

# Naval Surface Warfare Center

## Philadelphia Division

Philadelphia, PA 19112

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NSWCPD-10-AP-2020/01

October 2020

Corporate Operations Department

Administrative Publication

## NSWC PHILADELPHIA DIVISION FY20

## EEOC MANAGEMENT DIRECTIVE 715 (MD-715)

## EEO STATUS/ACCOMPLISHMENT REPORT

by  
EEO, Diversity and Inclusion Office  
(Code 10E)



**Naval Surface Warfare Center  
Philadelphia Division**

Philadelphia, PA 19112-1403

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**NSWC PHILADELPHIA DIVISION EEOC  
MANAGEMENT DIRECTIVE 715 (MD-715) EEO  
STATUS/ACCOMPLISHMENT REPORT**

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**NSWC PHILADELPHIA DIVISION**

**FY17 EEOC MANAGEMENT DIRECTIVE 715 (MD-715)**

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<b>EEOC FORM 715-01 PART A - D</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>For period covering October 1, 2019, to September 30, 2020.</b>					
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Department of Navy</b>		
	1.a. 2 <sup>nd</sup> level reporting component		Naval Surface Warfare Center, Philadelphia Division		
	1.b. 3 <sup>rd</sup> level reporting component				
	1.c. 4 <sup>th</sup> level reporting component				
	<b>2. Address</b>		<b>2. 5001 S Broad Street</b>		
	<b>3. City, State, Zip Code</b>		<b>3. Philadelphia, PA 19112</b>		
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. NV24</b>	<b>5.</b>	
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees				<b>1. 2708</b>
	2. Enter total number of temporary employees				<b>2. -23-</b>
	3. Enter total number employees paid from non-appropriated funds				<b>3. -0-</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>				<b>4. 2731</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Honorable Kenneth J. Braithwaite Secretary of the Navy</b>		
	2. Agency Head Designee		<b>2. Dana F Simon, CAPT, USN, Division Commanding Officer</b>		
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Robert W. Turner, Deputy EEO, NT-260-5</b>		
	4. Title VII Affirmative EEO Program Official		<b>4. Vacant, EEO Specialist</b>		
	5. Section 501 Affirmative Action Program Official		<b>5. Vacant, EEO Specialist</b>		
	6. Complaint Processing Program Manager		<b>6. Crystal Roach, Complaints Manager, NT-260-5</b>		
	7. Other Responsible EEO Staff		Zorzi Noah Intern (28 September 2020)		
			Rosa Edwin Intern ( 28 September 2020)		

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes
EEOC FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G] <b>INCLUDED IN REPORT</b>	
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement <b>Not Applicable</b>	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier <b>Not Applicable</b>	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J] <b>INCLUDED IN REPORT</b>	
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans <b>INCLUDED IN REPORT</b>	
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues <b>Not Applicable</b>	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects <b>Not Applicable</b>	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart <b>INCLUDED IN REPORT</b>	

## Part E - Executive Summary

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

Notable Program Challenges/Deficiencies/Weaknesses:
Briefly identify three (3) notable program challenges/deficiencies/weaknesses, and indicate what makes them noteworthy:
#1 (Most Significant): Lack of Reasonable Accommodations/Individual with Disabilities Program Manager
#2: Lack of Special Emphasis Program Manager / EEO counselor
#3: Deputy EEO and Complaints Manager Newly Hired 2 August 2020

Notable Program Strengths	
Briefly identify three (3) notable EEO program strengths, and indicate what makes them noteworthy:	
#1 (Most Significant):	Strong EEO program support from the Commanding Officer and the Command's leadership.
#2:	Real time demographics data and underrepresentation discussed at a strategic level in the weekly Drumbeat recruitment meeting. (HBCUs/MSI); expanding FY21 recruitment efforts to further expand diversity 38.0% (+19.1% from FY19) of all new hires are of diverse ethnicity; 29.7% (+7.5% from FY19).
#3:	The number of EEO contacts YTD (19 EEO contacts) to number of actual EEO complaints filed (4 formal complaints filed). EEO office has resolved 79 % of potential EEO complaints prior to complainants filing formal complaints. The EEO office takes a proactive role in facilitating resolutions of EEO contacts while providing complainants their rights to file EEO complaints.

Major Responsibility 1 - Workforce & Applicant Data Tables		Fully Populated?		Used the Correct Benchmark?	
		YES	NO	YES	NO
Were the following tables fully and accurately populated? (i.e. either manually, through data entry into EEOC table templates, or automatically, through use of equivalent tables generated from HRLink or other databases)					
Do all tables use the most relevant benchmarks? See <a href="https://www.eeoc.gov/federal/directives/715instruct/section2.html">https://www.eeoc.gov/federal/directives/715instruct/section2.html</a>					
6	A-1 - Total Workforce Distribution	X		X	
7	A-2 - Total Workforce by Component	X		X	
8	A-3 - Occupational Categories	X		X	
9	A-4 - General Schedule (GS) Grades	X		X	
10	A-5 - Wage Grades (WG)	X		X	
11	A-6 - Major Occupations	X		X	



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

Major Responsibility 2 - Data Analysis		YES	NO
<p>The website <a href="https://www.eeoc.gov/federal/directives/715instruct/section2.html">https://www.eeoc.gov/federal/directives/715instruct/section2.html</a> contains 76 questions considered by the EEOC to be the minimum starting point for effectively "Analyzing Employment Processes." Of those, the following 16 questions directly involve analysis of MD-715 table data.</p> <p><b>Was each of the following questions from that website addressed as part of your Data Analysis?</b></p>			
34	Recruitment Q4		X
35	Recruitment Q5		X
36	Hiring and Placement Q1	X	
37	Hiring and Placement Q2	X	
38	Hiring and Placement Q3	X	
39	Employee Development & Training Q3	X	
40	Promotions and Other Internal Selections Q1	X	
41	Promotions and Other Internal Selections Q2	X	
42	Promotions and Other Internal Selections Q3	X	
43	Promotions and Other Internal Selections Q4	X	
44	Promotions and Other Internal Selections Q6	X	
45	Promotions and Other Internal Selections Q7	X	
46	Award Distribution Q2	X	
47	Discipline Q2		X
48	Discipline Q3		X
49	Separations Q2	X	
50	If an analysis write-up is included, does it describe the most 5 significant triggers identified as a result of the MD-715 data table analysis?	X	
51	Were data-related triggers identified primarily by comparing workforce or applicant participation rates to their appropriate benchmarks?	X	
52	If an analysis write-up is included, does it focus succinctly on presenting its findings (i.e. significant triggers), without the production of unnecessary narrative, tables, or graphs?	X	
53	If an analysis write-up is included, does it describe any noteworthy significant triggers discovered through means <u>other than</u> analysis of MD-715 data tables, such as through review of complaints data, exit surveys, DEOCS or FEVS results, or other relevant sources?	X	

