

FY21 MD-715 Annual Report

For the period covering October 1, 2020 to September 30, 2021



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM MD-715-02 PARTS A THRU D

Fiscal Year 21 (FY21) for period covering October 1, 2020 to September 30, 2021			
PART A Department or Agency Identifying Information	1. Agency		Naval Sea Systems Command (NAVSEA)
	1.a. 2 nd level reporting component		
	1.b. 3 rd level reporting component		
	1.c. 4 th level reporting component		
	2. Address		1333 Isaac Hull Avenue S.E.
	3. City, State, Zip Code		Washington Navy Yard, D.C. 20376
	4. CPDF Code	5. FIPS Code	NV24
PART B Total Employment <i>*213 employees who claimed other were added to the total that are excluded in the EDW A1 Table</i>	1. Enter total number of permanent full-time and part-time employees		36,066
	2. Enter total number of temporary employees		38
	3. Enter total number employees paid from non-appropriated funds		0
4. TOTAL EMPLOYMENT [add lines B 1 through 3]		36,317 (*added the excluded 213)	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Vice Admiral William J. Galinis, U.S. Navy, Commander, Naval Sea Systems Command
	2. Agency Head Designee		
	3. Principal EEO Director/Official Title/series/grade		LaShunda Dillon, Command Deputy EEO Officer, Naval Sea Systems Command, NH-0260-04
	4. Title VII Affirmative EEO Program Official		Alma Zeladaparedes/ NH-0260/03
	5. Section 501 Affirmative Action Program Official		Robert Henderson/ NH-0260/03
	6. Complaint Processing Program Manager		Johnnie Buchanan/ NH-0260/03
	7. Other Responsible EEO Staff:		
	Diversity and Inclusion Program Manager	Sydney Kremidas/NH-0260/GS11	
Special Emphasis Program Manager	Kayla McCampbell/NH-0260/GS-9		
SEA 00EDI Assistant Director	Sheniqua Bush/NH-0260/04		

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MD-715 Part D List of Subordinate Components Covered in this Report		List of Subordinate Components Covered in this Report: Subordinate Component, City, State, Country (Optional) Agency Code (XXXX) and FIPS Codes (XXXXX) <input type="checkbox"/> If the agency does not have any subordinate components, please check the box.					
#	FIPS 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	51001	AEGIS COMBAT SYSTEMS CENTER	45534	WALLOPS ISLAND, VA	78	YES	N
2	51099	AEGIS BALLISTIC MISSILE DEFENSE	40061	DAHLGREN, VA	72	YES	N
3	34005	AEGIS TECHNICAL REPRESENTATIVE	39029	MOORESTOWN, NJ	82	YES	N
4	51710	CARRIER PLANNING ACTIVITY	33900	CHESAPEAKE, VA	53	YES	N
5	51710	COMMAND NAVY REGIONAL MAINTENANCE CENTER	58400	NORFOLK VA	46	YES	N
6	53035	INACTIVE SHIP FACILITY BREMERTON	55639	BREMERTON, WA	6	YES	N
7	15003	INACTIVE SHIP FACILITY WAIPAHU	57026	WAIPAHU, HI	7	YES	N
8	42101	INACTIVE SHIP FACILITY PHILADELPHIA	55632	PHILADELPHIA, PA	10	YES	N
9	51740	INACTIVE SHIP FACILITY PORTSMOUTH	35355	PORTSMOUTH, VA	13	YES	N
10	12005	NAVAL EXPEDITIONARY DIVING UNIT	0463A	PANAMA CITY, FL	37	YES	N
11	11001	NAVAL SEA SYSTEMS COMMAND HQ (NAVSEA HQ)	00024	WASHINGTON, DC	250	YES	N
12	11001	NAVSEA HQ – OP SUP/FLD/WASH	42192	WASHINGTON, DC	1806	YES	N
13	11001	NAVSEA HQ – PRO MGMT PERS	68381	WASHINGTON, DC	200	YES	N
14	24017	NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY	68963	INDIAN HEAD, MD	93	YES	N

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

15	11001	NAVAL SURFACE WARFARE CENTER (NSWC) CARDEROCK HQ	68933	WASHINGTON, DC	61	YES	N
16	24031	NSWC – CARDEROCK	00167	BETHESDA, MD	2222	YES	YES
17	51710	NSWC – CARDEROCK – DETACHMENT NORVA	64486	NORFOLK, VA	290	YES	YES
18	53035	NSWC – CARDEROCK – DETACHMENT BREMERTON	30492	BREMERTON, WA	103	YES	YES
19	16055	NSWC – CARDEROCK – DETACHMENT BAYVIEW I NWC	62182	BAYVIEW, ID	51	YES	YES
20	12011	NSWC – CARDEROCK – DETACHMENT DANIA FLNWCF	62701	DANIA, FL	27	YES	YES
21	47157	NSWC – CARDEROCK – DETACHMENT MEMPHIS	48381	MEMPHIS, TN	7	YES	YES
22	18101	NSWC – CRANE	00164	CRANE, IN	3828	YES	YES
23	51099	NSWC – DAHLGREN	00178	DAHLGREN, VA	4369	YES	YES
24	51810	NSWC – DAHLGREN, COMBAT DIRECTION SYSTEMS ACTIVITY, DAM NECK	63273	VIRGINIA BEACH, VA	689	YES	YES
25	24017	NSWC - INDIAN HEAD	00174	INDIAN HEAD, MD	2334	YES	YES
26	12005	NSWC - PANAMA CITY	61331	PANAMA CITY, FL	1589	YES	YES
27	06111	NSWC - PORT HUENEME	63394	PORT HUENEME, CA	2855	YES	YES
28	06065	NSWC - CORONA	64267	CORONA, CA	1932	YES	YES
29	42101	NSWC - PHILADELPHIA	64498	PHILADELPHIA, PA	2822	YES	YES
30	53035	NAVAL UNDERSEA WARFARE CENTER (NUWC) - KEYPORT	00253	KEYPORT, WA	1983	YES	YES
31	24017	NSWC-INDIAN HEAD	4037A	INDIAN HEAD, MD	30	YES	YES
32	53035	NSWC-KEYPORT	65726	KEYPORT, WA	731	YES	YES
33	11001	PEO FOR SHIPS	30270	Washington DC	389	YES	YES

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34	11001	PROGRAM EXECUTIVE OFFICE FOR CARRIERS WNY	32284	Washington DC	128	YES	N
35	11001	PEO Columbia	4109A	Washington, DC	41	YES	N
36	51740	SURF MAINT ENG PLAN PGRAM VA	42812	Portsmouth, VA	166	YES	N
37	33015	SUBMEPP ACTIVITY PORTSMOUTH NH	45404	Portsmouth, NH	220	YES	N
38	11001	PEO FOR SUBMARINES	48160	Washington DC	270	YES	N
39	11001	PEO FOR INTEGRATED WARFARE SYSTEMS	49661	Washington DC	424	YES	N
40	11001	PEO LITTORAL COMBAT SHIPS DC	52210	Washington DC	351	YES	N
41	23023	SUPERVISOR OF SHIPBUILDING BATH ME	62786	Bath, ME	407	YES	N
42	09011	SUPERVISOR OF SHIPBUILDING GROTON CT	62789	Groton, CT	366	YES	N
43	51700	SUPERVISOR OF SHIPBUILDING NEWPORT NEWS VA	62793	Newport News, VA	496	YES	N
44	51700	NUWC-NEWPORT	66604	Newport News, VA	3528	YES	N
45	28059	SUPERVISOR OF SHIPBUILDING GULF COAST	69316	Pascagoula, MS	526	YES	N

D.2 EEO FORMS and documents attached to this report that were essential to completing the report.

*Executive Summary [FORM 715-02 PART E], that includes:	x	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-02PART G]	x
Brief paragraph describing the agency's mission and mission-related functions	x	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-02 PART H] for each programmatic essential	x
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	x	*EEO Plan To Eliminate Identified Barrier [FORM 715-02 PART I] for each identified barrier	x
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	x	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-02 PART J]	x
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	x	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	

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EEOC FORM MD-715-02 PART E- "EXECUTIVE SUMMARY"



"The NAVSEA's mission is to design, build, deliver, and maintain ships, submarines, and systems reliably, on-time, and on-cost for the United States Navy, underpins my priorities and aligns directly with the CNO Navigation Plan. Everything we do will align to the CNO Navigation Plan and its focus areas of Readiness, Capabilities, Capacity, and Sailors in our continued efforts to Expand the Advantage." VADM Galinis, Commander, Naval Sea Systems Command

Organization Information

The Naval Sea Systems Command (NAVSEA) is comprised of more than 80,000 civilian and military personnel in the 34 activities located across the United States and Asia. Together, we build, buy and maintain ships, submarines and combat systems for the U.S.

Navy Comptroller (SEA01) provides financial policy, advice and quality services to ensure NAVSEA's customers' budgets are efficiently executed. SEA01 manages appropriation areas as well as providing cost engineering, and industrial analysis.

Contracts (SEA 02) and its field contracting offices under the Contracts Competency award nearly \$24 billion in contracts annually for new construction ships and submarines, ship repair, major weapon systems and services.

Logistics, Maintenance and Industrial Operations (SEA 04) has the important mission of getting ships to sea and keeping them ready. SEA 04 is the preferred integrator of logistics, maintenance, and industrial operations for its Enterprise customers. SEA04 manages four Naval Shipyards.

The Naval Systems Engineering Directorate (SEA 05) is responsible for providing the engineering and scientific expertise, knowledge, and technical authority necessary to design, build, maintain, repair, modernize, certify, and dispose of the Navy's ships, submarines, and associated warfare systems. SEA 05 is organized into 15 groups:

- Office of the Chief Engineer (SEA05B)
- Cost Engineering and Industrial Analysis (SEA 05C)
- Surface Ship Design and Systems Engineering (SEA 05D)
- Explosive Ordnance Engineering (SEA 05E)
- Engineering Analysis & Commonality (SEA 05G)
- Integrated Warfare Systems Engineering (SEA 05H)
- Littoral and Mine Warfare Design & Systems Engineering (SEA 05L)
- L&MW Warfare Systems Engineering (SEA 05M)
- Undersea Warfare Systems Engineering (SEA 05N)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- Ship Integrity and Performance Engineering (SEA 05P)
- Technical Policy and Standards (SEA 05S)
- Technology Office (SEA 05T)
- Submarine/Submersible Design & Systems Engineering (SEA 05U)
- Aircraft Carrier Design & Systems Engineering (SEA 05V)
- Surface Warfare Systems Engineering (SEA 05W)
- Navy UARC Office (SEA 05X)
- Marine Engineering (SEA 05Z)

Undersea Warfare (SEA 07) provides a full spectrum of research, development, test and evaluation, HM&E systems engineering and fleet support services to the in-service submarine and undersea forces. Submarine/Undersea Warfare Technology (SUBTECH) coordinates the development of technologies to fulfill undersea warfare capability requirements.

Corporate Operations (SEA 10) performs all operations support for NAVSEA directorates and field activities as well as PEOs. Support includes administrative products and services, career planning, employee development, facilities, foreign military sales coordination, human resources, security, and university research assistance.

Surface Ship Maintenance and Modernization Directorate (SEA 21) manages the complete lifecycle support for all non-nuclear surface ships and is the principal interface with the Surface Warfare Enterprise. The directorate is responsible for the maintenance and modernization of non-nuclear surface ships currently operating in the Fleet. Through planned modernization and upgrade programs, SEA 21 will equip today's surface ships with the latest technologies and systems to keep them in the Fleet through their service lives. Additionally, SEA 21 oversees the ship inactivation process, including ship transfers or sales to friendly foreign navies, inactivation and/or disposal.

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NAVSEA's

Mission:

To design, build, deliver, and maintain ships, submarines, and systems reliably, on time, and no-cost for the United States Navy.

Vision

Expand The Advantage. For as long as we've been a Nation, our Navy has played a key role in protecting the world's maritime system. Today, traditional and non-traditional forces threaten our safety both at home and abroad. Our technical advantage over our adversaries is being challenged as technology advances at a rapid pace. Every campaign requires a clearly requires a clearly stated and shared objective and vision. The overarching objective and vision of NAVSEA Campaign is to expand the U.S. Navy's maritime advantage over our adversaries through our people, products, and services.

About NAVSEA

In FY21, The Federal Employee Viewpoint Survey (FEVS) announced the "2020 Best Places to Work in Federal Government rankings" and **NAVSEA ranked 161st** out of 411 sub-agency components. In 2018 NAVSEA ranked 189th and in 2019 NAVSEA ranked 180th. For the third year in a row the NAVSEA has risen in the ranks.



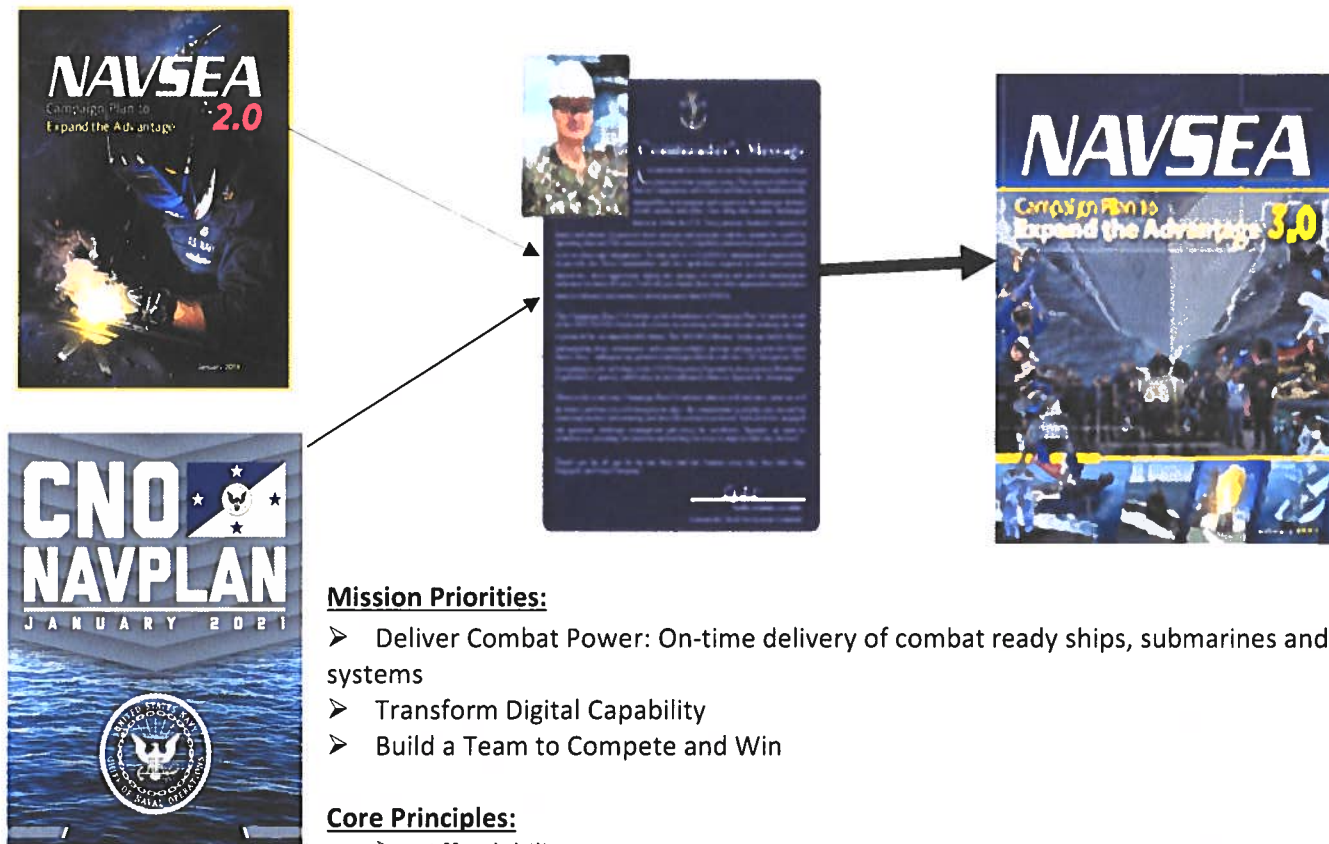
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The Force Behind the Fleet

Our Nation's greatest asset is its people and their ability to design and develop innovative solutions to meet any challenge. NAVSEA's dedicated workforce is the key to our Navy being ready to fight and win. We are the Force Behind the Fleet!

