who we should know about?

Project Approach

The CACI team will assess NAVSEA'S current position on the diversity and inclusion maturity spectrum, generating a quantitative report and briefing to inform NAVSEA of its current state and areas to improve.

1.5 weeks
Discover

Develop chain of custody for NAVSEA data and secure environment for data processing.

Collect existing quantitative workforce data maintained by NAVSEA (e.g., workforce data, survey data).

Evaluate current data structures and definitions as well as current data's completeness and quality.

4.5 weeks
Analyze

Conduct quantitative analysis of workforce composition, hiring trends, advancement, and retention (attrition).

Assess the current state of NAVSEA D&I and its effectiveness against the D&I maturity spectrum.

Visualize demographics and findings for ease of consumption and distribution.

4 weeks
Recommend

Present all findings and recommendations in written report.

Review industry best practices for improving D&I across the workforce lifecycle.

Propose next steps that will maximize NAVSEA's progression on the D&I maturity spectrum.

Key Deliverables

- D&I Findings and Recommendations Report
- Executive Briefing

Table of Deliverables

#	Description	Medium	Frequency	Due Date
1	Analysis and Recommendations Draft Report	MS Office; Excel; Word; PDF	One Time	8 Weeks Following Award
2	Analysis and Recommendations Final Report	MS Office; Excel; Word; PDF	One Time	10 Weeks Following Award
3	Executive Briefing Deck	MS Office PowerPoint; PDF	One Time	10 Weeks Following Award
4	Meeting Minutes	MS Office PowerPoint; Excel; Word; PDF	Completion of each Event	As Required
5	Input to Monthly Status Report (CDRL A001)	MS Office PowerPoint; Excel; Word; PDF	Monthly	4th of the Month
6	Input to Quarterly Program Review	MS Office PowerPoint; Excel; Word; PDF	Quarterly	As Scheduled

The Diversity & Inclusion Maturity Spectrum

The D&I maturity spectrum[1] helps leaders map where they are today and where they want their organization to move to in the future.

The spectrum allows leaders to envision the steps necessary to progress along the curve toward inclusion. It highlights that true inclusion is a journey that will not happen overnight – it is a multi-year effort that requires organizational focus.

The **COMPLIANT** organization is largely focused on risk mitigation, with a basic understanding of diversity (representation) and does not have a D&I strategy.

Maintaining the Status Quo
"What do we have to do to stay out of trouble?"

The **EMERGENT** organization has incorporated diversity and inclusion inconsistently throughout the organization. D&I strategy exists but is not tied to strategic outcomes.

Creating an Inclusive & Diverse Workforce
"What are the most immediate areas for my own team to be diverse and inclusive?"

The **EMBRACING** organization has a diverse mix of employees with differences in visible and invisible identities. D&I strategy is linked to business strategy, with preliminary efforts to optimize its diversity.

Managing an Inclusive & Diverse Workforce
"How do we support our diverse workforce?"

The **COLLABORATIVE** organization has begun to understand the value of a diverse workforce and has taken steps to engage diverse employees in talent and business initiatives. Employees feel like diverse opinions are valued.

Valuing an Inclusive & Diverse Workforce
"How can we further engage our diverse mix of employees and make sure they feel valued?"

The **INCLUSIVE** organization leverages diverse backgrounds, capabilities, viewpoints, etc. to drive business results and value. Employees and leaders feel like diversity, leveraged through inclusion, is integral to business success.

Leveraging an Inclusive & Diverse Workforce
"How can we drive value from our diverse mix of employees?"

Working Together

Next Steps

Data Transfer Security

Thank you in advance for your support in collecting the data for our engagement. For the project to stay on track with timing and budget, please provide the requested data to the CACI within a week of the project start date, if possible. If certain information is unavailable, please let us know; any relevant information is greatly appreciated.

Please help the CACI team protect NAVSEA's Personally Identifiable Information (PII) by following the guidelines below:

1. Assign random unique identifiers to individual employee records that do not contain and are not based upon social security numbers, employee numbers, or other identifiable information;

   a) Associated code key

   b) Data dictionary

2. Transfer data files through encrypted password protected emails with passwords adhering to the following standards:

   a) 8 character minimum,

   b) At least one of the following:

      a) 1 character with symbol !@#$%^&*_+=

      b) 1 uppercase letter

      c) 1 number

   c) Send the password under separate email from the data file

Appendix

Fiscal Year 2019
Part J - FY19 Roll Up

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

Page 1

MD-715 Part J

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

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report. **All major commands, regardless of size, must complete this Part of the MD-715 report.**

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR 1614.203(d)(7)) require agencies to establish specific numerical goals for achieving participation goals for persons with reportable disabilities (12%) and targeted disabilities (2%) in the agency.

