

For period covering October 1, 2020 to September 30 2021				
<b>PART A</b> Department or Agency Identifying Information	1. Agency		Department of the Navy	
	1.a. 2 <sup>nd</sup> level reporting component		Naval Sea Systems Command	
	1.b. 3 <sup>rd</sup> level reporting component		Naval Surface Warfare Center	
	1.c. 4 <sup>th</sup> level reporting component		Port Hueneme Division	
	2. Address		4363 Missile Way	
	3. City, State, Zip Code		Port Hueneme, CA 93043	
	4. Agency Code:	5. Federal Information Processing System Code	NV24	06111
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			2
	2. Enter total number of temporary employees			48
	3. Enter total number employees paid from non-appropriated funds			0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			2895
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		A. J. Hoffman, Commanding Officer	
	2. Agency Head Designee		Grace Martinez, Acting Technical Director	
	3. Principal EEO Director/Official Title/series/grade		Suzanne Nicolas, Deputy Director Equal Employment Opportunity Officer/0260/NT05/805-228-8155/suzanne.nicolas@navy.mil	
	4. Title VII Affirmative EEO Program Official		Warren Peacock, EEO Specialist/0260/NT04/805-228-5923/warren.peacock@navy.mil	
	5. Section 501 Affirmative Action Program Official		Warren Peacock, EEO Specialist/0260/NT04/805-228-5923/warren.peacock@navy.mil	
	6. Complaint Processing Program Manager		Warren Peacock, EEO Specialist/0260/NT04/805-228-5923/warren.peacock@navy.mil	
	7. Other Responsible EEO Staff			
<b>MD-715 Part D</b> List of Subordinate Components Covered in this Report	<p><b>List of Subordinate Components Covered in this Report: Subordinate Component, City, State, Country (Optional) Agency Code (XXXX) and FIPS Codes (XXXXX)</b></p> <p>Virginia Beach Detachment (Virginia Beach, VA) Agency Code (NV24) and FIPS Codes (51810)</p> <p>White Sands Missile Range Detachment (White Sands, NM) Agency Code (NV24) and FIPS Codes (35013)</p> <p><input type="checkbox"/> If the agency does not have any subordinate components, please check the box.</p>			

## **MD-715 PART E-Executive Summary:**

All agencies regardless of size will have on hand a **complete** Executive Summary, there are no exceptions. As stated previously, the servicing DDEOs are responsible for completing the report(s) for not only their own WFC Division, but, for every covered agency in their command (per MD 110, MD-715, and the DON CHRM Subchapter 1604). Although, the EEOC provides a qualitative measure for completing PART E (e.g., less <199 employees less and > than 200), every agency will comply with this SOP by completing each Part:

**Part E.1 (Executive Summary Mission)**

**Part E.2 (Executive Summary of the Six Essential Elements)**

**Part E.3 (Executive Summary: Workforce Analyses)**

**Part E.4 (Executive Summary: Accomplishments)**

**Part E.5 (Executive Summary: Planned Activities)**

**Note: PART E is a succinct narrative of the status of the agency's overall EEO program by; communicating efficiently any problems discovered during the self-assessment, reporting on the barriers identified as a result of its barrier analyses, and outlining the "who, when, why, and what" activities will be undertaken in order to address any program deficiencies and to eliminate the barriers identified. These activities must be outlined in PARTS H and I-MD-715.**

EEOC FORM  
715-01 PART E

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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Naval Surface Warfare Center, Port Hueneme Division

For period covering from October 1, 2020 to September 30 2021 for FY21

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**EXECUTIVE SUMMARY**

**Mission and Mission Related Functions**

The mission of the Naval Surface Warfare Center Port Hueneme Division (PHD) is to integrate, test, evaluate, and provide life-cycle engineering and product support for warfare systems. The Command is committed to ensuring our Nation's Navy and Sailors have the most technically advanced capabilities possible to maintain warfare systems dominance. Our vision, keeping our navy underway, combat ready and effective, maintains the Fleet support heritage PHD has earned for over 58 years. NSWC PHD strategic objectives are as follows; Improve Integrated Combat System Readiness, Accelerate Deployment of New Capabilities to the Fleet, Improve Affordability of Integrated Combat Systems, Build and Shape a Mission-Focused Workforce, Establish Effective Cyber ISEA Capability/Capacity Across the Integrated Combat System Lifecycle. The Commanding Officer (CO) at NSWC PHD is the Command Equal Employment Opportunity (EEO) Officer and is responsible for the EEO Program. The Command Deputy Director EEO Officer (CDDEEOO) reports directly to the CO, but is administratively aligned under the Corporate Operations Department. The EEO Program is responsible for the day-to-day operations of the EEO and Diversity and Inclusion office.

**SUMMARY OF THE PHD ANNUAL EEO SELF-ASSESSMENT AGAINST MD-715  
"ESSENTIAL ELEMENTS" FOR A MODEL EEO PROGRAM"**

The EEO Commission states the self-assessment checklist is designed to be a guide for Federal Agencies to "determine whether their overall EEO program is properly established and compliant with essential elements (standards) set forth in EEO MD-715."

The following summary is an analysis of the self-assessment checklists of PHD's activities including White Sands Missile Range and Virginia Beach Detachments.

**Demonstrated Commitment from Agency Leadership**

NSWC PHD continues to achieve improvements in its pursuit to be a Model EEO Employer. A self-assessment of the agency's EEO Program against MD-715 "Essential Elements" indicates that PHD continues to progress diligently towards becoming a Model EEO Program Employer.

The Commanding Officer (CO) and Technical Director (TD) have spearheaded initiatives directed toward NSWC PHD being a Model EEO Employer.

These initiatives range from diversity and inclusion (D&I) actions across the command to direct involvement within Naval Sea Systems Command (NAVSEA) level Leadership in a Diverse Environment Event (LDEE) planning committee. In FY21, the Littoral & Strike Warfare Department Manager and Aegis Readiness Officer have actively engaged within the Engagement and Inclusion (E&I) Council and have diligently championed D&I and E&I efforts throughout the FY21. Additionally, PHD has two senior leader representatives within the NAVSEA E&I Council. The CO has established alignment of an end-to-end hiring initiative to support NSWC PHD Strategic Goal #2: Promote Rigor and Excellence in Everything We Do.

The enhanced end-to-end hiring process allows direct hiring authorities (i.e. Schedule A, Veterans' Recruitment Appointments (VRA), STRL Veteran DHA, Select Technical Acquisition Position Veteran DHA) to be executed expeditiously to support Department of the Navy target goals for workforce participation rates for Individuals With Disabilities (IWD) and Individuals With Targeted Disabilities (IWTD). The CO has established multiple direct communication lines with the workforce (e.g. CO Suggestion Box, Safe Space Real Talk, All Hands events) and instilled a positive cultural change within PHD toward identifying D&I opportunities and promoting proactive D&I solutions. Department leadership launched an initiative, Women in Leadership Mentoring, focused to provide developmental guidance toward the increased knowledge, skills, and abilities (KSA) and understanding work life balance. Additionally, Department leadership has ensured within the hiring process (selection process) a thorough review of KSA to provide opportunities for a diverse pool of candidates. Furthermore, the Command special emphasis program (SEP) groups have initiated and executed mentoring workshops, development of recruitment materials focused on IWD and IWTD, studies on the power of language within vacancy announcements, and actively participate and support the Command's mentoring program; all with the intent to strengthen PHD cultural of inclusion.

Leadership development and targeted focus areas are also reflected throughout the NSWC PHD. The command completed a round of Human Resources and EEO training for its managers and supervisors in FY21. DDEEOO facilitated EEO training involving practical tools, real life examples and case studies within the NAVSEA Propel course, which is a leadership course for new supervisors. Civilian Personnel Management Academy (CPMA) fulfilled the mandatory requirement for new supervisors as well as refresher course for existing supervisors. The CPMA curriculum includes Merit Principles, employee/labor relations, EEO Complaints, Alternative Dispute Resolution (ADR), Diversity-Barrier Analysis, and Reasonable Accommodations. As of FY21 Quarter 4, the required annual online EEO Training (Prevention of Sexual Harassment 99.45% and No Fear Act 99.19%) was completed by the workforce. Additional in-person instructor lead Sexual Assault Prevention and reporting (SAPR) training was conducted to supplement POSH knowledge and an effort for Department Managers to stress all forms of

discrimination will “not be tolerated.” All employees received the reissue of the EEO policy statements by the CO. The EEO policies define leadership’s expectations and commitment to the promotion of proactive action to prevent discrimination and harassment. PHD is committed to ensuring all employees are aware of the Command’s commitment to EEO and Diversity through new employee indoctrination with the CDDEEOO. These policies are communicated and enforced throughout PHD and its detachments through the postings on official bulletin boards, the Command’s internal portal, and articles in “PHD Interactive News” wiki site. All new employees also receive instructor lead civility (Professional Workplace Behavior) training within the onboarding process

The DDEEOO manages the Special Emphasis Program (SEP) leads responsible for engagement and planning awareness events. This past year the SEP leads conducted 11 scheduled local heritage celebrations and collaborated within six Warfare Center wide heritage celebrations and national observances events, in accordance with Secretary of Navy ALNAV guidance. At the commencement of the fiscal year, the EEO community published the Command SEP annual calendar of activities and educational events in an effort to increase awareness, promote culture appreciation, and increase management and employee participation. NSWC PHD has established new Champion positions within all SEP and ERG to support the groups with strategic plans and goals, collaborate to disseminate best practices, and to encourage systematic progress toward their accomplishments. NSWC PHD has continued an active ERG for support of the lesbian, gay, bisexual, transgender and queer (LGBTQ) (LGBTQ+ and Allies ERG) community and the Veteran Resource group in FY2021, which is Championed by PHD CO.

NSWC PHD continues to strengthen partnerships to encourage STEM education and careers related to the work performed at the command. Efforts include establishing Education Partnership Agreements (EPAs) with the local K-12 schools/clubs that include five Education Partnership Agreements within Ventura County colleges, including California State University Channel Islands and University of California Santa Barbara. NSWC PHD outreach has established partnership with Ventura County Community College district and 12 Hispanic serving institutions/colleges to encourage STEM education. The Command continues to increase participation in local and DOD/DON college internship programs (ONR, SEAP, NADP, SMART, NAVSEA Scholar, NAVSEA Tuskegee/Morgan State partnership, Workforce Recruitment Program). Partnership with the Society of Women’s Engineers (SWE) through attendance to conferences (national and local). Partnerships within local Universities in development of academic degrees programs (i.e. engineering). Partnership with California State University Channel Islands (CSUCI) with the formation of the Women for Inclusivity in Science and Engineering (WISE) to promote cross-pollination of best practices to broaden female participation rates within both university programs (i.e. engineering) and the Command workforce. Collaborated with EEO CoP for Warfare Center best practices in leveraging internship programs (i.e. WRP). PHD established “virtual” intern program (Naval Research Enterprise Internship Program (NREIP) which consisted of 20 interns. Partnered with the NAVSEA Inclusion and Engagement (I&E) Counsel, through our local I&E chairperson member, to align and support I&E initiatives. Enhanced integration of diversity focuses within FY21 Command Strategic Hiring Plan. The EEO office has monitored, analyzed, and provided statistical data related toward the attrition rates for low participation groups to support Recruitment and

Outreach program's strategic efforts outlined within the NSWC PHD's FY21 Recruitment and Community Outreach Plan.

### **Integration of EEO into the Agency's Strategic Mission**

EEO and Diversity are integrated into NSWC PHD's strategic mission through Command Leadership. The EEO Office collaborates with the Human Resources Office, supervisors and managers, and legal counsel to effectively adhere to and promote strong EEO principles. A constant and proactive dialog is held with the CO, TD, Command Counsel, DDEEOO, and appropriate stakeholders to discuss resolution of EEO concerns. The DDEEOO meets regularly with the CO to inform him of the effective and legal compliance of the EEO Program. Senior Leaders receive EEO advice and mentoring during one-on-one department discussions. In October 2020, a Command Climate survey assessment was completed. The CO, XO, Chief of Staff, EEO Office, and Command Climate Resilience Team have led the completion of the Command Climate survey within FY21. Actions related toward EEO that have been completed included the following; awards program recognition acknowledgements, enhancement of onboarding process through newly developed assessment tools, expansion of recruitment materials for all career fields within PHD, IT support guides, and enhanced transparency on the hiring process, command demographics, and key federal compliance programs. Each listed EEO related action has contributed toward greater inclusion within the workforce and provided developmental opportunities for leadership to sustain the Command's focus on inclusion.

The effort to increase the representation of IWD and IWTD continues to be a focus area for hiring. A barrier analysis was conducted concerning Individuals with Disabilities (IWD) self-identification and the perceived biases against Individuals with Disabilities (IWD) after self-reporting. Conclusion from the barrier analysis reflects a perceived attitudinal barrier, from IWD, fear of self-disclosure. Command also conducted a voluntary self-identification of a disability campaign to address potential misrepresentation of workforce participation rates. The Command's Reasonable Accommodation (RA) Program instruction was rereleased to the workforce with specific in-depth training provided to supervisors. All new employees receive a RA informational brief and literature during their indoctrination within the EEO session at new hire orientation. Supervisors are engaged in the interactive discussion with their employees and participate within the weekly Command's RA advisory board as required. Monthly RA compliance metrics are reported to EEO Director at Naval Sea Systems Command. In comparison with FY20, the RA program activity increased by 8% with processing of 12 requests. Average days to process a RA from request to approval was 18 days, well within the requirement of 30 days. For this fiscal year the RA program was actively engaged within workforce as per by federal statute.

The DDEEOO, HR, and EEO advocates are responsible for inputs to the MD-715 plan. Departments and Command outreach and recruiting personnel are involved in hiring efforts to increase qualified wounded warriors, IWD and IWTD, females, and minority hiring across workforce.

### **Management and Program Accountability**

NSWC PHD DDEEOO meets regularly with managers and supervisors to advise and assist with EEO program elements. At the end of each annual performance cycle, managers and supervisors are evaluated on their effectiveness in managing subordinate personnel with respect to human resources and equal employment. Additionally, senior managers work with the DDEEOO to review allegations of discrimination to ensure that proper action is taken and to convey recommendations for improvement to all levels of management. This year, leadership met with Office of General Counsel to discuss case updates and EEO litigation. Specific case discussion, analysis, and guidance brief provided a proactive approach to the increase of complaint activity this year. The EEO office established an informational portal site for the EEO Complaint program and PHD Alternative Dispute Program (ADR). In regard to the discrimination complaints program, a total of 35 contacts were made to the EEO Office seeking information and/or pursuant to pre-complaint filing. NSWC PHD conducted one courtesy EEO Complaint processing for other Warfare Centers. Management participated in the Command's ADR process for one formal complaint.

### **Proactive Prevention**

Senior managers and SEP champions and leads meet with and assist the EEO Office in resolving issues, identifying barriers, and developing action plans; NSWC PHD continues to mature as it integrates the equal opportunity into the decision process. PHD CO is briefed monthly on discrimination complaint activity to ensure timeliness of processing, identify potential settlements, and to convey recommendations for improvement at all levels of management. Command EEO webpage serves as a reference tool for informational material on the elements of the EEO program.