Major Responsibility 3 - Barrier Investigations		YES	NO
54	Did your command investigate low participation of IWTD (if it had actual low IWTD participation)?	X	
55	How many overall individual Part I Plans were planned last reporting period, for execution during this reporting period?	2	
56	Of the plans identified in Question 55, above, how many <u>total intermediate milestones</u> were planned? (Include the total from all relevant Part I plans)	2	
57	Of the total milestones identified in Question 56, above, how many were executed <i>as planned</i> (to full scope and on schedule)?	1	
58	<u>Timeliness</u> : Of the total milestones identified in Question 56, above, how many were executed, but <i>more than 1 month later than planned</i> ?	0	
59	<u>Completion</u> : Of the total milestones identified in Question 56, above, how many were <i>reduced in scope, cancelled, or were otherwise not executed fully</i> ?	0	

Major Responsibility 4 - Part G Self-Assessment Checklist		YES	NO
60	Were all questions in Part G answered with only a YES or NO (no blank or N/A answers)?	X	
61	Was every question with a NO answer explained either in the Part G Notes or in a Part H plan?	X	
62	How many NO answers were there in this year's report?	7	
63	How many of the NO answers in this year's report were also NO answers <u>in the previous report</u> (and were not corrected)?	3	
64	Are all NO answers in Part G <u>briefly</u> summarized after this Self-Evaluation Checklist?	X	
65	Were the answers to all Part G questions approved by leadership <u>as originally submitted by EEO</u> ? If any original NO answers were changed by leadership to YES answers, indicate NO here, and describe in the narrative which Part G questions were changed to YES answers, and why.	X	

Major Responsibility 5 Part H Plans to Correct the <u>Previous</u> FY's Part G Deficiencies		YES	NO
66	How many overall individual Part H Plans were planned last year for execution during the current reporting period?	None	
67	Of the plans identified in Question 66, above, how many <u>total intermediate milestones</u> were planned? (Include the total of all relevant Part H plans)	N/A	
68	Of the total milestones identified in Question 67, above, how many were executed <i>as planned</i> (to full scope and on schedule)?	N/A	
69	Of the total milestones identified in Question 67, above, how many were executed fully, but <i>more than 1 month later than planned</i> ?	N/A	
70	Of the total milestones identified in Question 67, above, how many were <i>reduced in scope, cancelled, or were otherwise not executed fully</i> ?	N/A	
71	Are all <u>unresolved</u> NO answers <u>from the previous year's Part G</u> identified after this Checklist?		X-The unresolved No's from FY19 are the same as some of the No's from FY20

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

Major Responsibility 7 - Reporting		YES	NO
75	Were all final, signed deliverables associated with the current MD-715 reporting cycle submitted timely to DON OEEQ?	X	

76	Were all deliverables associated with your current report submitted using the proper specified templates?	X	
77	Were all deliverables for your current report correctly named & uploaded to the MD-715 Portal site?	X	
78	Are the three (3) most notable program deficiencies prominently emphasized in the "Notable Program Challenges/Deficiencies/Weaknesses" section of this Checklist?	X	

As previously described, following this section, commands must:

1. Briefly address every negative response (NO answer) within this Self-Evaluation Checklist.
  2. Complete the three items listed as parts of the abbreviated Trigger Data Analysis, including Table T (on the following page).
  3. Briefly address every NO answer from Part G.
-

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Island		American Indian or Alaska Native		Two or more races					
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL WORKFORCE																	
Current FY20	#	2,731	2,101	630	101	32	1,705	468	128	84	131	28	7	2	2	2	12
	%	100%	76.93%	23.07%	3.7%	1.17%	62.43%	17.14%	4.69%	3.08%	4.8%	1.03%	0.26%	0.07%	0.07%	0.73%	0.44%
NCLF (2010)	%	100%	51.86%	48.14%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%

Job Title/Series		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non-Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Island		American Indian or Alaska Native		Two or more races	
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Engineering Technician (0802)	#	180	170	10	5	0	141	8	15	2	5	0	2	0	0	0	2	0
	%	100%	94.44%	5.56%	2.78%	0%	78.33%	4.44%	8.33%	1.11%	2.78%	0%	1.11%	0%	0%	0%	1.11%	0%
Occupational CLF	%	100%	80.6%	19.6%	7.9%	2%	58.4%	12.6%	7.1%	2.3%	5.8%	2.4%	0.1%	0%	0.8%	0.2%	0.5%	0.1%

Occupational Category		RACE/ETHNICITY																			
TOTAL WORKFORCE		Hispanic or Latino						Non-Hispanic or Latino						Other							
		Male		Female		Male		Female		Male		Female		Male		Female		Male		Female	
2. Professionals	#	1,821	1,531	290	77	17	1,235	212	90	29	107	24	24	5	0	1	1	12	5		
	%	100%	84.07%	15.93%	4.23%	0.93%	67.82%	11.64%	4.94%	1.59%	5.88%	1.32%	0.27%	0%	0%	0.05%	0.05%	0.66%	0.27%		
Occupational CL	%	100%	46.30%	53.70%	2.23%	2.80%	37.10%	42.30%	2.70%	4.90%	3.20%	2.60%	0%	0%	0.10%	0.20%	0.40%	0.40%			

<b>3. Technicians</b>	#	214	203	11	7	0	166	8	17	3	6	0	2	0	1	0	4	0
	%	100%	94.86%	5.14%	3.27%	0%	77.57%	3.74%	7.94%	1.4%	2.8%	0%	0.93%	0%	0.47%	0%	1.87%	0%
<b>Occupational CLF</b>	%	100%	42.2%	57.8%	3.3%	3.4%	32.2%	43.2%	3.4%	7.6%	2.2%	2.4%	0.1%	0%	0.3%	0.4%	0.4%	0.4%

[illegible]

### TABLE T - DIRECTIONS:

1. Complete the analyses of Tables A-1 through B-14 (following the EEOC Instructions) to identify all data-related triggers.
2. Compile other triggers identified through other sources (e.g. complaints, surveys, employee/leadership engagement, etc.).
3. Identify the 5 highest priority triggers, based on factors such as magnitude of deviation between actual conditions and expected benchmarks, data trends, perceived impact on the workforce, duration of the condition, and/or other drivers relevant to the command.
4. Prioritize the top 5 triggers. **In the table below, place the digits 1 through 5 (1 being the highest priority) in the cells corresponding to the column of the group and the row of the employment lifecycle area associated with each respective trigger.**

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

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

**Table T - Top 5 Most Significant Triggers**

Employment Lifecycle Area Where Trigger is Present	HM	HF	WM	WF	BM	BF	AM	AF	NM	NF	IM	IF	2M	2F	IWD	IWTD
Recruitment																
Hiring and Placement	2	1													4	3
Employee Development & Training								5								
Promotions and Other Internal Selections																
Award Distribution																
Complaints																
Discipline																
Separations																

### Acronym Key

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

1. Line 4 and 5: Vacant Special Emphasis/EEO Counselor and Disability Program Managers positions.
2. Line 17 and 31: Did not complete Tables A/B-12 this year. Will work with Workforce Development and HR Analytics to track required demographic data for relevant training opportunities.
3. Line 34 and 35: No applicant flow data was made available from OEEO, unable to analyze recruitment data
4. Line 47 and 48: No available data from Labor and Employee relations (LER), unable to analyze discipline data. Will work LER to collect required demographic data for disciplinary actions.
5. Line 72 and 74: IWTD participation remains below the 2% goal at 1.7%.

