

Naval Surface Warfare Center Philadelphia Division

Philadelphia, PA 19112

NSWCPD-10-AP-2021/01

Corporate Operations Department

Administrative Publication

NSWC PHILADELPHIA DIVISION FY21 EEOC MANAGEMENT DIRECTIVE 715 (MD-715) EEO STATUS/ACCOMPLISHMENT REPORT

by

EEO, Diversity and Inclusion Office
(Code 10E)



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Philadelphia, PA 19112-1403

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NSWC PHILADELPHIA DIVISION

FY21 EEOC MANAGEMENT DIRECTIVE 715 (MD-715)

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EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, 2020, to September 30, 2021					
PART A Department or Agency Identifying Information	1. Agency		1. Department of Navy		
	1.a. 2 nd level reporting component		Naval Surface Warfare Center, Philadelphia Division		
	1.b. 3 rd level reporting component				
	1.c. 4 th level reporting component				
	2. Address		2. 5001 S. Broad Street		
	3. City, State, Zip Code		3. Philadelphia, PA 19112		
	4. CPDF Code	5. FIPS code(s)	4. NV24	5. 42101	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 2729
	2. Enter total number of temporary employees				2. -76-
	3. Enter total number employees paid from non-appropriated funds				3. -0-
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]				4. 2805
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Honorable Carlos Del Toro Secretary of the Navy		
	2. Agency Head Designee		2. Dana F. Simon, CAPT, USN, Commanding Officer		
	3. Principal EEO Director/Official Official Title/series/grade		3. Robert W. Turner, Deputy EEO, NT-0260-05		
	4. Title VII Affirmative EEO Program Official		4. Pamela Rogers SEPM, NT-260-3/4		
	5. Section 501 Affirmative Action Program Official		5. Schalor Blackshear DPM, NT-260-3/4		
	6. Complaint Processing Program Manager		6. Crystal Roach, Complaints Manager, NT-0260-05		
	7. Other Responsible EEO Staff		7. Zorzi Noah, EEO Specialist, NT- 0260-03		
			Rosa Edwin, EEO Specialist, NT- 0260-03		

EEOC FORM 715-01 PART A-O		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
PART D 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) Included In Report	
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 HJ for each programmatic essential element requiring improvement Included In Report	
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 Included In Report	
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] Included In Report	
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 Included In Report	
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 Not Applicable	
*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 Not Applicable	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart Included In Report	

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715-PART E
EXECUTIVESUMMARY

Organization Information

The Naval Surface Warfare Center, Philadelphia Division (NSWCPD) provides the Navy's primary technical expertise and facilities for both naval machinery research and development and naval machinery lifecycle engineering. NSWCPD is responsible for the machinery systems core equity of the Ship and Ship Systems Product Area for the United States Navy and serves as a central point for academia and industry to join forces with Navy technical experts to develop solutions to needs in naval machinery. Consistent with its core equity responsibility and alignment to NAVSEA's Expand The Advantage 3.0, NSWCPD fulfills key functions including research, design, development, shipboard and land-based test and evaluation, acquisition support, in-service engineering, Fleet engineering, integrated logistics support and concepts and overall life cycle engineering.

At the beginning of FY21, NSWCPD employed 2763 civilian and military employees. Engineers and scientists comprise the majority of the competencies in support the command's mission. The largest occupational groups are mechanical engineers (0830) and electrical engineers (0850).

NSWCPD's mission and vision statements are as follows:

OUR MISSION...

To provide research, development, test and evaluation, acquisition support, engineering, systems integration, in-service engineering and fleet support with Cybersecurity, comprehensive logistics, and life-cycle savings through commonality for surface and undersea vehicle machinery, ship systems, equipment and material

OUR VISION...

Shape the Navy's future by continuously expanding machinery systems advantages through technical dominance.

Database Information

Data contained in this report was extracted from the Enterprise Data Warehouse (EDW), Defense Civilian Personnel Database System (DCPDS), and the Complaints Tracking System (iComplaints). Data reflects all permanent and temporary Appropriated Fund employees. Due to the broad scope of the NSWCPD, the National Civilian Labor Force (NCLF) statistics are used for comparisons. NSWCPD's EEO Office did have limited access to the applicant flow data during FY21 because it was only released at the enterprise level; therefore, some datasets were not complete enough to draw conclusions with respect to the applicant pool. The FIPS code for Philadelphia, Philadelphia County, Pennsylvania was used as the primary location for the majority of NSWCPD.

Limitations:

Race, ethnicity, and disability information contained within DCPDS is obtained through voluntary employee submissions. Employee perceptions for self-identification on race and ethnicity may not coincide with the standard categories prescribed by the Equal Employment Opportunity Commission (EEOC), the U.S. Census Bureau, or the Office of Personnel Management (OPM).

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Workforce Analyses:

As of end of FY21, NSWCPD's total workforce of 2805 civilian employees represents a 1.52 % increase as compared to 2763 civilians in FY 20. The NSWCPD's workforce is (2151) 76.68% male and (654) 23.3% female. The participation rate of Hispanics is 5 Standard Deviations less than expected, based upon the NCLF of 10%. NSWCPD's representation of Women (0801) general engineers (25) 21.74%, (0830) mechanical engineer (104) is above the national average for female engineers (7.3%). Women representation in NSWCPD's STEM workforce (26.1%) is above the national average for female STEM professionals (24%). Yet, NSWCPD representation of Hispanic engineers (2.6%) is below the national average of Hispanic engineers (10%).

As of end of FY21, the number of Individuals with Disabilities (IWD) in the total workforce was 163, which represents 5.78% of the total civilian workforce and resulted in no significant change as compared to FY20. Of the IWD, 46 (1.63%) are Individuals with Targeted Disabilities (IWTD) which are a subset of those who have a reportable disability. The criteria EEOC used to select the 12 disabilities categorized as "targeted disabilities" include the severity of the disability, the feasibility of recruitment, and the availability of workforce data for this group. EEOC is currently using the Federal Goal of 2% as a benchmark as there is not NCLF for IWTD. As compared to FY20, the number of disabled employees decreased by two (2) for NSWCPD. The 1.63% participation rate of IWTD is below the DOD and Federal goal of 2% and therefore is an area of under representation. For this reporting period; however, 137 (4.85%) of NSWCPD employees have not identified their disability status. EEO Plan to Eliminate Identified Barrier is reported in Part I. With the NSWCPD plan of action to recruit, hire and advance IWTD is at Parts I and J.

As of end of FY21, veterans' represented 15 % (417) of the NSWCPD's permanent civilian workforce and disabled veterans represented 52.9% (221). There are three categories of disabled veterans, namely 10- Point/Compensable preference with less than 30% disability; 10-Point Compensable preference with 30 percent or more disability; and 10 percent disability. However, of those disabled veterans, only 26.2% (58) have self-identified a disability. NSWCPD recognizes the need to ensure that disabled veterans are accurately identified to meet the Federal Goal of 2% for IWTD. Specific actions related to the NSWCPD's efforts are captured in Parts I and J.

The NSWCPD's workforce spans many occupational series. The top four major occupations by most populous series areas are as follows: Mechanical Engineering (0830), Engineering Technician (0802), General Engineering (0801), and Management and Program Analysis (0343). The number of civilian employees in the top four major occupations total 1171 which is 42.0% of the total workforce with additional critical engineering, scientist and business occupations comprising the remaining to execute the command's mission. An alignment of NSWCPD civilian employees to the required EEOC FED9 occupational groups show that 19% (529) are classified by the US Census Bureau as "Officials and Managers" and "Professionals" (1883) 67%. As defined by the EEOC, these occupations requiring administrative and managerial personnel who develop and execute broad policies or, in the case of "Professionals," requires a college degree.