The high grade population is not well represented by minority, females, IWD and IWTD. The command has continued to leverage the PHD high grade policy that, in part, mandates the use of diverse panels for selection of high grade positions. High grade panels included representatives from HR and EEO, per the PHD High Grade Interview guide, for branch, team leads, and GS-13 equivalent (ND-4/NT-5) level selections. The PHD Effective Interview Principles and Procedures guide standardized the process and promoted equality in hiring. The expanded use of telework and 3Rs (recruitment, relocation, retention bonus) assisted with the targeting of critical and hard to fill positions. PHD's strategic approach to achieve recruit, retain and maintain the right workforce for the workplace of choice, including identifying and recruiting IWD/IWTD by: establishing and leveraging community relationships and maximizing the use of existing resources, such as Disabled American Veterans (DAV) and the Workforce Recruitment Program (WRP). The Command employs the various hiring authorities to hire IWD/IWTD and veterans. These include authorities Schedule A, 30% Disabled Vet, VEOA, VRA and other available direct hire authorities (e.g. STRL Veteran DHA, Select Technical Acquisition Position Veteran DHA) to meet our hiring goals. The integration of local and national recruitment events targeting veterans and individuals with disabilities has been included within PHD recruitment plan. In alignment of an end-to-end hiring initiative to support NSWC PHD Strategic Goal #2: Promote Rigor and Excellence in Everything We Do. The Command has successfully averaged 51 days for the end-to-end hiring processing time and an average of 46 days for direct hires. The enhanced end-to-end hiring process allows direct hiring authorities (i.e. Schedule A) to be

execute expeditiously to support Department of the Navy target goals for workforce participation rates for IWD and IWTB.

The requirement of comparing the Command's overall workforce demographics with that of the National Civilian Labor Force (NCLF) reveals PHD's workforce is reasonably diverse. The overall workforce representation of Hispanic, Asian, American Indian/Alaska Native (AI/AN) and Native Hawaiian/Other Pacific Islanders (NH/OPI), Two or More Races exceed their respective representation in compared to the NCLF. Whites are underrepresented when compared with NCLF and continue to decrease due to the diversification of the workforce. Females as a total population are significantly underrepresented by 26.67%, specifically in the areas White and Black categories. Comparison of the series for engineers, technician, and logistician (e.g. 830, 855, 854, 856, 802, 346) and review of the accessions and separations was conducted. The identified areas of underrepresentation are identified in the attached data tables. PHD continues to conduct management inquiries when allegations of harassment are raised by any employee. This fiscal year, four allegations of non-Title VII sexual harassment were submitted and investigated. All of allegations of harassment were successfully resolved.

### **Efficiency**

The DDEEOO collects and analyzes metric data to assess the environment and identify trends in discrimination complaint activity. Complaint activity for this reporting period has been equal to FY20 complaint activity. A point of contact in the EEO office has been designated as the EEO complaints coordinator. Bi-weekly case updates are made to OCHR iComplaints system and monthly report out of the 462 report to NAVSEA EEO office. The processing of complaints is 100% compliant with EEOC management directive 110 (MD110) for completion of designated timeframes-pre-complaint, formal complaint decision, and investigations. CDDEEOO and EEO staff are certified EEO Counselors and received annual refresher training. EEO staff member has been designated as the Command Disability Program Manager. EEO complaints and RA programs reflect legal compliance, responsiveness, effectiveness of our workforce policies, training, and management's compliance and accountability.

### **Responsiveness and Legal Compliance**

Command takes compliance with EEOC Administrative Judge's (AJ) orders and directives very seriously. In FY2020, all orders issued by the AJ were adhered to and submitted on-time. Furthermore, complaints were settled via ADR process or AJ facilitated discussions between Counsel and complainant. EEO Office works with appropriate parties to execute the terms of Command settlement agreements. All settlement agreements were completed within the prescribed timeframes. EEO Office is responsive to DON requests and requirements.

### **Summary of Workforce Analysis**

Port Hueneme Division had 2895 civilians, permanent full, part-time, and temporary employees during the reporting year, an increase from 2674 the previous year. PHD is working to bridge outreach efforts with recruitment to attract diverse talent. The expanded use of direct and expedited hiring authorities assisted with diversifying the applicant pool with IWD, veteran, and



entry level professional and recent graduates. As of FY21, a total of 339 employees were hired consisting of 27.62% female and 52.62% minorities. In comparison to FY20, females have decreased overall by over .7%. The comparison of the most populous series identified females to be underrepresented in one or more categories except for the 0346, 0343 and 0501 series. Females continue to be over represented in administrative support positions. The overall minority population remains relatively stable. The Command's mission to support the Fleet with experienced personnel is a challenge. Expertise gained from retired and wounded warrior personnel largely reflects non-minority demographics. In this fiscal year, the increase in attrition offset the hiring achievements made in the minority and female categories. Most of the attrition was due to retirements and federal transfers to other geographical areas. The FY21 action includes additional in-depth attrition studies by series, career fields, and potential retirement, in order to educate and drive better decision making. Additional studies using exit interview data and participation rates for Hispanics, females and Persons with Disabilities will be completed in FY22.

As required, several sources of employment data were studied in support of this assessment. Data and charts are provided in this report: occupational profile, total workforce, most populous series, disability population, accessions/separations and high grades.

EEOC FORM  
715-01 PART E

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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Naval Surface Warfare Center, Port Hueneme Division

For period covering from October 1, 2020 to September 30 2021 for FY21

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**EXECUTIVE SUMMARY**

**Part E.1 (Executive Summary Mission)**

The mission of the Naval Surface Warfare Center Port Hueneme Division (PHD) is to integrate, test, evaluate, and provide life-cycle engineering and product support for warfare systems. The Command is committed to ensuring our Nation's Navy and Sailors have the most technically advanced capabilities possible to maintain warfare systems dominance. Our vision, keeping our Navy underway, combat-ready and effective, maintains the Fleet support heritage PHD has earned for over 58 years. NSWC PHD strategic objectives are as follows; Improve Integrated Combat System Readiness, Accelerate Deployment of New Capabilities to the Fleet, Improve Affordability of Integrated Combat Systems, Build and Shape a Mission-Focused Workforce, Establish Effective Cyber ISEA Capability/Capacity Across the Integrated Combat System Lifecycle. The Commanding Officer (CO) at NSWC PHD is the Command Equal Employment Opportunity (EEO) Officer and is responsible for the EEO Program.

**Part E.2 (Executive Summary of the Six Essential Elements)**

**Demonstrated Commitment from Agency Leadership**

NSWC PHD has continued to achieve improvements in its pursuit to be a Model EEO Employer. A self-assessment of the agency's EEO Program against MD-715 "Essential Elements" indicates that PHD has continued to progress diligently towards becoming a Model EEO Program Employer. The CO has established alignment of an end-to-end hiring initiative to support NSWC PHD Strategic Goal #2: Promote Rigor and Excellence in Everything We Do. Department leadership launched an initiative, Women in Leadership Mentoring, focused to provide developmental guidance toward the increased knowledge, skills, and abilities (KSA) and understanding work life balance. All employees received the reissue of the EEO policy statements by the CO. The EEO policies defined leadership's expectations and commitment to the promotion of proactive action to prevent discrimination and harassment. PHD is committed

to ensuring all employees are aware of the Command's commitment to EEO and Diversity through new employee indoctrination with the CDDEEOO.

### **Integration of EEO into the Agency's Strategic Mission**

EEO and Diversity are integrated into NSWC PHD's strategic mission through Command Leadership. The EEO Office collaborates with the Human Resources Office, supervisors and managers, and legal counsel to effectively adhere to and promote strong EEO principles. A constant and proactive dialog is held with the CO, TD, Command Counsel, DDEEOO, and appropriate stakeholders to discuss resolution of EEO concerns. The DDEEOO have met regularly with the CO to inform him of the effective and legal compliance of the EEO Program. Senior Leaders received EEO advice and mentoring during one-on-one department discussions. NSWC PHD DDEEOO has met regularly with managers and supervisors to advise and assist with EEO program elements. Additionally, senior managers work with the DDEEOO to review allegations of discrimination to ensure that proper action is taken and to convey recommendations for improvement to all levels of management.

### **Proactive Prevention**

Senior managers and SEP champions and leads have met with and assisted the EEO Office in resolving issues, identifying barriers, and developing action plans; NSWC PHD has continued to mature as it integrates the equal opportunity into the decision process. PHD CO has been briefed monthly on discrimination complaint activity to ensure timeliness of processing, identify potential settlements, and to convey recommendations for improvement at all levels of management. Command EEO webpage serves as a reference tool for informational material on the elements of the EEO program. PHD continues to conduct management inquiries when allegations of harassment are raised by any employee. This fiscal year, two allegations of non-Title VII sexual harassment were submitted and investigated. All allegations of harassment were successfully resolved.

### **Efficiency**

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Command has taken compliance with EEOC Administrative Judge's (AJ) orders and directives very seriously. In FY2020, all orders issued by the AJ were adhered to and submitted on-time. Furthermore, complaints were settled via ADR process or AJ facilitated discussions between Counsel and complainant. EEO Office has worked with appropriate parties to execute the terms

of Command settlement agreements. All settlement agreements were completed within the prescribed timeframes. EEO Office is responsive to DON requests and requirements.

### **Part E.3 (Executive Summary: Workforce Analyses)**

PHD had 2895 civilians, permanent full, part-time, and temporary employees during the reporting year, an increase from 2674 the previous year. The Command is working to bridge outreach efforts with recruitment to attract diverse talent. The expanded use of direct and expedited hiring authorities assisted with diversifying the applicant pool with IWD, veteran, and entry level professional and recent graduates. As of FY21, a total of 339 employees were hired consisting of 27.62% female and 52.62% minorities. In comparison to FY20, females have decreased overall by over .7%. The comparison of the most populous series identified females to be underrepresented in one or more categories except for the 0346, 0343 and 0501 series as detailed in the A Tables. Females continue to be over represented in administrative support positions as detailed in the A Tables. The overall minority population remains relatively stable. The Command's mission to support the Fleet with experienced personnel is a challenge. Expertise gained from retired and wounded warrior personnel largely reflects non-minority demographics. In this fiscal year, the increase in attrition offset the hiring achievements made in the minority and female categories. Most of the attrition was due to retirements and federal transfers to other geographical areas. The FY21 action includes additional in-depth attrition studies by series, career fields, and potential retirement, in order to educate and drive better decision making. Additional studies using exit interview data and participation rates for Hispanics, females and Persons with Disabilities will be completed in FY22. As required, several sources of employment data were studied in support of this assessment. Data and charts are provided in this report: occupational profile, total workforce, most populous series, disability population, accessions/separations and high grades.

### **Part E.4 (Executive Summary: Accomplishments)**

Within FY21, PHD has had many accomplishments in regard to the six essential elements of a Model EEO Program:

- Enhanced end-to-end hiring process timeliness to promote direct hiring authorities (i.e. Schedule A, Veterans' Recruitment Appointments (VRA), STRL Veteran DHA, Select Technical Acquisition Position Veteran DHA) and averaged 51 days for the end-to-end hiring processing time and an average of 46 days for direct hires.
- Multiple direct communication platforms (e.g. CO Suggestion Box, Safe Space Real Talk, Ask Me Anything, All Hands events).
- EEO training involving practical tools, real life examples and case studies within the NAVSEA Propel course, which is a leadership course for new supervisors.
- In-person instructor lead Sexual Assault Prevention and reporting (SAPR) training was conducted to supplement POSH knowledge and an effort for Department Managers to stress all forms of discrimination will "not be tolerated."
- Special Emphasis Program (SEP) conducted 11 scheduled local heritage celebrations and collaborated within six Warfare Center wide heritage celebrations and national observances events.
- Establishment of Education Partnership Agreements (EPAs) with the local K-12 schools/clubs that include five Education Partnership Agreements within Ventura County

colleges, including California State University Channel Islands and University of California Santa Barbara.

- Outreach has established partnership with Ventura County Community College district and 12 Hispanic serving institutions/colleges to encourage STEM education
- Partnership with the Society of Women's Engineers (SWE) through attendance to conferences (national and local).
- Partnership with California State University Channel Islands (CSUCI) with the formation of the Women for Inclusivity in Science and Engineering (WISE) to promote cross-pollination of best practices to broaden female participation rates within both university programs (i.e. engineering).
- Established "virtual" intern program (Naval Research Enterprise Internship Program (NREIP) which consisted of 20 interns.
- Average days to process a RA from request to approval was 18 days, well within the requirement of 30 days.
- PHD high-grade policy that, in part, mandates the use of diverse panels for selection of high-grade positions.
- Processing of EEO complaints was 100% compliant with EEOC management directive 110 (MD110) for completion of designated timeframes-pre-complaint, formal complaint decision, and investigations.

#### **Part E.5 (Executive Summary: Planned Activities)**

Within the FY21, PHD leveraged the Agency Self-Assessment Checklist Measuring Essential Elements EEOC FORM 715-02 PART G and identified an unmet measure related to the alignment, of an absent, affirmative action plan (AAP) within the PHD's strategic plans. This deficiency will be addressed through the broadcast of EEO action plans (Command Diversity Inclusion and Engagement 3 year Strategic plan FY22-23-24) to senior management with accountability for support and implementation as outlined within EEO Plan for Attaining the Essential Elements of a Model EEO Program EEOC FORM 715-02 PART H.

Within FY21, PHD conducted two barrier analyses using various data sources including MD715 A and B Tables; participation rate of Individuals with Disabilities (IWD) and Individuals with Target Disabilities (IWTD) and female participation rate. Within the IWD and IWTD barrier analysis, two barriers were identified; Attitudinal: IWD and IWTD state a fear from identifying disability based on potential prejudices or loss opportunities (i.e. promotion, hiring) and Procedure: The Recruitment and Outreach Strategy Plan. The FY21 Recruitment and Outreach (R&O) Strategy Plan has limited targeted initiatives toward the recruitment of IWD and IWTD. The Deputy Director EEO Officer (DDEEOO, EEO and D&I Office, Public Affairs Director, Human Resources Director (HRD), and SEP IWD Champion, and lead will conduct various activities to address the identified barriers; details provided within EEO Plan to Eliminate Identified Barrier EEOC FORM 715-02 PART I. Within the female participation rate barrier analysis, no barrier was identified within agency policy or procedure. Though no barrier was identified, PHD will execute activities to address potential factors that can contribute to the low participation rates of females within the Command (i.e. Recruitment, Hiring, Retention, and Development Opportunities) with a collaboration between the DDEEOO, HRD, Federal Women's Program (PHD Special emphasis group), and Chief Learning Officer (CLO); details provided within EEO Plan to Eliminate Identified Barrier EEOC FORM 715-02 PART I.

EEOC FORM  
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Naval Surface Warfare Center, Port Hueneme Division

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**EXECUTIVE SUMMARY**

**Mission and Mission Related Functions**

The mission of the Naval Surface Warfare Center Port Hueneme Division (PHD) is to integrate, test, evaluate, and provide life-cycle engineering and product support for warfare systems. The Command is committed to ensuring our Nation's Navy and Sailors have the most technically advanced capabilities possible to maintain warfare systems dominance. Our vision, keeping our navy underway, combat ready and effective, maintains the Fleet support heritage PHD has earned for over 58 years. NSWC PHD strategic objectives are as follows; Improve Integrated Combat System Readiness, Accelerate Deployment of New Capabilities to the Fleet, Improve Affordability of Integrated Combat Systems, Build and Shape a Mission-Focused Workforce, Establish Effective Cyber ISEA Capability/Capacity Across the Integrated Combat System Lifecycle. The Commanding Officer (CO) at NSWC PHD is the Command Equal Employment Opportunity (EEO) Officer and is responsible for the EEO Program. The Command Deputy Director EEO Officer (CDDEEOO) reports directly to the CO, but is administratively aligned under the Corporate Operations Department. The EEO Program is responsible for the day-to-day operations of the EEO and Diversity and Inclusion office.