#### **Part G**

1. Question 20: 3 personnel (Special Emphasis/EEO Counselor and Disability Program Managers positions are vacant (Addendum completed and currently in the process of hiring).
2. Question 28: 95% of NSWCPD's RA request are processed within 30 days.
3. Question 47 and 52 legal sufficiency are done by NUWC Newport legal counsel it.
4. Question 63: DEEOO reports to the Corporate Operation Department Head with dotted line to Commanding Officer, this is the NAVSEA reporting structure.
5. Question 64 and 65: Discipline and remedial actions are recommended by NSWCPD's leadership.



<b>EEOC FORM 715-01 PART F</b>	<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Robert Turner, Deputy Director EEO, am the Principal EEO Director/Official for the Naval Surface Warfare Center, Philadelphia Division.

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.



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



Dana F Simon, CAPT, USN,  
DIVISION COMMANDING OFFICER  
NAVAL SURFACE WARFARE CENTER, PHILADELPHIA DIVISION  
Signature of Agency Head or Agency Head Designee

**Part G - Command Level Questions - FY20**

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
	Yes	No						
1	A	1	a	0	Does the command annually issue a signed and dated EEO policy statement on command letterhead that clearly communicates the command's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column	X		11-Jun-20
2	A	2	a	1	Does the command disseminate the following policies and procedures to all employees: Anti-harassment policy? [see MD 715, II(A)]	X		
3	A	2	a	2	Does the command disseminate the following policies and procedures to all employees: Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	X		
4	A	2	b	1	Does the command prominently post the following information throughout the workplace and on its public website: The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 161	X		Annually/ Onboarding
5	A	2	b	2	Does the command prominently post the following information throughout the workplace and on its public website: 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		Annually/ Onboarding
6	A	2	b	3	Does the command prominently post the following information throughout the workplace and on its public website: 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		Annually/ Onboarding. It is also posted on the command intranet site under EEO: <a href="https://navsea.navy.deps.mil/wc/pnbc-code10/code10e/SitePages/Home.aspx">https://navsea.navy.deps.mil/wc/pnbc-code10/code10e/SitePages/Home.aspx</a>
7	A	2	c	1	Does the command inform its employees about the following topics: EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	X		
8	A	2	c	2	Does the command inform its employees about the following topics: ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X		Annually/ Onboarding
9	A	2	c	3	Does the command inform its employees about the following topics: Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X		• Employees briefed bi-weekly during Orientation • Disability Program training, coordinated annually by NSWCPD DPM
10	A	2	c	5	Does the command inform its employees about the following topics: 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		Annually/ Onboarding
11	A	3	a	0	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		Command submits employees for external SEPM awards and also established a new Division award in FY19 - Achievement in Diversity and Inclusion Award
12	A	3	b	0	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		
13	B	3	b	0	Does the command'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		EEO Principles outlined in the Division Strategic Plan include: Fostering a Command Climate characterized by inclusiveness, innovation and diversity; an environment in which everyone on the NSWCPD Team feels safe, valued and important to our success, while developing the next generation of leaders and building a diverse and agile workforce designed to provide the Navy's future technical leaders under continuous learning environment that develops both competence and character to ensure a diverse workforce.
14	B	4	a	1	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To conduct a self-assessment of the command for possible program deficiencies? [see MD-715, II(D)]	X		
15	B	4	a	2	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To enable the command to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X		
16	B	4	a	3	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To 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		

**Part G - Command Level Questions - FY20**

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
						Yes	No	
17	B	4	a	4	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To 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		
18	B	4	a	5	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To 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		
19	B	4	a	6	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X		
20	B	4	a	7	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in		X	Currently short two personnel in the EEO office
21	B	4	a	8	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X		EEO Office teams with Talent Manager (TM) to utilize TM's network in selecting and schedules speakers, EEO staff handles logistics with PAO for the events and if necessary, Department 10 covers the cost for any speaker fees/travel.
22	B	4	a	10	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	X		20 RA cases currently the position is vacant.
23	B	4	a	11	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X		
24	B	4	b	0	Does the EEO office have a budget that is separate from other offices within the command? [see 29 CFR § 1614.102(a)(1)]	X		Yes, EEO Office budget is a portion of Department 10 overhead budget.
25	C	1	a	0	Does the command 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	This question does not apply to this command.
26	C	1	b	0	Does the command 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	
27	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		As of 14 March 2019, NSWCPD onsite interview invitations and Appointment Confirmation letters include the Disability Program Manager's contact information with a statement that NSWCPD provides reasonable accommodation to applicants and employees on a case-by-case basis.
28	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	No, 95% of RA requests are processed within 30 days.
29	C	4	b	0	Has the command 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		All NSWCPD instructions are reviewed on an annual basis from anniversary date of release
30	C	5	b	0	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		During FY20, one (1) individual was disciplined outside of the EEO Complaint Process

**Part G - Command Level Questions - FY20**

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
	Yes	No						
31	C	5	c	0	If the command has a finding of discrimination (or settles cases in which a finding was likely), does the command inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	X		
32	D	1	b	0	Does the command regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X		
33	D	1	c	0	Does the command conduct exit interviews or surveys that include questions on how the command could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	X		
34	D	2	a	0	Does the command have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X		EEOC Barrier Analysis process is used annually to identify triggers.
35	D	2	b	0	Does the command regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X		Weekly recruitment and Hiring Board meetings address hiring practices/policies/attendance at recruitment career fairs which are continuously improved.
36	D	2	c	0	Does the command consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X		
37	D	2	d	0	Does the command regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X		Discrimination Complaints Data; Reasonable Accommodations Data; DEOCS Survey; ERGs and Focus Groups
38	D	3	b	0	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		
39	D	3	c	0	Does the command periodically review the effectiveness of the plans? [see MD-715, II(D)]	X		
40	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		Please see Part J, Section II
41	E	1	b	0	Does the command 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		
42	E	1	e	0	Does the command 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		
43	E	1	j	0	If the command 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.			N/A
44	E	1	k	0	If the command 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)]			N/A
45	E	1	l	0	Does the command 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		
46	E	2	a	0	Has the command established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	X		