Describe how the command has communicated the numerical goals to the hiring managers and recruiters:

Goals have always been in accordance with statutory laws. Under the prior disability rules, the enduring gap between workforce PWTD participation rates (about 0.6% to 0.7%) and the 2% goal suggested a need to focus on recruiting. Recruiting—to include the greater use of Schedule A appointments—had been a standing topic of communication. Given the current rules, the 2% goal has been achieved so future communication efforts plan to incorporate support for current disabled employees. One key topic is to minimize premature departures as disabilities grow more severe among aging employees.

Section II: Model Disability Program

Pursuant to the regulations implementing Section 501 of the Rehabilitation Act of 1973 (29 CFR §1614.203), agencies must ensure sufficient staff, training, and resources to recruit and hire Persons with Disabilities and Persons with Targeted Disabilities, administer the Reasonable Accommodation Program and Special Emphasis Program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the command designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", use the text box to describe the shortfall(s) and the command's plans to mitigate or resolve them in the upcoming fiscal year.

Yes ☑   No ☐

2. Identify all command staff responsible for implementing the command's disability employment program by the office, staff employment status, and point of contact:

Disability Program Task	Office/Division Responsible (EEO/HR/IT/Facilities)	# of FTE Staff by Employment Status			Primary Point of Contact (Name, Title)
		Full Time[A]	Part Time[B]	Collateral[C] Duty	
Processing RA requests from applicants and employees with disabilities	NAVSEA HQ EEO	10	0	0	Terrian Hicks , NAVSEA SEA 10 EEO

Section 508 Compliance	DON	1	0	0	Scott St. Pierre
Architectural Barriers Act Compliance	DON	1	0	0	Lynne Paige
Special Emphasis Program for PWD and PWTD	EEO	0	0	9	Stephanie Russell, NAVSEA Command SEPM
PWD Champion[D]					RADM Galinis

A. Employees (1) whose primary duty is performance of this function and (2) who work 80 hours per Pay Period (PP)

B. Employees (1) whose primary duty is performance of this function and (2) who work less than 80 hours/PP

C. Employees who perform this function, but not as their primary duty.

D. A senior leader (a member of the Senior Executive Service (SES), or a GS-15 if a command does not have an SES) who serves as a representative of their major command in recommending and implementing changes that remove discriminatory barriers to EEO for individuals with disabilities (IWD), and improve the hiring, retention and advancement for IWD, both at the major command and at the DON level.

3. Has the command provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the relevant training that disability program staff have received within the past 2 years. If "no", describe all shortfalls and the command's plan to resolve them in the upcoming fiscal year.

Yes ☑   No ☐

Disability Program Manager Course, DoN Reasonable Accommodation Training and Diversity Summit

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the command provided sufficient funding and other resources to successfully implement the disability program during the reporting period?

Yes ☑   No ☐

Describe the steps that the command has taken to ensure each of the following aspects of the disability program have sufficient funding, trained personnel, and other resources. If any are insufficiently funded, describe the shortfalls and the command's plan to resolve them in the upcoming fiscal year.

Processing RA requests from applicants and employees with disabilities	CARDEROCK: The Command uses Computer Accommodation Program (CAP) and Job Accommodation Network (JAN). When funds are depleted from those organizations, the agency acquires the equipment to provide the necessary accommodation(s). INDIAN HEAD: The Command hired a full time Disabilities Program (DPM) and Reasonable Accommodation (RA) manager. The Reasonable Accommodation budget is decentralized, each department is responsible for paying for any RA equipment and resources. We also have an active sign language contact. KEYPORT: The budget for the disability program is based on actual execution from previous years and includes funding for a full time DPM, training budget for the DPM, and an Interpreter Contract. Department overhead money is used for RA requests that CAP isn't able to support. (Examples from the field offices)
Special Emphasis Program for PWD and PWTD	The majority of field offices responded they have budgets provided for this program

Fiscal Year 2019
Part J - FY19 Roll Up

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

Page 3

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 CFR 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of Persons with Disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD, such as whether the agency has a numerical hiring goal, and whether the agency uses the Schedule A(u) hiring authority or other hiring authorities that take disability into account, during this reporting period.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Which of the following programs/resources does the command use to identify job applicants with disabilities, including Individuals with Targeted Disabilities:

Workforce Recruitment Program	Yes ☑	No ☐
OPM Shared List of People with Disabilities ("Bender List")	Yes ☐	No ☑
Wounded Warrior Program	Yes ☑	No ☐
Job Fairs dedicated to PWD/PWTD	Yes ☑	No ☐
Schools primarily enrolling PWD/PWTD	Yes ☑	No ☐
Other schools with programs dedicated to PWD/PWTD	Yes ☑	No ☐
State Vocational Rehabilitation Offices	Yes ☐	No ☑
Other (describe below)	Yes ☑	No ☐