Commander's Intent

In today's global environment, the U.S. Navy protects America's Interest at home and abroad by maintaining maritime superiority, deterring aggression, and providing humanitarian assistance. The cornerstone of our Navy's success is its ships and aircraft-and no other organization contributes more to advance our country's naval presence than NAVSEA. For over 220 years, NAVSEA and its predecessor organizations have been responsible for the design, construction, delivery, maintenance, and disposal of our Navy's ships and ship systems.



Mission Priorities:

- Deliver Combat Power: On-time delivery of combat ready ships, submarines and systems
- Transform Digital Capability
- Build a Team to Compete and Win

Core Principles:

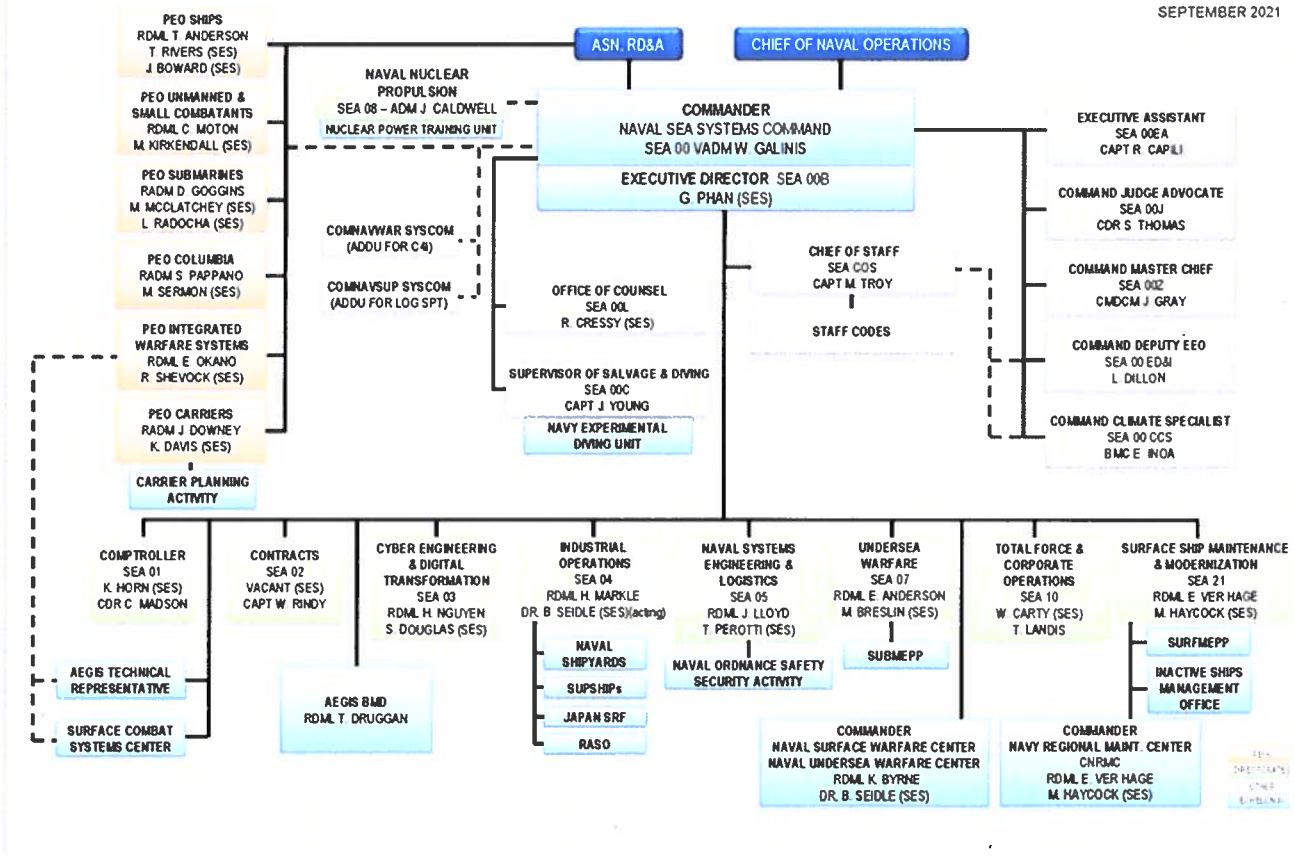
- Affordability
- Reliability
- Agility
- Technical Competence

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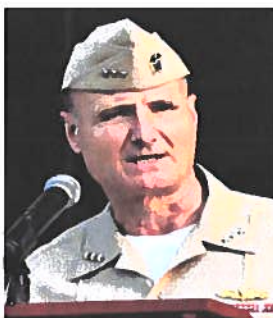
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Command Leadership

SEPTEMBER 2021



The NAVSEA web site <https://www.navsea.navy.mil/>, provides information on its organizations, locations, social media, and strategic documents.



VADM W. Galinis
Commander, NAVSEA

“Our leaders will find the real levers of performance through data-driven insights. When confronted with a barrier to moving a key performance lever, we must remove it or elevate it to a specific leader to address.”

Admiral Michael M. Gilday
Chief of Naval Operations



Ms. Giao Phan (SES)
NAVSEA, Executive Director

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Model EEO Program Summary

Element A: Demonstrated Commitment from Agency Leadership

Strengths:

In FY21, NAVSEA's leadership was committed in incorporating and integrating the principles of equal employment opportunity (EEO). The Vice Admiral reaffirmed EEO for all employees and applicants for employment regardless of race, religion, color, sex, national origin, age, genetic information, or disability and ensures all employees are able to compete on a fair and level playing field with equal opportunity for competition. The NAVSEA employees are free to exercise their rights under the civil rights statutes. Reprisal for engagement in protected EEO activity is not tolerated.

The Commander's Intent and the Campaign Plan 3.0 circulated throughout the command without any delays since its employment. Additionally, the commander reaffirmed his commitment to EEO, and diversity and inclusion by reissuing his EEO policy statements since August 25, 2020. The NAVSEA Workforce both military and civilian personnel had various means to these policy statements:

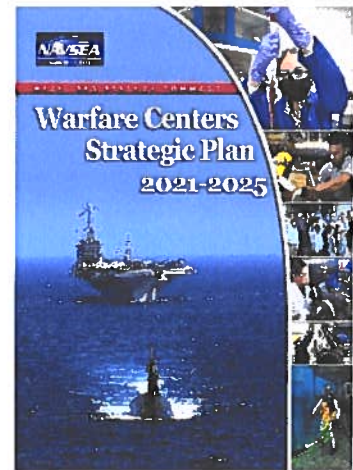
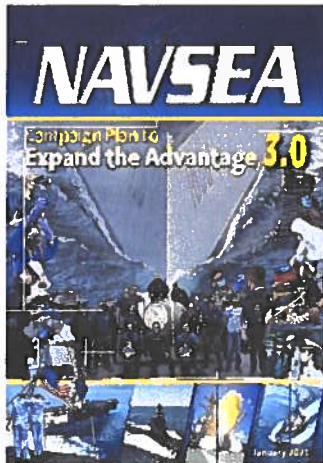
- Equal Employment Opportunity (EEO) Complaint Procedures
- Sexual Harassment/Assault Prevention and Response Program (SHARP)
- Equal Opportunity (EO) Program and Complaint Procedures
- Anti-Harassment Policy

Throughout the command, EEO practitioners within each Warfare Center (WFC) Division made EEO information readily available to all employees and applicants for employment. Flyers were created to inform the workforce of the EEO Office locations, points of contact, time of operations, and their commanding officer's policies, procedures, and EEO information were all posted on all local bulletin boards and posted on external and internal websites.

The NAVSEA employees received information of their rights and responsibilities pursuant to the EEO process, alternative dispute resolution (ADR) process, reasonable accommodation program, personnel assistance services (PAS) and behaviors that could result in discipline through; training during the new employee on boarding/in-processing, on-going webinars/all hands, brochures, training systems, emails, and other written materials concerning the aforementioned on its internal websites to include, public website at [Home Page \(navy.mil\)](https://www.navy.mil) and since FY21, by contacting the NAVSEA Equal Employment Opportunity, Diversity and Inclusion Office at navseaedi.fct@navy.mil.

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The NAVSEA VADM communicated his mission priorities to the entire workforce and directly to his ten WFC division commanders and head of agencies through:

- Strategic documents
- Town halls
- VADM All Hands
- Command Leadership Forums

Following the publication and distribution of the VADM's Campaign Plan 3.0, The Commanding Officers of each Warfare Center (WFC) showed their commitment and expressed the VADM's key focus, specifically, **Mission Priority #3, "Build a Team to Compete and Win" focus areas mentioned on their strategic plans:**

- Build and sustain technical and leadership competence in all functions areas and at all levels
- Develop, instill, and sustain a constructive culture and workplace environment that maximizes mission success and employee fulfillment
- Build a learning organization through collaboration and teamwork across the NAVSEA Enterprise
- Ensure fairness and equal opportunity for advancement, mentoring, training, and all areas of professional development
- Ensure succession planning utilizing workforce analytics to anticipate future workforce requirements
- Implement effective retention strategies to affirm attractive workplace culture to decrease turnover and maintain a diverse and high performing workforce.

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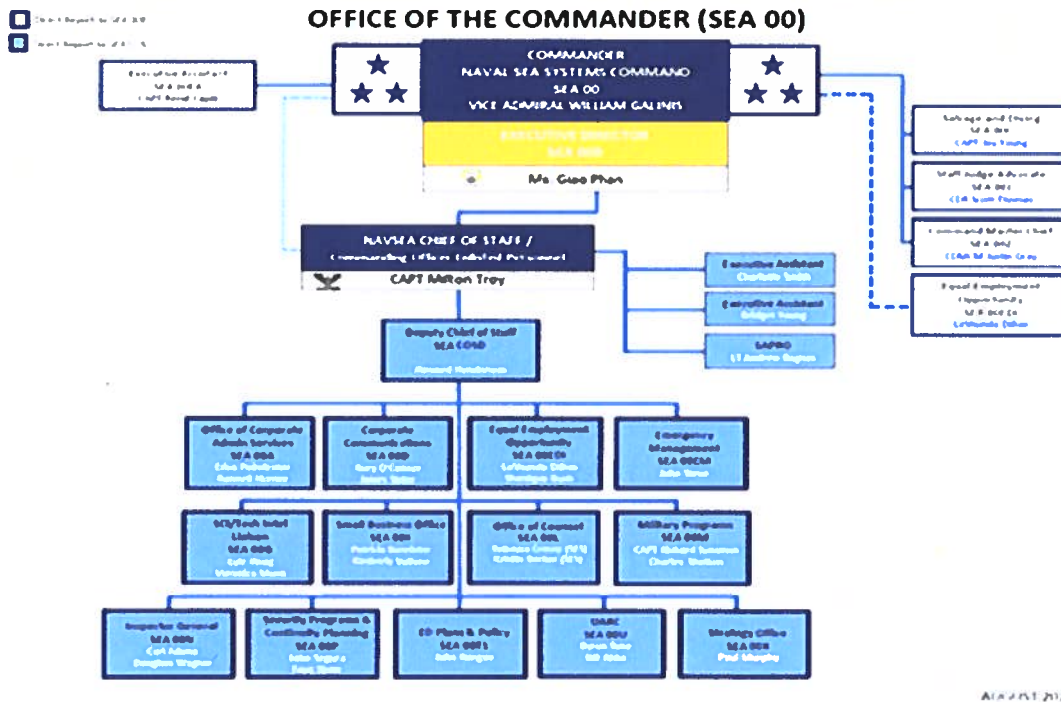
Deficiencies:

1. The command does not inform its employees about behaviors that are inappropriate in the workplace and could result in disciplinary action per 5 CFR 26.35.101(b).
2. Anti-Harassment Policy does not include time frames for the intake, investigation, and decision-making stages of the anti-harassment process per MD-715, II (A).

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

Strengths:

On August 2021, the NAVSEA Commander reassigned NAVSEA's EDI Director from under the SEA 10 Corporate Operations to the SEA 00 Office of the Commander. This decision made the NAVSEA the only major command in the Department of Navy to comply with the Management Directive (MD) 110, Chapter 1 Section II that notes "The EEO Director must report directly to the agency head."



The Commander also met the MD-715, Model EEO Program, "The agency's EEO program should be organized and structured to maintain a workplace that is free discrimination in any of its management policies, practices, or procedures and supports the agency's mission, as reflected in the strategic plan." Moreover, the command leadership reassigned the SEA 10 EEO Headquarters under the SEA 00EDI Director. The strategic oversight and compliance from the Office of the Commander to the subordinate commands remained according to the guidance of NAVSEA Commanders for all EEO and Diversity and Inclusion Matters in the command.

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NAVSEA became the only major command in the Navy to be in full compliance. Consequently, top issues received the input of the EDI Director and rapidly disseminated vertically and horizontally across the command. This was important during the various Presidential Executive Orders and several other unknowable directives that required unity of effort and a quick turn-around to meet suspense's. Overall, the Commander in FY21 began to establish a model EEO program independent of either the office of human resource or office of general counsel or the equivalent.

In FY21, NAVSEA IG EEO Inspections became a united effort when the EDI Director shared the job of conducting the inspections with the EEO Deputy Directors (DDEEOs) embedded in each WFC Division. As a result each DDEEO completed the IG Academy's Basic Inspector Course, a mandate to perform as lead inspector. As a lead inspector, the DDEEO used their staff and the NAVSEA EDI Director's Program Managers to conduct each inspection and the Navy's IG EEO Checklist, dated June 6, 2020. The checklist guaranteed standardization, efficiency, and compliance of the 29 CFR 1610 and 1614, and the Management Directives-110 and 715. The usage of the checklist condensed the days spent on inspections.

In January 2021, the NAVSEA EDI Director assisted the SEA 10 Deputy Commander with the duties of the SEA 10 CoS (acting/provisional). During this time, while dual hatted, the NAVSEA EDI Director became a key contributor in the planning and execution of the NAVSEA Many Voices, One NAVSEA, and SEA 10's "Together We Are Stronger" (TWAS), which provided the workforce at every level a forum to speak their truth, to give them an opportunity to share their experiences and or concerns. The EDI Director became an influencer by engaging leaders and the grassroots, yet, always remained unbiased under all conditions. A consistent presence, led to the participation of the command's Senior Executive Service (SES) Members who also shared their stories, in a series of videos, of the injustice they suffered in their community.

IG EEO Inspections revealed deficiencies not only in the model EEO program within the subordinate commands but a lack of capability and analysis with data. The past SUBCOM's MD-715s (with the exception of the Dahlgren and Corona Divisions) showed gaps in the self-assessment (PART G), because EEO practitioners could not access data nor the ability to analyze it. Thus, unable to perform trigger identification and barrier analysis per the EEOC's MD-715's Reporting Requirements and the Department of Navy's (DON) Civilian Human Resources Manual (CHRM) Subchapter 1604, "Guide For Conducting an Effective Barrier Analysis". Through a combined effort, 33 EEO practitioners, including the DDEEOs, received training and access to the data with the EDW.

Deficiency:

1. The command's current strategic plan doesn't reference EEO/diversity and inclusion principles [See MD-715, II (B)].

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Element C: Management and Program Accountability

Strengths:

In FY21, to adhere to the NAVSEA Commander's intent in regards to organizational inspections and operations the SEA 00EDI collaborated with the NAVSEA Inspector General per SECNAVINST 5430.57G (dated 29 December 2005) and SECNAVINST 5040.3A (dated 13 July 2000). Risk management, compliance, policies, practices, process and posting requirements in accordance with 29 CFR Part 1614 of 9 November 1999, the EEOC Management Directives 110 and 715, and the DON's Civilian Human Resource Manual (CHRM) Subchapter(s) 1603 and 1604 dated December 2008. 17 agencies were inspected during nine inspections and 89 deficiencies were issued, of which 67 cards closed.