**SUMMARY OF THE PHD ANNUAL EEO SELF-ASSESSMENT AGAINST MD-715  
"ESSENTIAL ELEMENTS" FOR A MODEL EEO PROGRAM"**

The EEO Commission states the self-assessment checklist is designed to be a guide for Federal Agencies to "determine whether their overall EEO program is properly established and compliant with essential elements (standards) set forth in EEO MD-715."

The following summary is an analysis of the self-assessment checklists of PHD's activities including White Sands Missile Range and Virginia Beach Detachments.

**Demonstrated Commitment from Agency Leadership**

NSWC PHD continues to achieve improvements in its pursuit to be a Model EEO Employer. A self-assessment of the agency's EEO Program against MD-715 "Essential Elements" indicates that PHD continues to progress diligently towards becoming a Model EEO Program Employer.

The Commanding Officer (CO) and Technical Director (TD) have spearheaded initiatives directed toward NSWC PHD being a Model EEO Employer.

These initiatives range from diversity and inclusion (D&I) actions across the command to direct involvement within Naval Sea Systems Command (NAVSEA) level Leadership in a Diverse Environment Event (LDEE) planning committee. In FY21, the Littoral & Strike Warfare Department Manager and Aegis Readiness Officer have actively engaged within the Engagement and Inclusion (E&I) Council and have diligently championed D&I and E&I efforts throughout the FY21. Additionally, PHD has two senior leader representatives within the NAVSEA E&I Council. The CO has established alignment of an end-to-end hiring initiative to support NSWC PHD Strategic Goal #2: Promote Rigor and Excellence in Everything We Do.

The enhanced end-to-end hiring process allows direct hiring authorities (i.e. Schedule A, Veterans' Recruitment Appointments (VRA), STRL Veteran DHA, Select Technical Acquisition Position Veteran DHA) to be executed expeditiously to support Department of the Navy target goals for workforce participation rates for Individuals With Disabilities (IWD) and Individuals With Targeted Disabilities (IWTD). The CO has established multiple direct communication lines with the workforce (e.g. CO Suggestion Box, Safe Space Real Talk, All Hands events) and instilled a positive cultural change within PHD toward identifying D&I opportunities and promoting proactive D&I solutions. Department leadership launched an initiative, Women in Leadership Mentoring, focused to provide developmental guidance toward the increased knowledge, skills, and abilities (KSA) and understanding work life balance. Additionally, Department leadership has ensured within the hiring process (selection process) a thorough review of KSA to provide opportunities for a diverse pool of candidates. Furthermore, the Command special emphasis program (SEP) groups have initiated and executed mentoring workshops, development of recruitment materials focused on IWD and IWTD, studies on the power of language within vacancy announcements, and actively participate and support the Command's mentoring program; all with the intent to strengthen PHD cultural of inclusion.

Leadership development and targeted focus areas are also reflected throughout the NSWC PHD. The command completed a round of Human Resources and EEO training for its managers and supervisors in FY21. DDEEOO facilitated EEO training involving practical tools, real life examples and case studies within the NAVSEA Propel course, which is a leadership course for new supervisors. Civilian Personnel Management Academy (CPMA) fulfilled the mandatory requirement for new supervisors as well as refresher course for existing supervisors. The CPMA curriculum includes Merit Principles, employee/labor relations, EEO Complaints, Alternative Dispute Resolution (ADR), Diversity-Barrier Analysis, and Reasonable Accommodations. As of FY21 Quarter 4, the required annual online EEO Training (Prevention of Sexual Harassment 99.45% and No Fear Act 99.19%) was completed by the workforce. Additional in-person instructor lead Sexual Assault Prevention and reporting (SAPR) training was conducted to supplement POSH knowledge and an effort for Department Managers to stress all forms of

discrimination will “not be tolerated.” All employees received the reissue of the EEO policy statements by the CO. The EEO policies define leadership’s expectations and commitment to the promotion of proactive action to prevent discrimination and harassment. PHD is committed to ensuring all employees are aware of the Command’s commitment to EEO and Diversity through new employee indoctrination with the CDDEEOO. These policies are communicated and enforced throughout PHD and its detachments through the postings on official bulletin boards, the Command’s internal portal, and articles in “PHD Interactive News” wiki site. All new employees also receive instructor lead civility (Professional Workplace Behavior) training within the onboarding process

The DDEEOO manages the Special Emphasis Program (SEP) leads responsible for engagement and planning awareness events. This past year the SEP leads conducted 11 scheduled local heritage celebrations and collaborated within six Warfare Center wide heritage celebrations and national observances events, in accordance with Secretary of Navy ALNAV guidance. At the commencement of the fiscal year, the EEO community published the Command SEP annual calendar of activities and educational events in an effort to increase awareness, promote culture appreciation, and increase management and employee participation. NSWC PHD has established new Champion positions within all SEP and ERG to support the groups with strategic plans and goals, collaborate to disseminate best practices, and to encourage systematic progress toward their accomplishments. NSWC PHD has continued an active ERG for support of the lesbian, gay, bisexual, transgender and queer (LGBTQ) (LGBTQ+ and Allies ERG) community and the Veteran Resource group in FY2021, which is Championed by PHD CO.

NSWC PHD continues to strengthen partnerships to encourage STEM education and careers related to the work performed at the command. Efforts include establishing Education Partnership Agreements (EPAs) with the local K-12 schools/clubs that include five Education Partnership Agreements within Ventura County colleges, including California State University Channel Islands and University of California Santa Barbara. NSWC PHD outreach has established partnership with Ventura County Community College district and 12 Hispanic serving institutions/colleges to encourage STEM education. The Command continues to increase participation in local and DOD/DON college internship programs (ONR, SEAP, NADP, SMART, NAVSEA Scholar, NAVSEA Tuskegee/Morgan State partnership, Workforce Recruitment Program). Partnership with the Society of Women’s Engineers (SWE) through attendance to conferences (national and local). Partnerships within local Universities in development of academic degrees programs (i.e. engineering). Partnership with California State University Channel Islands (CSUCI) with the formation of the Women for Inclusivity in Science and Engineering (WISE) to promote cross-pollination of best practices to broaden female participation rates within both university programs (i.e. engineering) and the Command workforce. Collaborated with EEO CoP for Warfare Center best practices in leveraging internship programs (i.e. WRP). PHD established “virtual” intern program (Naval Research Enterprise Internship Program (NREIP) which consisted of 20 interns. Partnered with the NAVSEA Inclusion and Engagement (I&E) Counsel, through our local I&E chairperson member, to align and support I&E initiatives. Enhanced integration of diversity focuses within FY21 Command Strategic Hiring Plan. The EEO office has monitored, analyzed, and provided statistical data related toward the attrition rates for low participation groups to support Recruitment and



Outreach program's strategic efforts outlined within the NSWC PHD's FY21 Recruitment and Community Outreach Plan.

### **Integration of EEO into the Agency's Strategic Mission**

EEO and Diversity are integrated into NSWC PHD's strategic mission through Command Leadership. The EEO Office collaborates with the Human Resources Office, supervisors and managers, and legal counsel to effectively adhere to and promote strong EEO principles. A constant and proactive dialog is held with the CO, TD, Command Counsel, DDEEOO, and appropriate stakeholders to discuss resolution of EEO concerns. The DDEEOO meets regularly with the CO to inform him of the effective and legal compliance of the EEO Program. Senior Leaders receive EEO advice and mentoring during one-on-one department discussions. In October 2020, a Command Climate survey assessment was completed. The CO, XO, Chief of Staff, EEO Office, and Command Climate Resilience Team have led the completion of the Command Climate survey within FY21. Actions related toward EEO that have been completed included the following; awards program recognition acknowledgements, enhancement of onboarding process through newly developed assessment tools, expansion of recruitment materials for all career fields within PHD, IT support guides, and enhanced transparency on the hiring process, command demographics, and key federal compliance programs. Each listed EEO related action has contributed toward greater inclusion within the workforce and provided developmental opportunities for leadership to sustain the Command's focus on inclusion.

The effort to increase the representation of IWD and IWTD continues to be a focus area for hiring. A barrier analysis was conducted concerning Individuals with Disabilities (IWD) self-identification and the perceived biases against Individuals with Disabilities (IWD) after self-reporting. Conclusion from the barrier analysis reflects a perceived attitudinal barrier, from IWD, fear of self-disclosure. Command also conducted a voluntary self-identification of a disability campaign to address potential misrepresentation of workforce participation rates. The Command's Reasonable Accommodation (RA) Program instruction was rereleased to the workforce with specific in-depth training provided to supervisors. All new employees receive a RA informational brief and literature during their indoctrination within the EEO session at new hire orientation. Supervisors are engaged in the interactive discussion with their employees and participate within the weekly Command's RA advisory board as required. Monthly RA compliance metrics are reported to EEO Director at Naval Sea Systems Command. In comparison with FY20, the RA program activity increased by 8% with processing of 12 requests. Average days to process a RA from request to approval was 18 days, well within the requirement of 30 days. For this fiscal year the RA program was actively engaged within workforce as per by federal statute.

The DDEEOO, HR, and EEO advocates are responsible for inputs to the MD-715 plan. Departments and Command outreach and recruiting personnel are involved in hiring efforts to increase qualified wounded warriors, IWD and IWTD, females, and minority hiring across workforce.

### **Management and Program Accountability**

NSWC PHD DDEEOO meets regularly with managers and supervisors to advise and assist with EEO program elements. At the end of each annual performance cycle, managers and supervisors are evaluated on their effectiveness in managing subordinate personnel with respect to human resources and equal employment. Additionally, senior managers work with the DDEEOO to review allegations of discrimination to ensure that proper action is taken and to convey recommendations for improvement to all levels of management. This year, leadership met with Office of General Counsel to discuss case updates and EEO litigation. Specific case discussion, analysis, and guidance brief provided a proactive approach to the increase of complaint activity this year. The EEO office established an informational portal site for the EEO Complaint program and PHD Alternative Dispute Program (ADR). In regard to the discrimination complaints program, a total of 35 contacts were made to the EEO Office seeking information and/or pursuant to pre-complaint filing. NSWC PHD conducted one courtesy EEO Complaint processing for other Warfare Centers. Management participated in the Command's ADR process for one formal complaint.

### **Proactive Prevention**

Senior managers and SEP champions and leads meet with and assist the EEO Office in resolving issues, identifying barriers, and developing action plans; NSWC PHD continues to mature as it integrates the equal opportunity into the decision process. PHD CO is briefed monthly on discrimination complaint activity to ensure timeliness of processing, identify potential settlements, and to convey recommendations for improvement at all levels of management. Command EEO webpage serves as a reference tool for informational material on the elements of the EEO program.

The high grade population is not well represented by minority, females, IWD and IWTD. The command has continued to leverage the PHD high grade policy that, in part, mandates the use of diverse panels for selection of high grade positions. High grade panels included representatives from HR and EEO, per the PHD High Grade Interview guide, for branch, team leads, and GS-13 equivalent (ND-4/NT-5) level selections. The PHD Effective Interview Principles and Procedures guide standardized the process and promoted equality in hiring. The expanded use of telework and 3Rs (recruitment, relocation, retention bonus) assisted with the targeting of critical and hard to fill positions. PHD's strategic approach to achieve recruit, retain and maintain the right workforce for the workplace of choice, including identifying and recruiting IWD/IWTD by: establishing and leveraging community relationships and maximizing the use of existing resources, such as Disabled American Veterans (DAV) and the Workforce Recruitment Program (WRP). The Command employs the various hiring authorities to hire IWD/IWTD and veterans. These include authorities Schedule A, 30% Disabled Vet, VEOA, VRA and other available direct hire authorities (e.g. STRL Veteran DHA, Select Technical Acquisition Position Veteran DHA) to meet our hiring goals. The integration of local and national recruitment events targeting veterans and individuals with disabilities has been included within PHD recruitment plan. In alignment of an end-to-end hiring initiative to support NSWC PHD Strategic Goal #2: Promote Rigor and Excellence in Everything We Do. The Command has successfully averaged 51 days for the end-to-end hiring processing time and an average of 46 days for direct hires. The enhanced end-to-end hiring process allows direct hiring authorities (i.e. Schedule A) to be

execute expeditiously to support Department of the Navy target goals for workforce participation rates for IWD and IWTB.

The requirement of comparing the Command's overall workforce demographics with that of the National Civilian Labor Force (NCLF) reveals PHD's workforce is reasonably diverse. The overall workforce representation of Hispanic, Asian, American Indian/Alaska Native (AI/AN) and Native Hawaiian/Other Pacific Islanders (NH/OPI), Two or More Races exceed their respective representation in compared to the NCLF. Whites are underrepresented when compared with NCLF and continue to decrease due to the diversification of the workforce. Females as a total population are significantly underrepresented by 26.67%, specifically in the areas White and Black categories. Comparison of the series for engineers, technician, and logistician (e.g. 830, 855, 854, 856, 802, 346) and review of the accessions and separations was conducted. The identified areas of underrepresentation are identified in the attached data tables. PHD continues to conduct management inquiries when allegations of harassment are raised by any employee. This fiscal year, four allegations of non-Title VII sexual harassment were submitted and investigated. All of allegations of harassment were successfully resolved.

### **Efficiency**

The DDEEOO collects and analyzes metric data to assess the environment and identify trends in discrimination complaint activity. Complaint activity for this reporting period has been equal to FY20 complaint activity. A point of contact in the EEO office has been designated as the EEO complaints coordinator. Bi-weekly case updates are made to OCHR iComplaints system and monthly report out of the 462 report to NAVSEA EEO office. The processing of complaints is 100% compliant with EEOC management directive 110 (MD110) for completion of designated timeframes-pre-complaint, formal complaint decision, and investigations. CDDEEOO and EEO staff are certified EEO Counselors and received annual refresher training. EEO staff member has been designated as the Command Disability Program Manager. EEO complaints and RA programs reflect legal compliance, responsiveness, effectiveness of our workforce policies, training, and management's compliance and accountability.

### **Responsiveness and Legal Compliance**

Command takes compliance with EEOC Administrative Judge's (AJ) orders and directives very seriously. In FY2020, all orders issued by the AJ were adhered to and submitted on-time. Furthermore, complaints were settled via ADR process or AJ facilitated discussions between Counsel and complainant. EEO Office works with appropriate parties to execute the terms of Command settlement agreements. All settlement agreements were completed within the prescribed timeframes. EEO Office is responsive to DON requests and requirements.

### **Summary of Workforce Analysis**

Port Hueneme Division had 2895 civilians, permanent full, part-time, and temporary employees during the reporting year, an increase from 2674 the previous year. PHD is working to bridge outreach efforts with recruitment to attract diverse talent. The expanded use of direct and expedited hiring authorities assisted with diversifying the applicant pool with IWD, veteran, and

entry level professional and recent graduates. As of FY21, a total of 339 employees were hired consisting of 27.62% female and 52.62% minorities. In comparison to FY20, females have decreased overall by over .7%. The comparison of the most populous series identified females to be underrepresented in one or more categories except for the 0346, 0343 and 0501 series. Females continue to be over represented in administrative support positions. The overall minority population remains relatively stable. The Command's mission to support the Fleet with experienced personnel is a challenge. Expertise gained from retired and wounded warrior personnel largely reflects non-minority demographics. In this fiscal year, the increase in attrition offset the hiring achievements made in the minority and female categories. Most of the attrition was due to retirements and federal transfers to other geographical areas. The FY21 action includes additional in-depth attrition studies by series, career fields, and potential retirement, in order to educate and drive better decision making. Additional studies using exit interview data and participation rates for Hispanics, females and Persons with Disabilities will be completed in FY22.

As required, several sources of employment data were studied in support of this assessment. Data and charts are provided in this report: occupational profile, total workforce, most populous series, disability population, accessions/separations and high grades.