# Part G - Command Level Questions - FY20

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
						Yes	No	
47	E	2	b	0	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		Legal sufficiency reviews are done by NUWC Newport Legal Counsel
48	E	2	d	0	Does the command ensure that its agency representative does not intrude upon EEO counseling, investigations, and final command decisions? [see MD-110, Ch. 1(IV)(D)]	X		
49	E	3	b	0	Does the command require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X		
50	E	3	d	0	Does the command ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X		
51	E	3	e	0	Does the command prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(II)]	X		
52	E	2	c	0	Does the attorney that does legal sufficiency review serve as an agency representative?		X	Legal sufficiency reviews are done by NUWC Newport Legal Counsel
53	E	1	a	0	Does the command issue the notice of right to file on or before the 30th day (if no extension was requested or granted or no ADR accepted), and issue the notice of right to file a formal complaint on or before the 90th day (where ADR was accepted or an extension granted)? <b>In comment section, provide the number of complaints that fall in to the following categories as found in the 462 report, Part I - C:</b> 1. Counseled Within 30 Days 2. Counseled Within 31 to 90 Days 2a. Counseled Within Written Extension Period No Longer Than 60 Days 2b. Counseled Within 90 Days Where Individual Participated in ADR 2c. Counseled Within 31-90 Days That Were Untimely 3. Counseled Beyond 90 Days	X		1. 3 2. 6 2a. 3 2b. 3 2c. 0 3. 0
54	E	1	c	0	Does the command issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X		
55	E	1	f	0	Did the command issue all reports of investigation on or before 180 days (or, for when an extension was granted, on or before 270 days)? <b>In the comment section, provide the number of complaints that fall in to the following categories as found in the 462 report, Part IX:</b> 1. Investigations Completed by Agency Personnel (a + b + c) 1a. Investigations Completed in 180 Days or Less 1b. Investigations Completed in 181 - 360 Days 1b1. Timely Completed Investigations 1b2. Untimely Completed Investigations 1c. Investigations Completed in 361 or More Days 2. Investigations Completed by Contractors (a + b + c) 2a. Investigations Completed in 180 Days or Less 2b. Investigations Completed in 181 - 360 Days 2b1. Timely Completed Investigations 2b2. Untimely Completed Investigations 2c. Investigations Completed in 361 or More Days	X		1. 1 1a. 1 1b. 0 1b1. 1 1b2. 0 2. 0 2a. 0 2b. 0 2b1. 0 2b2. 0
56	E	1	g	0	If the command does not timely complete investigations, does the command issue the notice of untimely investigation letter (108(g) letter), which advises the complainant of rights to a hearing/FAD, on or before the 180th day if the investigation is not complete?	X		
57	F	2	a	1	When a complainant files an hearing, does the command upload the official case file in FEDSEP to EEOC within 15 days of receiving the first notification that the complainant requested a hearing? (i.e. Do NOT wait until receipt of acknowledgement of hearing notice.)	X		
58	F	2	a	3	When a complainant files an appeal, does the command upload the official case file in FEDSEP to EEOC within 30 days of the agency's first notification of the complainant filing an appeal? (i.e. Do NOT wait until receipt of acknowledgement of appeal notice.)	X		
59	E	1	d	0	Does the command issue acceptance letters/dismissal decisions within 30 days from the date of receipt of the formal complaint? <b>In the comments section, provide (1) the number issued within 30 days and (2) not issued within 30 days of receipt of the formal complaint.</b>	X		Number issued within 30 days - 5 Letters and Number not issued within 30 days - 2 Letters

**Part G - Command Level Questions - FY20**

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
	Yes	No						
60	B	4	d	0	Does the command 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? <b>Commands must maintain copies of training certificates for all counselors and investigators for a period of three fiscal years.</b>	X		
61	B	4	e	0	Does the command 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? <b>Commands must maintain copies of training certificates for all counselors and investigators for a period of three fiscal years.</b>	X		
62	B	1	d	0	Does the Principal EEO Official (i.e. CDEEOO/DEEOO) regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X		Yes, Weekly Recruitment Drumbeat meeting held with senior leadership, HR and IT.
63	B	1	c	0	During this reporting period, did the Principal EEO Official (i.e. CDEEOO/DEEOO) present to the head of the command, and other senior management officials, the "State of the command" 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		Yes, the MD715 was presented and approved by CO/TD in October 2020.
64	C	3	c	0	Does the Principal EEO Official (i.e. CDEEOO/DEEOO) recommend to the command 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	
65	C	3	d	0	When the Principal EEO Official (i.e. CDEEOO/DEEOO) recommends remedial or disciplinary actions, are the recommendations regularly implemented by the command? [see 29 CFR §1614.102(c)(2)]		X	
66	A	1	b	0	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?	X		
67	B	3	a	0	Do EEO program officials participate in command meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development?	X		Yes, Weekly Recruitment Drumbeat meeting held with senior leadership, HR and IT.
68	B	6	a	0	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X		
69	B	6	b	0	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X		
70	B	6	c	0	When barriers are identified, do senior managers assist in developing command EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X		Barrier Analysis team works to develop the action plan
71	B	6	d	0	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into command strategic plans? [29 CFR § 1614.102(a)(5)]	X		
72	C	1	c	0	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]			N/A
73	C	4	d	0	Does the HR office timely provide the EEO office access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X		
74	C	4	e	1	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: <b>Implement the Affirmative Action Plan for Individuals with</b>	X		

**Part G - Command Level Questions - FY20**

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
						Yes	No	
75	C	4	e	2	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: <b>Develop and/or conduct outreach and recruiting initiatives?</b> [see MD-715, II(C)]	X		EEO, Diversity, & Inclusion Office Code 10E became involved in Naval Surface Warfare Center Philadelphia Division (NSWCPD) 's Diversity Recruitment efforts. EEO participated in FY20 recruitment planning meetings with recruitment and talent management. Additionally, a presentation was created that analyzed the race and gender demographics of engineering schools included on NSWCPD's current recruitment plan. Comparisons to the targeted engineering schools for recruitment purposes and NSWCPD's workforce were identified, as well as barriers that have prevented the successful increase in diversity recruitment at NSWCPD. Based on the data obtained recommendation were made and presented to Senior Leadership. EEO also participated in collaboration with recruitment and the Public Affairs Office to help execute accepted recommendations from the presentation to Senior Leadership. EEO also provided support to the Recruitment Team during an Interview Day that focused on Affinity Groups and co-coordinated an Interview Day that focused on Schedule A(u) eligible candidates and Wounded Warriors.
76	C	4	e	4	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: <b>Identify and remove barriers to equal opportunity in the workplace?</b> [see MD-715, II(C)]	X		
77	C	4	e	5	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: <b>Assist in preparing the MD-715 report?</b> [see MD-715, II(C)]	X		EEO Staff works closely with the HR Recruitment Coordinator and the LER team.
78	C	6	a	0	Does the EEO office provide management/supervisory officials with regular EEO updates <b>on at least an annual basis</b> , including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] <b>If "yes", please identify the frequency of the EEO updates in the comments column.</b>	X		Bi-weekly meetings are held with the Commanding Officer. Monthly discrimination complaints status report and quarterly workforce profile demographics report is provided to senior leadership. The Division has developed and launched in FY19 a command metrics dashboard that includes "real time" workforce demographics.
79	C	6	b	0	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X		
80	E	2	e	0	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model command Program: Efficiency (Dec. 1, 2004)	X		
81					Can the command identify all supervisors and managers of civilians, including military personnel assigned to those roles? "Supervisors" are any individuals (including military personnel and civilian employees) who are directly above one or more civilian employees in the organization, and provide them immediate oversight. "Managers" oversee civilians indirectly, through the employees' immediate supervisors. Managers include all personnel in the management chain, up to and including the unit head, who are directly between any immediate supervisor and the unit head. Managers thus can also include both military personnel and civilian employees. Managers of civilians are often also supervisors of other civilians. <b>In the comment section, provide the number(s) of (1) civilian supervisors, (2) civilian managers, (3) military supervisors, and (4) military managers.</b> For those individuals who are both supervisors and managers, account for them as if they are only supervisors.	X		1. 48 2. 123 3. 0 4. 0
82					<b>For questions 83 through 86:</b> Supervisors/managers may be considered compliant if one or both of the following are true: (1) they have taken the training within the past three Fiscal Years (2) they have not yet taken the training, but were still within one year of their initial assignment to a supervisory position, effective 1 Oct 2018. <b>For NO answers, commands must provide comments in the Notes section and identify:</b> <b>(1) the number (vs. percentage) who did not receive the training,</b> <b>(2) why they did not obtain the required training, and</b> <b>(3) what has been done to resolve the training gap(s).</b>	X		Yes, required as part of mandatory training requirement
83	B	5	a	1	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: EEO Complaint Process? [see MD-715(II)(B)]. <b>In the comment section, indicate the training course(s) used to do so.</b>	X		Online training is conducted through TMWS and as of September the completion rate is 97%.
84	B	5	a	2	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]. <b>In the comment section, indicate the training course(s) used to do so.</b>	X		• New Supervisors take mandatory online training within first year of appointment, then a refresher every 3 years. They also receive in-person Propel training within first two years of appointment, which includes an EEO/Disability Program module.