Across the command, leaders and managers supported one another in many areas that impacted the efficiency of the EEO program. The RA timeliness increased by five percent (83% in FY20 to 88% in FY21). The SEA 00EDI backed the SEA 10 Deputy Commander and allowed the NAVSEA Compliance Complaints Program Manager to perform the duties of the SEA 10EEO Headquarters' DDEEO for five months. Together, the team assisted 26 agencies (who lacked EEO support in previous years). The cooperation, also led to the hiring of the NAVSEA Disability and Reasonable Accommodations Program Manager in a record hiring process at the end of September 2021.

The Acting DDEEO managed and trained his staff and established effective communications with the 26 servicing activities and their leadership. Most important accomplishments:

- Eliminating redundancy and enforcing Federal Acquisition Regulations which governs contractors-prohibits contractors from performing "inherently governmental functions."
- Developed performance standards for all three program managers, provided training, education, and supervised their efforts until their actions met standards EEOC's MD110 and MD-715.

The NAVSEA Commander efficiently addressed the command with the input of the Executive Director, Chief of Staff, and the Special Staff (IG, Chaplaincy, PAO, EEO, HR, and Legal) on various Presidential Executive Orders centric to diversity training and COVID-19 (Vaccine Mandates and Reasonable Accommodations) over town halls, e-mails, and all hands to name a few where he also solicited the input of the workforce.

Deficiency:

1. The command had an 88% processing time frame of its reasonable accommodations procedures, therefore, is not in accordance with time frame set according with MD-715, II(C).

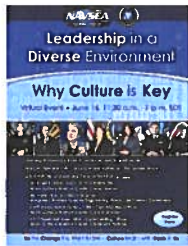
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Element D: Proactive Prevention of Unlawful Discrimination

Strengths:

The Commander of the NAVSEA employed the Campaign Plan 3.0 and the Warfare Centers (WFCs) Leadership launched their efforts to prevent discrimination on the bases of race, color, national origin, religion, sex, age, reprisal, genetic information, and disability to include barrier elimination that impede-free and open competition in the workplace:



- “Leadership in a Diverse Environment Initiative” aimed to support equality and ensure that diversity is reflected throughout all levels of the organization regardless of gender, race, or organizational positions.
- “NAVSEA Warfare Centers Women in Leadership”-with a goal to share the latest research in the field of women’s leadership, and to provide awareness, insight, and tools to help all (women and men) lead change in each organization focusing on 3 Cs; **Confidence, Courage, and Competence**.
- Under the oversight of the NAVSEA Commander and the Executive Director, the SEA 00EDI Director directly managed the Inclusion and Engagement Council (I and E Council) Charter.
 - Composed of **29 members** from the subordinate commands and embodied a diverse (race, color, national origin, religion, sex, age, and disability) team.
 - Additionally, the I and E Council had **11 advisors**; Legal, HR, EEO, D&I, LER, and PAO.
 - The NAVSEA Executive Director appointed four (4) Senior Executive Service (SES) Members as advisors and mentors to the council. Since, unlike the “legacy council” the FY21 performed 100% of their time virtually due to COVID-19 environment.
 - Additionally, one (1) EEO SME advised each of the four teams to guide the approved and final initiatives in the last two quarters of FY21.

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- WFCs DDEOs identified triggers and conducted 17 barrier analysis using the 28 EDW A and B Workforce Tables, Supervisory Training, EEO Demographics, and Recruiting Efforts. Provided input to the DON's FY21 Federal Equal Opportunity Recruitment Plan (FEORP) and Disabled Veterans Affirmative Action Plan (DVAAP) intended to outline goals and objectives to achieve a model EEO program in the NAVSEA for FY22.

Deficiencies:

1. Senior managers did not participate in the barrier analysis process [see MD-715 Instructions, Sec. I]. See PART H.
2. The command did not conduct exit interviews or surveys on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities. [see 29 CFR 1614.203(d)(1)(iii)(C)].

Element E: Efficiency

Strengths:

In FY21, the NAVSEA's EEO Complaint Resolution Process attained a 95% efficiency by:

- Maintaining an efficient, fair, and impartial complaint resolution process that consistent of teaching, mentoring, and coaching EEO Counselors on the process by the SEA 00EDI Director's office.
- Providing written notification of rights and responsibilities in the EEO process during the initial counseling session.
- Submitting complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP).
- Rapidly backfilling vacant positions within the subordinate commands to sustain operations with the NAVSEA DEEO's Staff until the vacant position is filled.
- Consistently eliminating NAVSEA representatives' actions or efforts that could intrude upon the counseling, investigation, and final agency decision stages of the EEO process.

NAVSEA utilizes the iComplaints tracking system to identify the location, status, and length of time elapsed at each stage of the organization's complaint resolution process, the issues and the basis of the complaints, the aggrieved individuals/ complainants, the involved management officials, and other information necessary to analyze complaint activity and identify trends.

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The Commander's ADR Policy requires a management official with settlement authority, other than responsible management official named in the complaint, to be available during the dispute resolution process when an **aggrieved employee has accepted** the ADR offer during the pre-complaint and formal complaint process. Managers and supervisors understand that they have a duty to participate in the ADR process.

Deficiencies:

1. The command does not have effective way to process complaints for the Anti-Harassment Program [See EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]. See PART H.

Element F: Responsiveness and Legal Compliance

Strengths:

In FY21, the SEA 00EDI Director orchestrated the operations of the EDI Enterprise for legal compliance for all applicable laws and:

- Re-vamped five programs that failed to meet compliance of laws per the EEOC; AEP, Complaints, SEP, DPM, and D and I through a reliable program management, rapid dissemination of information, consistent training, Monthly and Quarterly Data Analysis, and inspections for full compliance in policy, procedures and processes.
- Regulated activities to hold WFC Divisions DDEEOs accountable for work products/and or delays per MD-110 and MD-715.
- Made certain that acceptance and dismissal of complaints were coordinated with the Labor Counselors as prescribed by the Management Directive (MD) 110.

In NAVSEA all employees abide by NAVSEA's Anti-harassment Policy and are expected to report any suspected retaliation; for making a complaint or helping another employee make a complaint, for participating in an inquiry into potential violations of this anti-harassment policy, and/or for opposing unlawful discrimination or harassment.

In FY21, through the NAVSEA Inspector General Inspection Program organizational readiness in the EEO program is assessed and lawful compliance is identified and fully monitored. Through the use of Enterprise Inspection Cards Metrics organizations are engaged at >30 and >180 Days until component in NAVSEA are aligned to expectations in regulations, law, and commander's policies.

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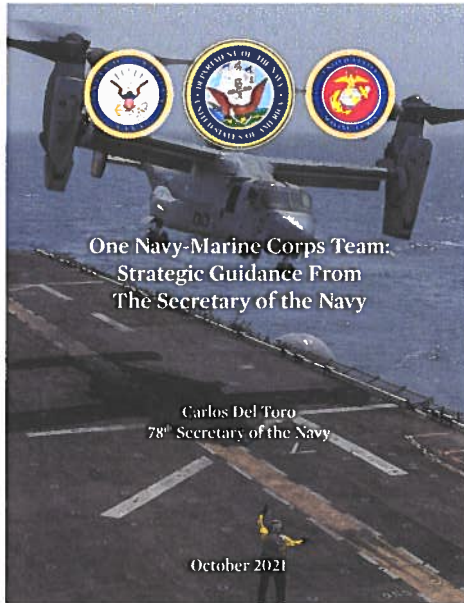
The NAVSEA MD-715 Annual Report SOP was distributed across the EDI Enterprise with eight new parts meeting the EEOC Standards of Reporting Requirements. A new PART G-Self Assessment Checklist gave way to accurately assess the six essential elements. To emphasize each commander's efforts, NAVSEA adapted the EEOC-PART E-Executive Summary (succinct narrative), replacing the DON's PART E (quantitative report). The new PART E complies with the EEOC's five (5) parts to a succinct narrative of the status of the agency's overall EEO program by communicating a report based on problems discovered during the self-assessment. The other parts outlined potential barriers, results of barrier analysis, responsible officials, objectives and outcomes of the plan of action, as well as key dates and stakeholders in the command to eliminate the barriers in the organization.

Deficiencies:

1. The command's supervisory training for FY21 was 87% (Triennial), 78.9% (Annual), and 79.4% (Probationary), it did not meet Public Law 111-84 P.123 STAT.2501 (1) (A): At a minimum, components must demonstrate compliance with Supervisory EEO Training requirements by showing, on the modified EEO-067 report, that every supervisor and manager (100%) received Supervisory EEO Training within the past three Fiscal Years, except for new supervisors/managers, who have first taken the training within 365 days of their assignment to a supervisory role.
2. The command did not meet the 29 CFR §1614.102(a)(1); 29 CFR § 1614.102(e); MD-715(II)(B); MD-715(II)(C); MD-715(II)(D); MD-715 Part A(III); MD-715 Part B(III), in the past 12 months the collaboration between the Human Resources and EEO for barrier analysis, a primary agency obligation relating to mandatory affirmative employment programs.
3. The command did not meet EEOC Instructions or Federal Agencies for EEO MD-715, EEOC Instructions, Section I.IV.D.1 and Section III.I.C, A, [if] the organization employs 1,000 or more employees in permanent FT/PT appointments [must] Post the Affirmative Action Plan on its public website.

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Empowering Our People

"Our people provide the foundational strength for this Department. In fact, I believe our high quality force provides us a competitive warfighting advantage in relation to our strategic competitors. We will build and sustain a strong, diverse, and healthy force, ready at all times and focused on warfighting and leadership at every level. We will reward initiative and creativity, and further enhance the reputations of the Department of the Navy and its Services as great places to lead, work, grow, and build families."

Carlos Del Toro
78th Secretary of the Navy

Database Information

The data in this report is based on information as of 30 September 2021 and represents the demographics of NAVSEA's Civilian Workforce by Ethnicity and Race Identification (ERI) and Disability. This report is based on data obtained from the Enterprise Data Warehouse (EDW), Human Resource (HR) Link, Total Workforce Management System (TWMS), and the Complaints Tracking System (iComplaints). Students, Wage Grade, Foreign local national employees, and military personnel are not covered in this report individually, however, they are part of the total workforce distribution. The same applies to the temporary employees.

The National Civilian Labor Force (NCLF) statistics are used as the comparator for the purpose of conducting an analysis of the NAVSEA civilian workforce.

Summary Analysis of the Workforce

The FY21 MD-715 Annual Report was based on the analysis of the A (collected race, ethnicity, and gender data) and B (captured individuals with disability and individuals with targeted disability data) Workforce Tables exported from the NAVSEA Center of Excellence "Enterprise Data Warehouse (EDW)." The time period for the workforce data captured the Fiscal Year (FY) 21 (from October 1, 2020 to September 30, 2021) in comparison with the previous Fiscal Year, FY20.

The NAVSEA Total Workforce of FY21 compared with FY20 shows a consistent growth in the male population, while the female population increased by 0.12%. NAVSEA didn't meet the federal benchmark set by the Equal Employment Office Commission (EEOC). Therefore, the command must establish on-going efforts and collaborative plans that eliminate any identified barrier(s) and effectively executes the command's Special Program Plan for Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities Program.

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In FY21, the total civilian workforce in the Command was 36,104 with 38 temporary employees. The A 1 Table total workforce didn't include the 213 employees that claimed "Other" for "Race and Gender. Nevertheless, the total workforce was 36,317 as mentioned previously on page 1 of this document.

In FY21, the male population was 26,282 or 72.8%, the National Civilian Labor Force (NCLF) benchmark for males in federal organizations is 51.86%. This population increased in NAVSEA by 537 in the six (6) categories Race/Ethnicity; Hispanic (87), White (240), Black (53), Asian (71), and Native Hawaiian/Pacific Islander (3), with 75 identifying as Two or More Races.

The female population was 9,822 or 27.2%, the National Civilian Labor Force (NCLF) benchmark for females in federal organizations is 48.14%. This population increased in NAVSEA by 260 in the six (6) categories Race/Ethnicity; Hispanic (25), White (173), Black (17), Asian (23), Native Hawaiian/Pacific Islander (4), with 22 identifying as two or more races. In FY20, Hispanic and American Indian/ or Alaska Native Female workforce declined and in FY21 it decreased by four (4).

NAVSEA's employee population is displayed in Table A-1. To include a comparison of FY20 and FY21.

Figure (Fig) 1: Table A1-Total Workforce Population Summary of Race and Gender

Population: Race and Gender	Population Previous Year	Population Current Year	Net Change	Previous Year Percentage	Current Year Percentage	Ratio Change
White Men	19,879	20,119	1.21%	56.3%	55.73%	-0.57%
White Women	6,567	6,740	2.63%	18.6%	18.67%	0.07%
Black or African American Men	1,768	1,821	3%	5.01%	5.04%	0.03%
Black or African American Women	1,272	1,289	1.34%	3.6%	3.57%	-0.03%
Hispanic Men	1,601	1,688	5.43%	4.53%	4.68%	0.15%
Hispanic Women	724	749	5.43%	2.05%	2.07%	0.02%
Asian Men	1,826	1,897	3.89%	5.17%	5.25%	0.2%
Asian Women	652	675	3.53%	1.85%	1.93%	0.08%
Native Hawaiian/Pacific Islander Men	89	92	3.37%	0.25%	0.25%	0%
Native Hawaiian/Pacific Islander Women	27	31	14.81%	0.08%	.09%	0.01%
American Indian/Alaskan Native Men	93	101	8.6%	0.26%	0.28%	0.02%
American Indian/Alaskan Native Women	58	54	8.6%	0.16%	0.15%	-0.01%
Two or More Races Men	489	564	15.34%	1.38%	1.56%	0.18%
Two or More Races Women	262	284	8.4%	0.74%	0.79%	0.05%
Totals	35,307	36,104	2.26%			

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In FY21, NAVSEA encouraged the WFC Divisions to conduct their own resurvey campaigns to inform and appeal to employees to self-identify their disability or targeted disability. The divisions utilized the OEEO's Fact Sheet, "Updating Your Disability Status," as a resource to augment their efforts. The Fact Sheet detailed the Department of Navy's (DON) goal to ensure that at least 12 percent (%) of the total workforce is comprised of Individuals with Disability (IWD) and two percent (2%) of Individuals with Targeted Disability (IWTD) in order to meet the EEOC's Benchmarks. Meanwhile, leaders reassured the workforce that disability status would stay strictly confidential and protected under the Privacy Act of 1974. Access to the information is maintained as controlled unclassified information (CUI) and limited to Human Resources (HR) and Equal Employment Opportunity (EEO) professionals.

The mandatory EEO web-based training for supervisors/managers, hosted by the DON's Total Workforce Management System (TWMS), contains IWD program training module and remained a critical tool. The training informed supervisors about Schedule A (u) hiring authority, its benefits, and how Workforce Recruitment Program (WRP) helps the program. Also, it outlines how essential the self-identification of disability is to the command and edifies the target audience on the means to system available to update the disability status. The training is mandatory for all civilian supervisors and military supervisors of civilian employees. It has to be taken within one (1) year of initial appointment to a supervisor position, and as a refresher, at least, once every three (3) years thereafter. In contrast, the number of employees "not identified" increased to 9.22% (3,350 employees) from a 7.87% (2,795) in FY20.

According to the EDW Workforce B1 Table (Total Workforce-Distribution by Disability) the disability percentage increased to 11.58% (4,206 employees self-identified) in FY21. In FY20, the command reported a 9.42% disability status by analyzing the targeted disability as a subset of the disability percentage. Conversely, the IWTD percentage decreased to 2.09% from a 2.18% in the previous FY. Yet, the NAVSEA is above the EEOC Benchmark of 2% for IWTD and near the EEOC Benchmark of 12% for IWD.

It's important to note that IWTD is a subset of those individuals with disabilities. The rule of the EEOC B1 Table is that the "other disability and the targeted disability" percentages should not be added together to produce the percentages of disability. If the IWD and IWTD are added together, they are double counted. Because, the NAVSEA EDW B Tables are not in compliance to this rule the SEA 00EDI Director submitted a modification ticket to the EDW cohort to meet the EEOC's guidance. Nine of ten WFC Divisions under reported their disability percentages in previous FYs, with the exception of one, Dahlgren.