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A breakdown of NSWCPD Civilian workforce in the 9 categories is as follows:

Figure 1 - Workforce FED 9 Categories

FED9 Description	Number of Employees	Percentage
Officials and Managers	529	18.86
Professionals	1883	67.13
Technicians	210	7.4
Office \ Clerical	72	2.6
Craft Workers	108	3.9
Operatives	3	.11
Laborers & Helpers	0	0
Service Workers	0	0
Sales Workers	0	0
Total	2805	100

The most populous pay plan for NSWCPD's employees is the General Schedule (GS). General Schedule employees comprise 85.5% (2400) of the total civilian workforce (2805). Figures 2 and 3 below provide a snapshot of GS employees by grade grouping, ethnicity, race and gender. With the exception of Whites and Males, there is a consistent decline in the participation rates for all other ethnic, racial, and gender groups beginning at senior grade and leader positions. While the less than expected participation rates of Hispanic and women exists throughout the federal sector as compared to the NCLF, NSWCPD's challenge is to eliminate any barriers to their participation in the higher grades and continues to take steps to resolve this gap through use of rotational opportunities, speed mentoring sessions, and brown bags on resume writing and preparation for interviews.

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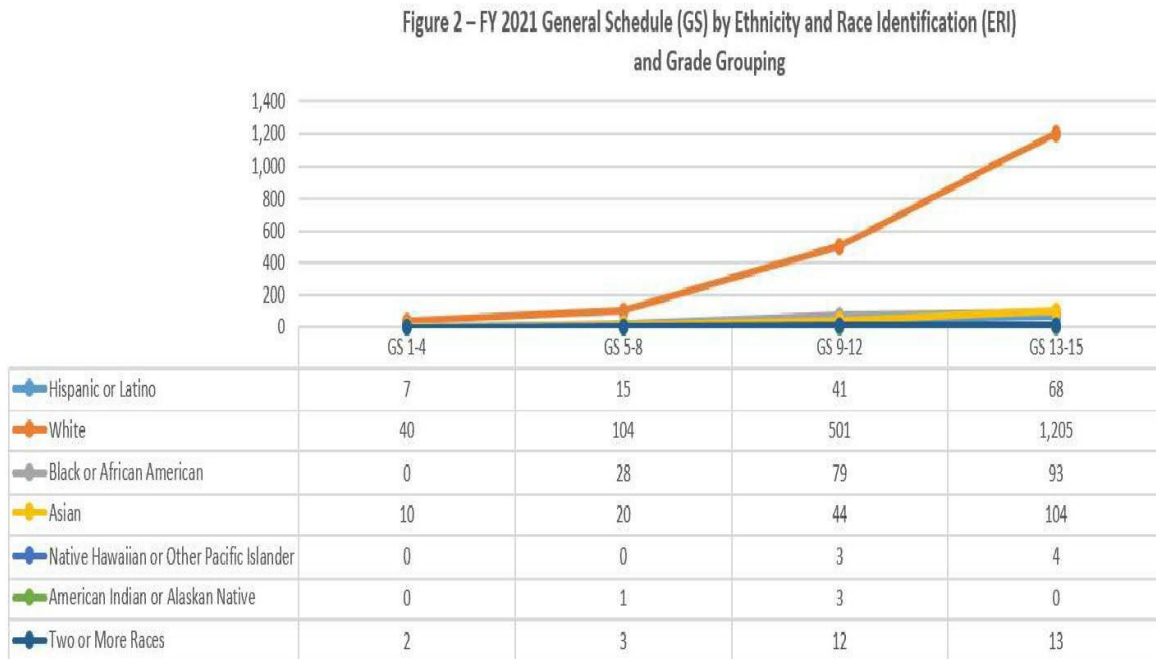
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Total Workforce

At the end of FY20 there were 2,763 total permanent employees. At end of FY21, NSWCPD had an end strength of 2,805; a difference of +42. The total workforce categories with no change (+/-) from FY20 to FY21 are Native Hawaiian or Other Pacific Islander and American Indian or Alaska Native.

Table A1: TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex																		
Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		White		Black or African American		Asian		Non-Hispanic or Latino		American Indian or Alaska Native		Two or more races		
	Male	Female																
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
TOTAL WORKFORCE																		
Prior FY20	#	2,763	2,121	642	107	37	1,708	473	139	84	138	31	6	2	2	21	13	
	%	100%	76.76%	23.24%	3.87%	1.34%	61.82%	17.12%	5.03%	3.04%	4.99%	1.12%	0.22%	0.07%	0.07%	0.07%	0.76%	0.47%
Current FY21	#	2,805	2,151	654	105	38	1,719	476	144	88	154	34	6	2	2	21	14	
	%	100%	76.68%	23.32%	3.74%	1.35%	61.28%	16.97%	5.13%	3.14%	5.49%	1.21%	0.21%	0.07%	0.07%	0.07%	0.75%	0.5%
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%	0.28%
Difference	#	42	30	12	-2	1	11	3	5	4	16	3	0	0	0	0	0	1
Ratio Change	%	0%	-0.08%	0.08%	-0.13%	0.01%	-0.54%	-0.15%	0.1%	0.1%	0.5%	0.09%	-0.01%	0%	0%	0%	-0.01%	0.03%
Net Change	%	1.52%	1.41%	1.87%	-1.87%	2.7%	0.64%	0.63%	3.6%	4.76%	11.59%	9.68%	0%	0%	0%	0%	0%	7.69%
PERMANENT																		
Prior FY20	#	2,763	2,121	642	107	37	1,708	473	139	84	138	31	6	2	2	21	13	
	%	100%	76.76%	23.24%	3.87%	1.34%	61.82%	17.12%	5.03%	3.04%	4.99%	1.12%	0.22%	0.07%	0.07%	0.07%	0.76%	0.47%
Current FY21	#	2,805	2,151	654	105	38	1,719	476	144	88	154	34	6	2	2	21	14	
	%	100%	76.68%	23.32%	3.74%	1.35%	61.28%	16.97%	5.13%	3.14%	5.49%	1.21%	0.21%	0.07%	0.07%	0.07%	0.75%	0.5%
Difference	#	42	30	12	-2	1	11	3	5	4	16	3	0	0	0	0	0	1
Ratio Change	%	0%	-0.08%	0.08%	-0.13%	0.01%	-0.54%	-0.15%	0.1%	0.1%	0.5%	0.09%	-0.01%	0%	0%	0%	-0.01%	0.03%
Net Change	%	1.52%	1.41%	1.87%	-1.87%	2.7%	0.64%	0.63%	3.6%	4.76%	11.59%	9.68%	0%	0%	0%	0%	0%	7.69%
TEMPORARY																		
Note: Excludes 17 employees who claimed "Other" as a race or gender.																		

Figure 2 – FY 2021 General Schedule (GS) by Ethnicity and Race Identification (ERI) and Grade Grouping



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Managers and Supervisors

In FY21, the total workforce occupational categories represented 529 supervisory positions categorized as officials and managers; executive, senior level, mid-level, and first line supervisors. Females represented 40.37% of the supervisory distribution across the workforce. Minority supervisors represent 35.37% of the total workforce.