Veterans Employee Resource Group, Department on Disability Service, Catholic Charities Archdiocese of Washington DC, SpARC and Neurodiversity in the Workplace

2. Pursuant to 29 C.F.R. 1614.203(a)(3), describe your command's use of Schedule A(u) to recruit PWD and PWTD for positions in the permanent workforce:

CARDEROCK: "As the agency receives list from the above programs or from individuals, applications are forwarded to hiring managers for consideration and/or placement within Carderock Division". CORONA: "The Corona Division's Human Resources Office ensures that the Schedule A hiring authority is included on USAJOBs announcements". CRANE: "We always take disability into account in all of our hiring practices if the candidate has self-identified. We actively seek candidates who are PWD and PWTD in standard recruiting events and through use of the WRP program. When applicable, we use Schedule A and Disabled Veterans status as a direct hiring authority for new employees". DAHLGREN: "In FY19 MD-715 reporting period, NSWC Dahlgren Division has actively utilized the Schedule A hiring authority and has hired approximately 35 permanent full time hires through this authority".

3. How many Schedule A(u) employees were hired to permanent positions during the reporting cycle? **274**

4. Describe your command's use of programs to recruit PWD and PWTD for temporary positions (e.g. internships):

Workforce Recruitment Program

5. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A(u)), explain how the command (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

The agency ensures proper documentation is received, such as letter/memo from a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal or State agency that issues or provides disability benefits. The resume is reviewed and forwarded to hiring managers along with Sch A letter explaining the hiring authority and what the process will be to hire the individual. In addition, the Command can select qualified applicants for any open position under the WRP.

6. Has the command provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A(u))? Identify the number of hiring managers trained, type(s) of training, and frequency provided. If "no", describe the command's plan to provide the training to all hiring managers.

Yes ☐   No ☑

Number of hiring managers trained:	681

No all WFC's track this type of training. Those who did reported they use Supervisor 101 and Propel to training supervisors. NUWC Newport stated they collaborate with HRO to track supervisors who have not attended this courses, send notification to these supervisors and managers advising when the next course is offered.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The Recruiting Outreach Coordinator partners with and gains access to NAVSEA Wounded Warrior candidate list. This list is then forwarded to hiring managers. We also send Recruiters throughout the year to various recruiting events catered to PWD/PWTD sponsored by NAVSEA and our affinity groups including our Veterans ERG and by using available hiring sources (Workforce Recruitment Program, OPM Shared Register, and Wounded Warrior Programs). The recruitment team visited two universities with high populations of students with targeted disability.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

29 C.F.R §1614.203(d)(1)(iii) requires agencies to provide sufficient opportunities for employees with disabilities to advance within the agency. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, and similar programs that address hiring and advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

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

All internal advancement opportunities are announced electronically via email messages that are sent to all employees. In addition, vacancy notifications are posted on internal human resources website. Utilization of USAJOBS.gov makes electronic applications convenient for all employees, including PWD and PWTD. Individual Development Plans (IDP) are required for all employees. IDP's provide opportunity for all employees, including PWD and PWTD, to request specific training that will help in providing the knowledge and skills necessary to qualify them for advancement. Employees discuss their IDP with their supervisor who approves the plan.

B. CAREER DEVELOPMENT OPPORTUNITIES

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Please describe the career development opportunities that the command provides to its employees, including PWD and PWTD.

We have Department of the Navy and NAVSEA career ladder opportunities, details and rotational programs that are advertised and disbursed via email to command personnel. Cross training in professional, administrative and technical positions encouraged. Command provides multiple developmental programs that focus on training at various levels of employment:
-Junior Level Leadership
-Command Executive Fellowship Program
-Internships
-NAVSEA University
-NAVSEA Rotational Assignment Bulletin Board
-Capitol Hill Fellowship Program
-Dwight D. Eisenhower School
-Emerging HR Leaders Forum

These are just a few of the programs offered to all employees

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

	☐	☑	☐
	Yes	No	N/A

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HR Link Report (EEO-049) "DIS Schedule A Conversions" reports 65 Schedule A(u) conversions during the review period. HR Link Report (PER-194) "Schedule A Conversion Eligibility" lists 301 Schedule A(u) employees across NV24, to include duplicate IDs across rows (excecuted 22 Aug 2019). Of these, 237 arrived less than two years ago, while 64 were past the "Date Eligible for Conversion to Competitive Service (Calculated)." The earliest conversion eligibility dates were from the years 2000 and 2005, but most were from 2013 or later. Of those past due, 15 were at HQ/PEO, three at the Field Activities, and 46 across eight Warfare Centers. Port Hueneme (15) and Keyport (9) had the most past due employees.