Fig. 2. Table B1: Total Workforce-Distribution by Disability

Disability Status (Code)	FY21	FY20	Net Change	% FY21	% FY20
Not Identified (01)	3,350	2,795	19.86%	9.22%	7.87%
No Disability (05)	28,761	28,602	0.56%	79.19%	80.53%
With Disability	4,108	3,345	3.08%	11.58%	9.42%
Targeted Disability	758	774	-2.07%	2.09%	2.18%

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The command hired 103 more individuals with disabilities and IWTD; hired six (6) additional in Developmental Disability, eight (8) more in Traumatic Brain Injury (TBI) and two (2) extra in Significant Psychiatric Disorder. The Command showed a commitment to increasing the number of individuals to include those with targeted disabilities in compliance with Executive Orders 13548 and 13163. Persisted its collaboration with the Wounded Warriors Project (WWP) and the Workforce Recruitment Program (WRP). Unrelenting, the NAVSEA increased deployed recruitment, hiring, and retention efforts and committed resources to FY22 strategies.

NAVSEA distribution of employees within the Senior Pay Grades (GS-13 to the Senior Executive Service) in Table B4-General Schedules (GS) and Senior Pay Grades allows the organization to investigate whether or to what extent barriers exist at various grade level or the gaps in participation rates of particular group. In the next page you will find Figure 3. The NAVSEA Table B 4-2 shows the total workforce by GS and Disability.

Figure 3. Table B4-2 Total Workforce by Grade and Disability

Grade Schedule (GS)	Total #	Total Disability	Targeted Disability
Senior Executive Service	49	3	1
15	183	14	3
14	214	10	1
13	1776	131	25
12	3,276	438	72
11	1,011	144	22
10	41	9	2
9	531	57	15
8	24	3	0
7	492	46	12
6	57	20	5
5	59	9	0
4	123	6	2
3	24	3	2

Table A3-2 (Distribution by Senior and Executive Pay Plans - by Race/ Ethnicity and Sex): NAVSEA reflects a total of 667 employees currently in Senior and Executive positions Grades 15 and above of which 447 are male and 220 are female. In addition, 47 employees represent the Senior Executive Service (SES) positions, pay plan (ES-00), seven (7) less than FY20. The 47 SES population consists of 29 male and 18 female, compared to 54 (39 males and 15 females) at the end of FY20.

Fig. 3, Table A4-1. SES (ES-00) from FY19 to FY20 by Race/Ethnicity and Sex

Population Categories) Summary	(All	Population Previous Year	Population Current Year	Previous Year Percentage	Current Year Percentage	Occupational CLF
White Men		37	29	68.52%	61.7%	52.1%
White Women		13	15	24.07%	31.91%	30.06%
African American Men		0	0	0%	0%	2.8%
African American Women		1	2	1.85%	4.26%	3.5%
Hispanic Men		0	0	0%	0%	3.3%

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Hispanic Women	0	0	0%	0%	2.4%
Asian Men	0	0	0%	0%	2.1%
Asian Women	1	1	1.92%	2.13%	1.3%
Pacific Islander Men	0	0	0%	0%	0%
Pacific Islander Women	0	0	0%	0%	0%
Native American/Alaskan Native Men	0	0	0%	0%	0.2%
Native American/Alaskan Native Women	0	0	0%	0%	0.1%
Two or More Races Men	0	0	0%	0%	0.4%
Two or More Races Women	0	0	0%	0%	0.3%

The SES population represented a loss of eight (8) White males. A gain occurred in White females (5) and in Black female (1) in FY21. All minority groups and females are below the Occupational CLF, except Asian and Black females. Of the 54 SES two have a disability, of which one is an individual with targeted disability.

The command, has consistently marketed Senior and Executive Service positions through developmental and mentoring sponsored programs, executive coaching, assessments, and NAVSEA-Wide networking to prepare high performing individuals for Senior and Executive Service positions with the goal of increasing employee representation.

NAVSEA leverages the “Leading in a Diverse Environment” (LDE) event to provide education, awareness and action-oriented goals for engaging with candidates with disabilities. This was accomplished through local hiring events and collaborative activities with both higher learning and Minority Serving Institutions (MSI). Since 2017, the LDE promoted diversity, inclusion, and authentic leadership across the command. In 2017, the WFC Division hosted their first “Warfare Center-wide LDE” in the Washington, DC area. In 2018 Pamela McNamara spoke to the command and addressed the challenges and opportunities that women face in leadership positions, both in the Navy and beyond.

In 2019, NAVSEA hosted the LDE II event, with Dr. Steve Robbins, author and guest speaker at Naval Surface Warfare Center (NSWC) Carderock Division. Dr. Robbins analyzed the behavioral science and neurological approach to understanding biases during a humorous, yet serious-minded lecture. Due to COVID-19 the command the scheduled 2020 LDE III for 2021 (December 14 and 15), with RDML Kevin Byrne and Dr. Brett Siedle (SES). Guest speakers included Dr. Angela Lewis (SES) and CPT Todd E. Hutchison, USN.

The two day events in FY22 by means of zoomgov.com, include breakout sessions:

- Inclusive Leadership-Listening for Empathy (Based on Propel Boost Curriculum). Transformational Leadership-Learn what transformational leadership means; actionable strategies for incorporative,

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transformative techniques into your leadership style; and develop cultural intelligence and leadership competencies needed for success.

- Multicultural Leadership: Gain tools for developing multicultural leadership skills; learn to value differences in cultural style and think creatively on how to age differences at work to create “win-win” outcomes.
- Master the Emotional Intelligence (EI) Blueprint: Understand how to use the ability-based model and EI Blueprint to solve challenges and achieve results, build trust and strengthen relationships, while being a kind and effective leader.
- The LDEE III with Dr. Christine Porath, author of “Mastering Civility: A manifesto for the Workplace.” Dr. Paroth points to the civility and performance connection, civility fundamentals and how leaders and organizations build and sustain civil culture.
- The NAVSEA Leadership in FY22; VADM William Galinis and Ms. Giao Phan (SES), will welcome conversations as they lead and take part in a leadership panel to discuss “Diversity, Equity, & Inclusion: Expectations of Leaders.”

Table A6-1.1: Participation rates for Major Occupations, distributes race, ethnicity, and sex of the permanent workforce in the top ten NAVSEA Major Occupations which are: 1) Electricians (2805); 2) Electronics Engineering (0855); 3) Electronics Technicians (0856); 4) Engineering Technicians (0802); 5) General Engineering (0801); 6) Management and Program Analysis (0343); 7) Marine Machinery Mechanic (5334); 8) Mechanical Engineering (0830); Nuclear Engineering (0840), and 10) Pipefitting (4204). The total number of civilian employees in these occupational groups is 16,853 of the total NAVSEA workforce of 36,104 (not included are the number of employees that claimed other in race and gender).

Below are the lower than Occupational CLF Benchmark for the ten NAVSEA Major Occupations. All other groups by ERI are at parity or above their participation rates in the OCLF.

- Electrician (2805), Below OCLF: Hispanic Male and Female, Black Female, Asian Male and Female, Native Hawaiian/Pacific Island Male and American Indian/Alaska Native Male.
- Electronics Engineering (0855), Below OCLF: Asian Male.
- Electronics Technician (0856). Below OCLF: Hispanic Male and Female, White Female, Black Male and Female, Asian Male and Female, Native Hawaiian/Pacific Islander Female, American Indian/Alaska Native Female.
- Engineering Technician (0802). Below OCLF: Hispanic Male and Female, White Female, Black Male and Female, and Asian Male and Female.
- General Engineering (0801). Below OCLF: Hispanic Male, Asian Male and Female, and American Indian/Alaska Native Female.

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- Management and Program Analysis (0343). Below OCLF: White Male, and Asian Male and Female.
- Marine Machinery Mechanic (5334). Below OCLF: Hispanic Male and Female, White Female, Black Female, Asian Male and Female, Native Hawaiian/Pacific Islander Male, American Indian/Alaska Native Male, and Two or more races Male.
- Mechanical Engineering (0830). Below OCLF: White Male, Black Male, Asian Male, and Native Hawaiian/Pacific Islander Male.
- Nuclear Engineering (0840). Below OCLF: Hispanic Male and Female, Black Male and Female, Asian Male, Native Hawaiian/Pacific Islander Male, and American Indian/Alaska Native Male and Female.
- Pipefitting (4204). Below OCLF: Hispanic Male and Female, White Female, Black Male and Female, Asian Male, Native Hawaiian/Pacific Islander Male, American Indian/Alaska Native Male, and Two or more races.

The Equal Employment Opportunity Commission (EEOC), requires agencies to report workforce data by aggregating it into nine (9) employment categories. These categories are considered as the Equal Employment Opportunity Commission (EEOC) FED 9 occupational categories. Officials and managers, and professionals denote the largest FED 9 category representing 31,124 or 71.09% of NAVSEA's civilian workforce.

Fig. 4 Table A3-2: EEOC Sector Occupational Categories-by Race/Ethnicity and Sex (FY21)

Occupational Categories	Number of Employees	Percentage of Total Workforce
Officials and Managers	10,720	23.17%
Professionals	20,404	36.67%
Technicians	3,586	11.25%
Sales Workers	0	0%
Office/Clericals	629	1.77%
Craft Workers	693	23.23%
Operatives	68	3.74%
Laborers and Helpers	0	0.19%
Service Workers	2	0%
Other	2	0%
Total	36,102	100%

There are 35,712 General Schedule (GS) civilian employees, 37 are GS Temporary Workforce, and 391 Wage Grade (WG) civilian employees and one (1) temporary in NAVSEA Workforce. The GS pay plan constitutes the largest pay plan with grades from GS-1 through GS-15. There are no non-appropriated funded employees at NAVSEA.

Disclaimer: EDW Tables excluded 213 employees who claimed "Other" as a race or gender.

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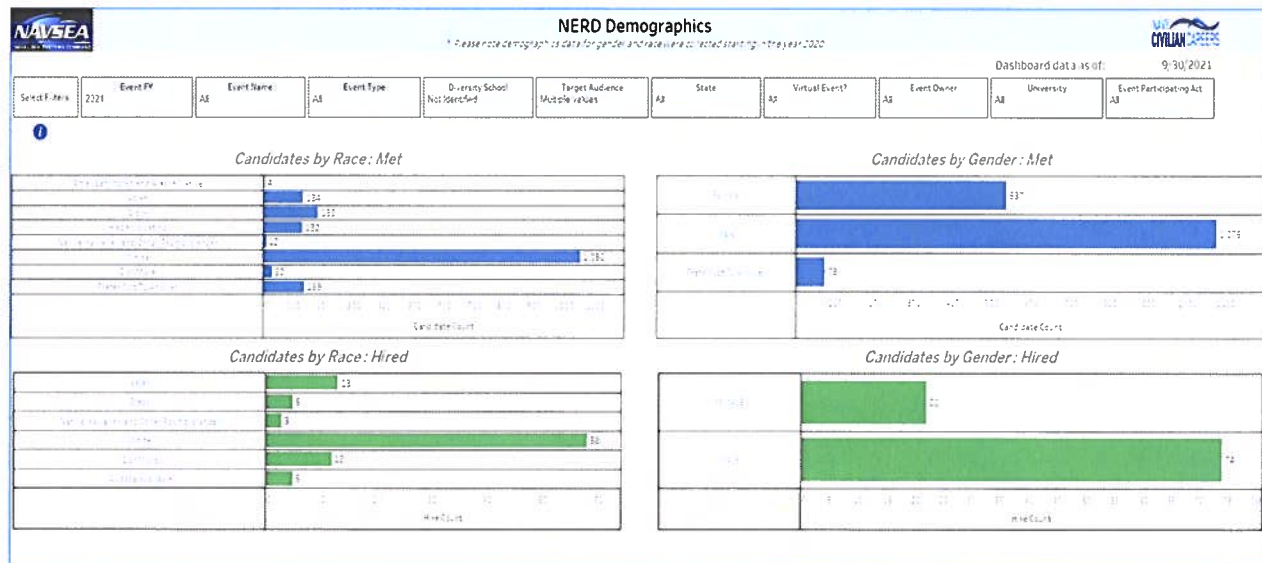
Disabled Veterans

The Commanders in NAVSEA issued widely publicized policy statements emphasizing their support for employment of disabled veterans. All announcements for vacancies using formal recruitment methods contain statements regarding acceptance of applications from Veterans Employment Opportunities Act (VEOA), Veterans Recruitment Appointment (VRA), and/or compensable veteran candidates (depending on the level of the job - different authorities apply). Delegated examining (non-Federal) recruitment carefully assesses applicants for proper veteran status and assures that referred applicants are provided with appropriate consideration.

Supervisors receiving Delegated Examining Unit (DEU) referrals are carefully briefed on the requirements of veteran's preference. NAVSEA deployed strategies to attract, recruit, and hire veterans, posted recruitment fliers on USAJobs, and promoted non-competitive hiring opportunities. The command also used the Yello Applicant Tracking System to engage, recruit, and hire Veterans and Wounded Warriors. Accessions will continue through career fairs that are focused on veterans, hosting job fairs, and using social media to promote NAVSEA opportunities. Additionally, the divisions sustained and cultivated relationships with the Air National Guard, Army National Guard, Veteran Affairs (VA) Regional Vocational Rehabilitation Program, and student veteran organizations.

Figure 5 shows the outstanding NAVSEA Hiring Efforts aimed at individuals with disability, Veteran population by race in FY21.

Figure 5-EDW NERD Veteran Demographics for FY21



In the division all competitive vacancies are advertised through Merit Promotion and various State Employment Offices/Work source for direct-hire of veterans and which includes hiring authorities of VEOA, VRA, and 30% disabled veterans. Managers can opt to announce a competitive vacancy through the DEU process, where veterans are given preference with five (5) and 10 points added to their scores.

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The outstanding efforts that contributed greatly to the NAVSEA's thriving success in the Veteran Workforce/Hiring:

- The NSWC Dahlgren Division (NSWCDD) supported employee advancement through the Competitive Academic Degree Training Programs, Fellowship Programs, Mentorship Events, and Rotational Opportunities.
 - The NSWCDD developed and embraced the Veteran Integration (VI) Program that linked recently hired veterans with experienced veteran employees at NSWCDD. The VI Program was instrumental in the decreasing the common challenges during readjustment to civilian life by assisting their military service member transition into civilian employment.
 - In FY21, the "Veterans Connected" newsletter provided the veteran and wounded warrior workforce with employee benefits and education opportunities during the pandemic. The newsletter was founded several years ago by the NSWCDD Veteran Special Emphasis Program Manager. In the same year the Employee Engagement Program Manager provided the same population with the means to "in person" connection and networking opportunities when they launched the Veteran Integration Initiative.
- The Corona Division continue to maintain effective communications with the following offices when seeking potential individuals with disability for employment:
 - 1. Veteran Affairs (VA) Office 2. OCHR-Silverdale Wounded Warrior and Disability Placement Office 3. NAVSEA Wounded Warrior and Veteran Office 4. Workforce Recruitment Program (WRP) Office 5. Operation Warfighter (OWF) Program Office The Computer/Electronic Accommodations Program (CAP) program, is heavily relied upon by the Corona Division when seeking to maintain employment for employees with disabilities and/or targeted disabilities due to Reasonable Accommodation request.
- The NSWC Panama City Division (NSWCPCD), collaborated with the Wounded Warriors Project and job fairs targeting applicants with disabilities and hired individuals with disability and severely disabled veterans. NSWCPCD, showed pride in demonstrating efforts committed to the Executive Orders 13548, signed by President Obama, which directs departments and agencies to improve their efforts to employ Federal workers with disabilities and targeted disabilities through increased recruitment, hiring, and retention of these individuals and Executive Order 13163, effective July 2000, for Federal agencies to increase employment opportunities for individuals with disability employed at all levels of occupations.
- The NUWC Keyport Division participated in the WRP and sought candidates eligible under the 30% or more disabled veteran's authority.