Table A3-2: EEOC FEDERAL SECTOR OCCUPATIONAL CATEGORIES - Distribution by Race/Ethnicity and Sex																		
Occupational Categories		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non-Hispanic or Latino											
		White		Black or African American			Asian		Native Hawaii 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
1. Officials and Managers		#	16	7	9	0	0	7	7	0	1	0	1	0	0	0	0	0
Executive/Senior Level (Grades 15 and Above)		%	0.57%	0.33%	1.38%	0%	0%	0.41%	1.47%	0%	1.14%	0%	2.94%	0%	0%	0%	0%	0%
Mid-Level(Grades 13-14)		#	294	154	140	5	8	139	108	3	19	7	1	0	0	0	0	4
		%	10.48%	7.16%	21.41%	4.76%	21.05%	8.09%	22.69%	2.08%	21.59%	4.55%	2.94%	0%	0%	0%	0%	28.57%
First-level(Grades 12 and Below)		#	219	104	115	10	6	75	89	9	13	8	2	0	1	0	1	
		%	7.81%	4.83%	17.58%	9.52%	15.79%	4.36%	18.7%	6.25%	14.77%	5.19%	5.88%	0%	100%	0%	50%	
Officials and Managers - Total		#	529	265	264	15	14	221	204	12	33	15	4	0	2	0	1	
		%	18.86%	12.32%	40.37%	14.79%	36.84%	12.86%	42.86%	8.33%	37.5%	9.74%	11.76%	0%	100%	0%	50%	

Figure 3 – FY 2021 General Schedule (GS) by Gender and Grade Grouping



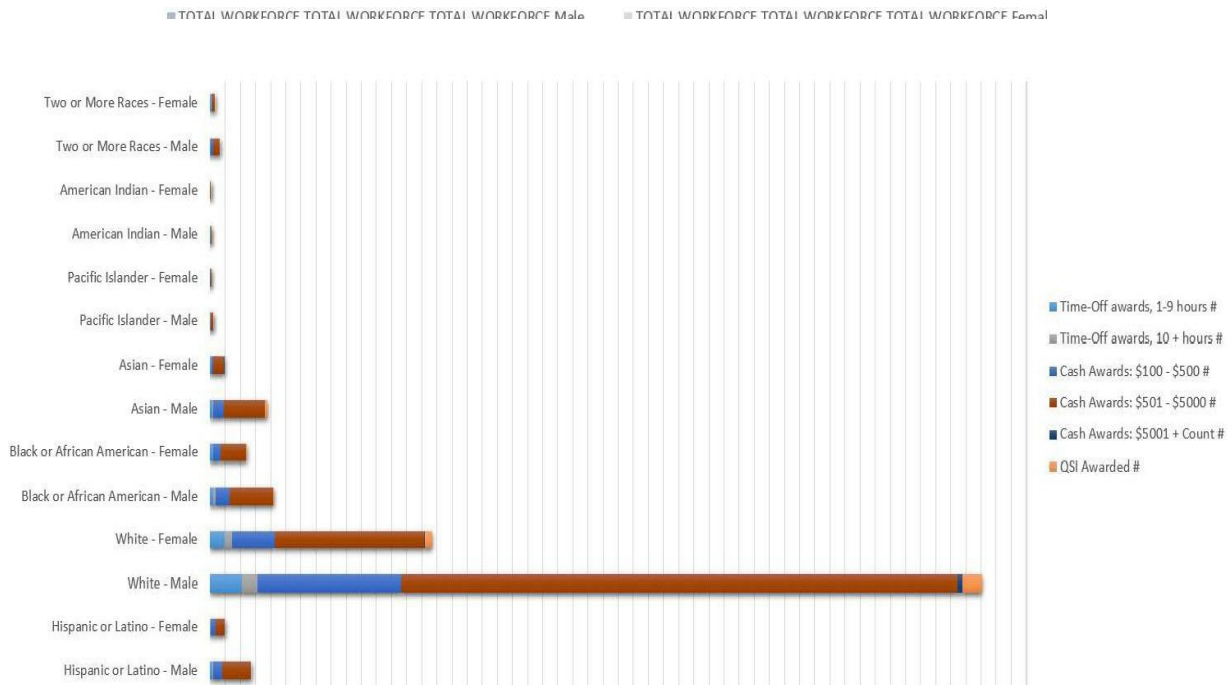
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Total Workforce Awards by Ethnicity and Race Identification (ERI) During FY21, there were 4,104 awards distributed throughout the workforce. The awards were identified into six categories, Quality Step Increases (QSI), Time Off 1-9 hours, Time Off 10+ hours, Cash Awards between \$100 - \$500, Cash Awards between \$501 - \$5,000, and Cash Awards Over \$5,001. In FY21, the total amount of cash awards distributed to the male workforce was \$4,032,575 and \$1,103,577 for the female workforce. The ratio of male to females in the workforce is 3.3:1, or approximately 30.40% female. The sum of total cash awards distributed to the workforce population for FY21 is \$5,136,152. The largest number of cash awards were distributed to persons who have identified as White Males (2,862) and White Females (638). This allocation of awards closely matches the ratio of males to females' in the NSWCPD workforce.

Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex																			
Job Title/Series		TOTAL WORKFORCE			RACE/ETHNICITY														
					Hispanic or Latino		White		Black or African American		Asian		Non-Hispanic or Latino		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	Male
Time-Off awards, 1-9 hours																			
Total Time-Off Awards Given	#	197	133	64	7	0	106	48	10	9	7	4	1	0	1	0	1	0	3
Total Hours	%	100%	67.51%	32.49%	3.55%	0%	53.81%	24.37%	5.08%	4.57%	3.55%	2.03%	0.51%	0%	0.51%	0%	0.51%	0%	1.52%
Average Hours		7	9	7	8	0	7	7	7	6	7	6	8	0	8	0	8	0	7
Time-Off awards, 10+ hours																			
Total Time-Off Awards Given	#	94	64	30	4	2	50	25	7	0	3	1	0	0	0	0	0	0	2
Total Hours	%	100%	68.09%	31.91%	4.26%	2.13%	53.19%	25.6%	7.45%	0%	3.19%	1.06%	0%	0%	0%	0%	0%	0%	2.13%
Average Hours		14	13	14	14	12	14	13	14	16	0	15	20	0	0	0	0	0	27
Cash Awards: \$100 - \$500																			
Total Cash Awards Given	#	786	597	189	29	16	476	141	46	24	36	6	1	1	0	0	0	9	1
Total Dollars	%	100%	76.95%	24.05%	3.68%	2.04%	60.66%	17.94%	5.06%	3.06%	4.68%	0.76%	0.13%	0.13%	0%	0%	0%	1.96%	0.13%
Average Dollars	\$	\$305,422.00	\$226,564.00	\$78,698.00	\$10,638.00	\$6,301.00	\$182,232.00	\$60,129.00	\$16,539.00	\$9,728.00	\$14,225.00	\$2,250.00	\$250.00	\$300.00	\$0.00	\$0.00	\$0.00	\$3,280.00	\$150.00
Cash Awards: \$501 - \$5000																			
Total Cash Awards Given	#	2,905	2,247	658	96	31	1,840	493	145	85	136	35	7	2	2	2	2	21	10
Total Dollars	%	100%	77.35%	22.65%	3.3%	1.07%	63.34%	16.97%	4.99%	2.93%	4.68%	1.2%	0.24%	0.07%	0.07%	0.07%	0.07%	0.72%	0.34%
Average Dollars	\$	\$4,676,278.00	\$3,688,743.00	\$987,535.00	\$143,812.00	\$48,613.00	\$3,071,807.00	\$749,039.00	\$212,116.00	\$117,812.00	\$216,020.00	\$51,327.00	\$10,850.00	\$1,900.00	\$3,603.00	\$1,850.00	\$315,535.00	\$16,394.00	\$1,639.40
Cash Awards: \$5001+																			
Total Cash Awards Given	#	24	18	6	0	0	17	4	1	1	0	1	0	0	0	0	0	0	0
Total Dollars	%	100%	75%	25%	0%	0%	70.83%	16.67%	4.17%	4.17%	0%	4.17%	0%	0%	0%	0%	0%	0%	0%
Average Dollars	\$	\$64,550.00	\$117,268.00	\$37,184.00	\$0.00	\$0.00	\$111,748.00	\$26,144.00	\$5,520.00	\$5,520.00	\$0.00	\$5,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Step Increase (QSI)																			
QSI Awarded	#	98	73	25	0	0	64	23	3	2	6	0	0	0	0	0	0	0	0
TOTAL WORKFORCE (BFL)	%	100%	74.49%	25.51%	0%	0%	65.31%	23.47%	3.06%	2.04%	6.12%	0%	0%	0%	0%	0%	0%	0%	0%
Note: Excludes 14 employees who claimed "Other" as a race or gender.																			
Note 2: Excludes 98 award who had "Null" Award amount.																			
Note 3: Excludes 701 awards with award amount between \$1-90																			