**Part G - Command Level Questions - FY20**

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
						Yes	No	
85	B	5	a	4	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]. <b>In the comment section, indicate the training course(s) used to do so.</b>	X		See comment above - EEO Complaint Process Brief
86	B	5	a	5	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]. <b>In the comment section, indicate the training course(s) used to do so.</b>	X		See comment above - ADR Brief



**DIRECTIONS:**

1. Identify all investigators and Counselors, including both DON personnel and contractors.
2. Use the pull-down menus to complete Column B through Column E, then put the appropriate dates in Columns F and G.

[illegible]

# NSWC Philadelphia Division

# FORMS OF REDRESS

Forms of redress are used to correct or amend a situation in which an employee strongly feels that he or she has been treated unjustly or to alert authorities to suspected illegal agency actions. Below are different forms of redress available to NSWCPD employees.

## NSWCPD INTERNAL FORMS OF REDRESS

**Equal Employment Opportunity**  
Employees or applicants who believe that they have been harassed or discriminated against on the bases of race, color, religion, gender, sexual orientation, national origin, disability, age, genetic information or reprisal have the right to file a complaint of discrimination within 45 calendar days of the adverse action or perceived discrimination with the Division EEO Counselor.

The Alternative Dispute Resolution (ADR) Program is an alternative to filing a complaint. ADR can be initiated to address workplace disputes. The ADR program offers employees and managers options for resolving a range of workplace issues such as work assignments, promotional opportunities, questions of discrimination, performance, grievances, and simply the need for better communication. Mediation is the most common form of ADR used in the Division.

Employees have rights under two separate and distinct processes when raising an allegation of sexual harassment. The first process is under Title 10 U.S.C. Section 1561, Complaints of Sexual Harassment and the second process is under 29 CFR 1614. Note: Processes may be used simultaneously. Title 10 requires the Division Commander/ Commanding Officer to investigate the allegation upon employee notification. At the same time, the employee can file a discrimination complaint within 45 calendar days of when the allegation occurred.

**Office of EEO, Diversity and Inclusion**  
EEO Counselor 215-897-1794  
Complaints Manager 215-897-1794  
Branch Head 215-897-7788

5001 S. Broad St., Philadelphia, PA 19112

**Command Evaluation & Review (CER) Office**  
The CER function provides the Commander an independent capability to evaluate programs and processes to ensure that funds, personnel, equipment, and other resources are employed effectively, securely, economically and within legal and administrative guidelines.

Personnel are encouraged to use the chain of command to report suspected incidents of fraud, waste, abuse, mismanagement and other improprieties. Although not required, hotline users are encouraged to identify themselves and leave a phone number in case additional information is needed to fully pursue the allegation.

Visit the following website for a complete overview:  
<https://navsea.portal.navy.mil/wc/pnbc/nswcpd/Pages/p5000.aspx>

CER Office: Philadelphia 215-897-7037

**Grievance Process**  
The Division's policy is to conduct its relations with all employees in a fair and impartial manner; however, in any employee employer relationship, some employee concerns and dissatisfactions relating to employment and discipline will inevitably arise. This directive provides for the prompt and objective review and resolution of employee grievances at the lowest appropriate managerial level.

Visit the following website for a complete overview of the NSWCPD grievance procedure: <https://crbewebappdev.dt.navy.mil/intranet/instr/d12771-4.pdf>.

Employees covered by a certified bargaining unit should contact their union representative to file a grievance per their Collective Bargaining Agreement (CBA).

**Labor and Employee Relations:** Philadelphia 215-897-7999

## NSWCPD EXTERNAL FORMS OF REDRESS

**Office of Special Counsel**  
The U.S. Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. OSC's primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices (PPP), especially reprisal for whistleblowing. PPP regarding sexual orientation, marital status and parental status are also covered by OSC. OSC receives, investigates, and prosecutes allegations of PPP, with an emphasis on protecting federal government whistleblowers.

OSC provides a secure channel through its Disclosure Unit for federal workers to disclose information about various workplace improprieties, including a violation of law, rule or regulation, gross mismanagement and waste of funds, abuse of authority, or a substantial danger to public health or safety.

OSC promotes compliance by government employees with legal restrictions on political activity by providing advisory opinions on, and enforcing, the Hatch Act. OSC also protects the reemployment rights of federal employee military veterans and reservists under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Visit the following website for a complete overview of the MSPB process: <http://www.osc.gov>.

**Office of Special Counsel**  
OSC headquarters 202-254-3600  
PPP Disclosure 1-800-872-9855  
Whistleblower 1-800-572-2249  
USERRA 202-254-3620

**Office of Naval Inspector General**  
The IG's mission is to inspect, investigate, or inquire into any and all matters of importance to the Department of the Navy. The guiding principle is to support the Department of the Navy in maintaining the highest level of integrity and public confidence. Visit the following website to review issues handled by the IG office and a complete overview of the IG process: <http://www.ig.navy.mil>.

**Inspector General Office**  
Naval Inspector General Hotline 1-800-522-3451  
NAVSEA Inspector General Hotline 1-800-556-8464

**Merit Systems Protection Board**  
The U.S. Merit Systems Protection Board is an independent agency in the Executive branch of the Federal Government whose mission is to ensure that Federal employees are protected against abuses by agency management, that Executive branch agencies make employment decisions in accordance with the merit system principles, and that Federal merit systems are kept free of prohibited personnel practices. The Board accomplishes its mission by:

- Hearing and deciding employee appeals from agency actions such as involuntary separations, suspensions, etc.;
- Hearing and deciding cases brought by the Office of Special Counsel involving alleged prohibited personnel practices, as defined in Title 5, Section 2302, of the United States Code, and other cases arising under the Board's original jurisdiction; and
- Conducting studies of the civil service and other merit systems in the Executive branch to determine whether they are free of prohibited personnel practices.