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

**I, Suzanne Nicolas, Deputy EEO Officer for the**

**Port Hueneme Division, Naval Surface Warfare Center**

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.

NICOLAS.SUZANNE.MARI  
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Signature of Deputy EEO Officer  
Certifies that Port Hueneme Division Annual EEO Program Status Report is  
in compliance with EEO MD-715.

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Date

CAPT A. J. Hoffman  
Commanding Officer

Date

**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		Annual issuance date is 1 August.
#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		Workforce - <a href="https://portal.phdnswc.nmci.navy.mil/cbs/eo/SitePages/Home.aspx">https://portal.phdnswc.nmci.navy.mil/cbs/eo/SitePages/Home.aspx</a> and Warfare Centers NSW PHD: <a href="https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-Port-Hueneme/Career-Opportunities/">https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-Port-Hueneme/Career-Opportunities/</a> with link to Department of the Navy Equal Employment Opportunities website: <a href="https://www.donhr.navy.mil/Employees/eo.asp">https://www.donhr.navy.mil/Employees/eo.asp</a>

#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	CPMA Quarterly; New Hire Orientation Bimonthly, EEO policy Statement annually, All Hands Quarterly, TRWMOS training Annually, Leadership Forum Annually, and PROPEL Bi-annually.
#12. A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X	CPMA Quarterly; New Hire Orientation Bimonthly, EEO policy Statement annually, All Hands Quarterly, TWMS training Annually, Leadership Forum Annually, EEO Lunch and Learns Quarterly, and PROPEL Bi-annually.
#13. A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X	CPMA Quarterly; New Hire Orientation Bimonthly, EEO policy Statement annually, All Hands Quarterly, TWMS training Annually, Leadership Forum Annually, and PROPEL Bi-annually.
#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	CPMA Quarterly; New Hire Orientation Bimonthly, EEO policy Statement annually, All Hands Quarterly, TWMS training Annually, Leadership Forum Annually, EEO Lunch and Learns Quarterly, and PROPEL Bi-annually.
#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	CPMA Quarterly; New Hire Orientation Bimonthly, EEO policy Statement annually, All Hands Quarterly, TRWMOS training Annually, Professional Workplace Behavior Annually, Leadership Forum Annually, Command Brown Bags Annually, and PROPEL Bi-annually.
A.3 The agency assesses and ensures EEO principles are part of its culture.	Yes	No <b>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</b>
#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	SEP lead recognition awards, Command All Hands awards recognition, and monthly EEO observation award presentation to PHD event speakers (i.e. AAPI)
#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	Command conducts Command Climate Survey (DEOCS) annually with monthly action drumbeats and Federal Employee Viewpoint Survey (FEV) is assessed inline with DEOCS analysis.
<b>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.</b>	Yes	No <b>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</b>

#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.	N/A		
#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		
#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		Model EEO program is briefed within the following venues; Executive Board (Annually), CO Part I brief (Annually) , and CO MD 715 reporting (Annually).
#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		
#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		PHD Command Strategic Plan 2020-2030 (Strategic Goal #1) states "Recruit, Retain and Maintain the Right Workforce for the Workplace of Choice; The PHD work environment, in its totality, must engender a passionate, diverse workforce that is sufficiently compensated and supported."
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		
#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]	X		
#56. B.6.b Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X		
#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	Senior managers are engaged in and support EEO efforts. PHD Command Strategic Plan 2020-2030 (Strategic Goal #1) incorporates EEO diversity within the tactical goals. No specific AAP, aligned with Command Strategic Goal #1, is documented from the EEO office to address EEO objectives. EEO office will draft AAP, aligned with Command Strategic Goal #1, by FY22 Q1.
<b>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.</b>	<b>Yes</b>	<b>No</b>	<b>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</b>
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		EEO Office field office assessment scheduled (Pending COVID-19 RTO) WSMR (Oct), San Diego (Nov), Mayport (Feb), Norfolk/Virginia Beach (Feb)
#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		EEO Office conducted the following barrier analysis in FY21 with the EEO Plan To Eliminate Identified Barrier applied to PHD and all field offices: Individuals with Disabilities (IWD) disciplinary actions participation rates & SEP workforce barriers / Enhanced New Hire Orientation

#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		
#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		
#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		
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.			
#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		Within FY2021, zero managers and employees were disciplined for discriminatory conduct.
#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		
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		The EEO office provides updates to management and supervisory officials of the following; EEO complaints (monthly/annually), workforce demographics and data summaries (quarterly), legal updates (monthly/annually), barrier analysis plans (annually), and special emphasis updates (quarterly/annually).
#104. C.6.b Are EEO officials readily available to answer managers' and supervisors' questions? [see MD-715 Instructions, Sec. I]	X		
<b>Essential Element D: Proactive Prevention</b> <b>This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.</b>	<b>Yes</b>	<b>No</b>	<b>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</b>
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		

<p>#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]</p>	X		<p>The agency regularly reviews the following data sources to find barriers:</p> <p>Complaint data: iComplaints (Monthly)</p> <p>Exit surveys: HR (Bi-annually)</p> <p>Employee climate surveys: DEOCS (Annually)</p> <p>Focus groups: DEOCS (Annually) and IWD</p> <p>Affinity (ERG) groups: Meetings with Lead and Champions (Monthly)</p> <p>Union: Union representatives (Ad-Hoc)</p> <p>Program evaluations: internal EEO program assessment (Bi-annually)</p> <p>Special emphasis programs: Meetings with Lead and Champions (Monthly)</p> <p>Reasonable accommodation program: NEAT (Monthly)</p> <p>Anti-harassment program: Investigations within EEO complaints and Command (Ad-Hoc)</p>
<p>#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)]</p>	X		
<p>D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</p>			
<p>#108. D.2.a Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]</p>	X		
<p>#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)]</p>	X		
<p>#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)]</p>	X		
<p>#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.</p>	X		



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	No specific AAP, aligned with Command Strategic Goal #1, is documented from the EEO office to address EEO objectives. EEO office will draft AAP, aligned with Command Strategic Goal #1, by FY22 Q1. (see Part H-1)
#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		
<b>Essential Element E: Efficiency</b> <b>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.</b>	Yes	No	<b>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</b>
#120. E.1.a Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X		
#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		Average processing time for the issuance of acceptance letters/dismissal decisions: 25 days
#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		EEO Office has utilized contracted EEO counseling and investigation services that are held to the appropriate work product and timeliness standards as required for all EEO counseling and investigation reports.
#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		
#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		Attorneys for legal sufficient review: Sam Frasier (NSWC Corona)
#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		
#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		The agency conducts monthly assessment of all "active" EEO complaints IAW EEOC statutes and bi-annually assessment of all EEO complaints IAW EEOC statutes.
#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		The agency actively engages in the community of practices across the echelon to provide and ability best practices.
#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		
<b>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.</b>	<b>Yes</b>	<b>No</b>	
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		
#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		

## EEO Plan for Attaining the Essential Elements of a Model EEO Program

### EEOC FORM 715-02 PART H

<input type="checkbox"/> <b>If the Agency did not address any deficiencies during the reporting period, please check the box.</b>	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	Essential Element B: Integration of EEO in strategic mission  The Command has not fully implemented EEO Action Plans and incorporated EEO Action Plan Objectives into command strategic plans. Efforts in place to ensure integration of EEO within Port Hueneme Division Strategic Objective #4.
BARRIER ANALYSIS	
STATEMENT OF IDENTIFIED BARRIER:	
OBJECTIVE:	Broadcast of EEO action plans (Command Diversity Inclusion and Engagement 3 year Strategic plan FY22-23-24) to senior management with accountability for support and implementation.
RESPONSIBLE OFFICIAL:	Primary: Deputy Director EEO Officer DDEEOO/HR Director (HRD)/or Deputy Technical Director Business (DTD-B) Other Responsible Officials: EEO Office
DATE OBJECTIVE INITIATED:	9/30/2021
TARGET DATE FOR COMPLETION OF OBJECTIVE:	03/30/2022
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
DEEOO collaborate with HRD and DTD-B on development of Diversity Inclusion and Engagement 3-year Strategic plan FY22-23-24.	10/30/2021
DEEOO collaborate with HRD and DTD-B on refinement of developed Diversity Inclusion and Engagement 3-year Strategic plan FY22-23-24.	11/30/2021
DEEOO brief Commanding Officer (CO) on Command Diversity Inclusion and Engagement 3-year Strategic plan FY22-23-24.	02/07/2022
Diversity Inclusion and Engagement 3-year Strategic plan FY22-23-24 implemented within Command to senior management with accountability for support.	03/30/2022
<b>SUFFICIENT FUNDING AND STAFFING? YES OR NO</b>	Yes
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	<b>TARGET DATE</b>
DEEOO collaborate with HRD and DTD-B on development of Diversity Inclusion and Engagement 3-year Strategic plan FY22-23-24. (Target date Modified)	12/30/2022
DEEOO collaborate with HRD and DTD-B on refinement of developed Diversity Inclusion and Engagement 3-year Strategic plan FY22-23-24. (Target date Modified)	01/30/2022

## 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.

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p>	<p>Essential Element D: Proactive Prevention</p> <p>NSWC PHD continues to have low participation rate of Individuals With Disabilities (IWD) and Individuals With Target Disabilities (IWTD) based on Department of the Navy (DON) expectancies. The following are the participation rates at NSWC PHD:</p> <p>IWD</p> <table> <tr> <td>11&gt;</td> <td>123</td> <td>4.4%</td> </tr> <tr> <td>11&lt;</td> <td>671</td> <td>24.1%</td> </tr> </table> <p>IWTD</p> <table> <tr> <td>11&gt;</td> <td>8</td> <td>0.3%</td> </tr> <tr> <td>11&lt;</td> <td>54</td> <td>1.9%</td> </tr> </table> <p>Individuals With Targeted Disabilities (IWTD) which is below the Department of Navy (DON) benchmark and participation goal to have IWD represent 12% of both GS 11 above and GS 11 below and IWTD represent 2.0% of both GS 11 above and GS 11 below.</p>	11>	123	4.4%	11<	671	24.1%	11>	8	0.3%	11<	54	1.9%
11>	123	4.4%											
11<	671	24.1%											
11>	8	0.3%											
11<	54	1.9%											
<p>BARRIER ANALYSIS Completed? Yes or NO and Barrier(s) Identified Yes or NO</p>	<p>Collection of data points:</p> <ul style="list-style-type: none"> <li>• FY21 QTR 1&amp;2 MD715 data tables from EEO</li> <li>• FY21 QTR 2 Command Execution Review EEO Diversity slides</li> <li>• R&amp;O Command Hiring Strategy (Junior Professionals)</li> <li>• Interviews for workforce personal (IWD and IWTD).</li> <li>• Instructions/Policies <ul style="list-style-type: none"> <li>o NSWC PHD INST 12000.5E</li> <li>o High Grade Recruitment Policy</li> </ul> </li> </ul> <p>Initial analysis consisted of reviewing the Command demographic information from multiple sources (FY21 QTR 1&amp;2 MD715 data table B1, FY21 QTR 2 Command Execution Review EEO Diversity slides). The analysis presented that IWD and IWTD participation rates with the Command fall below the DON benchmark set per the EEOC's Final Rule on Affirmative Action for People with Disabilities in Federal Employment (reference "STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER"). After the assessment of the instructions and policies, no barriers were uncovered. Further analysis of the Recruitment and Outreach Strategy Plan, reflect little to no focus on IWD and IWTD. Based on limited interviewing of IWD and IWTD, concerns in regard to self-identification of disabilities may influence the low participation rate of IWD and IWTD. With concerns related toward the accurately of participation rates of IWD and IWTD based on interviews, recommendation is to conduct addition barrier analysis in FY20 after execution of actions to address reporting concerns.</p>												
<p>STATEMENT OF IDENTIFIED BARRIER:</p>	<p>Conclusion from the barrier analysis did identify an attitudinal barrier and a barrier within a procedure.</p> <p>Attitudinal IWD and IWTD state a fear from identifying disability based on potential prejudices or loss opportunities (i.e. promotion, hiring)</p> <p>Procedure The Recruitment and Outreach Strategy Plan. The FY21 Recruitment and Outreach (R&amp;O) Strategy Plan has limited targeted initiatives toward the recruitment of IWD and IWTD.</p>												

OBJECTIVE:	Establish IWD Taskforce to address facets of attitudinal and procedural barrier  Launch an educational communication plan to target IWD and IWTD to adjust attitudinal perceptions.  Enhance incorporation of direct initiatives to target the recruitment of IWD and IWTD within the FY22 Recruitment and Outreach (R&O) Strategy Plan.	
RESPONSIBLE OFFICIAL AND PERFORMANCE STANDARDS ADDRESS THE PLAN? (YES OR NO)	Deputy Director EEO Officer (DDEEOO, EEO and D&I Office, Public Affairs Director, Human Resources Director (HRD), and SEP IWD Champion, and lead.	
DATE OBJECTIVE INITIATED:	04/01/2021	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	02/15/2022	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE
Establish enhanced hiring metric reporting for disability on all hiring candidates.		04/01/2021
Develop marketing campaign to inform all NSWC PHD Command employees about the revised SF-256 and how the federal database has been updated to accept changes in the disability codes.		06/30/2021
Conduct briefing and guidance to hiring authorities on hiring IWD and IWTD and leveraging Workforce Recruitment Program a (WRP) to achieve the DON target goals (12% and 2%).		06/30/2021
Ensure representation of IWD within recruiters and at schedule recruitment sites.		07/01/2021
Providing IWD informational booth and recruitment at recruitment events.		07/22/2021
Launch an educational communication plan to target IWD and IWTD to: <ul style="list-style-type: none"><li>adjust attitudinal perceptions,</li><li>explain direct hiring authorities (DHA)</li><li>protection under ADA</li><li>self-identification benefits</li></ul>		08/01/2021
Refer to FY21 MD715 Part J (standing as EEO office Affirmative Action Plan on disabilities) to incorporate within FY21 MD715 Part I actions.		09/01/2021
Conduct Command pulse updates on disability data with: <ul style="list-style-type: none"><li>New Hire Orientation</li><li>Annual request to workforce for SF 256 updates</li></ul>		10/01/2021
Firm communication/marketing materials for IWD at recruiting events.		01/01/2022
Conduct direct hiring authorities training to hiring authorities (i.e. supervisors, managers).		02/15/2022



The Deputy EEO Office will aggregate and report findings in the FY22 MD-715 Report.	07/01/2022
<b>SUFFICIENT FUNDING AND STAFFING? (YES OR NO)</b>	Yes
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	<b>TARGET DATE/MODIFIED DATE</b>
Establish enhanced hiring metric reporting for disability on all hiring candidates.	05/12/2021
Develop marketing campaign to inform all NSWC PHD Command employees about the revised SF-256 and how the federal database has been updated to accept changes in the disability codes.	07/13/2021
Conduct briefing and guidance to hiring authorities on hiring IWD and IWTD and leveraging Workforce Recruitment Program a (WRP) to achieve the DON target goals (12% and 2%).	06/28/2021
Ensure representation of IWD within recruiters and at schedule recruitment sites.	10/11/2021
Providing IWD informational booth and recruitment at recruitment events.	10/22/2021
Launch an educational communication plan to target IWD and IWTD to: <ul style="list-style-type: none"> <li>• adjust attitudinal perceptions,</li> <li>• explain direct hiring authorities (DHA)</li> <li>• protection under ADA</li> <li>• self-identification benefits</li> </ul>	09/01/2021
Refer to FY21 MD715 Part J (standing as EEO office Affirmative Action Plan on disabilities) to incorporate within FY21 MD715 Part I actions.	09/01/2021
Conduct Command pulse updates on disability data with: <ul style="list-style-type: none"> <li>• New Hire Orientation</li> <li>• Annual request to workforce for SF 256 updates</li> </ul>	10/01/2021