Note: Excludes 14 employees who claimed "Other" as a race or gender.
Note 2: Excludes 98 award who had "Null" award amount.
Note 3: Excludes 101 awards with award amount between \$1.00



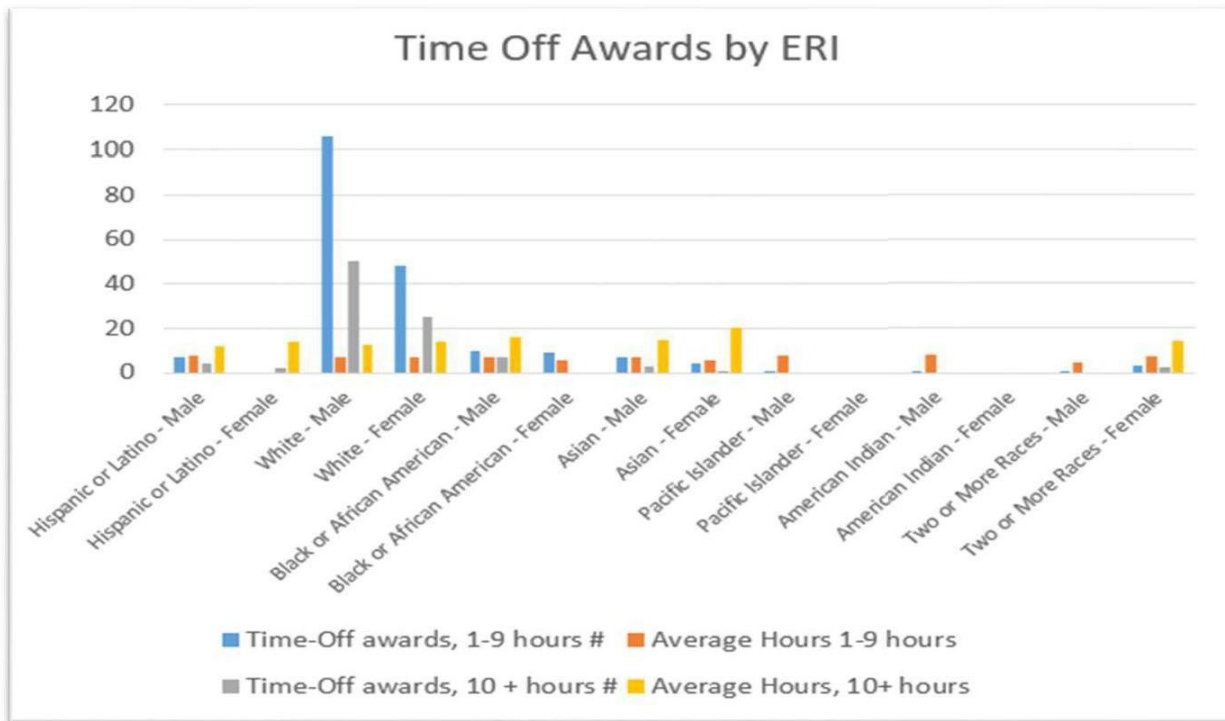
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Time Off Awards

During FY21, there were 4,104 awards distributed throughout the workforce. Out of the total awards there was a total of 291 Time off Awards or 7.09% distributed to the workforce.

Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex																	
Job Title/Series	TOTAL WORKFORCE			Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Time-Off awards, 1-9 hours																	
Total Time-Off Awards	#	197	133	64	7	0	106	48	10	3	7	4	1	0	1	0	3
Given	%	100%	67.51%	32.49%	3.55%	0%	53.81%	24.31%	5.08%	4.51%	3.55%	2.03%	0.51%	0%	0.51%	0%	1.52%
Total Hours		1,333	902	431	54	0	712	330	67	56	43	25	8	0	8	4	20
Average Hours		7	7	7	8	0	7	7	7	6	7	6	8	0	8	4	7
Time-Off awards, 10 + hours																	
Total Time-Off Awards	#	34	64	30	4	2	50	25	7	0	3	1	0	0	0	0	2
Given	%	100%	68.03%	31.97%	4.26%	2.10%	53.19%	26.5%	7.45%	0%	3.19%	1.06%	0%	0%	0%	0%	2.13%
Total Hours		1,272	857	415	47	28	654	340	112	0	44	20	0	0	0	0	27
Average Hours		14	13	14	12	14	13	14	16	0	15	20	0	0	0	0	14



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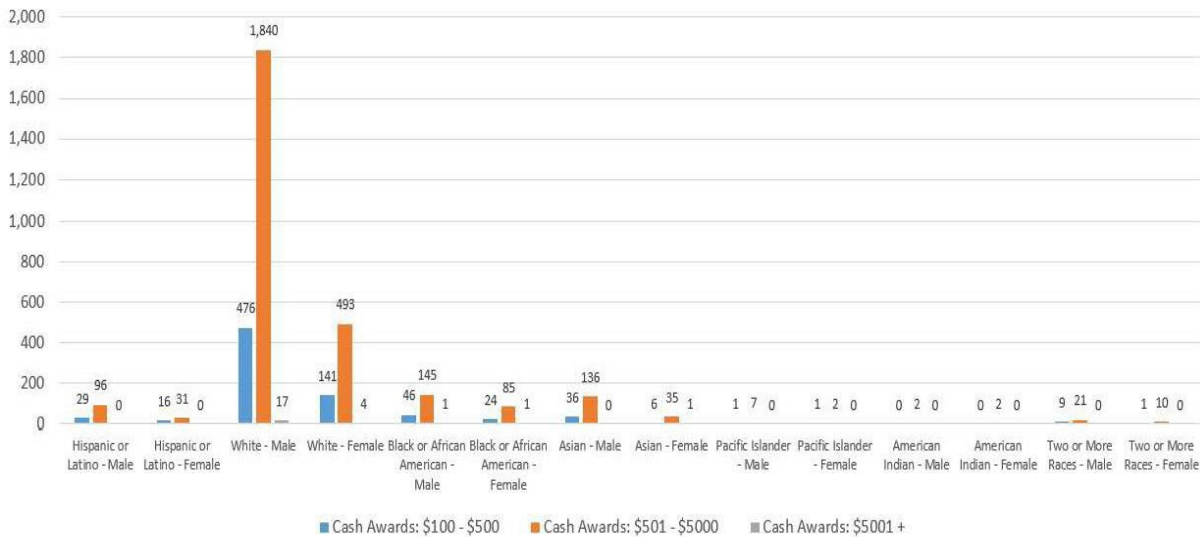
Cash Awards

During FY21, there were 4,104 awards distributed throughout the workforce, with 90.5% (3,715) being Cash Awards that totaled \$5,136,152. The total amount for male and female gender categories were; \$4,032,575 and \$1,103,577, respectively. The average for the White Male and Female category was the highest averaging a \$6,536 to \$6,573.41. The lowest cash award amount was disbursed to Females of Two or More Races (\$150) and Pacific Islander Male (\$250).