Visit the following website for a complete overview of the MSPB process: <http://www.mspb.gov>.

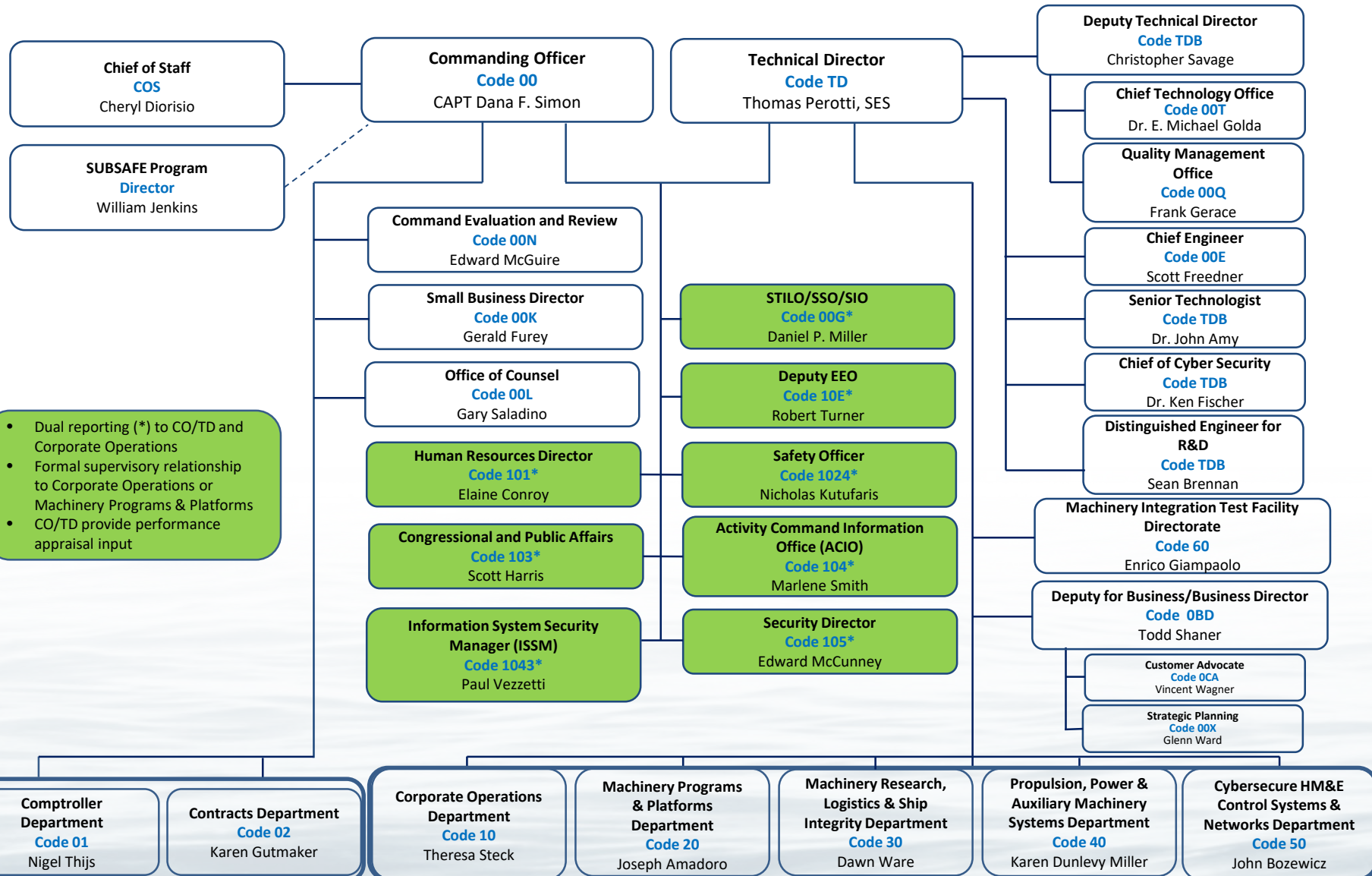
**MSPB**  
MSPB Hotline 1-800-424-9121  
Headquarters 202-653-7200

For additional information, contact:

EEO Counselor 215-897-1794 • Workforce Relations 215-897-7999 • EEO Complaints Manager 215-897-1794  
Deputy EEO Officer 215-897-7788 • Office of Counsel 215-897-1618



# NSWC Philadelphia Division Organizational Chart



- Dual reporting (\*) to CO/TD and Corporate Operations
- Formal supervisory relationship to Corporate Operations or Machinery Programs & Platforms
- CO/TD provide performance appraisal input



**DEPARTMENT OF THE NAVY**  
**NAVAL SURFACE WARFARE CENTER**  
**PHILADELPHIA DIVISION**  
**5001 SOUTH BROAD STREET**  
**PHILADELPHIA PA 19112-1403**

IN REPLY REFER TO:

12713  
Ser 00/188  
11 June 2020

**MEMORANDUM**

From: Commanding Officer, Naval Surface Warfare Center, Philadelphia Division

To: All Hands

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT  
POLICY

1. As Equal Employment Opportunity (EEO) Officer of Naval Surface Warfare Center, Philadelphia Division (NSWCPD), I am committed to ensuring a workplace free from discrimination or harassment, for all employees and applicants for employment. This is essential to sustaining our mission. NSWCPD values the personal uniqueness of each employee, and the tremendous benefits which this diversity of experience brings to our workforce. Managers and supervisors shall ensure that all employees are respected, and that all employment decisions are based solely upon merit and ability. As such, it is vital to maintain an environment free from all harassment. Harassment, sexual harassment, and unlawful discrimination upon the basis of race; color; national origin; sex (gender, gender identity, or sexual orientation); religion; age; genetic information; or mental or physical disability have no place in the workplace. Neither does reprisal, because one has engaged in protected activity (i.e. opposed discrimination, or participated in the EEO complaints process). All employees will strive to sustain a diverse, inclusive workforce, which is free from unlawful discrimination, harassment, or fear of reprisal, and in which every employee has the opportunity to reach their fullest potential in support of the mission.

2. Harassment is any severe or pervasive unwelcome verbal or physical conduct that is objectionably offensive, and has the purpose or effect of unreasonably interfering with a person's work performance, and/or creates an intimidating, hostile, or offensive work environment. Harassing behavior may include, but is not limited to, any of the following: epithets; slurs; jokes; name calling; obscene gestures or sounds; obscene language; vulgar or abusive language; negative stereotypes; threatening, intimidating, or hostile acts; stalking; physical assault; or written or graphic material that belittles or shows hostility or dislike toward an individual or group. Harassment is unacceptable conduct and will not be tolerated in any form.