## 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:	<p>Essential Element D: Proactive Prevention</p> <p>Within NSWC PHD, female participation rate is below the national civilian labor force (CLF) within the Command workforce.</p>
BARRIER ANALYSIS Completed? Yes or NO and Barrier(s) Identified Yes or NO	<p>FY20 MD 715 Data Table A1 FY20 MD 715 Data Table A3-1 (ND/NT/NG/GS) YTD FY20 Workforce Demographic data</p> <p>Initial analysis consisted of reviewing the Command demographic information from multiple sources (FY19 MD 715 Data Table A1, FY19 MD 715 Data Table A3-1 (ND/NT/NG/GS), and YTD FY20 Workforce Demographic data).</p>
STATEMENT OF IDENTIFIED BARRIER:	<p>Conclusion from the barrier analysis did not identified any specific barrier(s) within agency policy or procedure.</p> <p>Participation rate of Females within the workforce is below the CLF. Multiple factors can contribute to the low participation rates of females within the Command (i.e. Recruitment, Hiring, Retention, and Development Opportunities). Enhancement of the factors can increase the participation rate or females and reduce the attrition rate of females.</p>
OBJECTIVE:	<p>Enhancement of the FY2022 Command strategic Hiring Plan:</p> <ul style="list-style-type: none"> <li>Refinement and increase in the of the "target audience" for recruitment toward females.</li> <li>Implementation of new recruitment materials (i.e. "marketing" package)</li> <li>Implementation of new hire materials (i.e. "Welcome" packages)</li> <li>Continued EEO partnership within the annual development and review of Command strategic Hiring Plan.</li> </ul> <p>Enhancement of the New Hire Orientation:</p> <ul style="list-style-type: none"> <li>Implementation of new indoctrination processes (i.e. standardized Command onboarding plan).</li> <li>Distribution of Special Emphasis Program material (i.e. SEP Tri-fold with Federal Women's Program SEP information).</li> </ul> <p>Enhancement of the Mentoring program:</p> <ul style="list-style-type: none"> <li>Mentoring session forced on specific career paths (i.e. Engineering and Cybersecurity/Information Technology). Publication for PHD non-STEM career guides.</li> </ul>
RESPONSIBLE OFFICIAL AND PERFORMANCE STANDARDS ADDRESS THE PLAN? (YES OR NO)	<p>Primary: Model EEO Program, Deputy Director EEO Officer (DDEEOO), Communication Director, and Human Resources Director (HRD)</p>
DATE OBJECTIVE INITIATED:	06/01/2021
TARGET DATE FOR COMPLETION OF OBJECTIVE:	04/01/2022

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
Partnership between EEO and D&I Office and Human Resource Office within the	06/01/2021
Publish diversity metrics on NSWC PHD EEO Portal page for leadership, in terms of race and gender, to support awareness of areas of focus for Female population.	06/15/2021
Implementation of enhanced promulgation of non-STEM career field guides to the workforce via recruiting material, social media platforms, NSWC PHD Portal and Wiki.	07/01/2021
Leveraging of Special Emphasis Program (SEP) groups (e.g., FWP) to promote engagement within command, local community and support recruitment (i.e., serve as recruiters.	07/20/2021
Create standardized Command onboarding plan to assist/promote new employee transition process. The plan will consist of, but not limited to, command-wide indoctrination process, onboarding survey to assess process, improved and sponsor list.	08/01/2021
Execute mentoring sessions targeted to females, and open to all, for knowledge sharing and career growth. Examples include building resumes for career growth, interviewing for higher grade positions, professional networking, mentorship, and public speaking	08/15/21
Conduct a literature review for "How a Job Advertisement's Wording & Length Affect Women" to explore the effects of "wording" with applicants (females).	08/30/2021
Continuation of partnership with CSUCI for Women in Science and Engineering (WISE) group focused on leveraging of research opportunities and providing opportunities for students (internships, capstone projects, guest speakers from workforce in classroom).	10/01/2021
Conduct follow up barrier analysis related toward the female participation rate of female within the Command workforce versus the CLF.	01/10/2022
Partner with Chief Learning Officer (CLO) on "Leadership Forum" topics to focused on career progression (females).	02/01/2022
The Deputy EEO Office will aggregate and report findings in the FY22 MD-715 Report.	07/01/2022
<b>SUFFICIENT FUNDING AND STAFFING? (YES OR NO)</b>	Yes
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	<b>TARGET DATE/MODIFIED DATE</b>
Partnership between EEO and D&I Office and Human Resource Office within the annual development and review of Command strategic Hiring Plan to ensure alignment with Command Diversity and Inclusion Strategic plan.	08/15/2021
Publish diversity metrics on NSWC PHD EEO Portal page for leadership, in terms of race and gender, to support awareness of areas of focus for Female population.	06/15/2021
Implementation of enhanced promulgation of non-STEM career field guides to the workforce via recruiting material, social media platforms, NSWC PHD Portal and Wiki.	07/12/2021

Leveraging of Special Emphasis Program (SEP) groups (e.g., FWP) to promote engagement within command, local community and support recruitment (i.e., serve as recruiters).	05/01/2021
Create standardized Command onboarding plan to assist/promote new employee transition process. The plan will consist of, but not limited to, command-wide indoctrination process, onboarding survey to assess process, improved and sponsor list.	04/02/2021
Execute mentoring sessions targeted to females, and open to all, for knowledge sharing and career growth. Examples include building resumes for career growth, interviewing for higher grade positions, professional networking, mentorship, and public speaking	08/05/2021
Conduct a literature review for "How a Job Advertisement's Wording & Length Affect Women" to explore the effects of "wording" with applicants (females).	08/11/2021
Continuation of partnership with CSUCI for Women in Science and Engineering (WISE) group focused on leveraging of research opportunities and providing opportunities for students (internships, capstone projects, guest speakers from workforce in classroom).	01/01/2021
Conduct follow up barrier analysis related toward the female participation rate of female within the Command workforce versus the CLF.	02/25/2022

## EEOC FORM 715-02 PART J

### The Special Program Plan for Recruitment, Hiring, Advancement, and Retention of Individual (or Persons) with Disabilities

#### 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 Command communicates on a quarterly cycle the numerical hiring goals to hiring managers through (a) department staff meetings via their respective business managers, (b) recruitment plans and (c) recruiter training.

#### Section II: Model Disability Program

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

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

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

Yes ☒ No ☐

N/A

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 <sup>A</sup>	Part Time <sup>B</sup>	Collateral <sup>C</sup> Duty	
Processing RA requests from applicants and employees with disabilities	EEO	.3		.2	Warren Peacock, Acting Disability Program Manager
Section 508 Compliance	EEO	.3			Bruce Miller, Chief Information Officer

Architectural Barriers Act Compliance	Facilities	.2			Ken Letourneau, Facilities Branch Supervisor
Special Emphasis Program for PWD and PWTD	EEO	.3			Warren Peacock, Affirmative Employment Manger and Acting Disability Program Manager
PWD Champion <sup>D</sup>					Arman Hovakemiam, Engineering and Test Office Department Manager

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

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

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

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

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

Yes ☒ No ☐

Disability Program Manager course, Federal Dispute Resolution (FDR) conference, JAN Accommodation and Compliance Training Series webinar, DEOMI Virtual EEO Specialist course, Federal Exchange on Employment and Disability (FEED) meetings, and Employer Assistance and Resource Network on Disability Inclusion (EARN) training.

## 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	Training as been provided for all EEO staff to ensure full execution of the program.
Special Emphasis Program for IWD and IWTD	Training as been provided for all EEO staff, SEP IWD Champion and Lead, and key facility personnel to ensure full execution of the program.

## Section III: Plan to Recruit and Hire Individuals with Disabilities

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

#### A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

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

Student disability offices on university campuses.

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

Human resource Workforce Development Program and Staffing has conducting training session to ensure hiring authorities on direct hiring authorities which include Schedule A hiring. Although Schedule A(u) was not used to hire permanent position, hiring authorities have leveraged different DHA to onboard individuals with disabilities beyond Schedule A(u) appointment (e.g., VRA, VEOA).

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

0

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

NSWC PHD EEO office activity participates in the Workforce Recruitment Program (WRP). The WRP for College Students with Disabilities is a recruitment and referral program that connects federal and private sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. A campaign was executed providing awareness, education and process for leveraging WRP for hiring PWD and PWTD.

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.

When applicants apply for announcements of position(s), the applicant voluntarily discloses eligibility as a Schedule A(u) through the application process (USAJobs). USAJOBS provides the initial assessment of the Schedule A(u) requirement and populated the certificate of eligible. The assigned HR Staffing specialist on the process for appointment would advise the hiring authority.

During the hiring process, candidates which have been selected under a direct hiring authority (DHA) ,Schedule A, are required to present a medical letter from a physician which supports the candidates disability status. The confirmed disability status (not the specific disability) is then provided to the hiring authority to verify that the candidate is eligible for a Schedule A DHA (noncompetitive selection).

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

Yes ☒ No ☐

Number of hiring managers trained:	136
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Command has developed a course focused on expectation for Schedule A for People with Disabilities and other flexible hiring authorities conducted annually. Every supervisor is required to be trained on hiring authorities within the first year in position. Additional all supervisors required to attend the Civilian Personal Management Academy (CPMA) every three years. Additionally, HR in partnership with Senior Leadership has conducted trainings and briefings within mandatory supervisorial forums.

## **B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

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

Recruitment and Outreach (R&O) has previously employed various methods to reach disabled veterans applicants. R&O has established contacts with veteran’s organizations and will also reach out to form new contacts, such as: the Veterans’ Employment Service of the Department of Veterans Affairs; and other similar organizations which foster the employment of disabled veterans. Additionally, the SEP IWD Champion, lead, and members have be actively involved in the recruitment process as recruiters and engaged with local university campus offices. The majority of PHD recruitment is done at colleges and universities. While on campuses, PHD will actively engage with veteran contacts whenever possible and will continue to develop a comprehensive student employment program using the new Pathways Program which will allow us to share information on campuses. Internally, all employees, including disabled veterans, are to be notified of vacancies that will be filled through placement and provided with information about procedures to follow in order to be considered for positions.

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

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

### **A. ADVANCEMENT PROGRAM PLAN**

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



Assist employees in updating their E-OPF to update veterans' preference status after employment. Provide mentoring opportunities for IWD, IWTD, and all workforce personnel. Provide the Reasonable Accommodations program to ensure that PWD are able to competitive apply for positions with the ability to perform essential function of the positions with or without an accommodation. Career Development prompt attention to address opportunities PWD to attend and benefit from development courses. Established a Veteran Resource group, employee resource group (ERG), with the intent to provide veterans support for employment transition and reintegration assistance, networking, mentoring, and professional development opportunities to increase retention and foster job enrichment.

## **B. CAREER DEVELOPMENT OPPORTUNITIES**

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

All open vacancies are posted on the internal Portal Page and provided via workforce All Hands email to be ensure that maximum opportunity is provided to employees to apply for consideration. Use of Management Identification of Candidates (MIOC) to offer promotional opportunities for internal candidates. Growth opportunities; for aggressive use of career ladders. Workforce Development programs to support their employees in their career goals that include internal and external rotation opportunities. Command wide announcements to all PHD employees for both internal and external rotational and detail opportunities to support professional and personal growth. Internal and External training programs including both personal and professional growth. Designated Command POS to discuss and provide guidance to the workforce on career development opportunities.

## **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 ☐

All PHD Schedule A employees with a disability were converted into the competitive service after two years of satisfactory service.

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

Yes ☐ No ☒

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

PHD's current exit survey tool, completed by all employees, does not collect data on disability status or reason for separation concerning disability. Unless the separating employee voluntarily provides disability status and reason for separation, PHD does not collect PWD or PWTD data

## **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.

PHD publishes and conducts briefs on the practices and policies related toward the improve accessibility of command facilities and/or technology with the PHD EEO Policy Statement, Diversity and Inclusion Policy. The Command continues to communicate accessibility and technology requirements. To address accessibility opportunities, leadership conducts quarterly facility walk through across the Command. The Command has leveraged guidance and communication to support technological accessibility within virtual platforms (e.g., Closed Captioning). Additional, the Command has provided ASL interpreter services to the workforce within events not support with closed captioning.

## **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.

All reasonable accommodation requests have been processed within 30 days during FY21.

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.

The greatest number of day in which a reasonable accommodation took to process within FY21 was 30 days.

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.

NSWC PHD has established supervisor and manger training course to provide continual training and refresher training on reasonable accommodations. A few examples of the training and refresher trainings are, but not limited to, CPMA, Brown Bags/Lunch and Learns, Department manager level Q&A sessions, PHD Portal site for EEO Programs (RA), and various digital and hardcopy reference artifacts. Additionally, In depth RA case summary and metrics reported to CO on a monthly basis.

#### **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.

Currently no PAS have been request nor executed with FY21. However, a full platform page has been established to provide information including forms, tri-fold, and processing made available to the workforce.

### **Section VI: EEO Complaint and Findings Data**

#### **A. EEO COMPLAINT DATA INVOLVING THE FAILURE TO ACCOMMODATE**

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

Yes ☐ No ☒

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

Yes ☐ No ☒

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

Yes ☐ No ☐ N/A ☒

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☐ No ☒ N/A ☐

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

Yes ☐ No ☒ N/A ☐

## Section VII: Identification and Removal of Barriers

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

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

Yes ☒ No ☐

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

Yes ☒ No ☐ N/A ☐

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

<b>Trigger #1</b>	NSWC PHD continues to have low participation rate of Individuals With Disabilities (IWD) and Individuals With Target Disabilities (IWTD) based on Department of the Navy (DON) expectancies.
<b>Barrier(s)</b>	<p>Conclusion from the barrier analysis did identify an attitudinal barrier and a barrier within a procedure.</p> <p><b>Attitudinal</b> IWD and IWTD state a fear from identifying disability based on potential prejudices or loss opportunities (i.e. promotion, hiring)</p> <p><b>Procedure</b> The Recruitment and Outreach Strategy Plan. The FY21 Recruitment and Outreach (R&amp;O) Strategy Plan has limited targeted initiatives toward the recruitment of IWD and IWTD.</p>
<b>Objective(s)</b>	<p>Establish IWD Taskforce to address facets of attitudinal and procedural barrier</p> <p>Launch an educational communication plan to target IWD and IWTD to adjust attitudinal perceptions.</p> <p>Enhance incorporation of direct initiatives to target the recruitment of IWD and IWTD within the FY22 Recruitment and Outreach (R&amp;O) Strategy Plan.</p>

Responsible Official(s)	Deputy Director EEO Officer (DDEEOO, EEO and D&I Office, Public Affairs Director, Human Resources Director (HRD), and SEP IWD Champion, and lead.			
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
04/1/2021	Establish enhanced hiring metric reporting for disability on all hiring candidates	Yes		
06/30/2021	Develop marketing campaign to inform all NSWC PHD Command employees about the revised SF-256 and how the federal database has been updated to accept changes in the disability codes.	Yes		
08/01/2021	Launch an educational communication plan to target IWD and IWTD to: <ul style="list-style-type: none"> <li>• adjust attitudinal perceptions,</li> <li>• explain direct hiring authorities (DHA)</li> <li>• protection under ADA</li> <li>• self-identification benefits</li> </ul>	Yes		
08/30/2021	Conduct Command pulse updates on disability data with: <ul style="list-style-type: none"> <li>• New Hire Orientation</li> </ul> Annual request to workforce for SF 256 updates	Yes		
09/01/2021	Issue guidance DON target goals (12& and 2%) to hiring authorities.	Yes		
01/01/2022	Conduct specific local PHD disability career (hiring) fair and provided DHA educational forum.	Yes		
01/15/2022	Conduct direct hiring authorities training to hiring authorities (i.e. supervisors, managers).	Yes		
01/15/2022	Firm communication/marketing materials for IWD at recruiting events.	Yes		
01/15/2022	Ensure representation of SEP IWD Champion, lead, and members as recruiters and at schedule recruitment sites.	Yes		

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 ☒

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

N/A

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.