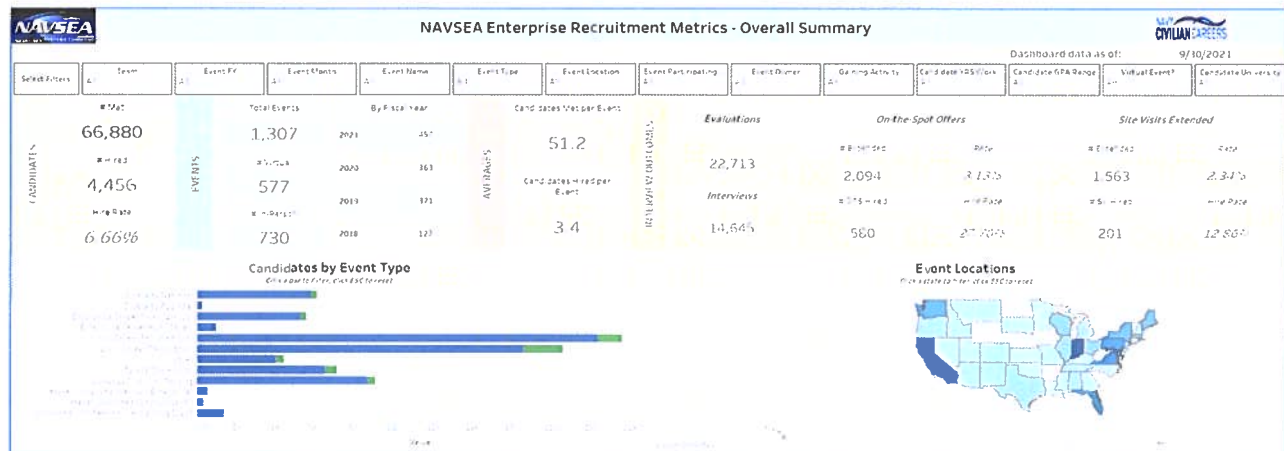
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Accessions

NAVSEA's Recruitment Summary (Fig. 6) shows the dedicated and committed efforts in the enterprise for FY21. The overall summary of the robust process of identifying, attracting, and interviewing candidates by event throughout the United States to include Puerto Rico:

Fig. 6 NAVSEA Enterprise Recruitment Metrics-Overall Summary.



In FY21, NAVSEA hired a total of 3,300 people, including seven (7) Temporary and 58 employees. The new hire distribution by Race/Ethnicity and Sex as showed by the Workforce A 8 Table (in EDW) showed that; 2,273 with a participation percentage rate (PR) of 68.88% were male and 1,027 with a PR of 31.12% were female.

At the command the male PR exceeds the National CLF (NCLF) Benchmark set by the Equal Employment Opportunity Commission (EEOC) of 51.86% while the female PR, conversely, was lower than the 48.14% EEOC NCLF Benchmark for the female gender. Although the former showed a slight increase than in FY20.

The overwhelming majority of accessions were White Males and Females. A total of 1,570 accessions were White Male or 47.58% which is significantly over NCLF of 38.33%. A total of 688 or 20.85% were White Female, remaining under the NCLF of 34.03%.

The Race, Ethnicity, and Sex of the new hires that stood above their EEOC NCLF Benchmark were; Hispanic Male (5.64%), Black Male (5.61%), Asian Male (6.3%) and Female (2.06%), Native Hawaiian/Pacific Islander Male (0.33%) and Female (0.18%) and Two and More Races Males (3.03%) and Female (1.48%).

In the Workforce B 8 Table (in EDW)-Distribution by Disability: of 3,365 new hires, a total of 281 or 8.31% were of individuals with disabilities. The total of Not Identified was 798 or 23.71%. While Individual with Targeted Disability totaled 44 or 1.31%.

The NAVSEA Workforce A 7 Table- Applicant and Hires For Major Occupations by Race/Ethnicity and Sex showed a total of 1,172 hired in the ten major occupations. Distribution of 894 male and 278 female in FY21.

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Asian Males continued to be underrepresented in the occupations. Below, highlighted in red are the demographics that failed to meet the occupational NCLF. Further analysis is essential to identify if a barrier is present or efforts to identify the Relevant Civilian Labor Force (RCLF) for the occupations that don't meet the NCLF (e.g., an RCLF could be use if females or other minorities have not closed the gap in the Mechanical Engineer (0840) Occupation). See PART I.

Fig. 7 Table A7 Applicant and Hires for Major Occupations by Race/Ethnicity and Sex

Job Series	ALL	M	F	HM	HF	WM	WF	BM	BF	AM	AF	NM	NF	AIM	AIF	2+R M	2+RF
2805	3	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0
%	100	100	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0
OCLF %	100	99	2	14.1	0.3	73.2	1.5	6.9	0.2	2	0	0.2	0	1.2	0	0.4	0
0855	118	103	15	10	1	64	12	5	0	15	0	0	1	0	0	9	0
%	100	87.29	12.71	8.47	.85	54.24	10.17	4.24	0	12.71	0.85	0	.85	0	0	7.63	0
OCLF %	100	91	8.9	5.1	0.6	66.1	5.1	4.4	0.8	14.4	2.4	0.1	0	0.5	0	0.4	0
0856	124	116	8	11	2	82	4	10	0	4	0	2	0	1	0	6	2
%	100	93.55	6.45	8.87	1.61	66.13	3.23	8.06	0	3.23	0	1.61	0	0.81	0	4.84	1.61
OCLF %	100	80.6	19.6	7.9	2%	58.4	12.6	7.1	2.3	5.8	2.4	0.1	0	0.8	0.2	0.5	0.1
0802	153	134	19	9	3	107	11	7	1	4	1	0	0	0	0	7	3
%	100	87.58	12.42	5.88	1.96	69.9	7.19	4.58	0.6	2.61	0.6	0	0	0	0	4.58	1.96
OCLF %	100	80.6	19.6	7.9	2	58.4	12.6	7.1	2.3	5.8	2.4	0.1	0	0.8	0.2	0.5	.01
0801	125	93	32	2	4	67	18	8	8	12	0	0	0	0	0	4	2
%	100	74.4	25.6	1.6	3.2	53.6	14.4	6.4	6.4	9.6	0	0	0	0	0	3.2	1.6
OCLF %	100	88	12.1	4.5	0.8	66.7	7.6	3.4	0.	12.4	2.6	0.1	0	0.5	0.1	0.4	0.1
0343	265	121	144	9	9	93	104	10	15	5	8	0	1	0	0	4	7
%	100	45.66	54.34	3.4	3.4	35.09	39.25	3.77	5.66	1.89	3.02	0	0.38	0	0	1.51	2.64
OCLF %	100	58.9	41	2.7	2.2	47.4	31.1	3	3.7	5.3	3.4	0	0	0.2	0.3	0.3	0.3
5334	8	8	0	1	0	6	0	1	0	0	0	0	0	0	0	0	0
%	100	100	0	12.5	0	75	0	12.5	0	0	0	0	0	0	0	0	0
OCLF %	100	96.5	3.5	11.9	0.5	73.9	2.3	6.9	0.5	2.4	0.2	0.1	0	1	0	0.3	0

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

0830	365	309	56	32	3	217	35	16	6	30	9	0	0	1	0	13	3
%	100	84.66	15.34	8.77	0.82	59.45	9.59	4.38	1.64	8.22	2.47	0	0	0.27	0	3.56	0.82
OCLF %	100	92.7	7.3	4.5	0.45	74.3	5.5	3.6	0.4	9.4	0.9	0.1	0	0.4	0	0.4	0.1
0840	11	7	4	0	0	7	3	0	0	0	0	0	0	0	0	0	1
%	100	63.64	36.36	0	0	63.64	27.27	0	0	0	0	0	0	0	0	0	9.09
OCLF	100	88	12.1	4.5	0.8	66.7	7.6	0.9	12.4	2.6	0.1	0	0.5	0.1	0.4	0.4	0.1

The NAVSEA Workforce B 7 Applicant and Hires for Major Occupation by Disability, identified 73 individuals with disability (IWD) and 13 individuals with targeted disability (IWTD) from 1,201 total hires. Unfortunately, 312 of the new hires in claimed "Not Identified." The highest number of hires of IWD was from the Management and Program Analysis and zero (0) hires in Electrician (2805), Marine Machinery Mechanic (0830) and Nuclear Engineering (0840).

Fig. 8 Table B7 Applicant and Hires for Major Occupations by Disability

Major Occupations		TOTAL	No Disability (05)	Not Identified (01)	Other Disability	Targeted Disability
Electrician (2805)	#	4	2	2	0	0
	%	100%	50%	50%	0%	0%
Electronics Engineering (0855)	#	120	91	21	8	3
	%	100%	75.83%	17.5%	6.67%	2.5%
Electronics Technician (0856)	#	127	51	57	19	2
	%	100%	40.16%	44.88%	14.96%	1.57%
Engineering Technician (0802)	#	158	86	57	15	0
	%	100%	54.43%	36.08%	9.49%	0%
General Engineering (0801)	#	129	96	28	5	1
	%	100%	74.42%	21.71%	3.88%	0.78%
Management And Program Analysis (0343)	#	274	177	73	24	2
	%	100%	64.6%	26.64%	8.76%	0.73%
Marine Machinery Mechanic (5334)	#	9	8	1	0	0
	%	100%	88.89%	11.11%	0%	0%
Mechanical Engineering (0830)	#	369	284	70	15	5
	%	100%	76.96%	18.97%	4.07%	1.36%
Nuclear Engineering (0840)	#	11	8	3	0	0
	%	100%	72.73%	27.27%	0%	0%
Total FY21		# 1,201	803	312	86	13
		% 100%	66.86%	25.98%	7.16%	1.08%
TOTAL WORKFORCE FY21		# 36,317	28,761	3,350	4,206	758
		% 100%	79.19%	9.22%	11.58%	2.09%

The NAVSEA Workforce B 6 Table Participation Rates for Major Occupations-Distributed by Disability showed the number of employees in the major occupations in FY21. It also compared the disability in major

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occupations with the total workforce. In major occupation the IWD Participation Rate was 10.44% (included 1.79% targeted disability) from the total-major occupations FY21 of 16,980. Of which Not Identified (01) was 1,426.

Increases in the IWD percentage have been constant since the last seven (7) years. Nevertheless, in the last two Fiscal Years (FY20 & 21) the Workforce B 14 Table (Voluntary and Non-Voluntary Separations-Disability) revealed that in FY21-**367 IWD separated**, 62 more than **305 separations** in FY20. FY21 New Hires in the B 8 Tables showed **281 IWD** (included 44 Targeted Disability) and in FY20 **354** (included 67 Targeted Disability). The number of separation is too high when taken the number of new hires into consideration to meet the objective of 12% IWD (include 2% Targeted Disability) benchmark. The command will have to review more data in the lifecycle of the human capital to identify barriers (e.g., review exit surveys, DEOCs and other employee surveys). See PART I.

Promotions

A reviewed of the FY21 Workforce A 11 Table: Internal Selections for Senior Level Positions showed that NAVSEA had:

422 internal selections as GS 13, with 277 or 65.64% male and 145 or 34.36% female. The majority promoted group were White Males, making a 53.79% or 227 of the total selected. In FY21, the Native Hawaiian, American Indian, and Two or More Races Females, one (1) or .24%, showed as least selected. In FY20, zero percent promotions for GS13 for American Indian or Alaska Native Males.

- Race-Sex –GS13 Total selection / Percentage:

Hispanic Male – 16 / 3.79%

Hispanic Female- 8 / 1.9%

White Female- 116 / 27.49%

Black Male – 12 / 2.84%

Black Female – 14 / 3.32%

Asian Male – 18 / 4.27%

Asian Female- 4 / 0.95%

Native Hawaiian Male- 2/ 0.47%

Two or More Races Male – 2 / 0.47%

519 internal selections as GS 14, with 396 or 76.3% male and 123 or 23.7% female. The majority promoted group were White Males, making a 59.34% or 308 of the total selected. The Native Hawaiian Male and American Indian Female, two (2) or .39% showed as race selected. In FY20, zero percent promotions for GS14 for American Indian or Alaska Native Males and in FY21 zero selects for Native Hawaiian Females.

- Race-Sex -Total selection / Percentage:

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Hispanic Male – 31/ 5.97%
Hispanic Female- 5 / .96%
White Female – 84 / 16.18%
Black Male – 21 / 4.05%
Black Female – 13 / 2.5%
Asian Male – 27 / 5.2%
Asian Female – 15 / 2.5%
Two or more Races Male- 7 / 1.35%
Two or more Races Female- 6 / 1.16%

29 internal selections as GS 15, with 22 or 75.86% male and 7 or 24.14% female. The majority promoted group were White Males, making a 62.52% or 19 of the total selected. The Two or More Races Females had one (1) or 3.45% selection. In FY20, zero selects in GS 15 for Black and Asian Female and Native Hawaiian or Pacific Island Male and Female. In FY21, there were zero selects made in Asian Males, American Indian or Alaska Native Male and Female and Two or More Races Males.

- Race-Sex -Total selection / Percentage:

Hispanic Male – 2 / 3.77%
Hispanic Female- 1 / 1.89%
White Female- 14 / 26.42%
Black Male – 5 / 9.43%
Asian Male – 21 / 3.22%
Asian Female – 15 / 2.3%
Two or more Races Male- 7 / 1.07%

The command in FY21 promoted 970 males and females in their internal selection for GS-13 through GS-15. From the 970, 71 were IWD and 17 IWTD per Workforce B 11 Tables: Internal Selections for Senior Level Position (GS13 through GS15) by Disability. The distribution was:

GS	Other Disability /percentile	Targeted Disability/percentile
13	37 / 8.67%	15 / 3.51%
14	27 / 5.17%	2 / 0.38%
15	7 / 24.14%	0 / 0%

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In accordance with the NAVSEA FY21 Workforce A 13: Employee Recognition and Awards-Distributed by Race/Ethnicity and Sex (EDW):

Level One awards (Cash Awards **\$100-\$500**) totaled of 11,431 cash awards given 8,380 to Males and 3,051 to Females. 5,964 or 52.17% to White Males and 1933 or 16.91% White Females. Asian Males received 888 or 7.77%, Hispanic Males received 740 or 6.47% and Black Males were given 501 or 4.38%.

Hispanic Females received 358 or 3.13%, Black Females 319 or 2.79%, and, Two or more Races Males 205 or 1.79% and Females 90 or 0.79%. American Indian or Alaska Native Males received 36 or 0.31% and Females 23 or 0.11%. Asian Females received 323 or 2.83%, and Native Hawaiian or Pacific Island Males received 45 or 0.39% and Females 15 or 0.13%.

Level Two awards (Cash Awards **\$501-\$5000**) Totalled of 27,708 cash awards given; 20,508 to Males and 7,200 to Females. 58.24% or 16,136 went to White Males and 18.69% or 5,179 to White Females. Followed by Asian Male given 1,397 or 5.04%, Black Males received 4.49% or 1,245, and Hispanic Males 1,218 or 4.4%.

Black Females were given 2.77%, Hispanic Females 2.01%, and Asian Females 1.61%. Two or More Races Males received 1.36% and Females 0.69%. Native Hawaiian or Pacific Islander Males 0.25% and Females 0.09% and American Indian or Alaska Native Male Males 0.24% and Females 0.13%.

Level three awards (Cash Awards **\$5001 +**) Totalled of 2,043 given; 1,603 to Males and 440 to Females. White Males received 1,412 or 69.11% and White Females 359 or 17.57%. Asian Males received 68 or 3.33%, Black Males 52 or 2.55% and Hispanic Males 45 or 2.2%

Black Females received 32 or 1.57%, Asian Females 26 or 1.27%, and Hispanic Females 17 or 0.78%. Two or More Races Males received 18 or 0.88% and Females 4 or 0.2%, the same was received by Pacific Islander Male (1 or 0.12%). American Indian or Alaska Native Males five (5) or 0.24% and Females three (3) or 0.15%. Native Hawaiian or Pacific Island Males three (3) or 0.15% and Females 0 or 0%.