Job Title/Series	TOTAL WORKFORCE			Hispanic or Latino		Non-Hispanic or Latino													
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		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	Male	Female
Cash Awards: \$100 - \$500																			
Total Cash Awards Given	186	557	103	29	16	476	141	46	24	36	6	1	1	0	0	3	1		
Total Dollars	\$305,422.00	\$226,564.00	\$178,858.00	\$10,638.00	\$6,301.00	\$182,232.00	\$60,123.00	\$15,333.00	\$3,128.00	\$14,225.00	\$2,250.00	\$250.00	\$300.00	\$0.00	\$0.00	\$3,280.00	\$150.00		
Average Dollars	\$1,644.76	\$1,641.63	\$1,500.81	\$366.83	\$393.81	\$382.84	\$426.45	\$346.50	\$405.33	\$395.14	\$375.00	\$250.00	\$300.00	\$0.00	\$0.00	\$364.44	\$150.00		
Cash Awards: \$501 - \$5000																			
Total Cash Awards Given	2,305	2,247	658	96	31	1,840	433	145	85	136	35	7	2	2	2	21	10		
Total Dollars	\$4,676,278.00	\$3,688,743.00	\$1,887,535.00	\$143,812.00	\$48,613.00	\$3,071,807.00	\$1,749,033.00	\$212,116.00	\$117,812.00	\$215,020.00	\$51,327.00	\$10,850.00	\$1,300.00	\$3,605.00	\$1,850.00	\$31,535.00	\$16,334.00		
Average Dollars	\$2,030.23	\$1,642.02	\$2,869.82	\$1,486.63	\$1,568.16	\$1,669.46	\$1,519.35	\$1,462.87	\$1,386.02	\$1,581.03	\$1,463.63	\$1,550.00	\$350.00	\$1,801.50	\$925.00	\$1,501.67	\$1,633.40		
Cash Awards: \$5001 +																			
Total Cash Awards Given	24	18	6	0	0	17	4	1	1	0	1	0	0	0	0	0	0		
Total Dollars	\$154,432.00	\$117,258.00	\$37,184.00	\$0.00	\$0.00	\$70,835.00	\$6,673.00	\$4,171.00	\$4,171.00	\$0.00	\$4,171.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Average Dollars	\$6,435.50	\$6,514.83	\$6,197.33	\$0.00	\$0.00	\$4,166.18	\$1,668.25	\$4,171.00	\$4,171.00	\$0.00	\$4,171.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Quality Step Increase (QSI)																			
QSI Awarded	38	73	25	0	0	64	23	3	2	6	0	0	0	0	0	0	0		
%	100%	74.43%	25.51%	0%	0%	65.31%	23.41%	3.08%	2.04%	6.92%	0%	0%	0%	0%	0%	0%	0%		
TOTAL WORKFORCE (RCLF)	2,805	2,151	654	105	38	1,719	476	144	88	154	34	6	2	2	2	21	14		
%	100%	76.68%	23.32%	3.74%	1.35%	61.28%	16.37%	5.13%	3.14%	5.49%	1.21%	0.21%	0.07%	0.07%	0.07%	0.75%	0.5%		

Note: Excludes 14 employees who claimed "Other" as a race or gender.
Note 2: Excludes 58 award who had "Null" Award amounts.
Note 3: Excludes 231 awards with award amount between \$1-\$5.

FY21 Cash Awards Counts by ERI



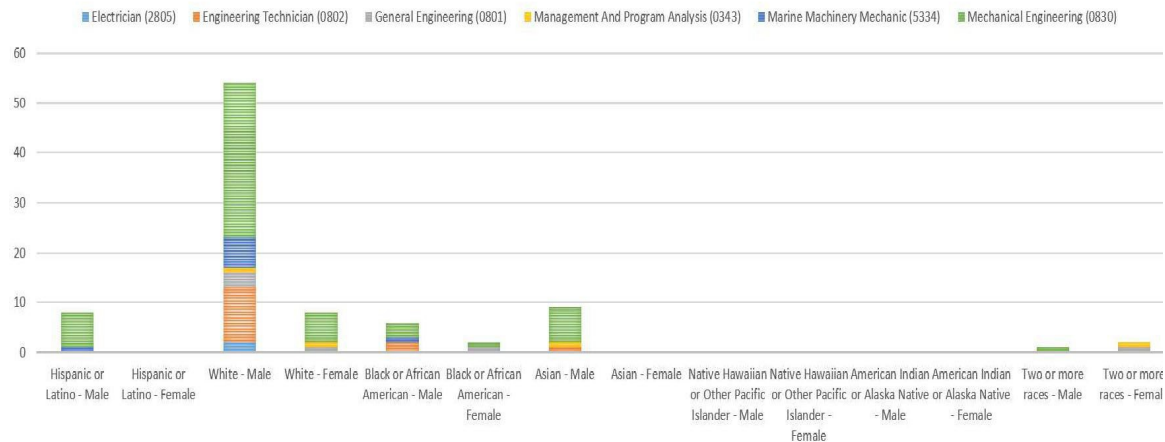
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Applicants for Major Occupations by Race, Ethnicity, and Sex

In FY21 there were a total of 90 applications for jobs with the series and job title; Electrician (2805), Engineering Technician (0802), General Engineering (0801), Management and Program Analyst (0343), Marine Machinery Mechanic (5334), and Mechanical Engineering (0830). Out of the total workforce job titles and series 78 applicants were male and 12 were female.

Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex - Total Workforce																	
Job Title/Series	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		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
Electrician (2805)	# 2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
	% 100%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Occupational CLF	% 100%	98%	2%	14.1%	0.3%	73.2%	1.5%	6.9%	0.2%	2%	0%	0.2%	0%	1.2%	0%	0.4%	0%
Engineering Technician (0802)	# 14	14	0	0	0	11	0	2	0	1	0	0	0	0	0	0	0
	% 100%	100%	0%	0%	0%	78.57%	0%	14.29%	0%	7.14%	0%	0%	0%	0%	0%	0%	0%
Occupational CLF	% 100%	80.6%	19.6%	7.9%	2%	58.4%	12.6%	7.1%	2.3%	5.8%	2.4%	0%	0.1%	0.8%	0.2%	0.5%	0.1%
General Engineering (0801)	# 6	3	3	0	0	3	1	0	1	0	0	0	0	0	0	0	1
	% 100%	50%	50%	0%	0%	50%	16.67%	0%	16.67%	0%	0%	0%	0%	0%	0%	0%	16.67%
Occupational CLF	% 100%	88%	12.1%	4.5%	0.8%	66.7%	7.6%	3.4%	0.9%	12.4%	2.6%	0.1%	0%	0.5%	0.1%	0.4%	0.1%
Management And Program Analyst (0343)	# 4	2	2	0	0	1	1	0	0	1	0	0	0	0	0	0	1
	% 100%	50%	50%	0%	0%	25%	25%	0%	0%	25%	0%	0%	0%	0%	0%	0%	25%
Occupational CLF	% 100%	58.9%	41%	2.7%	2.2%	47.4%	31.1%	3%	3.7%	5.3%	3.4%	0%	0%	0.2%	0.3%	0.3%	0.3%
Marine Machinery Mechanic (5334)	# 8	8	0	1	0	6	0	1	0	0	0	0	0	0	0	0	0
	% 100%	100%	0%	12.5%	0%	75%	0%	12.5%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Occupational CLF	% 100%	96.5%	3.5%	11.9%	0.5%	73.9%	2.3%	6.9%	0.5%	2.4%	0.2%	0.1%	0%	1%	0%	0.3%	0%
Mechanical Engineering (0830)	# 56	49	7	7	0	31	6	3	1	7	0	0	0	0	0	1	0
	% 100%	87.5%	12.5%	12.5%	0%	55.36%	10.71%	5.36%	1.79%	12.5%	0%	0%	0%	0%	0%	1.79%	0%
Occupational CLF	% 100%	92.7%	7.3%	4.5%	0.4%	74.3%	5.5%	3.6%	0.4%	9.4%	0.9%	0.1%	0%	0.4%	0%	0.4%	0.1%
Total FY21	# 90	78	12	12	0	54	8	6	2	9	0	0	0	0	0	1	2
	% 100%	86.67%	13.33%	8.89%	0%	60%	8.89%	6.67%	2.22%	10%	0%	0%	0%	0%	0%	1.11%	2.22%
TOTAL WORKFORCE FY21	# 2,805	2,151	654	105	38	1,719	476	144	88	154	34	6	2	2	2	21	14
	% 100%	76.68%	23.32%	3.74%	1.35%	61.28%	16.97%	5.13%	3.14%	5.49%	1.21%	0.21%	0.07%	0.07%	0.07%	0.75%	0.5%

**TABLE A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS BY
RACE/ETHNICITY AND SEX - TOTAL WORKFORCE**



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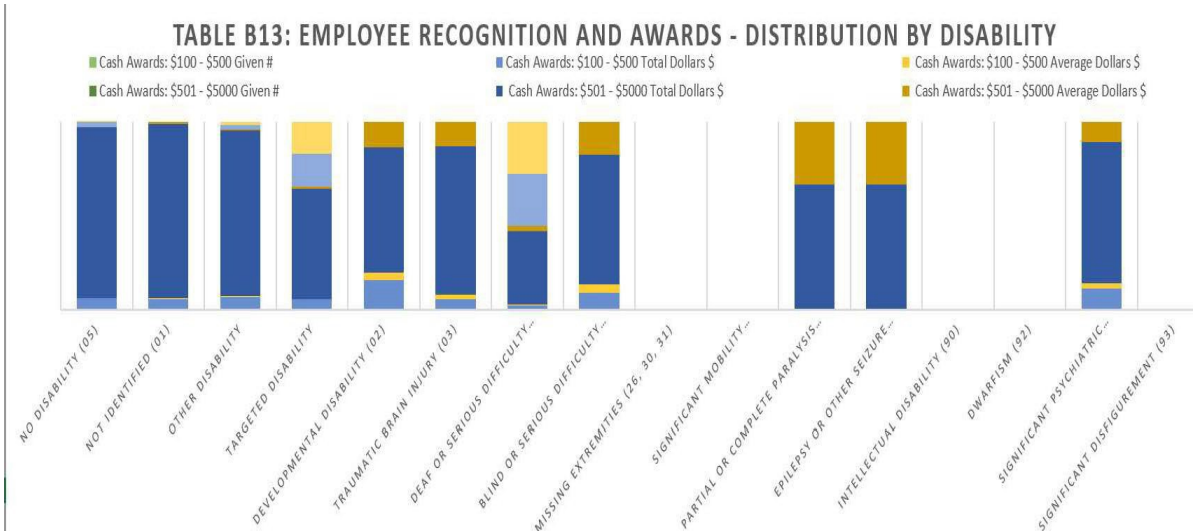
Applicants for Major Occupations by Disability

In FY21 there were a total of 92 applicants for jobs with the series and job title; Electrician (2805), Engineering Technician (0802), General Engineering (0801), Management and Program Analyst (0343), Marine Machinery Mechanic (5334), and Mechanical Engineering (0830) by persons with disabilities. Out of the total workforce job titles and series 74 applicants were claimed No Disability (05), 15 documented not identified (01), 3 were Other Disability, and none with Targeted Disabilities. The disabilities indicated by a bar graph had actual data. Note: only disabilities indicated by a bar graph had actual data.

Table B7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Disability - Total Workforce																		
		Total by Disability Status					Detail for Targeted Disabilities											
		TOTAL	No Disability (05)	Not Identified (01)	Other Disability	Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Difficulty Hearing (15, 18, 19)	Blind or Serious Difficulty Seeing (20, 21, 22)	Missing Extremities (26, 30, 31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60, 61, 69, 70, 79)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Dwarfism (92)	Significant Psychiatric Disorder (91)	Significant Disfigurement (93)
Electrician (2805)	#	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Engineering Technician (0802)	#	15	10	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	66.67%	26.67%	6.67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
General Engineering (0801)	#	6	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	50%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Management And Program Analyst (0343)	#	4	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	25%	50%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Marine Machinery Mechanic (5334)	#	9	8	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	88.89%	11.11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Mechanical Engineering (0830)	#	56	52	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	92.86%	5.36%	1.79%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total FY21	#	92	74	15	3	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	80.43%	16.32%	3.26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL WORKFORCE FY21	#	2,822	2,476	137	163	46	6	4	17	5	0	2	3	1	0	8	0	0
	%	100%	87.74%	4.85%	5.78%	1.63%	0.21%	0.14%	0.6%	0.18%	0%	0%	0.07%	0.11%	0.04%	0%	0.28%	0%