Upon the completion of the barrier analysis, a reassessment will be conducted to determine if the barrier has been removed. If the barrier continues to exist, a two-prong approach will be formulated to include; enhanced engagement from senior leadership within the SEP IWD and issuance Department specific hiring goals to increase accountability across the Command

# Links to Instructions to Federal Agencies for EEO MD-715

- A.** The Model EEO Program: Detailed explanation of the six essential elements of a model agency as described in the MD-715 can be found in the Section I at <https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-md-715-section-i-model-eeo>
- B.** Purpose of Barrier Analysis Barrier Identification and Elimination: is found in Section II at <https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-eeo-md-715-1>
- C.** Reporting Requirements and Line by line Instructions of EEOC FORM 715-02 (Parts A through J) are found in Section III at <https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-md-715-section-iii-reporting>
- D.** The new PART G of the Management Directive MD-715 can be found at <https://www.eeoc.gov/federal-sector/management-directive/md-715-part-g-agency-self-assessment-checklist>
- E.** Agency Federal Information Processing Standards (FIPS) Code can be found at [https://unicede.airworldwide.com/unicede/unicede\\_us\\_fips\\_codes.html](https://unicede.airworldwide.com/unicede/unicede_us_fips_codes.html)
- F.** Interpretation and Completion of Workforce Data Tables: Detailed explanation of all A and B Tables from 1 through 14 are found in Section IV at <https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-eeo-md-715-0>
- G.** Workforce Data Tables: MD-715 A Tables (Excel) and MD-715 B Tables (Excel) can be downloaded from <https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-eeo-md-715>



(EEO-001) MD715-TABLE-A1

Report Executed:

Oct 8, 2021

6:10:20 PM

TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex

Selection Values:  
Month End: Sep 30, 2021

Employment Tenure		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	#	2,895	2,123	772	336	225	1,135	295	180	65	381	135	24	10	23	15	16	10	28	17
	%	100%	73.33%	26.67%	11.61%	7.77%	39.21%	10.19%	6.22%	2.25%	13.16%	4.66%	0.83%	0.35%	0.79%	0.52%	0.55%	0.35%	0.97%	0.59%
PERMANENT	#	2,847	2,092	755	326	220	1,126	288	177	65	373	130	24	10	22	15	16	10	28	17
	%	100%	73.48%	26.52%	11.45%	7.73%	39.55%	10.12%	6.22%	2.28%	13.10%	4.57%	0.84%	0.35%	0.77%	0.53%	0.56%	0.35%	0.98%	0.60%
TEMPORARY	#	48	31	17	10	5	9	7	3		8	5			1					
	%	100%	64.58%	35.42%	20.83%	10.42%	18.75%	14.58%	6.25%		16.67%	10.42%			2.08%					

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Datasource:HR Link

Created/Modified by: JShafer/PSakihara

Date Created/Modified: 29Mar2020





(EEO-002) MD715-TABLE-A2

Report Executed:

Oct 8, 2021

6:10:14 PM

TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

Selection Values:  
Month End: Sep 30, 2021

Employment Tenure			Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
TOTAL	#	2,847	2,092	755	326	220	1,126	288	177	65	373	130	24	10	22	15	16	10	28	17
	%	100%	73.48%	26.52%	11.45%	7.73%	39.55%	10.12%	6.22%	2.28%	13.10%	4.57%	0.84%	0.35%	0.77%	0.53%	0.56%	0.35%	0.98%	0.60%

Employment Tenure			All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
63394 - NAVAL SURFACE WARFARE CENTER	#	2,847	2,092	755	326	220	1,126	288	177	65	373	130	24	10	22	15	16	10	28	17	
	%	100%	73.48%	26.52%	11.45%	7.73%	39.55%	10.12%	6.22%	2.28%	13.10%	4.57%	0.84%	0.35%	0.77%	0.53%	0.56%	0.35%	0.98%	0.60%	

Datasource:HR Link

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Created/Modified by: JShafer/PSakihara

Date Created/Modified: 04Jan2019



(EEO-003) MD715-TABLE-A3

Report Executed:  
Oct 8, 2021  
6:10:22 PM

TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

Selection Values:  
Month End: Sep 30, 2021

Occupational Category		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1. Officials and Managers -Executive/Senior Level (Grades 15 and Above)	#	192	165	27	25	3	101	17	9	1	23	5	3		1		1	3		
	%	100%	85.94%	14.06%	13.02%	1.56%	52.60%	8.85%	4.69%	0.52%	11.98%	2.60%	1.56%		0.52%		0.52%	1.56%		
	#	283	199	84	18	19	126	39	20	7	27	11	3		2		1	2	4	
- Mid-Level (Grades 13-14)	%	100%	70.32%	29.68%	6.36%	6.71%	44.52%	13.78%	7.07%	2.47%	9.54%	3.89%	1.06%	0.71%	0.35%	0.35%	0.35%	0.71%	1.41%	
	#	20	11	9	1	2	7	3			1		1	1			1		2	
	%	100%	55.00%	45.00%	5.00%	10.00%	35.00%	15.00%			5.00%		5.00%	5.00%			5.00%		10.00%	
- Other Officials and Managers	#	764	349	415	71	129	161	161	44	44	59	60	5	5	2	6	2	5	5	
	%	100%	45.68%	54.32%	9.29%	16.88%	21.07%	21.07%	5.76%	5.76%	7.72%	7.85%	0.65%	0.65%	0.26%	0.79%	0.26%	0.65%	0.65%	
	#	1,259	724	535	115	153	395	220	73	52	110	76	12	8	6	7	3	8	11	
Officials and Managers - TOTAL	%	100%	57.51%	42.49%	9.13%	12.15%	31.37%	17.47%	5.80%	4.13%	8.74%	6.04%	0.95%	0.64%	0.48%	0.56%	0.24%	0.64%	0.79%	
	#	949	775	174	153	52	307	53	52	8	231	50	7	1	6	5	7	2	12	
	%	100%	81.66%	18.34%	16.12%	5.48%	32.35%	5.58%	5.48%	0.84%	24.34%	5.27%	0.74%	0.11%	0.63%	0.53%	0.74%	0.21%	1.26%	
3. Technicians	#	623	586	37	57	12	420	10	51	5	31	4	5	1	10	2	6	6	3	
	%	100%	94.06%	5.94%	9.15%	1.93%	67.42%	1.61%	8.19%	0.80%	4.98%	0.64%	0.80%	0.16%	1.61%	0.32%	0.96%	0.96%	0.48%	
	#																			
4. Sales Workers	%	100%																		
	#	16	7	9	1	3	4	5	1		1					1				
	%	100%	43.75%	56.25%	6.25%	18.75%	25.00%	31.25%	6.25%		6.25%					6.25%				
6. Craft Workers	#																			
	%	100%																		
	#																			
7. Operatives	%	100%																		
	#																			
	%	100%																		
8. Labors and Helpers	#																			
	%	100%																		
	#																			
9. Service Workers	%	100%																		
	#																			
	%	100%																		
N/A	#																			
	%	100%																		

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Datasource:HR Link

Created/Modified by: SWagner

Date Created/Modified: 20Jun2017

1 of 2



(EEO-005) MD715-TABLE-A4-Perm/Temp

Report Executed:

Oct 8, 2021

6:10:23 PM

Selection Values:

Month End: Sep 30, 2021

Grade Level		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-03	#	2		2				2												
	%	100%		100.00%				100.00%												
GS-04	#	46	32	14	10	5	10	4	3		8	5			1					
	%	100%	69.57%	30.43%	21.74%	10.87%	21.74%	8.70%	6.52%		17.39%	10.87%			2.17%					
GS-05	#	8	6	2	2	1	3		1			1								
	%	100%	75.00%	25.00%	25.00%	12.50%	37.50%		12.50%			12.50%								
GS-06	#	1	1						1											
	%	100%	100.00%						100.00%											
GS-07	#	98	64	34	28	15	14	9	5	3	14	4	1	1	2	2				
	%	100%	65.31%	34.69%	28.57%	15.31%	14.29%	9.18%	5.10%	3.06%	14.29%	4.08%	1.02%	1.02%	2.04%	2.04%				
GS-09	#	175	102	73	30	24	38	24	10	5	21	17			1	3			2	
	%	100%	58.29%	41.71%	17.14%	13.71%	21.71%	13.71%	5.71%	2.86%	12.00%	9.71%			0.57%	1.71%			1.14%	
GS-11	#	266	179	87	45	26	82	29	11	13	36	14			3	3		1	2	1
	%	100%	67.29%	32.71%	16.92%	9.77%	30.83%	10.90%	4.14%	4.89%	13.53%	5.26%			1.13%	1.13%		0.38%	0.75%	0.38%
GS-12	#	1,048	813	235	119	72	395	78	79	28	189	47	11	3	8	2	10	4	2	1
	%	100%	77.58%	22.42%	11.35%	6.87%	37.69%	7.44%	7.54%	2.67%	18.03%	4.48%	1.05%	0.29%	0.76%	0.19%	0.95%	0.38%	0.19%	0.10%
GS-13	#	50	44	6	5	1	29	3	2		8	1				1				
	%	100%	88.00%	12.00%	10.00%	2.00%	58.00%	6.00%	4.00%		16.00%	2.00%				2.00%				
ND-04	#	213	174	39	24	9	93	16	4	1	38	10	2				4		9	3
	%	100%	81.69%	18.31%	11.27%	4.23%	43.66%	7.51%	1.88%	0.47%	17.84%	4.69%	0.94%				1.88%		4.23%	1.41%
ND-05	#	163	147	16	25	1	85	10	9	1	23	4	3		1				1	
	%	100%	90.18%	9.82%	15.34%	0.61%	52.15%	6.13%	5.52%	0.61%	14.11%	2.45%	1.84%		0.61%				0.61%	
ND-06	#	2	2				2													
	%	100%	100.00%				100.00%													
NG-02	#	1	1				1													
	%	100%	100.00%				100.00%													
NG-03	#	9	3	6	1	3	1	2			1				1					
	%	100%	33.33%	66.67%	11.11%	33.33%	11.11%	22.22%			11.11%				11.11%					
NG-04	#	3	1	2			1	2												
	%	100%	33.33%	66.67%			33.33%	66.67%												
NT-02	#	9	1	8		4	1	3		1										
	%	100%	11.11%	88.89%		44.44%	11.11%	33.33%		11.11%										
NT-03	#	6	3	3	1	2	2	1												
	%	100%	50.00%	50.00%	16.67%	33.33%	33.33%	16.67%												
NT-04	#	159	87	72	16	26	48	25	8	3	8	8	2	1	4	1		2	1	6
	%	100%	54.72%	45.28%	10.06%	16.35%	30.19%	15.72%	5.03%	1.89%	5.03%	5.03%	1.26%	0.63%	2.52%	0.63%		1.26%	0.63%	3.77%
NT-05	#	594	434	160	29	34	306	78	47	10	33	23	5	5	3	2	2	2	9	6
	%	100%	73.06%	26.94%	4.88%	5.72%	51.52%	13.13%	7.91%	1.68%	5.56%	3.87%	0.84%	0.84%	0.51%	0.34%	0.34%	0.34%	1.52%	1.01%

NT-06	#	42	29	13	1	2	24	9			2	1						1	2	
	%	100%	69.05%	30.95%	2.38%	4.76%	57.14%	21.43%			4.76%	2.38%						2.38%	4.76%	



(EEO-006) MD715-TABLE-A4-Perm/Temp - GS EQUIVALENT

Report Executed:  
Oct 8, 2021  
6:10:25 PM

Selection Values:  
Month End: Sep 30, 2021

Grade Level		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS-03	#	2		2				2												
	%	100%		100.00%				100.00%												
GS-04	#	46	32	14	10	5	10	4	3		8	5			1					
	%	100%	69.57%	30.43%	21.74%	10.87%	21.74%	8.70%	6.52%		17.39%	10.87%			2.17%					
GS-05	#	8	6	2	2	1	3		1			1								
	%	100%	75.00%	25.00%	25.00%	12.50%	37.50%		12.50%			12.50%								
GS-06	#	2	2				1		1											
	%	100%	100.00%				50.00%		50.00%											
GS-07	#	107	65	42	28	19	15	12	5	4	14	4	1	1	2	2				
	%	100%	60.75%	39.25%	26.17%	17.76%	14.02%	11.21%	4.67%	3.74%	13.08%	3.74%	0.93%	0.93%	1.87%	1.87%				
GS-08	#	9	3	6	1	3	1	2			1				1					
	%	100%	33.33%	66.67%	11.11%	33.33%	11.11%	22.22%			11.11%				11.11%					
GS-09	#	181	105	76	31	26	40	25	10	5	21	17			1	3			2	
	%	100%	58.01%	41.99%	17.13%	14.36%	22.10%	13.81%	5.52%	2.76%	11.60%	9.39%			0.55%	1.66%			1.10%	
GS-11	#	269	180	89	45	26	83	31	11	13	36	14			3	3		1	2	1
	%	100%	66.91%	33.09%	16.73%	9.67%	30.86%	11.52%	4.09%	4.83%	13.38%	5.20%			1.12%	1.12%		0.37%	0.74%	0.37%
GS-12	#	1,207	900	307	135	98	443	103	87	31	197	55	13	4	12	3	10	6	3	7
	%	100%	74.57%	25.43%	11.18%	8.12%	36.70%	8.53%	7.21%	2.57%	16.32%	4.56%	1.08%	0.33%	0.99%	0.25%	0.83%	0.50%	0.25%	0.58%
GS-13	#	857	652	205	58	44	428	97	53	11	79	34	7	5	3	3	6	2	18	9
	%	100%	76.08%	23.92%	6.77%	5.13%	49.94%	11.32%	6.18%	1.28%	9.22%	3.97%	0.82%	0.58%	0.35%	0.35%	0.70%	0.23%	2.10%	1.05%
GS-15	#	205	176	29	26	3	109	19	9	1	25	5	3		1			1	3	
	%	100%	85.85%	14.15%	12.68%	1.46%	53.17%	9.27%	4.39%	0.49%	12.20%	2.44%	1.46%		0.49%			0.49%	1.46%	
Senior Executive	#	2	2				2													
	%	100%	100.00%				100.00%													



(EEO-009) MD715-TABLE-A5-Perm/Temp

Report Executed:  
Oct 8, 2021  
6:10:26 PM

Table A5-Perm/Temp: PARTICIPATION RATES FOR WAGE GRADES by Race/Ethnicity and Sex

**Selection Values:**  
Month End: Sep 30, 2021

Grade Level	All	Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female



(EEO-011) MD715-TABLE-A6-Perm/Temp

Report Executed:  
Oct 8, 2021  
6:10:27 PM

**Selection Values:**  
Occ Series: 0301 - MISCELLANEOUS ADMINISTRATION & PROGRAM, 0343 - MANAGEMENT AND PROGRAM ANALYSIS, 0346 - LOGISTICS MANAGEMENT, 0501 - FINANCIAL ADMINISTRATION AND PROGRAM, 0801 - GENERAL ENGINEERING, 0802 - ENGINEERING TECHNICAL, 0830 - MECHANICAL ENGINEERING, 0855 - ELECTRONICS ENGINEERING, 1102 - CONTRACTING, 2210 - INFORMATION TECHNOLOGY MANAGEMENT Month End: Sep 30, 2021