There were a total of 259 **Quality Step Increases** (QSI) awarded in FY21. Of those 187 or 72.2% went to Males and 72 or 27.8% went to Females. White Males received 157 or 60.62% of the QSIs and White Females received 61 or 25.55%. Asian Males 13 or 5.05%, Black Males eight (8) or 3.09%, and Hispanic Males four (4) or 1.54%.

Black Females five (5) or 1.93%, Two or More Races Males four (4) or 1.54%, and Hispanic Females two (2) or 0.77%. While the Two or More Races Females, Native Hawaiian or Pacific Islander Females, and the American Indian or Alaska Native Females all received one (1) or 0.39. The Native Hawaii or Pacific Islander Males 0 and 0%.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

In accordance with the NAVSEA FY21 Workforce A 13 Table (EDW), the Non-monetary-Total Time-Off Awards Given in Hours:

1-9 hours, total time off awards given were 4,989 (32,711 total hours) distributed to 3,429 Male and 1,560 to female. 55.82% to White Male and 22.81% to White Female. Hispanic Male 197 or 3.85%, Asian Male 196 or 3.93%, and Black Male 177 or 3.55%.

Black Females received 164 or 3.29%, Hispanic Females 107 or 2.14%, and Asian 101 or 2.02%. Two or more races Males received 56 or 1.12% and Females 42 or 0.84%. Native Hawaiian or Pacific Island Male received 10 or 0.2%, American Indian or Alaska Native Male eight (8) or 0.16% and Female five (5) or 0.1%. The Native Hawaiian or Pacific Island Female received three (3) or 0.06%.

10+ hours, total given were 1,151 (19,000 hours) distributed to 760 Males and 391 Females. White Males received 602 or 52.3% and White Females 274 or 23.81%. Asian Males and Black Females received 48 or 4.14%, Black Males and Hispanic Males also received 44 or 3.82%. Asian Females received 30 or 2.61%, Hispanic Females 29 or 2.52%. Two or More Races Males 17 or 1.48% and Females eight (8) or 0.7%. Native Hawaiian or Pacific Islander Males three (3) or 0.26 and American Indian or Alaska Native Male and Female received two (2) or 0.17%. The Native Hawaiian or Pacific Island Female received 0 or 0%.

Individuals with Disabilities and Targeted Disabilities, FY 21 Workforce B 13 Table:

Time-Off awards, 1-9 hours: 5,017 total given (total hours 32,890); Individuals with Disabilities (IWD) received 441 or 8.79% and Individuals with Targeted Disabilities (IWTD) received a total of 84 or 1.67%.

Time-Off awards, 10+ hours: 1,155 total given (total hours 19,060); IWD received 115 or 9.96% and IWTD received a total of 19 or 1.65%.

Level 1: Cash Awards: \$100-500, Total cash award given totaled 11,525. A dollar amount of \$4,154,110.00; IWD received 1,051 or 9.12% and IWTD received 231 or 2%.

Level 2: Cash Awards: \$501-\$5000 Total cash award given total 27,822. A dollar amount of \$54,934,207.00; IWD 2,607 or 9.37% and IWTD 562 or 2.02%.

Level 3: Cash Awards: \$5001+ Total cash award given total 2,052. A dollar amount of \$14,074,179.00. IWD 174 or 8.48% and IWTD 38 or 1.85%.

Quality Step Increase (QSI) Awarded 259 total; IWTD received 24 or 9.27% and IWTD received five (5) or 1.93%.

The NAVSEA FY21 Workforce A 14 Table: Separations by Type of Separation (Voluntary and Involuntary)-Distribution by Race/Ethnicity and Sex:

In FY21, The total separation in the NAVSEA were 2,622; of which 1,800 or 68.65% Male and 822 or 31.35% Female. The "voluntary" counted for 2,508 of which 1715 or 68.38% were Males and 793 or 31.62% were Females. The "involuntary" counted for 114 of which 85 or 74.56% were Males and 29 or 25.44% were

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Females. Male population separated at a rate of 68.65% slightly under the RCLF of 72.8%. Nevertheless, the Female population separation rate of 31.35% increased by 4.15%. Yet, the involuntary separation remained the same for the last two FYs and the highest numbers were voluntary separations.

A total of 154 or 5.87% Black Males (BM) and 133 or 5.07% Black Female (BF) separated in FY21, with 11 BM and five (5) BF involuntary separated. For BM, their separation rate of 5.87% is slightly higher than their RCLF rate of 5.04% and only 0.45% difference from the NCLF Benchmark. A red flag in the BM separations might be key to not meeting the NCLF.

A total of 133 or 5.07% BF separated in FY21, with 128 voluntary and five (5) involuntary. Likewise the BF separation rate is higher than the RCLF of 3.57% and considerably lower than the NCLF of 6.53%. Another red flag in separations for the BF population (e.g., high exiting can be a factor in the low participation rate).

Total of 122 Hispanic Males (HM) and 67 Hispanic Females (HF) separated in FY21, to include seven (7) or 6.14% involuntary for HMs and two (2) or 1.75% involuntary for HFs. For HMs their separation rate of 4.65% is slightly lower than their RCLF of 4.68%. For the HF, their separation rate of 2.56% is slightly higher than their RCLF of 2.07%.

A total of 151 Asian Male (AM) and 42 Asian Female (AF) separated in FY21, with and ten (10) involuntary separations in AMs and two (2) in AFs. The AM separation rate was 5.76% slightly higher than their RCLF of 5.25%. Additionally their RCLF rate is considerably higher than their NCLF (2010) rate of 1.97%. For AF, their separation rate was 1.6%, slightly lower than the lower than their RCLF rate of 1.87% (slightly lower than their NCLF of 1.93%).

A total of 1,325 White Male (WM) and 540 White Female (WF) separated in FY21, with 52 and 16 involuntary separations, respectively. For WM, their separation rate of 50.53% is lower than their RCLF of 55.73%. Additionally, their RCLF rate is considerably higher than their NCLF (2010) rate of 38.33%. Conversely, the WF population separation rate of 20.59% is higher than their RCLF of 18.67%. Additionally, their RCLF rate is considerably lower than their NCLF of 34.03% by 15.34%. A trigger identified that perhaps separations of WFs in contributing to the command's failure to meet the NCLF Benchmark.

The NAVSEA Complaint Processing Program

Employees who enter the EEO process are given the choice of traditional EEO counseling or Alternative Dispute Resolution (ADR) when appropriate. However, there are rare circumstances in which it is deemed that mediation is not appropriate; in those instances, mediation is not offered. The NAVSEA continues to bring awareness to its managers and supervisors and employees regarding the benefits of the ADR process.

Note: The information on complaints was taken from the Annual 462 Report in the iComplaints automated complaint tracking database.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Complaints Initiated/Field

There were 38 formal discrimination complaints filed out of the 72 informal complaints initiated in FY21, and 16 informal complaints carried over from FY20. At the beginning of FY21, there were 87 formal complaints carried over from FY20, and there were three (3) remands in FY21, bringing the total formal complaints in FY21 to 128.

Formal Complaint Closure Statistics

The NAVSEA closed 75 formal discrimination complaints in FY21. A decrease of two (3) from 78 in FY20. The average number of days to close complaints in FY21 was 473 which is a decrease of 153 days from FY20 (626). Final agency decisions (FADs) without an administrative judge averaged 323 days, whereas, the average days in FY20 was 286, an increase of 37 days. There was one (1) finding of discrimination in FY21 compared to one (1) finding to discrimination in FY20. In FY21 there were 19 informal Alternative Dispute Resolutions (i.e., settlement, withdrawal, or no formal filed), and six (6) formal ADR settlements.

The NAVSEA completed 37 investigations in FY21. During this reporting period, there were 16 investigations completed within the EEOC's 180-day timeframe, an increase of one (1) from FY20 (15). The number of investigations completed between 181-360 days was 14 in total with eight (8) timely and six (6) untimely. This is a decrease of six (6) investigation completions when compared to FY20 (20 total; 12 timely and five (5) untimely). The average time taken to complete all investigations was 190 days in FY21 which is a decrease of 15 days from FY20 (205 days).

EEO Informal Closure Statistics

In FY21, 69 informal complaints closed with 67 informal complaints closing as timely (16 informal complaints carried over to FY21). Comparatively, FY20 had 101 informal complaints closed with 92 closing as timely. In FY21 two (2) informal complaints closed untimely, compared to the nine (9) that closed untimely in FY20, a decrease of seven (7) untimely cases.

Informal Processing Statistics

In FY21 two (2) were deemed untimely Per 462 Report and in FY21, two (2) EEO Counseling weren't conducted within 31-90 days. Untimeliness because some within that timeframe will still be untimely without extensions or ADR. Whereas, in FY21, two (2) went beyond 90 days and in FY20 one (1) was counseled beyond 90 days. A decrease of eight (8) for untimely counseling within 31-90 days and an increase of one (1) for counseling beyond 90 days.

ADR Informal Stage

The command offered ADR to 100 out of 101 informal complaints in FY21, exactly the same as in FY20 (compared to the offer of 100 out of 101 informal complaints in FY20). All informal complaints were offered

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

ADR in FY21. In FY21 ADR was accepted 38 out of 69 times and resulted in a resolution/closure of 19 out of the 38 times. In FY20, ADR was accepted 53 times out of the 100 offers and resulted in a resolution/closure 29 times out of the 53 accepts.

ADR Formal Stage

In FY21, ADR was offered in 25 out of the 32 complaints that were accepted for formal processing. Of the 25 offers, 16 accepted ADR. In FY20, ADR was offered to 26 out of the 44 complaints that were accepted for formal processing. Of the 26 offers of ADR, 14 accepted ADR.

Summary of Formal Closures

During FY21, NAVSEA closed 75 formal complaints: eight (8) Administrative Judge decisions found no discrimination; 27 Final Agency Decisions found no discrimination; 26 Settlements agreements were signed; seven (7) were dismissed; six (6) were withdrawn and one (1) Administrative Judge decisions found a finding of discrimination. The Total cost of settlement agreements and finding was \$419,811.57 for FY21, compared to the total of 18 settlement agreements and one (1) finding in FY20 (\$393,309.76).

Strategies to Achieve a Model EEO Program for FY22

NAVSEA will continue administering leadership and development mentoring programs. Track participation by race, ethnicity, and gender to identify groups that have less than expected application, selection, and graduation rates for NAVSEA's career development and leadership. Based on results, officials will develop an action plan with corrective strategies and report on results.

NAVSEA will work to strengthen the capabilities of the current workforce to include:

- Collaboration between HR and EEO for barrier analysis working groups across the command to include key stakeholders
- Continue to analyze workforce trends and projections, determine skill gaps and needs, devise succession planning strategies to attract a more diverse workforce
- Conduct more aggressive outreach to institutions and organizations through participation and recruitment at career fairs to ensure meaningful participation and results at recruitment events by, at a minimum, ensuring candidates who are eligible for hire under special hiring authorities are given full consideration.
- Provide training and require all new managers to attend training on the use of Schedule A and other special hiring authorities.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- Monitor, assess, or reinforce a tracking system which captures race, sex, national origin, and disability of employees participating in Leadership Development Programs (LDPs) and track informal mentoring opportunities.
- Target outreach to Individual with Disability, White Females, Black Females, Asian Males/Females, and Hispanics Male/Female requiring targeted effort to include Veterans and indigenous/rural groups
- Utilize the Pathways, Internship, and Presidential Management Fellows Program (PMF) Programs to hire and retain a diverse workforce
- Utilize the Operation Warfighter Program (OWP), Wounded Warrior (WW) Program, and Workforce Recruitment Program (WRP) for college students with disabilities to recruit individuals with disabilities to include targeted disabilities
- Set goals focusing on recruitment, hiring, and retention strategies for qualified Disabled Veterans, especially those who are thirty (30) percent or more disabled
- Continue to develop strategic recruitment initiatives to reach individuals with targeted disabilities through national recruitment programs, college career fairs, and partnerships with internal and external sources
- Use quarterly workforce briefings, monthly staff meetings, and other meetings with senior leaders to meet the goals and objectives for recruiting, hiring and advancing Individual with Disabilities, minorities and females, with special emphasis on Individuals with Disability, White Females, Asian Males, Black Male and Females, and Hispanic Males and Female
- Monitor the iComplaints data base to ensure complaint timelines are being met in accordance with established EEOC timeframes
- Work with Investigations and Resolutions Directorate (IRD) to ensure timeliness of investigations so complaints are processed within 180 calendar days
- Work with Department of the Navy on timeliness of Final Agency Decisions to ensure they are issued within 60 calendar days of the request
- Continue to conduct EEO, D and I Program Inspections and Staff Assistant Visits to assess, assist, and identify deficiencies
- Ensure all managers and supervisors receive reasonable accommodation (RA) training and ensure the RA Tracker is kept up-to-date

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS
MD-715-02 PART F**

I, LaShunda T. Dillon, NAVSEA, SEA 00EDI Director, NH-0260-04, am the Principal EEO, Diversity and Inclusion Director/Official for: U.S. Navy, Naval Sea Systems Command (NAVSEA).

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.

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LaShunda T. Dillon
Director, EEO, Diversity and Inclusion
Principle EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status
Report is in compliance with EEO MD-715.

Date



W. J. Galinis, VADM, Commander, United States Navy, Naval Sea
Systems Command (NAVSEA)

28 FEB 2022

Date

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Agency Self-Assessment Checklist Measuring Essential Elements
EEOC FORM 715-02 PART G

Essential Element A: Demonstrated Commitment From Agency Leadership	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#1. A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X		25 Aug 2020
#2. A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	X		
A-2 The Agency Communicated EEO policies and procedures to all employees	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#3. A.2.a Does the agency disseminate the following policies and procedures:			
#4. A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X		
#5. A.2.a.2. Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	X		
#6. A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:			
#7. A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.203(d)(3)]	X		
#8. A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102	X		
#9. A.2.b.3. Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X		
#10. A.2.c Does the agency inform its employees about the following topics:			
#11. A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#12. A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X		
#13. A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X		
#14. A.2.c.4 Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X		
#15. A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	X		
A.3 The agency assesses and ensures EEO principles are part of its culture.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#16. A.3.a. Does the command provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	X		Under other unit categories such as the John C. Mickey and through the DON CHREEO Community Awards for Excellence Program.
#17. A.3.b. Does the command utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X		
Essential Element B: Integration of EEO into the Agency's Strategic Mission. This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and supports the agency's strategic mission.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#18. B.1.a Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO Office? [see 29 CFR §1614.102(b)(4)]	X		
#19. B.1.a.1 If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X	
#20. B.1.a.2 Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X		
#21. B.1.b Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [See 29 CFR §1614.102(c) (1); MD-715 Instructions, Sec. I]	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#22. B.1.c During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [See MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.	X		23 September 2021
#23. B.1.d Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X		
B.2-The EEO Director controls all aspects of the EEO program			
#24. B.2.a Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	X		
#25. B.2.b Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	X		
#26. B.2.c Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X		
#27. B.2.d Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X		
#28. B.2.e Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X		
#29. B.2.f Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X		
#30. B.2.g If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	X		
B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.			
#31. B.3.a Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#32. B.3.b Does the agency's current strategic plan reference EEO/diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X	
B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.			
#33. B.4.a 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:			
#34. B.4.a.1 To conduct a self-assessment of the command for possible program deficiencies? [see MD-715, II(D)]	X		
#35. B.4.a.2 To enable the command to conduct a thorough barrier analysis (BA) of its workforce? [see MD-715, II(B)]	X		
#36. B.4.a.3 To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final command decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X		
#37. B.4.a.4 To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X		
#38. B.4.a.5 To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X		
#39. B.4.a.6 to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X		
#40. B.4.a.7 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 section.	X		
#41. B.4.a.8 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]	X		
#42. B.4.a.9 To effectively manage its anti-harassment program? [See MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X	

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#43. B.4.a.10 To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	X		
#44. B.4.a.11. To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X		
#45. B.4.b Does the EEO office have a budget that is separate from other offices within the command? [see 29 CFR § 1614.102(a)(1)]	X		
#46. B.4.c Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X		
#47. B.4.d Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	X		
#48. B.4.e Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X		
B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.			
#49. B.5.a Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
#50. B.5.a.1 EEO Complaint Process? [see MD-715(II)(B)]	X		
#51. B.5.a.2 Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	X		
#52. B.5.a.3 Anti-Harassment Policy? [see MD-715(II)(B)]	X		
#53. B.5.a.4 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)]	X		
#54. B.5.a.5 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)]	X		
B.6 - The agency involves managers in the implementation of its EEO program.			
#55. B.6.a Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]			
#56. B.6.b Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#57. B.6.c When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X		
#58. B.6.d Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	X		
Essential Element C: Management and Program Accountability. This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
C.1- The agency conducts regular internal audits of its component and field offices.			
#59. C.1.a Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X		FY22 IG Inspection Calendar
#60. C.1.b Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X		IG Enterprise Inspection Card Metrics; closed, in progress, and submit for approval. >30 days status SFA (actual) and >180 days (actual) and Monthly/QTRLY system audits; iComplaints and NEAT
#61. C.1.c Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	X		
C.2 - The agency has established procedures to prevent all forms of EEO discrimination.			
#62. C.2.a Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X		
#63. C.2.a.1 Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X		
#64. C.2.a.2 Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X	
#65. C.2.a.3 Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#66. C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	X		
#67. C.2.a.5 Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X		
#68. C.2.a.6 Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	X		
#69. C.2.b Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	X		
#70. C.2.b.1 Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	X		
#71. C.2.b.2 Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X		
#72. C.2.b.3 Does the command ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	X		
#73. C.2.b.4 Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	X		
#74. C.2.b.5 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.		X	88%
#75. C.2.c Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	X		
#76. C.2.c.1 Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.			
#77. C.3.a Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X		
#78. C.3.b Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			
#79. C.3.b.1 Resolve EEO problems, disagreements, conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X		
#80. C.3.b.2 Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X		
#81. C.3.b.3 Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X		
#82. C.3.b.4 Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X		
#83. C.3.b.5 Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X		
#84. C.3.b.6 Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X		
#85. C.3.b.7 Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	X		
#86. C.3.b.8 Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]		X	
#87. C.3.b.9 Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X		
#88. C.3.c Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X		
#89. C.3.d When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X		
C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.			