3. Any employee who believes that they have been subjected to harassment or sexual harassment is encouraged, if the employee feels safe and confident to do so, to address



Subj: EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT  
POLICY

their concerns directly with the person demonstrating the behavior. If this resolves the issue to the satisfaction of the employee, then no further reporting is required. If this does not resolve the issue, then the employee may exercise their right to report the unlawful harassment or sexual harassment; this is a legal and protected right. An employee may report harassment, sexual harassment, or any other form of unlawful discrimination via their chain of command; to any NSWCPD supervisor; via the EEO Office; via the Human Resources Division; via the Office of Counsel; or via the Inspector General's Office. All reports of harassment, sexual harassment, or discrimination reported to NSWCPD management MUST be reported to me within 24 hours of receipt of the allegation. I will then assign a neutral fact-finder to investigate promptly any such allegation. When an allegation is substantiated, I will ensure that appropriate corrective action is taken. Confidentiality will be maintained to the greatest extent possible. Retaliation against individuals for reporting or participating in inquiries into allegations of harassment, sexual harassment, or discrimination is prohibited. Supervisors will allow individuals to seek guidance from the EEO Office when requested by an employee. Disciplinary action will be taken against those found to have engaged in inappropriate behavior in the workplace, or those found to have engaged in an act of retaliation or reprisal against an employee for exercising their right to report such behaviors.

4. All employees of NSWCPD will, in the event that they observe or become aware of a potential instance of harassment, sexual harassment, or discrimination, offer support to the employee affected by the behavior, and ensure that they receive guidance on available options to resolve the situation. This may include, but is not required to include, supporting the employee affected by the behavior in addressing their concerns directly with the employee demonstrating the behavior. *Supervisors at NSWCPD have an absolute duty to report any instance of suspected harassment, sexual harassment, or discrimination to me, via the chain of command.*

5. Using the EEO complaints process is every employee's right, and each employee will be free to use this process without fear of reprisal. If an employee believes that they have been subjected to unlawful discrimination, harassment, or sexual harassment, and decides to contact the EEO Office, the employee must make that contact within 45 calendar days of the alleged unlawful action. Contact with management about harassment, sexual harassment, or discrimination is not a substitute for initiating the EEO complaints process. Within the EEO complaints process, I also encourage the use of the available streamlined Alternative Dispute Resolution (ADR) process, as an alternative to the traditional method of EEO complaint resolution.

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT  
POLICY

6. I expect all hands to keep NSWCPD free of discrimination, harassment, and sexual harassment. The EEO Office is available for assistance on any matters related to the NSWCPD EEO program. Let's all pull together to provide a safe, inclusive, innovative, and diverse workplace, and to make NSWCPD the best possible place to work!

SIMON.DANA.FRA<sup>74</sup> Digitally signed by  
SIMON.DANA.FRANCIS.11796291  
NCIS.1179629174  
Date: 2020.06.11 15:17:10 -04'00'

DANA F. SIMON

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY 2020 - NSWC Philadelphia Division Status and Plan</b>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Low female participation in Engineering Technician occupations (802) which is a trigger for a potential barrier. A review of Table A6 indicates the division (as of 9/30/20) has 180 employees in this occupation 10 of which are female – 170 males (94.44%) and 10 females (5.56%)</p> <p>The participation rates for minorities and women in a professional positions are: Female (290-15.93%) Hispanic (17 Female – 0.93%) Black or African-American ( 29 Females –1.59%), White (212 Female – 11.64%),</p> <p>These conditions present as a trigger for a potential barrier because NSWCPD will benefit from an increase in diversity in the workforce at all levels. These conditions also present a trigger because FY 20 DEOCS comments have discussed the lack of diversity in NSWCPD.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Analysis of the Division's of female and minorities shows that low participation in the 802 series and professional series as a whole. Also an analysis of the DEOCS results and comments was conducted. The results show that the female and minority representation is low in NSWCPD.</p> <p>Total representation in the 802 positions account for a total of 180 Males – 94.44%, 10 Females – 5.56% compared to 141 White Males – 78.33% and 8 White Females – 4.44% 2 Black or African-American Females –1.11%</p> <p>The Division reviewed the hiring process and did not identify any barrier that was impeding the greater participation of females and minorities in the 802 series. NSWCPD continues to monitor the selection and interview process to determine the root cause.</p>

<b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	No Division policy, practice or procedure has been determined to be a barrier. Philadelphia Division will continue to analyze policies, practices and procedures to determine if a barrier exists.
<b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Conduct analysis to identify a policy, practice or procedure that may be impeding greater participation rate of minorities in supervisory positions and develop a barrier elimination plan.
<b>RESPONSIBLE OFFICIAL:</b>	EEO and Diversity Branch, Human Resources Director, Workforce Management Branch, Talent Management Division, Commanding Officer and Senior Leaders involved in barrier analysis efforts
<b>DATE OBJECTIVE INITIATED:</b>	10/2020
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/30/2022

EEOC FORM  
715-01 PART I

**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Continuously review the supervisory position application and hiring process: review resumes received, applicant demographic data on the certificates and final selections demographic data. Monitor, track and document findings bi-yearly.	10/20; 09/22
Continue to expand recruitment events and engage in attracting top talent while promoting diversity and inclusion.	10/20 thru 9/22
Continue to advertise supervisory position rotations as they become available.	10/20 thru 9/22
Offer training opportunities to prepare diverse applicants for supervisory positions.	10/20 thru 9/22
Utilize Equal Employment Advisory Committee and division ERG's to review policies, practices and procedures, metrics and DEOCS survey results and identify triggers for any potential barriers.	10/20 and 9/22
Advise senior leaderships of metrics regarding low minority participation in leadership positions on a quarterly basis.	10/20 thru 9/22



## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- In FY 20, NSWC Philadelphia Division (NSWCPD) took an in-depth look at the hiring practices for supervisory positions. The weekly Drumbeat recruitment and workforce development meeting performs analysis and monitoring of the opportunities for minorities and women.
- In FY 20, the division continue to monitor the Selection Panel criteria in an effort to maintain an impartial selection process for supervisory positions. The division revised the panel process to include an EEO panel member that is appointed solely by the EEO office and no longer being appointed by Selecting Official. The intended purpose is to provide consistency in the selection panels and centralize the EEO rep assignment and ensure an impartial EEO rep is selected for all supervisory panels.
- In FY 20, the NSWCPD engage in a highly successful recruiting mission targeting the underrepresentation of the organization. Recruiting team division sought to refine and standardize the supervisory application process by moving to an Executive Core Qualifications (ECQ) style resume format for applicants. In preparation of the process change, the Talent Management office held training on how to write ECQ's that was open to all employees and well attended. The materials from the training were also posted on the command's intranet site so that all employees would have access to the training for future use.
- Increased targeted focus on recruiting from universities with a highly diverse candidate pool (HBCUs/MSI); expanding FY21 recruitment efforts to further expand diversity
- 38.0% (+19.1% from FY19) of all new hires are of diverse ethnicity; 29.7% (+7.5% from FY19)
- female 65.4% of diverse new hires.