Employment Tenure		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
0855	#	460	392	68	61	9	142	23	35	6	134	28	5		2		4	9	2		
	%	100%	85.22%	14.78%	13.26%	1.96%	30.87%	5.00%	7.61%	1.30%	29.13%	6.09%	1.09%		0.43%		0.87%	1.96%	0.43%		
0346	#	415	219	196	33	52	105	73	33	27	41	36	2		1		4	1	3		
	%	100%	52.77%	47.23%	7.95%	12.53%	25.30%	17.59%	7.95%	6.51%	9.88%	8.67%	0.48%		0.24%		0.96%	0.24%	0.24%		
0830	#	260	225	35	55	20	104	8	11	1	50	4	1		3		2	1			
	%	100%	86.54%	13.46%	21.15%	7.69%	40.00%	3.08%	4.23%	0.38%	19.23%	1.54%	0.38%		1.15%		0.77%	0.38%			
0343	#	183	62	121	18	41	23	50	6	9	11	12	1		3		1	1	4		
	%	100%	33.88%	66.12%	9.84%	22.40%	12.57%	27.32%	3.28%	4.92%	6.01%	6.56%	0.55%		1.64%		0.55%	0.55%	2.19%		
2210	#	115	101	14	22	2	54	10	7		13		2				2	3			
	%	100%	87.83%	12.17%	19.13%	1.74%	46.96%	8.70%	6.09%		11.30%		1.74%				1.74%		2.61%		
0802	#	86	80	6	14	4	49		8	1	7				1		1				
	%	100%	93.02%	6.98%	16.28%	4.65%	56.98%		9.30%	1.16%	8.14%				1.16%		1.16%				
1102	#	67	42	25	4	3	27	13	2		5		6		1		2	1	1		
	%	100%	62.69%	37.31%	5.97%	4.48%	40.30%	19.40%	2.99%		7.46%		8.96%		1.49%		2.99%	1.49%	1.49%		
0801	#	44	41	3	9	1	28	2	1		3										
	%	100%	93.18%	6.82%	20.45%	2.27%	63.64%	4.55%	2.27%		6.82%										
0501	#	41	16	25	5		5	11	1		5		5					1			
	%	100%	39.02%	60.98%	12.20%		12.20%	26.83%	2.44%		12.20%		12.20%					2.44%			
0301	#	32	10	22	2	10	6	10	1		1		1								
	%	100%	31.25%	68.75%	6.25%	31.25%	18.75%	31.25%	3.13%		3.13%		3.13%								
MAJOR OCCUPATIONS		#	1,703	1,188	515	223	146	543	200	105	51	270	92	12	5	10	10	9	3	16	8
		%	100%	69.76%	30.24%	13.09%	8.57%	31.88%	11.74%	6.17%	2.99%	15.85%	5.40%	0.70%	0.29%	0.59%	0.59%	0.53%	0.18%	0.94%	0.47%

Datasource: HRLink

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Created/Modified by: SWagner

Date Created/Modified: 13Sep2021

1 of 2



(EEO-012) MD715-TABLE-A8

Report Executed:

Oct 8, 2021

6:10:29 PM

Accessions - Distribution by Race/Ethnicity and Sex

Selection Values:

Data as of: 30-SEP-21

Effective Date Start: Oct 8, 2021

Effective Date End: Oct 8, 2021

Employment Tenure		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	#																			
	%	100%																		

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Datasource:HR Link

Created/Modified by: JonesCG

Date Created/Modified: 30Jan2018





(EEO-013) MD715-TABLE-A10

Report Executed:

Oct 8, 2021

6:10:19 PM

Selection Values:

Month End: Sep 30, 2021

Employment Tenure		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees in Career Ladder	#	491	322	169	100	61	116	54	27	15	69	28	1	1	6	8			3	2
	%	100%	65.58%	34.42%	20.37%	12.42%	23.63%	11.00%	5.50%	3.05%	14.05%	5.70%	0.20%	0.20%	1.22%	1.63%			0.61%	0.41%

Time in Grade in Excess of Minimum

Employment Tenure		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1 - 12 Months	#	24	13	11	5	3	2	3	3	2	3	2								1
	%	100%	54.17%	45.83%	20.83%	12.50%	8.33%	12.50%	12.50%	8.33%	12.50%	8.33%								4.17%
13 - 24 Months	#	15	9	6	1	1	4	3	1	2	2				1					
	%	100%	60.00%	40.00%	6.67%	6.67%	26.67%	20.00%	6.67%	13.33%	13.33%				6.67%					
25+ Months	#	12	9	3	2		4	2	1		2	1								
	%	100%	75.00%	25.00%	16.67%		33.33%	16.67%	8.33%		16.67%	8.33%								

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Datasource:HR Link

Created/Modified by: SWagner

Date Created/Modified: 11Feb2015

1 of 2



**(EEO-014) MD715-TABLE-A13**

Report Executed:

Oct 8, 2021

6:21:15 PM

### Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex

**Selection Values:**

Data as of: 30-SEP-21

Effective Date Start: Oct 1, 2020

**Effective Date End: Sep 30, 2021**

Award Type		Total Awards	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
Time-Off Awards 1-10 Hours	#	458	Male 260	Female 198	Male 49	Female 55	Male 130	Female 81	Male 20	Female 15	Male 49	Female 36	Male 2	Female 2	Male 1	Female 1	Male 5	Female 4	Male 4	Female 4
	%	100.00%	56.77%	43.23%	10.70%	12.01%	28.38%	17.69%	4.37%	3.28%	10.70%	7.86%	0.44%	0.44%	0.22%	0.22%	1.09%	0.87%	0.87%	0.87%
	Total Award	2,883	1,613	1,270	332	350	817	505	114	91	289	247	2	9	8	8	33	28	18	32
	Average Award	6	6	6	7	6	6	6	6	6	6	7	1	5	8	8	7	7	5	8
Time-Off Awards 11 - 20 Hours	#	89	60	29	11	12	30	9	5	2	12	5	1						1	1
	%	100.00%	67.42%	32.58%	12.36%	13.48%	33.71%	10.11%	5.62%	2.25%	13.48%	5.62%	1.12%						1.12%	1.12%
	Total Award	1,361	917	444	160	184	465	140	76	32	188	72	16						12	16
	Average Award	15	15	15	15	15	16	16	15	16	16	14	16						12	16
Time-Off Awards 21 - 30 Hours	#	14	8	6	1	1	6	5			1									
	%	100.00%	57.14%	42.86%	7.14%	7.14%	42.86%	35.71%			7.14%									
	Total Award	336	192	144	24	24	144	120	24		24									
	Average Award	24	24	24	24	24	24	24	24		24									
Time-Off Awards 31 - 40 Hours	#	6	3	3	1		2	2				1								
	%	100.00%	50.00%	50.00%	16.67%		33.33%	33.33%				16.67%								
	Total Award	232	112	120	36		76	80				40								
	Average Award	39	37	40	36		38	40				40								
Time-Off Awards 41 or more Hours	#																			
	%																			
	Total Award																			
	Average Award																			
Cash Awards \$500 and Under	#	1,634	1,126	508	154	134	644	214	83	34	195	93	12	8	7	8	15	5	16	12
	%	100.00%	68.91%	31.09%	9.42%	8.20%	39.41%	13.10%	5.08%	2.08%	11.93%	5.69%	0.73%	0.49%	0.43%	0.49%	0.92%	0.31%	0.98%	0.73%
	Total Award	\$602,290.00	\$417,144.00	\$185,146.00	\$58,695.00	\$47,782.00	\$240,657.00	\$81,621.00	\$32,050.00	\$11,591.00	\$67,295.00	\$32,927.00	\$4,500.00	\$2,450.00	\$2,550.00	\$1,850.00	\$5,147.00	\$2,050.00	\$6,250.00	\$4,875.00
	Average Award	\$368.60	\$370.47	\$364.46	\$381.14	\$356.58	\$373.69	\$381.41	\$386.14	\$340.91	\$345.10	\$354.05	\$375.00	\$306.25	\$364.29	\$231.25	\$343.13	\$410.00	\$390.63	\$406.25
Cash Awards \$501 - \$999	#	360	238	122	25	29	148	48	17	10	38	24	2	2	4	3	1	3	3	3
	%	100.00%	66.11%	33.89%	6.94%	8.06%	41.11%	13.33%	4.72%	2.78%	10.56%	6.67%	0.56%	0.56%	1.11%	0.83%	0.28%	0.83%	0.83%	0.83%
	Total Award	\$265,784.00	\$175,052.00	\$90,732.00	\$19,190.00	\$20,717.00	\$109,412.00	\$36,520.00	\$11,909.00	\$7,632.00	\$27,662.00	\$17,601.00	\$1,550.00	\$1,500.00	\$2,831.00	\$2,409.00	\$501.00	\$2,350.00	\$1,997.00	\$2,003.00
	Average Award	\$738.29	\$735.51	\$743.70	\$767.60	\$714.38	\$739.27	\$760.83	\$700.53	\$763.20	\$727.95	\$733.38	\$775.00	\$750.00	\$707.75	\$803.00	\$501.00	\$783.33	\$665.67	\$667.67
Cash Awards \$1000 - \$1999	#	840	579	261	111	72	264	98	53	31	127	40	10	5	4	7	2	4	8	4
	%	100.00%	68.93%	31.07%	13.21%	8.57%	31.43%	11.67%	6.31%	3.69%	15.12%	4.76%	1.19%	0.60%	0.48%	0.83%	0.24%	0.48%	0.95%	0.48%
	Total Award	\$1,287,018.00	\$891,952.00	\$395,066.00	\$171,403.00	\$108,525.00	\$400,483.00	\$142,119.00	\$77,286.00	\$49,140.00	\$205,344.00	\$66,081.00	\$15,879.00	\$5,415.00	\$6,540.00	\$11,782.00	\$3,635.00	\$6,007.00	\$11,382.00	\$5,997.00
	Average Award	\$1,532.16	\$1,540.50	\$1,513.66	\$1,544.17	\$1,507.29	\$1,516.98	\$1,450.19	\$1,458.23	\$1,585.16	\$1,616.88	\$1,652.03	\$1,587.90	\$1,083.00	\$1,635.00	\$1,683.14	\$1,817.50	\$1,501.75	\$1,422.75	\$1,499.25
Cash Awards \$2000 - \$2999	#	988	730	258	103	80	400	98	65	23	137	46	7	2	7	1	4	2	7	6
	%	100.00%	73.89%	26.11%	10.43%	8.10%	40.49%	9.92%	6.58%	2.33%	13.87%	4.66%	0.71%	0.20%	0.71%	0.10%	0.40%	0.20%	0.71%	0.61%
	Total Award	\$2,385,268.00	\$1,763,535.00	\$621,733.00	\$249,908.00	\$196,150.00	\$961,422.00	\$236,956.00	\$155,248.00	\$54,874.00	\$336,755.00	\$107,614.00	\$17,047.00	\$2,689.00	\$16,689.00	\$2,180.00	\$9,217.00	\$4,604.00	\$17,249.00	\$14,442.00
	Average Award	\$2,414.24	\$2,415.80	\$2,409.82	\$2,426.29	\$2,451.88	\$2,403.56	\$2,417.92	\$2,388.43	\$2,385.83	\$2,458.07	\$2,339.43	\$2,435.29	\$2,456.50	\$2,384.14	\$2,180.00	\$2,304.25	\$2,302.00	\$2,464.14	\$2,407.00
Cash Awards \$3000 - \$3999	#	238	175	63	16	15	112	31	15	2	27	11		2	1		2		2	1
	%	100.00%	73.53%	26.47%	6.72%	6.30%	47.06%	13.03%	6.30%	0.84%	11.34%	4.62%		0.84%	0.42%		0.84%		0.84%	0.42%
	Total Award	\$778,155.00	\$575,275.00	\$202,880.00	\$51,472.00	\$48,578.00	\$368,824.00	\$98,232.00	\$49,803.00	\$7,019.00	\$88,772.00	\$35,928.00		\$6,308.00	\$3,348.00	\$3,519.00	\$6,158.00		\$6,898.00	\$3,296.00
	Average Award	\$3,269.56	\$3,287.29	\$3,220.32	\$3,217.00	\$3,238.53	\$3,293.07	\$3,168.77	\$3,320.20	\$3,509.50	\$3,287.85	\$3,266.18		\$3,154.00	\$3,348.00	\$3,519.00	\$3,079.00		\$3,449.00	\$3,296.00
Cash Awards \$4000 - \$4999	#	138	112	26	15	9	76	12	4	1	14		1	1			2		1	
	%	100.00%	81.16%	18.84%	10.87%	6.52%	55.07%	8.70%	2.90%	0.72%	10.14%		0.72%	0.72%			1.45%		0.72%	
	Total Award	\$593,335.00	\$483,806.00	\$109,529.00	\$65,908.00	\$37,559.00	\$327,948.00	\$50,299.00	\$16,848.00	\$4,022.00	\$59,688.00		\$4,656.00	\$4,273.00		\$4,776.00	\$4,233.00	\$8,600.00	\$4,525.00	
	Average Award	\$4,299.53	\$4,319.70	\$4,212.65	\$4,393.87	\$4,173.22	\$4,315.11	\$4,191.58	\$4,212.00	\$4,022.00	\$4,263.43		\$4,656.00	\$4,273.00		\$4,776.00	\$4,233.00	\$4,300.00	\$4,525.00	
Cash Awards \$5000 or more	#	152	134	18	9	4	98	6	7	3	13	5		2			2		1	
	%	100.00%	88.16%	11.84%	5.92%	2.63%	64.47%	3.95%	4.61%	1.97%	8.55%	3.29%		1.32%			1.32%		0.66%	
	Total Award	\$956,901.00	\$846,550.00	\$110,351.00	\$50,034.00	\$25,375.00	\$618,463.00	\$38,418.00	\$43,070.00	\$18,198.00	\$87,316.00	\$28,360.00		\$15,431.00		\$11,968.00		\$11,959.00		\$8,309.00
	Average Award	\$6,295.40	\$6,317.54	\$6,130.61	\$5,559.33	\$6,343.75	\$6,310.85	\$6,403.00	\$6,152.86	\$6,066.00	\$6,716.62	\$5,672.00		\$7,715.50		\$5,984.00		\$5,979.50		\$8,309.00
QSI	#	36	29	7	3	3	18	2	2		5			1		1	1			
	%	100.00%	80.56%	19.44%	8.33%	8.33%	50.00%	5.56%	5.56%		13.89%			2.78%		2.78%	2.78%			
	Total Award																			
	Average Award																			
Performance Based Pay Increase	#	703	482	221	67	51	302	110	35	15	55	28	4	3	4	1	4	3	11	10
	%	100.00%	68.56%	31.44%	9.53%	7.25%	42.96%	15.65%	4.98%	2.13%	7.82%	3.98%	0.57%	0.43%	0.57%	0.14%	0.57%	0.43%	1.56%	1.42%
	Total Award																			
	Average Award																			

Unspecified	#																			
	%																			
	Total Award																			
	Average Award																			

Datasource:HRLink

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Created/Modified by: SWagner/JonesCG

Date Created/Modified: 03Sep2021



(EEO-015) MD715-TABLE-A14

Report Executed:

Oct 8, 2021

6:10:32 PM

Separations - Distribution by Race/Ethnicity and Sex

**Selection Values:**  
Data as of: 30-SEP-21

Effective Date Start: Oct 8, 2021  
Effective Date End: Oct 8, 2021

Type of Separation		All	Total Workforce		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more Races		Unspecified	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	#																			
	%	100%																		
Voluntary	#																			
	%	100%																		
Involuntary	#																			
	%	100%																		
RIF	#																			
	%	100%																		

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Created/Modified by: JonesCG

Date Created/Modified: 20Feb2020



(EEO-016) MD715-TABLE-B1

Report Executed:  
Oct 8, 2021  
6:26:58 PM

TOTAL WORKFORCE - Distribution by Disability [OPM Form 256 Self-Identification Codes]

**Selection Values:**

Month End: Sep 30, 2021

Employment Tenure		Total	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
TOTAL	#	2,895	2,028	488	379	22			1	1		1		19	
	%	100%	70.05%	16.86%	12.33%	0.76%			0.03%	0.03%		0.03%		0.66%	
PERMANENT	#	2,847	1,993	476	356	22			1	1		1		19	
	%	100%	70.00%	16.72%	12.50%	0.77%			0.04%	0.04%		0.04%		0.67%	
TEMPORARY	#	48	35	12	1										
	%	100%	72.92%	25.00%	2.08%										

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Datasource: HR Link

Created/Modified by: JShafer/PSakhara

Date Created/Modified: 09Oct2018

1 of 2



MD715-TABLEB2

Report Executed:  
Oct 8, 2021  
6:26:59 PM

TOTAL WORKFORCE BY COMPONENT - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Selection Values:  
Month End: Sep 30, 2021

Employment Tenure		Total	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
TOTAL	#	2,847	1,993	476	356	22			1	1		1		19	
	%	100%	70.00%	16.72%	12.50%	0.77%			0.04%	0.04%		0.04%		0.67%	

Employment Tenure		Total	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
63394 - NAVAL SURFACE WARFARE CENTER	#	2,847	1,993	476	356	22			1	1		1		19	
	%	100%	70.00%	16.72%	12.50%	0.77%			0.04%	0.04%		0.04%		0.67%	

Datasource:HR Link

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Created/Modified by: JShafer/PSakihara

Date Created/Modified: 15Jul2016



(EEO-018) MD715-TABLE-B3

Report Executed:

Oct 8, 2021

6:27:01 PM

**Selection Values:**  
Month End: Sep 30, 2021

Occupational Category		Total WF	Total by Disability Status				Detail for Targeted Disabilities									
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[91] Psychiatric Disability	[92] Dwarfism
1. Officials and Managers -Executive/Senior Level (Grades 15 and Above)	#	192	164	12	16											
	%	100%	85.42%	6.25%	8.33%											
- Mid-Level (Grades 13-14)	#	283	207	29	45	2								2		
	%	100%	73.14%	10.25%	15.90%	0.71%								0.71%		
- First-Level (Grades 12 and Below)	#	20	9	6	4	1								1		
	%	100%	45.00%	30.00%	20.00%	5.00%								5.00%		
- Other Officials and Managers	#	764	461	159	132	12				1				11		
	%	100%	60.34%	20.81%	17.28%	1.57%				0.13%				1.44%		
Officials and Managers - TOTAL	#	1,259	841	206	197	15				1				14		
	%	100%	66.80%	16.36%	15.65%	1.19%				0.08%				1.11%		
2. Professionals	#	949	788	112	48	1								1		
	%	100%	83.03%	11.80%	5.06%	0.11%								0.11%		
3. Technicians	#	623	356	152	110	5						1		4		
	%	100%	57.14%	24.40%	17.66%	0.80%						0.16%		0.64%		
4. Sales Workers	#															
	%	100%														
5. Administrative Support Workers	#	16	8	6	1	1			1							
	%	100%	50.00%	37.50%	6.25%	6.25%			6.25%							
6. Craft Workers	#															
	%	100%														
7. Operatives	#															
	%	100%														
8. Labors and Helpers	#															
	%	100%														
9. Service Workers	#															
	%	100%														
N/A	#															
	%	100%														

Datasource:HR Link

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Created/Modified by: SWagner

Date Created/Modified: 20Jun2017



(EEO-020) MD715-TABLE-B4-Perm/Temp

Report Executed:

Oct 8, 2021

6:27:02 PM

Table B4-Perm/Temp: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability

Selection Values:  
Month End: Sep 30, 2021

Grade Level		Total	Total by Disability Status				Detail for Targeted Disabilities									
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism	
GS-03	#	2		2												
	%	100%		100.00%												
GS-04	#	46	34	11	1											
	%	100%	73.91%	23.91%	2.17%											
GS-05	#	8	5	3												
	%	100%	62.50%	37.50%												
GS-06	#	1							1							
	%	100%							100.00%							
GS-07	#	98	70	24	4											
	%	100%	71.43%	24.49%	4.08%											
GS-09	#	175	101	54	18										2	
	%	100%	57.71%	30.86%	10.29%										1.14%	
GS-11	#	266	168	62	34										2	
	%	100%	63.16%	23.31%	12.78%										0.75%	
GS-12	#	1,048	740	174	128					1					5	
	%	100%	70.61%	16.60%	12.21%					0.10%					0.48%	
GS-13	#	50	37	6	7											
	%	100%	74.00%	12.00%	14.00%											
ND-04	#	213	184	17	11										1	
	%	100%	86.38%	7.98%	5.16%										0.47%	
ND-05	#	163	140	11	12											
	%	100%	85.89%	6.75%	7.36%											
ND-06	#	2	1		1											
	%	100%	50.00%		50.00%											
NG-02	#	1	1													
	%	100%	100.00%													
NG-03	#	9	5	4												
	%	100%	55.56%	44.44%												
NG-04	#	3	2		1											
	%	100%	66.67%		33.33%											
NT-02	#	9	6	1	2											
	%	100%	66.67%	11.11%	22.22%											
NT-03	#	6	3	2	1											
	%	100%	50.00%	33.33%	16.67%											
NT-04	#	159	97	36	23						1			2		
	%	100%	61.01%	22.64%	14.47%						0.63%			1.26%		
NT-05	#	594	400	77	110									7		
	%	100%	67.34%	12.96%	18.52%									1.18%		
NT-06	#	42	34	4	4											
	%	100%	80.95%	9.52%	9.52%											

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(EEO-021) MD715-TABLE-B4-Perm/Temp - GS EQUIVALENT

Report Executed:  
Oct 8, 2021  
6:27:11 PM

Selection Values:  
Month End: Sep 30, 2021

Grade Level		Total	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
GS-03	#	2		2											
	%	100%		100.00%											
GS-04	#	46	34	11	1										
	%	100%	73.91%	23.91%	2.17%										
GS-05	#	8	5	3											
	%	100%	62.50%	37.50%											
GS-06	#	2	1			1 50.00%			1 50.00%						
	%	100%	50.00%												
GS-07	#	107	76	25	6										
	%	100%	71.03%	23.36%	5.61%										
GS-08	#	9	5	4											
	%	100%	55.56%	44.44%											
GS-09	#	181	104	56	19	2 1.10%								2 1.10%	
	%	100%	57.46%	30.94%	10.50%										
GS-11	#	269	170	62	35	2 0.74%								2 0.74%	
	%	100%	63.20%	23.05%	13.01%										
GS-12	#	1,207	837	210	151	9 0.75%				1 0.08%		1 0.08%		7 0.58%	
	%	100%	69.35%	17.40%	12.51%										
GS-13	#	857	621	100	128	8 0.93%								8 0.93%	
	%	100%	72.46%	11.67%	14.94%										
GS-15	#	205	174	15	16										
	%	100%	84.88%	7.32%	7.80%										
Senior Executive	#	2	1		1										
	%	100%	50.00%		50.00%										

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Datasource:HR Link

Created/Modified by: SWagner

Date Created/Modified: 20Jun2017



(EEO-024) MD715-TABLE-B5-Perm/Temp

Report Executed:

Oct 8, 2021

6:29:02 PM

Table B5-Perm/Temp: PARTICIPATION RATES FOR WAGE GRADES by Disability

Selection Values:

Month End: Sep 30, 2021

Grade Level	Total	Total by Disability Status				Detail for Targeted Disabilities								
		[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism

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Datasource:HR Link

Created/Modified by: PSakihara

Date Created/Modified: 20Jun2017

1 of 2



(EEO-026) MD715-TABLE-B6-Perm/Temp

Report Executed:  
Oct 8, 2021  
6:27:12 PM

Selection Values:

Occ Series: 0301 - MISCELLANEOUS ADMINISTRATION & PROGRAM, 0343 - MANAGEMENT AND PROGRAM ANALYSIS, 0346 - LOGISTICS MANAGEMENT, 0501 - FINANCIAL ADMINISTRATION AND PROGRAM, 0801 - GENERAL ENGINEERING, 0802 - ENGINEERING TECHNICAL, 0830 - MECHANICAL ENGINEERING, 0855 - ELECTRONICS ENGINEERING, 1102 - CONTRACTING, 2210 - INFORMATION TECHNOLOGY MANAGEMENT Month End: Sep 30, 2021

Job Series		Total	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
0855	#	460	405	26	28	1								1	
	%	100%	88.04%	5.65%	6.09%	0.22%								0.22%	
0346	#	415	269	81	60	5								5	
	%	100%	64.82%	19.52%	14.46%	1.20%								1.20%	
0630	#	260	213	39	8										
	%	100%	81.92%	15.00%	3.08%										
0343	#	183	117	33	29	4								4	
	%	100%	63.93%	18.03%	15.85%	2.19%								2.19%	
2210	#	115	75	29	11										
	%	100%	65.22%	25.22%	9.57%										
0802	#	86	57	14	15										
	%	100%	66.28%	16.28%	17.44%										
1102	#	67	44	12	11										
	%	100%	65.67%	17.91%	16.42%										
0801	#	44	36	5	3										
	%	100%	81.82%	11.36%	6.82%										
0501	#	41	20	9	12										
	%	100%	48.78%	21.95%	29.27%										
0301	#	32	18	6	6	2				1				1	
	%	100%	56.25%	18.75%	18.75%	6.25%				3.13%				3.13%	
MAJOR OCCUPATIONS		#	1,703	1,254	254	183				1				11	
		%	100%	73.63%	14.91%	10.75%				0.06%				0.65%	

Datasource HR Link

Created/Modified by: SWagner

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Date Created/Modified: 20Jun2017

1 of 2



(EEO-027) MD715-TABLE-B8

Report Executed:  
Oct 8, 2021  
6:27:09 PM

Accessions - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Selection Values:  
Data as of: 30-SEP-21

Effective Date Start: Oct 1, 2020  
Effective Date End: Sep 30, 2021

Employment Tenure		Total by Disability Status					Detail for Targeted Disabilities								
		All	[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
TOTAL	#	272	146	96	30										
	%	100%	53.68%	35.29%	11.03%										
PERMANENT	#	252	133	90	29										
	%	100%	52.78%	35.71%	11.51%										
TEMPORARY	#	20	13	6	1										
	%	100%	65.00%	30.00%	5.00%										

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Datasource:HR Link

Created/Modified by: JonesCG/SakiharaP

Date Created/Modified: 04May2017



(EEO-064) MD715-TABLE-B10 with New Codes

Report Executed:  
Sep 2, 2021  
1:45:45 PM

Selection Values:

Month End: Jun 30, 2021

Employment Tenure		Total	Total by Disability Status					Detail for Targeted Disabilities										
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Difficulty Hearing (19)	Blind or Serious Difficulty Seeing (20)	Missing Extremities (31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Dwarfism (92)	Significant Psychiatric Disorder (91)	Significant Disfigurement (93)
Total Employees in Career Ladder		#	409	261	106	32	10	1	4		1	1					3	
	%	100%	63.81%	25.92%	7.82%	2.44%	0.24%	0.98%		0.24%	0.24%						0.73%	

Time in Grade in Excess of Minimum

Employment Tenure		Total	Total by Disability Status				Detail for Targeted Disabilities											
			[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Difficulty Hearing (19)	Blind or Serious Difficulty Seeing (20)	Missing Extremities (31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Dwarfism (92)	Significant Psychiatric Disorder (91)	Significant Disfigurement (93)
1 - 12 Months	#	25	16	5	4													
	%	100%	64.00%	20.00%	16.00%													
13 - 24 Months	#	7	5	1	1													
	%	100%	71.43%	14.29%	14.29%													
25+ Months	#	9	7		1	1					1							
	%	100%	77.78%		11.11%	11.11%					11.11%							



(EEO-029) MD715-TABLE-B13

Report Executed:  
Oct 8, 2021  
6:27:13 PM

Employee Recognition and Awards - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Selection Values:  
Data as of: 30-SEP-21

Effective Date Start: Oct 1, 2020  
Effective Date End: Sep 30, 2021

Award Type		Total Awards	Total by Disability Status				Detail for Targeted Disabilities								
		All	[05] No Disability	Other Disabilities	[01] Not Identified	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
Time-Off Awards 1-9 Hours	#	457	327	51	77	2								2	
	%	100.00%	71.55%	11.16%	16.85%	0.44%								0.44%	
	Total Award	2,873	2,029	326	502	16								16	
	Average Award	6	6	6	7	8								8	
Time-Off Awards 9+ Hours	#	110	80	15	15										
	%	100.00%	72.73%	13.64%	13.64%										
	Total Award	1,939	1,427	258	254										
	Average Award	18	18	17	17										
Cash Awards \$1-\$500	#	1,634	1,186	182	248	18						1		17	
	%	100.00%	72.58%	11.14%	15.18%	1.10%						0.06%		1.04%	
	Total Award	\$602,290.00	\$434,443.00	\$71,314.00	\$89,658.00	\$6,875.00						\$400.00		\$6,475.00	
	Average Award	\$368.60	\$366.31	\$391.84	\$361.52	\$381.94						\$400.00		\$380.88	
Cash Awards \$500+	#	2,716	1,964	330	402	20			1	1		2		16	
	%	100.00%	72.31%	12.15%	14.80%	0.74%			0.04%	0.04%		0.07%		0.59%	
	Total Award	\$6,266,461.00	\$4,665,407.00	\$725,373.00	\$835,428.00	\$40,253.00			\$1,488.00	\$2,232.00		\$3,931.00		\$32,602.00	
	Average Award	\$2,307.24	\$2,375.46	\$2,198.10	\$2,078.18	\$2,012.65			\$1,488.00	\$2,232.00		\$1,965.50		\$2,037.63	
QSI	#	36	23	5	7	1								1	
	%	100.00%	63.89%	13.89%	19.44%	2.78%								2.78%	
	Total Award														
	Average Award														
Unspecified	#														
	%														
	Total Award														
	Average Award														



(EEO-030) MD715-TABLE-B14

Report Executed:

Oct 8, 2021

6:27:10 PM

Separations - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Selection Values:

Data as of: 30-SEP-21

Effective Date Start: Oct 1, 2020

Effective Date End: Sep 30, 2021

Type of Separation		Total by Disability Status					Detail for Targeted Disabilities								
		All	[05] No Disability	[01] Not Identified	Other Disabilities	Targeted Disability	[18] Hearing	[21] Vision	[30] Missing Extremities	[69] Partial Paralysis	[79] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism
TOTAL	#	98	66	9	22	1								1	
	%	100%	67.35%	9.18%	22.45%	1.02%								1.02%	
Voluntary	#	94	63	8	22	1								1	
	%	100%	67.02%	8.51%	23.40%	1.06%								1.06%	
Involuntary	#	4	3	1											
	%	100%	75.00%	25.00%											
RIF	#														
	%	100%													

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Datasource:HR Link

Created/Modified by: JonesCG/SakiharaP

Date Created/Modified: 08Aug2017

1 of 2