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#90. C.4.a Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X		
#91. C.4.b Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X		
#92. C.4.c Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X		
#93. C.4.d Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X		
#94. C.4.e Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
#95. C.4.e.1 Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X		
#96. C.4.e.2 Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X		
#97. C.4.e.3 Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X		
#98. C.4.e.4 Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X		
#99. C.4.e.5 Assist in preparing the MD-715 report? [see MD-715, II(C)]	X		
C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.			
#100. C.5.a Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)	X		
#101. C.5.b. When appropriate, does the command discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X		
#102. C.5.c If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

C.6 - The EEO office advises managers/supervisors on EEO matters.			
#103. C.6.a Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X		Daily, Monthly, and Quarterly
#104. C.6.b Are EEO officials readily available to answer managers' and supervisors' questions? [see MD-715 Instructions, Sec. I]	X		
Essential Element D: Proactive Prevention This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			
#105. D.1.a Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X		
#106. D.1.b Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X		
#107. D.1.c Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	X		
D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)			
#108. D.2.a Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X		
#109. D.2.b Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X		
#110. D.2.c Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#111. D.2.d Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X		complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups
D.3 - The agency establishes appropriate action plans to remove identified barriers.			
#112. D.3.a Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X		
#113. D.3.b 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)]	X		
#114. D.3.c Does the command periodically review the effectiveness of the plans? [see MD-715, II(D)]	X		
#115. D.4.d.0. Has the command taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the command until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	X		
D.4 - The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities			
#116. D.4.a Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	X		
#117. D.4.b Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	X		
#118. D.4.c Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	X		
#119. D.4.d Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	X		
Essential Element E: Efficiency This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#120. E.1.a Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#121. E.1.b Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X		
#122. E.1.c Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X		
#123. E.1.d Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X		
#124. E.1.e Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X		
#125. E.1.f Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	X		
#126. E.1.g If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X		
#127. E.1.h When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	X		
#128. E.1.i Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	X		
#129. E.1.j If the agency uses contractors to implement any stage of the EEO complaint process, does the command hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	X		Accountability through contracted duties, scope, and timelines of process
#130. E.1.k If the agency uses employees to implement any stage of the EEO complaint process, does the command hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X		
#131. E.1.l Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	X		
E.2 - The agency has a neutral EEO process.			
#132. E.2.a Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	X		

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#133. E.2.b 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.	X		Yes, legal sufficiency reviews are divided between WFCs and completed in legal offices outside of the defending office
#134. E.2.d Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final command decisions? [see MD-110, Ch. 1(IV)(D)]	X		
#135. E.2.e If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)	X		
E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.			
#136. E.3.a Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X		
#137. E.3.b Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X		
#138. E.3.c Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	X		
#139. E.3.d Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X		
#140. E.3.e Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X		
#141. E.3.f Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X		
E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.			
#142. E.4.a Does the agency have systems in place to accurately collect, monitor, and analyze the following data:			
#143. E.4.a.1 Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X		
#144. E.4.a.2 The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X		

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#145. E.4.a.3 Recruitment activities? [see MD-715, II(E)]	X		
#146. E.4.a.4 External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X		
#147. E.4.a.5 The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	X		
#148. E.4.a.6 The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		X	
#149. E.4.b Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X		
E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.			
#150. E.5.a Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	X		
#151. E.5.b Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	X		Dahlgren's record keeping of all mandatory training for supervisors and managers and how A/B Workforce Tables edits in EDW and HRLink.
#152. E.5.c Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	X		
Essential Element F: Responsiveness and Legal Compliance. This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
F.1 - The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.			
#153. F.1.a Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X		
#154. F.1.b Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X		
#155. F.1.c Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X		
#156. F.1.d Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X		

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

#157. F.1.e When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X		
F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.			
#158. F.2.a Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X		
#159. F.2.a.1 When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X		
#160. F.2.a.2 When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X		
#161. F.2.a.3 When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X		
#162. F.2.a.4 Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X		
F.3 - The agency reports to EEOC its program efforts and accomplishments.			
#163. F.3.a Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X		
#164. F.3.b Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X		

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-02 PART H
EEO Plan for Attaining the Essential Elements of a Model EEO Program

☐ **If the Agency did not address any deficiencies during the reporting period, please check the box.**

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

#32. B.3.b Does the agency's current strategic plan reference EEO, diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.

BARRIER ANALYSIS

Disparities exist in the employment life-cycle according to the statistical data in the NAVSEA Workforce Tables. A lack of EEO group representation is a barrier to identifying root causes as to the lack of diversity and EEO group representation in the command.

STATEMENT OF IDENTIFIED
BARRIER:

The 2020 FEVS results showed the demographics of the participants as: 68.5% male and 31.5%; 96.2% considered themselves as Straight (not gay or Lesbian); 81% White, 8% Black or African American and 11% All Other Races; 84% identified as **not** individuals with disability. The "No" answers were not broken down by the demographic groups.

OBJECTIVE:

Establish a strategic efforts in the NAVSEA Strategic Plan to build and sustain a diverse workforce by meeting the NCLF Benchmark in all areas of the employment life cycle

RESPONSIBLE OFFICIAL:

EEO and D & I Deputy Directors

DATE OBJECTIVE INITIATED:

February 2022

TARGET DATE FOR COMPLETION
OF OBJECTIVE:

September 2022

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

**TARGET DATE
(Must be specific)**

Each DDEEO and EDI Director will be part of the CDR's strategic working groups

TBD

EEO principles are emplaced in the strategic plans for years 2025-2030

TBD

SUFFICIENT FUNDING AND STAFFING? (YES OR NO) YES

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

**TARGET DATE
(Must be specific)**

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-02 PART H
EEO Plan for Attaining the Essential Elements of a Model EEO Program

☐ **If the Agency did not address any deficiencies during the reporting period, please check the box.**

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

#42. B.4.a.9 To effectively manage its anti-harassment program? [See MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]

BARRIER ANALYSIS

Lack of program management of the NAVSEA Anti-Harassment Program

STATEMENT OF IDENTIFIED
BARRIER:

NAVSEA does not have a dedicated NAVSEA Anti-Harassment Program Manager to adhere to the Commander's Anti-Harassment Policy

OBJECTIVE:

Analyze funding for constraints and best practices in other DON Commands.

RESPONSIBLE OFFICIAL:

NAVSEA EDI and HR Director

DATE OBJECTIVE INITIATED:

FEB 2022

TARGET DATE FOR
COMPLETION OF OBJECTIVE:

SEP 2022

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE
(Must be specific)

Continue to brief the command leadership to provide funding for an program manager

15 June 2022

With funding, hire an Anti-Harassment PM

30 Sep 2022

SUFFICIENT FUNDING AND STAFFING? (YES OR NO): Yes

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

TARGET DATE
(Must be specific)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-02 PART H
EEO Plan for Attaining the Essential Elements of a Model EEO Program

☐ **If the Agency did not address any deficiencies during the reporting period, please check the box.**

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

#56. B.6.b Do senior managers participate in the barrier analysis process?
[see MD-715 Instructions, Sec. I]

BARRIER ANALYSIS

FY20 and FY21 IG EEO Inspections of HR and DDEEO Interviews, and the modified objective dates in the FY21 MD-715 PART H in the WFC Divisions showed a lack of participation in senior managers in the division's barrier analysis process.

STATEMENT OF IDENTIFIED
BARRIER:

Lack of communication and collaboration in the BA between the DDEEOs and HR impacted the participation of all senior managers in the BA process per MD-715 and DON's CHRM Subchapter 1604

OBJECTIVE:

Communicate to all senior managers the barriers identified and the efforts essential to their elimination, coupled with fully engaged senior leaders/supervisors and managers that commit to working groups and planned activities.

RESPONSIBLE OFFICIAL:

HR and EEO Directors/Deputy Directors (at the subordinate commands)

DATE OBJECTIVE INITIATED:

FEB 2022

TARGET DATE FOR
COMPLETION OF OBJECTIVE:

SEP 2022

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

Brief the HR Directors the final MD-715's barrier identification to establish a way ahead
Conduct a BA Working Group with HR and key stakeholders to focus on eliminating

**TARGET DATE
(Must be specific)**

15 June 2022

30 Sep 2022

SUFFICIENT FUNDING AND STAFFING? (YES OR NO): Yes

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

**TARGET DATE
(Must be specific)**

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-02 PART H
EEO Plan for Attaining the Essential Elements of a Model EEO Program

☐ If the Agency did not address any deficiencies during the reporting period, please check the box.

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

#64. C.2.a.2 Has the agency established a firewall between the Anti-Harassment (AH) Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]

BARRIER ANALYSIS

IG EEO Inspections and employee/supervisors confusion of the AH procedures in the organization within the WFC Divisions and the NAVSEA HQs due to a lack of clear margins in the policy

STATEMENT OF IDENTIFIED
BARRIER:

Anti-harassment program manager position doesn't exist in the command, therefore, the procedures under the EEO Office caused confusion and conflict

OBJECTIVE:

Establish a firewall between the anti-harassment PM or coordinator and the DDEEOs at every organization, if the EEO office will provide oversight of the AH PM/coordinator.

RESPONSIBLE OFFICIAL:

EDI Director and EDI Deputy Directors (WFC Division level)

DATE OBJECTIVE INITIATED:

FEB 2022

TARGET DATE FOR COMPLETION
OF OBJECTIVE:

SEP 2022

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

Establish an Anti-Harassment Program that is governed under the EDI Director or Deputy Directors

**TARGET DATE
(Must be specific)**

15 June 2022

Collaborate with other key staff on the development of firewall between EEO and Anti-

30 Sep 2022

SUFFICIENT FUNDING AND STAFFING? (YES OR NO): YES

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

**TARGET DATE
(Must be specific)**

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEO Plan to Eliminate Identified Barrier

EEOC FORM 715-02 PART I

☐ **If the Agency did not address any deficiencies during the reporting period, please check the box.**

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

Minority groups and IWD are underrepresented in NAVSEA's Major Occupation: Job Series 2805, 5334, and 0840. In Job Series 2805 the 100% of hired was male; WM. In Job Series 5334 hired 100% Male; WM (75%), HM (12.5%) and BM (12.5%). In Job Series 0840 hired male and female but the 63.64 of males were WM and female was 12.1% and 9.09% in Two or More Races with 0% of IWD.

BARRIER ANALYSIS Completed? Yes or NO and Barrier(s) Identified Yes or NO

Yes a barrier was identified in the NAVSEA Workforce A 7 Table- Applicant and Hires For Major Occupations by Race/Ethnicity and Sex. Source of data (Workforce Tables, Complaint Data (Trends), Grievance Data (Trends), Finding from decisions (e.g., EEO Grievance, MSPB, Anti-Harassment Process), Climate Surveys, Exit interview data, focus groups, Interviews, Reports (e.g., Congress, EEOC, MSPB, GAO, OPM), and Other (describe)

STATEMENT OF IDENTIFIED BARRIER:

The Job Series failed to meet the OCLF Benchmark percentage according to the Equal Employment Opportunity Commission.

OBJECTIVE:

NAVSEA conducts a barrier analysis working group to review source of data (Workforce Tables, Complaint Data (Trends), Grievance Data (Trends), Finding from decisions (e.g., EEO Grievance, MSPB, Anti-Harassment Process), Climate Surveys, Exit interview data, focus groups, Interviews, Reports (e.g., Congress, EEOC, MSPB, GAO, OPM), and Other (Applicant Flow Data for FY20 and FY21)

RESPONSIBLE OFFICIAL AND PERFORMANCE STANDARDS ADDRESS THE PLAN? (YES OR NO)

NAVSEA HR and EDI Directors

No, performance standards don't address the plan.

DATE OBJECTIVE INITIATED:

01 October 2021

TARGET DATE FOR COMPLETION OF OBJECTIVE:

30 September 2022

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

10 August 2022

SUFFICIENT FUNDING AND STAFFING? (YES OR NO) YES

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

TARGET DATE/MODIFIED DATE

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEO Plan to Eliminate Identified Barrier
EEOC FORM 715-02 PART I

☐ **If the Agency did not address any deficiencies during the reporting period, please check the box.**

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

NAVSEA did not meet the IWD goal of 12% and the separations percentage rate for IWD was higher than the percentage rate of new hires.

**BARRIER ANALYSIS Completed?
Yes or NO and Barrier(s) Identified
Yes or NO**

Yes a barrier analysis (BA) was completed. Source of data (Workforce Tables B1, B8, and B14).

**STATEMENT OF IDENTIFIED
BARRIER:**

Total workforce B 1 Table showed that the command failed to meet the 12% benchmark. The B 8 Table showed the new lower than the separations as shown in Table B14. In FY21 the amount of disability separations was 367 and new hires was 281.

OBJECTIVE:

NAVSEA conducts a barrier analysis working group to review source of data (Workforce Tables, Complaint Data (Trends), Grievance Data (Trends), Finding from decisions (e.g., EEO Grievance, MSPB, Anti-Harassment Process), Climate Surveys, Exit interview data, focus groups, Interviews, Reports (e.g., Congress, EEOC, MSPB, GAO, OPM), and Other (Applicant Flow Data for FY20 and FY21)

**RESPONSIBLE OFFICIAL AND
PERFORMANCE STANDARDS
ADDRESS THE PLAN? (YES OR
NO)**

NAVSEA HR and EDI Directors

No, performance standards don't address the plan.

DATE OBJECTIVE INITIATED:

01 October 2021

**TARGET DATE FOR COMPLETION
OF OBJECTIVE:**

30 September 2022

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

Responsible officials in NAVSEA will lead all on going data analysis focused on identifying barriers and conduct internal and external (WFCs) working groups with staff leads and contribute to the HR and EEO QTRLY BAWG, first one is scheduled for the 19 January 2022.

10 August 2022

SUFFICIENT FUNDING AND STAFFING? (YES OR NO)

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:

**TARGET
DATE/MODIFIED
DATE**

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 (IWD) and persons with targeted disabilities (IWTD), 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:

The NAVSEA communicated the importance of self-identifying across the subordinate commands and conducted resurveying campaigns in accordance with the Department of Navy's guidance through its Disability Program. The latter asked all of its commands to conduct resurvey campaigns that requested employees to self-identify as having a disability or targeted disability.