## MD-715 Part J

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

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

**All major commands, regardless of size, must complete this Part of the MD-715 report.**

#### Section I: Efforts to Reach Regulatory Goals

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

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

- Deputy EEO Director communicated 12% PWD and 2% PWTD goals during weekly Drumbeatrecruitment/training meeting with the Command's leadership.
- Workforce demographics are provided weekly Drumbeat recruitment/training meeting to leadership.
- Disability Program Manager meets regularly with the Recruitment Coordinator to emphasize these numerical goals and collaborate on ways to improve recruitment of PWD and PWTD.
- Recruitment Coordinator communicates 2% PWTD goals when meeting with NSWCPD recruiters at the weekly Drumbeat recruitment/training meeting.

#### 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:

		# of FTE Staff by Employment Status	
--	--	--	--

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Disability Program Task	Office/Division Responsible (EEO/HR/IT/Facilities)	Full Time <sup>A</sup>	Part Time <sup>B</sup>	Collateral <sup>C</sup> Duty	Primary Point of Contact (Name, Title)
Processing RA requests from applicants and employees with disabilities	EEO		X		Robert Turner (DEEO) / Schalor Blackshear (HR)
Section 508 Compliance	IT		X		Paul D. Miller
Architectural Barriers Act Compliance	FACILITIES	X			James Spinder
Special Emphasis Program for PWD and PWTD	EEO		X		Robert Turner(DEEO) position vacant
PWD Champion <sup>D</sup>					Non Identified

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 ☐

NSWCPD provided the recruitment team training on schedule A hiring authority and the use of the WRP program.

#### **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.

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Processing RA requests from applicants and employees with disabilities	Currently recruiting to fill this vacant position
Special Emphasis Program for PWD and PWTD	Currently recruiting to fill this vacant position

### 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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
Wounded Warrior Program	Yes	<input checked="" type="checkbox"/>	No	<input 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"/>

The command continues to support Neurodiversity in the Workplace, which supports the job preparedness and employment of individuals on the Autism spectrum.

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:

<ul style="list-style-type: none"> <li>•Workforce Recruitment Program (WRP)</li> <li>•Neurodiversity in the Workplace</li> <li>•Vocational Rehabilitation Center -Pennsylvania and New Jersey offices</li> <li>•Disability Services Offices of local universities on NSWCPD's recruitment plan</li> <li>•Wounded Warrior Program</li> </ul>
---

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

2

One (1) was recruited via the NAVSEA Recruiting event at NTID. One(l) was a WRP intern conversion to permanent employment. Two(2) were identified as Schedule A(u) eligible candidates and interviewed during our Schedule

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

WRP is a focus of the command's leadership and this program is used to recruit PWD and PWTD workers through an internship that could become permanent based on the needs of the organization

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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.

Schedule A candidates are a priority push from the weekly Drumbeat meeting to use this direct authority to expedite the hiring of PWD and PWTD employees. Eligible and qualified candidates are referred to the hiring manager of the vacancy for consideration. Details of appointment options are provided with the referral. Candidates eligible for Disabled Veteran hiring authorities are referred through either the Recruitment Coordinator or DPM.

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:	Not Tracked
------------------------------------	-------------

- DON EEO Training for Supervisors (online) includes a section on the hiring authorities. New Supervisors are required to take this training within first year of appointment, then a refresher every 3 years.
- Recruitment Coordinator advises on hiring flexibilities available for each vacancy.
- The command provides annual Recruiter Training. All recruiters are educated on the various hiring authorities available to our hiring managers.

#### **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.

- Co-Manager, Wmkforce Recruitment Program
- Director, Neurodiversity in the Workplace
- Director of Administration, SpARC Services
- Organization and Development Trainor, Libery Resources, 1.nc.
- Senior Counselor, Vocational Rehabilitation Center, New Jersey
- Assistant Manager, Vocational Rehabilitation Center, Pennsylvania
- Associate Director, NTID Center on Employment Rochester Institute of Technology

### **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.

- Opportunities for professional development and advancement are advertised to the workforce via All-Hands emails from the Workforce Development Branch and Public Affairs Office.
- AU employees have equal access to these opportunities. NSWCPD does not have professional development and advancement programs that specifically target PWD and PWTD.

#### **B. CAREER DEVELOPMENT OPPORTUNITIES**

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

- Rotational opportunities are announced command-wide.
- External Leadership Development programs are advertised to the workforce. Employees have been endorsed by the command and selected for these opportunities.
- Career Development opportunities are advertised via All-Hands to the entire command. Those opportunities include but are not limited to leadership development programs, mentoring, etc.
- Command also provides Extended Term Training and tuition reimbursement to employees obtaining degrees in fields of study applicable to their position.

### **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 ☐

Data for Schedule A conversions is unavailable .

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:

N/A

#### **B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

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

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

The command DPM and Information Technology (IT) Department collaborated on a draft Standard Operating Procedure (SOP) for requesting, procuring, and implementing assistive technology solutions. As part of the new process, the IT Department will include funding for assistive technology in their overhead budget to help streamline procurement of solutions.

### **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.

reasonable accommodation case took more than 30 days to process.

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.

34

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

- The average Days in Process for Reasonable Accommodation (RA) requests was 17.5 days.
- 95% of Reasonable Accommodation (RA) requests were processed timely.
- 1 RA decision of inability to accommodate in current position; employee offered option for job search outside the activity.
- 3 RA requests were withdrawn and handled outside of the process with guidance from RA POC on other avenues available to meet the need.
- 1 RA request closed due to removal of employee for unrelated reasons.

### **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.

NSCWPD has not received requests for Personal Assistance Services during this reporting period.

## 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 ☒

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.



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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 #_</b>	Assistive Technology solutions take an extended amount of time to implement.			
<b>Barrier(s)</b>	<ul style="list-style-type: none"> <li>Assistive equipment and software are modified to be compliant with DOD security requirements. This type of modification often compromises the functionality of the technology, which requires frequent trouble shooting and documentation of efforts. NSWCPD has experienced limitations on the following equipment and software: Purple(formerly ZVRS) Videophone, Interact-AS software, Dragon Naturally Speaking software.</li> <li>Procurement process for technology has specialized requirements.</li> </ul>			
<b>Objective(s)</b>	<ul style="list-style-type: none"> <li>Identify assistive technology solutions that are compatible with NSWCPD's infrastructure and provide effective support.</li> <li>Streamline the procurement process for assistive technology solutions.</li> </ul>			
<b>Responsible Official(s)</b>	Information Technology Department; Deputy Director Equal Employment Opportunity			
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding</b>	<b>Modified Date</b>	<b>Completion Date</b>
9/30/2022	Continue to monitor activities of the Assistive Technology Response Team: This team will handle the procurement, implementation and support for assistive technology solutions.			
9/30/2022	Publish a Standard Operating Procedure (SOP) that outline the specific policies, practices and processes that the IT Department and DPM will follow with regard to assistive technology solutions.			
<b>Fiscal Year</b>	<b>Accomplishments</b>			

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

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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.

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