2. Does the command use exit surveys or exit interviews to determine why PWD and/or PWTD separate?

Yes ☐   No ☑

If "yes", please indicate reasons identified in the surveys that the PWD/PWTD left the command:

The majority of NAVSEA's WFC report they conduct anonymous surveys and there were no way to track who has PWD/PWTD.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their accessibility rights under Section 508 of the Rehabilitation Act and the Architectural Barriers Act, and explain how to file complaints under those laws. In addition, agencies are also required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Describe any programs, policies, or practices that the command has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of command facilities and/or technology.

CIO is working to get closed captioning software, this will allow individuals who are deaf or hard of hearing to participate in live-streaming events.
Facilities is actively working on many projects to ensure accessibilty to all employees   • Fiscal Year 2019
o Deployed approximately 300 Varidesks (adjustable height work surfaces) so that employees can stand and work
o Deployed numerous new chairs for back or other health issues
o Continue to work with Janitorial Management because janitorial team turns off the ADA door operators
o Created and completed 17 ADA door operator tickets in various WNY buildings
o Investigated and adjusted numerous air flow issues related to health concerns; adjusted temperatures, process TIE requests, or provided space heaters
o Modified workstation for several employees because of concerns with employees entering their workstation behind them (PTSD concerns)
• Fiscal Year 2020
o Will be refreshing B201 and B176 with new furniture panels (old ones are dusty, agrrevates breathing conditions); also includes adjustable height work surface installation

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 CFR 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. How many reasonable accommodation requests have taken more than 30 days to process?
Include (1) all requests processed during the reporting cycle, including those initiated in the previous cycle, that took more than 30 days to process and (2) all requests that have not yet been processed, but are more than 30 days past their request date. Do not include previously-approved requests associated with repetitive accommodations, such as Interpreter services.

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1) 39
cases

2) 10

2. What was the greatest number of days it took to process a reasonable accommodation request during the FY? If the longest request has yet been processed, calculate days from the request date to the present.

341 This case is at NAVSEA SEA 10 EEO

3. Describe the effectiveness of the policies, procedures, or practices to implement the command's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring the requests for trends.

DAHLGREN: "As of FY19 the command has started using a centralized fund to process reasonable accommodation requests. The use of a centralized fund for organizations to process RA requests has been cited as a best practices tool by the EEOC to climate financial barriers". INDIAN HEAD: "Reasonable Accommodation training has been provided to IHEODTD's supervisors and managers across the command as a effective part of the Reasonable Accommodation program we implement the interactive process early as possible. Approval or denial decisions in a timely manner. Use the RA Advisory team's input to provide insight on all aspects so that feasible and appropriate reasonable accommodation can be provided". PORT HUENEME: "Established supervisor and manager training course to provide continual training and refresher training on reasonable accommodations. A few examples of the training and refresher trainings are, but not limited to, CPMA, Brown Bags, Department manager level Q&A sessions, PHD Portal site for EEO Programs (RA), and various hardcopy reference artifacts".

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN
THE WORKPLACE

Pursuant to 29 C.F.R. 1614.203 (d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests, timely providing approved personal assistance services, conducting training for managers and supervisors, and monitoring the requests for trends.

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To date NAVSEA has not had a request for PAS services.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING THE FAILURE TO ACCOMMODATE

1. Did failure to accommodate fall within the top three issues alleged in the command's EEO counseling activity during the last fiscal year?

    Yes ☐   No ☑

2. Did failure to accommodate fall within the top three issues alleged in the command's formal complaints during the last fiscal year?

    Yes ☐   No ☑

3. In cases alleging the failure to provide reasonable accommodation, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

    Yes ☐   No ☑   N/A ☐

4. If the command had one or more findings of discrimination involving the failure to provide an accommodation during the last fiscal year, please describe the corrective measures taken.

    Yes ☐   No ☑   N/A ☐

B. EEO COMPLAINT DATA INVOLVING DISCRIMINATION BASED ON DISABILITY STATUS (EXCLUDING FAILURE TO ACCOMMODATE)

1. Did disability status fall within the top three bases alleged in the command's EEO counseling activity during the last fiscal year?

    Yes ☐   No ☑

2. Did disability status fall within the top three bases alleged in the command's formal complaints during the last fiscal year?

    Yes ☐   No ☑

3. In cases alleging discrimination based on disability status, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

    Yes ☐   No ☑   N/A ☐

4. If the command had one or more findings of discrimination based on disability status during the last fiscal year, please describe the corrective measures taken.

    Yes ☐   No ☑   N/A ☐

Section VII: Identification and Removal of Barriers

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

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

    Yes ☐   No ☑

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

Yes ☐   No ☑   N/A ☐

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments. Create additional tables as necessary to describe each trigger and their related planned activities.

Trigger #_	
Barrier(s)	
Objective(s)	
Responsible Official(s)	

Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date

Fiscal Year	Accomplishments

4. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.

Yes ☐   No ☐   N/A ☑

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

5. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.