The NAVSEA utilized the "OEEO's Fact Sheet, *"Updating Your Disability Status."* The information was disseminated to the workforce via e-mail and through the HR, EDI, command leadership, and supervisory channels from a top down effort. Efforts continued until hiring managers and recruiters understood that at least 12 percent of the total workforce must be comprised of Individuals with Disabilities (IWD), and 2 percent of Individuals with Targeted Disabilities (IWTD).

Furthermore, through the Total Management System, NAVSEA Supervisors receive training module that outline the goals (12% and 2%), and provides the actions that supervisors and hiring managers can take toward achieving these goals. The training module also details the benefits of using Schedule A (u), the recruitment sources where Schedule A (u) candidates can be found (e.g., The Workforce Recruitment Program (WRP)). The training must be taken within 1 year of initial appointment to a supervisory position, and then as a refresher at least once every 3 years thereafter.

Additional efforts were taken by communicating to the command the importance of self-identification of a disability. As well as to how an employee could update their disability status.

Section II: Model Disability Program

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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.

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	SEA 00EDI	2	0	1	Robert Henderson(Enterprise) and Tiana Ashfod Disability Program Manager
Section 508 Compliance	SEA 003	1	1	0	RADM Wynne Chief Information Officer
Architectural Barriers Act Compliance	SEA 00F (Facilities)	11	1		Michelle Connor Facilities Manager
Special Emphasis Program for IWD and IWTD	SEA 00EDI	1			Kaylan McCampbell Special Emphasis Program Manager
IWD Champion ^D					Meena Farzanfar

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.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 ☐

EEOC Training DPM/SEPM and Excel Conference (July 2021).

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	The NAVSEA SEA 00EDI Director provides holistic oversight to the enterprise. The Enterprise uses the Computer Accommodation Program (CAP) and the Job Accommodation Network (JAN). Historically funds have been sufficient, however, during depleted periods the funds are provided by each WFC Division.
Special Emphasis Program for IWD and IWTD	The NAVSEA SEA 00EDI Director provides holistic oversight to the enterprise. Newly appointed SEPM completed the EEOC SEMP Training.

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 IWD and IWTD, 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
OPM Shared List of People with Disabilities ("Bender List")	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Wounded Warrior Program	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Job Fairs dedicated to IWD/IWTD	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Schools primarily enrolling IWD/IWTD	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Other schools with programs dedicated to IWD/IWTD	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

State Vocational Rehabilitation Offices	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Other (describe below)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Veterans Employee Resource Group		

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

As the subordinate commands received a referral list from the above programs or from individuals, applications were forwarded to hiring managers for consideration and/or placement within their command.

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

114

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

Candidates are able to identify their disability status on their profiles and provide their resumes at the NAVSEA Career Fairs. Then, the resumes were provided to the hiring managers and HR professionals for targeted recruitment of IWD and IWTD.

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 determination of whether an individual is eligible for appointment under Schedule A is made by the OCHR Regional Office. Resumes are collected by the Head of Recruiting in HR and loaded to a SharePoint site that all supervisors have access to, in order to review the resumes at any time. Part of our Recruiting Plan is to recruit individuals with Targeted disabilities we encourage participation by all at our events. We also search and provide resumes to our hiring managers from the WRP website, seeks candidates that are eligible under the 30% or more disabled veteran's authority and attend corporate recruiting events for individuals with disabilities.

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 ☐

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Number of hiring managers trained:	5233
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Subordinate commands in the NAVSEA conducted the DON Supervisory Training Module in the Total Workforce Management System. On-going, the NAVSEA is enhancing the training through the "PROPEL" all EEO Training (mandatory and supervisor). As it stands, the TWMS training is provided to all new supervisors; Probationary (complete within a year) and Triannual (every three years after that).

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The NAVSEA will continue its aggressive hiring efforts central to IWD, including IWTD, by committing to efficient and effective use of Schedule A Hiring Authority for IWD, as an exception to traditional hiring, a non-competitively to appoint persons with an intellectual disability, a severe physical disability, or psychiatric disability. The Department of Labor, the Department of Defense (DoD) Workforce Recruitment Program (WRP), and the Wounded Warrior (WW) Program have been instrumental in hiring and the NAVSEA will continue to work collectively with them in all employment of IWD and IWTD.

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 IWD, including IWTD, have sufficient opportunities for advancement.

Internal advancement opportunities are announced electronically via internal messaging sent to all employees. Additionally, vacancy notifications are posted on internal human resources websites. Utilization of USAJOBS.gov makes electronic applications convenient for all employees to include IWD and IWTD. The Individual Development Plan (IDP) is an employee requirement and through it an employee has the ability to request any training to attain or sustain knowledge, skills, and attributes. IWD and IWTD, are part of the workforce and are not excluded from an IDP.

The NAVSEA Leader Development is open to all employees, has four pillars, programs, focused on the development, advancement, connection and representation of its employees.

In FY21, NAVSEA's Inclusion and Engagement Council completed initiatives that assisted all employees, including IWD and IWTD:

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- I and E Council Wiki Page-a knowledge base platform that offers a 508 Compliance Screen Reader
- I and E Council e-mail address, NSSC_Ask_IE.fct@navy.mil went live on the 29th of May 2021. It provides a forum of education and Q & A. As of 01 October 2021, the SEA 00EDI Director has oversight.
- The E and E Council's Diversity Team created a NAVSpEAKs Video Initiatives. Through various informative videos with 508 compliance, the NAVSpEAKs video platform **connects** employees with opportunities, programs, and resources for leadership **development** and career **advancement**. By highlighting diverse voices and perspectives, NAVSpEAKs educates and empowers future leaders that will represent the community they serve.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

NAVSEA offers various programs in which all eligible employees may apply for including the Command Executive Fellows Program (CEFP), the Junior Level Leader Program (JLL) and various other programs available to every employee that provide participants with real time learning experiences with authentic organizational challenges. The Fellowship Program provides funds for up to the equivalent of one academic year (typically 9 months). Employees who are in the Fellowship Program do not work when class is in session. Labor, tuition, course material, travel and per diem expenses for the Fellowship Program are paid by the organization. The command also disseminates information on any DASN, ASN, Naval Post Graduate School, and Johns Hopkins scholarship training programs, which are vetted competitively. Annual Individual Development Program inputs are due from all employees to directly assess career progression opportunity with supervisors. Also at lower echelons, a variety technical and professional trainings, mentoring and rotational opportunities are available 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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2. Does the command use exit surveys or exit interviews to determine why IWD and/or IWTD separate?

Yes ☒ No ☐

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

All employees were asked to submit the exit surveys. There were not indicators as to why the IWD and IWTD separated in FY21.

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.

The NAVSEA Public Affair Office (PAO) will continue to provide assistance with printing large prints and with the 508 Compliance for all initiatives (e.g., videos) and wall advertisement. The command has Sign Language Interpreters (4) throughout the WFC Divisions for IWD and IWTD, Deaf or Serious Difficulty Hearing (15, 18, and 19), can elect to use Zoom for government.

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.

1. 167 RAs closed in FY21: 20 were closed untimely and 147 were closed timely.
2. 19 RAs are currently open and untimely

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.

141 days

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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.

The Command Director, EEO, D and I (EDI) provides guidance and direction to the EDI enterprise Deputy Directors, on all official documents related to the Reasonable Accommodation Program that is sent by the Department of Navy. The process is a top-down approach and feedback is gathered from down up on their implementation. In FY21 various EEO Practitioners completed the Disability Program Manager with the EEOC, which provided over-coverage if a DPM departs from the command (e.g., in the SEA 00EDI two employees are certified in the EEOC DPM; one acts as an alternate for the primary responsible manager. Both have access to the systems. An additional employee can access all the data in NEAT and is fully aware of the RA data; for accuracy and integrity).

The RA Policy and procedures are managed by reviewing the NEAT System audits and feedback was issued to the Community of Practice on a monthly basis. A two way communication with the WFC Divisions DPMs and their supervisors (DDEOs) was and will continued to exist in order to assess timeliness of RAs, supervisory training, and if the process is or is not being used. Organizations are inspected by the NAVSEA IG Inspections and Deficiency Cards are issued. The latter is monitored from the time issued up to 180 days and briefs are conducted throughout to the command leadership.

Trends and good practices are also shared during IG Inspections, using COP Meetings and in the DoN Working Groups.

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.

The NAVSEA EDI Enterprise has the PAS Information on its public website for employee and applicant access. Additionally, the workforce can access information on the organization's bulletin boards, organizational internal websites provide key information and the application for PAS.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING THE FAILURE TO ACCOMMODATE

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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 ☒

Not applicable

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 ☐

Pecuniary Damages	\$10,520.00
Compensatory Damages:	\$25,000.00
Attorney's Fees and Costs:	\$20,218.49
Attorney's Fees and Costs:	\$42,702.08
TOTAL:	\$98,440.57

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.

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

Yes ☒ No ☐

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

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 #1	Total workforce B 1 Table showed that the command failed to meet the 12% benchmark. In FY21 the disability separation was 367 (B 14 Table) and new hires were 281 (B 8 Table).			
Barrier(s)	Schedule A Hires not identify their participation in the disability system per The Rehabilitation Act of 1973. The Underutilization of Schedule A Hiring Authority and employee's lack of knowledge on the importance of identifying/reporting their disability via the SF 256 form or via My Biz.			
Objective(s)	Review and analyze HR Data to determine which Schedule A Hires in the past two FYs didn't identify their disability.			
Responsible Official(s)	Robert Henderson NAVSEA Disability Program Manager Sheniqua Bush, Acting Director ED&I			
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
02/1/2022	Review all HR data IAW the Rehabilitation Act for Schedule A Hires	Yes		09/30/2022
06/1/2022	Conduct Barrier Analysis Working Group to identify barriers and brief a plan to eliminate the barriers	Yes		06/15/2022
07/01/2022	Survey the on-boarding employee's participation in the disability reporting system by reviewing the SF-256.	Yes		08/30/2022
Trigger #2	Separation rate is higher than new hiring rates for IWD and IWTD			
Barrier(s)	Internal selection for IWD is lower than no disability (B 9 Table)			
Objective(s)	To increase retention and increase hiring efforts in major occupations for IWD			
Responsible Official(s)	Disability Program Manager Robert Henderson			

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
10/1/2021	Ensure that every organization is reviewing the responses of the exit survey for data into the voluntary and involuntary separations.	Yes		09/30/2022
06/1/2022	Review inter competitive promotions for Major Occupations process and practice	Yes		09/30/2022
Fiscal Year	Accomplishments			
FY21	In FY21, due to unpredictable priorities of work, the command didn't conduct the planned activities.			

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 ☐

In FY22, a new Disability Program Manager was hired with the Knowledge, Skills, and Attributes (KSAs) essential to perform the duties, role, and responsibilities at the enterprise level due to FY21 DPM vacancy. The new DPM will conduct planned activities and other strategic efforts to identify barriers and eliminate the barriers as described above.

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

Resurveying the workforce in FY21 didn't impact the data. Although the subordinate commands conducted aggressive hiring efforts the IWD separated at a higher rate. Therefore, the use of exiting surveys has to be analyzed to identify barriers.

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.

The Responsible Officials will review the NAVSEA HR Reports and other sources of data to determine, what number of Schedule A Hires failed to participate in the disability reporting system. Under the Rehabilitation Act of 1973, employees appointed under the schedule A must self-identify, they are "exempted from the voluntary participation in the disability reporting system."

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Appendix A

Definitions

The following definitions apply to Management Directive 715:

- **Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular group, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce that have indicated having a disability on an Office of Personnel Management (OPM) Standard Form (SF) 256. For all other purposes, the definition contained in 29 Code of Federal Regulations (C.F.R.) § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces that are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. This group includes White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Person with Disabilities.
- **Employees:** Members of the agency's permanent or temporary workforce, whether full- or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** The Equal Employment Opportunity Commission (EEOC) requires agencies to report their workforce data by aggregating it into nine (9) employment categories. The 9 categories are:
- **Officials and Managers:** Occupations requiring administrative and managerial personnel that set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four (4) sub-categories: (1) **Executive-/Senior-Level;** (2)

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Mid-Level; (3) **First-Level**; and (4) **Other**. When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers that are at the GS-12 grade level or below should be placed in the **First-Level** sub-category of Officials and Managers; those at the GS-13 or 14 grade level should be placed in the **Mid-Level** sub-category; and those at the GS-15 grade level should be placed in the **Executive-/Senior-Level** sub-category. An agency may also choose to place employees that have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth category, **other**, contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy-making responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the **other** sub-category.

- **Professionals:** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. This category includes accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- **Technicians:** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. This category includes computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- **Sales:** Occupations engaging wholly or primarily in direct selling. This category includes advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashier/checkers, and kindred workers.
- **Administrative Support Workers:** Includes all clerical-type work regardless of manual work not directly involved with altering or transporting the product is included. This category includes bookkeepers, collectors (bills and accounts), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

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- **Craft Workers (skilled):** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. This group exercises considerable independent judgment and usually receives an extensive period of training. This category includes the building trades, hourly paid supervisors and lead operators that are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, art occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.
- **Operatives (semi-skilled):** Workers that operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This category includes apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service, parking), blasters, chauffeurs, delivery workers, sewers and stitches, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operators and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters. Electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Laborers (unskilled):** Workers in manual occupations which generally require no special training that perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This category includes garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Service Workers:** Workers in both protective and non-protective service occupations. This category includes attendants (hospital and other institutions, professional and personal service, including nurse aides and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.

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- **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
- **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
- **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). Also see, EEOC's Enforcement Guidance on Reasonable Accommodations and Undue Hardship under the Americans with Disabilities Act, No.915.002 (October 17, 2002).
- **Relevant Civilian Labor Force (RCLF):** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.

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Appendix B

DATA TABLES

Database Notes:

1. The NAVSEA Warfare Center Enterprise Data Warehouse (EDW) Tables A/B 1 through A14 from September FY21 and October FY20 was used to obtain the data. It is recognized that the database contains anomalies that affect data reporting. The variance did not appear severe enough to affect the calculations.

2. Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with "E" or "I", pay plan "ST" and some positions in the "AD" category. Data for pay plan "EX" are excluded.

3. EDW Workforce Tables A and B exclude 213 employees who claimed "Other" as race or gender.

* Data tables are maintained in the NAVSEA SEA10A and ED&I AEP Program Manager-MD 715 Reporter.

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APPENDIX C

SUPPORTING DOCUMENTS

1. NAVSEA Organization Chart
2. NAVSEA Commander's EEO and Military EO Policy dated 25 August 2020

ROUTE SHEET AND OFFICE MEMO

(Do Not Detach From Official Correspondence; Write/Print Legibly Or Type)

ORIGINATOR: Alma Zeladaparedes		CODE: 00EDI		BLDG/RM:		TELE: 2023404564		DATE: 2/3/2022	
*INDICATE ROUTING PURPOSE BY NUMBER(S)		1. ACTION 2. COMMENT	3. CONCUR 4. FILE	5. FORWARD 6. INFO	7. PREPARE REPLY 8. RETENTION	9. RETURN 10. SIGNATURE		11.	
TO CODE	P U R P O S E	RELEASED		SUBJECT: NAVSEA FY21 Directive 715 Annual Report					
		DATE	INITIALS	DATE AND SIGN COMMENTS WITH NAME, CODE AND PHONE NUMBER				DEADLINE DATE:	
ED&I 5	3,5	2/2/22	SK	TASKER NUMBER					
SEA 00A1	3,5	2/3/22	CJT	<p>Reserved for NAVSEA Front Office Only</p> <p>COMMENTS: 2/4: I spoke w/ Ms. Dillon and she has reviewed this package. She said it has also been reviewed by Legal. v/n</p> <p>Good report - I have some comments Pls give me this report when I talk to Ms. Dillon - Thanks GP</p>					
SEA 00W	3,5	2/3/22	BOY for Super						
SEA COS	3,5	2/4/22	3						
SEA 00BA	3,5	2/7/22	10						
SEA 00B	3,5	2/18	10						
SEA 00EA	3,5	2/18	10						
SEA 00	10	2/28	10						
SSIC NO: 00A/052				<p>CAPT, Ms. Phan says ADM needs to sign this before 24 Feb @ Brast</p>					