Table B13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability																		
		Total by Disability Status					Detail for Targeted Disabilities											
		TOTAL	No Disability (05)	Not Identified (01)	Other Disability	Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Difficulty Hearing (15, 18, 19)	Blind or Serious Difficulty Seeing (20, 21, 22)	Mixing Extremities (26, 30, 31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60, 61, 69, 70, 79)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Dwarfism (92)	Significant Psychiatric Disorder (91)	Significant Disfigurement (93)
Time-Off awards, 1-9 hours																		
Total Time-Off Awards Given	#	197	179	9	6	3	0	1	1	0	0	0	0	0	1	0	0	0
	%	100%	90.86%	4.57%	3.05%	1.52%	0%	0.51%	0.51%	0%	0%	0%	0%	0%	0.51%	0%	0%	0%
Total Hours	#	1,333	1,204	65	42	22	0	6	8	0	0	0	0	0	8	0	0	0
Average Hours	#	7	7	7	7	7	0	6	8	0	0	0	0	0	8	0	0	0
Time-Off awards, 10+ hours																		
Total Time-Off Awards Given	#	94	83	3	6	2	0	0	2	0	0	0	0	0	0	0	0	0
	%	100%	88.3%	3.19%	6.38%	2.13%	0%	0%	2.13%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Hours	#	1,272	1,112	44	90	26	0	0	26	0	0	0	0	0	0	0	0	0
Average Hours	#	14	13	15	15	13	0	0	13	0	0	0	0	0	0	0	0	0
Cash Awards: \$100 - \$500																		
Total Cash Awards Given	#	791	699	25	30	15	4	3	2	0	0	0	0	0	0	0	4	0
	%	100%	88.37%	3.16%	3.79%	1.9%	0.51%	0.38%	0.25%	0%	0%	0%	0%	0%	0%	0%	0.51%	0%
Total Dollars	\$	\$307,072.00	\$271,562.00	\$9,316.00	\$19,731.00	\$5,813.00	\$1,738.00	\$500.00	\$1,350.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,425.00	\$0.00
Average Dollars	\$	\$388.21	\$388.50	\$372.64	\$394.62	\$387.53	\$434.50	\$250.00	\$450.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$356.25	\$0.00
Cash Awards: \$501 - \$5000																		
Total Cash Awards Given	#	2,914	2,605	100	163	42	5	6	16	4	0	0	2	2	0	0	7	0
	%	100%	89.38%	3.43%	5.59%	1.44%	0.17%	0.21%	0.55%	0.14%	0%	0%	0.07%	0.07%	0%	0%	0.24%	0%
Total Dollars	\$	\$4,688,490.00	\$4,203,224.00	\$156,567.00	\$256,446.00	\$64,665.00	\$7,533.00	\$7,415.00	\$26,805.00	\$6,311.00	\$0.00	\$0.00	\$3,100.00	\$4,000.00	\$0.00	\$0.00	\$9,501.00	\$0.00
Average Dollars	\$	\$1,608.95	\$1,613.64	\$1,565.67	\$1,573.29	\$1,539.64	\$1,506.60	\$1,235.83	\$1,675.31	\$1,577.75	\$0.00	\$0.00	\$1,550.00	\$2,000.00	\$0.00	\$0.00	\$1,357.29	\$0.00
Cash Awards: \$5001 +																		
Total Cash Awards Given	#	24	22	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0
	%	100%	91.67%	0%	4.17%	4.17%	0%	0%	4.17%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Dollars	\$	\$154,452.00	\$129,856.00	\$0.00	\$5,520.00	\$19,076.00	\$0.00	\$0.00	\$19,076.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Average Dollars	\$	\$6,435.50	\$5,902.55	\$0.00	\$5,520.00	\$19,076.00	\$0.00	\$0.00	\$19,076.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Step Increase (QSI)																		
QSI Awarded	#	98	90	2	4	1	0	0	0	1	0	0	0	0	0	0	0	0
	%	100%	91.84%	2.04%	4.08%	1.02%	0%	0%	0%	1.02%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL WORKFORCE (RCLF)	#	2,822	2,476	137	163	46	6	4	17	5	0	2	3	1	0	8	0	0
	%	100%	87.74%	4.85%	5.78%	1.63%	0.21%	0.14%	0.6%	0.18%	0%	0%	0.07%	0.11%	0.04%	0%	0.28%	0%

Note 2: Excludes 98 award who had "Null" Award amounts.
Note 3: Excludes 291 awards with award amount between \$1-99.



Applicants for Major Occupations by Disability

In FY21 there were a total of 92 applicants for jobs with the series and job title; Electrician (2805), Engineering Technician (0802), General Engineering (0801), Management and Program Analyst (0343), Marine Machinery Mechanic (5334), and Mechanical Engineering (0830) by persons with disabilities. Out of the total workforce job titles and series 74 applicants were claimed No Disability (05), 15 documented not identified (01), 3 were Other Disability, and none with Targeted Disabilities. Note: only disabilities indicated by a bar graph had actual data.

Table B7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Disability - Total Workforce																		
		Total by Disability Status					Detail for Targeted Disabilities											
	TOTAL	No Disability (05)	Not Identified (01)	Other Disability	Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Difficulty Hearing (15, 18, 19)	Blind or Serious Difficulty Seeing (20, 21, 22)	Missing Extremities (26, 30, 31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60, 61, 69, 70, 79)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Dwarfism (92)	Significant Psychiatric Disorder (91)	Significant Disfigurement (93)	
Electrician (2805)	#	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Engineering Technician (0802)	#	15	10	4	1	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	66.67%	26.67%	6.67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
General Engineering (0801)	#	6	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	50%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Management and Program Analyst (0343)	#	4	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	25%	50%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Marine Machinery Mechanic (5334)	#	9	8	0	0	0	0	0	0	0	1	0	0	0	0	0	0	
	%	100%	88.89%	11.11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Mechanical Engineering (0830)	#	56	52	3	1	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	92.86%	5.36%	1.79%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Total FY21	#	92	80	43	16	3	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	80.43%	16.3%	3.26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL WORKFORCE FY21	#	2,822	2,476	137	163	46	6	4	17	5	0	2	3	1	0	8	0	
	%	100%	87.74%	4.85%	5.78%	1.63%	0.21%	0.14%	0.6%	0.18%	0%	0.07%	0.11%	0.04%	0%	0.28%	0%	

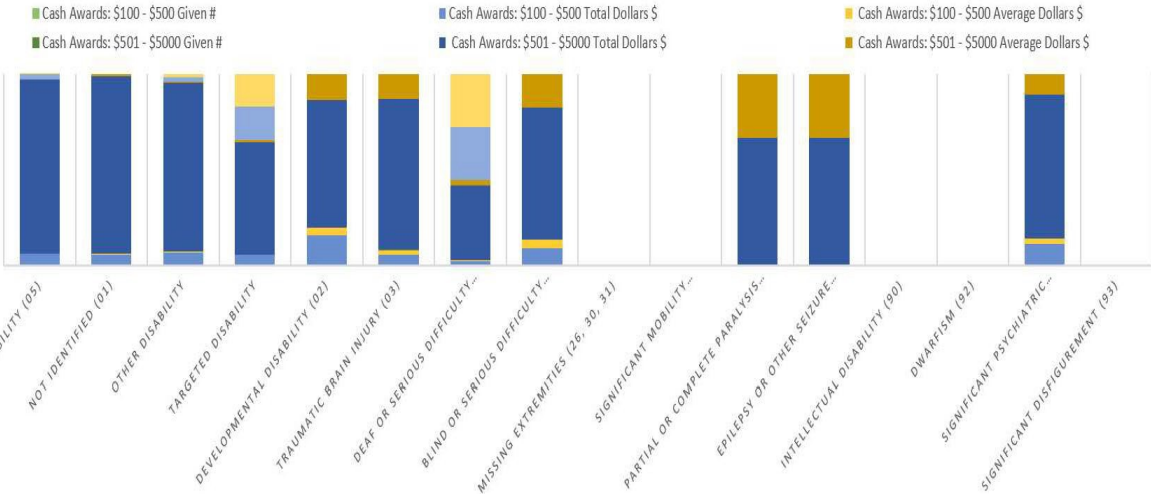
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Table B13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability

Total by Disability Status					Detail for Targeted Disabilities												
	TOTAL	No Disability (05)	Not Identified (01)	Other Disability	Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Hearing (45, 18, 19)	Blind or Serious Difficulty Seeing (20, 21, 33)	Missing Extremities (26, 30, 31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60, 61, 69, 70, 79)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Dwarfism (92)	Significant Psychiatric Disorder (91)	Significant Disfigurement (93)
Time-Off awards, 1-9 hours																	
Total Time-Off Awards Given	#	197	119	9	6	3	0	1	1	0	0	0	0	0	0	0	0
Total Hours	%	100%	90.86%	4.57%	3.05%	1.53%	0%	0.51%	0.51%	0%	0%	0%	0%	0.51%	0%	0%	0%
Average Hours		1,333	1,204	65	42	22	0	6	8	0	0	0	8	0	0	0	0
	%	7	7	7	7	7	0	6	8	0	0	0	8	0	0	0	0
Time-Off awards, 10+ hours																	
Total Time-Off Awards Given	#	94	83	3	6	2	0	0	2	0	0	0	0	0	0	0	0
Total Hours	%	100%	88.3%	3.19%	6.38%	2.13%	0%	0%	2.13%	0%	0%	0%	0%	0%	0%	0%	0%
Average Hours		1,272	1,112	44	90	26	0	0	26	0	0	0	0	0	0	0	0
	%	14	13	15	15	13	0	0	13	0	0	0	0	0	0	0	0
Cash Awards: \$100 - \$500																	
Total Cash Awards Given	#	791	699	25	50	15	4	2	3	2	0	0	0	0	0	0	0
Total Dollars	%	100%	88.73%	3.16%	6.32%	1.9%	0.31%	0.35%	0.38%	0.23%	0%	0%	0%	0%	0%	0%	0.51%
Average Dollars		\$307,672.00	\$271,000.00	\$9,316.00	\$18,711.00	\$5,802.00	\$1,738.00	\$1,350.00	\$1,350.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,425.00	\$0.00
	%	\$388.21	\$388.50	\$372.64	\$394.62	\$387.53	\$434.50	\$250.00	\$450.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$356.25	\$0.00
Cash Awards: \$501 - \$5000																	
Total Cash Awards Given	#	2,914	2,605	100	163	42	6	4	0	2	0	2	0	0	0	0	0
Total Dollars	%	100%	89.40%	3.43%	5.59%	1.44%	0.17%	0.15%	0.16%	0%	0%	0.07%	0.07%	0%	0%	0%	0.24%
Average Dollars	%	\$4,688,490.00	\$4,203,524.00	\$156,567.00	\$256,446.00	\$64,665.00	\$7,533.00	\$7,413.00	\$26,805.00	\$6,311.00	\$0.00	\$3,100.00	\$4,000.00	\$0.00	\$0.00	\$9,501.00	\$0.00
	%	\$1,608.95	\$1,613.64	\$1,565.67	\$1,573.29	\$1,539.64	\$1,506.60	\$1,233.83	\$1,673.31	\$1,377.75	\$0.00	\$1,150.00	\$2,000.00	\$0.00	\$0.00	\$1,357.29	\$0.00
Cash Awards: \$5001 +																	
Total Cash Awards Given	#	24	22	0	1	1	0	0	1	0	0	0	0	0	0	0	0
Total Dollars	%	100%	91.67%	0%	4.17%	4.17%	0%	0%	4.17%	0%	0%	0%	0%	0%	0%	0%	0%
Average Dollars	%	\$154,452.00	\$129,856.00	\$0.00	\$5,520.00	\$19,076.00	\$0.00	\$0.00	\$19,076.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	%	\$6,435.50	\$5,902.55	\$0.00	\$5,520.00	\$19,076.00	\$0.00	\$0.00	\$19,076.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Step Increase (QSI)																	
QSI Awarded	#	98	90	2	4	1	0	0	1	0	0	0	0	0	0	0	0
	%	100%	91.84%	2.04%	4.08%	1.02%	0%	0%	1.02%	0%	0%	0%	0%	0%	0%	0%	0%
	%	2,422	2,177	117	46	163	0	0	163	0	0	0	0	0	0	0	0
TOTAL WORKFORCE (RCLF)	%	100%	87.74%	4.85%	5.78%	1.63%	0.21%	0.14%	0.6%	0.18%	0%	0.07%	0.11%	0.04%	0%	0.25%	0%

Note 2: Excludes 98 award who had "Null" Award amounts.
Note 3: Excludes 291 awards with award amount between \$1-99.

TABLE B13: EMPLOYEE RECOGNITION AND AWARDS - DISTRIBUTION BY DISABILITY



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Essential Element A - F:

Element A. Demonstrated Commitment from Agency Leadership

The NSWCPD leadership is committed to incorporating and integrating the principles of equal employment opportunity (EEO). The Division Commander reaffirms EEO for all employees and applicants for employment regardless of race, religion, color, sex, national origin, age, genetic information or disability and ensures all employees are able to compete on a fair and level playing field with equal opportunity for competition.

Policy development, training and strategic communication of the NSWCPD's Diversity Strategy and the execution of a plan linked with the model EEO Program's six essential elements for a broader application of diversity are recognized. Signed policy statements were issued to the workforce on 14 October 2021. Policy statements are embraced by the Division Commanding Officer and Technical Director communicated to the workforce.

Throughout the NSWCPD, EEO staff members have made EEO information readily available to all employees and applicants for employment. Flyers have been created informing individuals of the availability, time frames for filing a discrimination complaint, and remedial procedures available in the EEO complaint process. Information is posted throughout all organization and information can be found on our local intranet.

Element B. Integration of EEO Into the Agency's Strategic Mission

The NSWCPD Command EEO Program is aligned in accordance with 29 Code of Federal Regulations Part 1614. The Deputy EEO Director is rated by the Corporate Operations Department Head. The EEO program operates under corporate operations for administrative coverage, but have direct access to the commander for EEO program management.

The Navy's Career Program for EEO Professionals (0260 series) ensures that EEO Officials throughout the Division have the competencies needed to perform EEO program duties and responsibilities. The NSWCPD EEO Career Program is managed by the Command's Deputy EEO Director. The Deputy EEO Director ensures that sufficient staffing and classification of positions meet the standards to execute EEO programmatic requirements.

NSWCPD is committed to having a diverse workforce. NSWCPD implemented the "Many Voices" small group discussion to facilitate diversity and inclusion to enhance our work environment, while effectively recruiting new talent through our outreach and partnerships with local colleges and universities driven by the Division's weekly recruitment Drumbeat meetings comprised of the Commanding Officer/ Technical Director and their staffs, Department Head and their administrative staff and the Human Resources Division.

Diversity outreach consists of speaking engagements at the schools, university career fairs and hosting university students. Additional outreach systems include the use of non-competitive Schedule A appointment authorities for people with disabilities and for disabled veterans.

Element C. Management and Program Accountability

NSWCPD EEO practitioners ensure compliance with settlement agreements and orders issued by the Navy and EEOC. NSWCPD supervisors and managers have a mandatory EEO element incorporated in their performance standards (i.e., Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, and awards). As appropriate, takes

immediate correction action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan (AEP). Participates in EEO/AA activities and encourages subordinates to do so. Supervisors and managers are evaluated on compliance with these standards.

Element D. Proactive Prevention

The Deputy Director of EEO communicates with senior leaders to ensure Diversity, EEO, Leadership, and Compliance is supported throughout NSWCPD.

Element E. Efficiency

The agency has an effective complaints tracking and monitoring system (iComplaints). The iComplaints system, in conjunction with the EDW, provides global oversight of program operations by integrating metrics, data, and information needed to assess performance at all levels.

Element F. Responsiveness and Legal Compliance

NSWCPD EEO remains in compliance with EEO laws and EEOC regulations, policy guidance, and other written instructions. The NSWCPD EEO Office ensures prompt processing of all forms of ordered relief. Acceptance and dismissal of complaints are coordinated with the Labor Counselors as prescribed by the MD 110.

All employees abide by the Navy's anti-harassment policy, create a work environment that is free from harassment and promptly report any incidents of harassment. All employees are expected to promptly report any suspected retaliation for making a complaint or helping another employee make a complaint, participating in an inquiry into potential violations of this anti-harassment policy, or opposing unlawful discrimination or harassment.

Form G Element	Number of Deficiencies this year	Number of Deficiencies last year	Number increased/decreased	Percentage of Net change
A	0	0	0	0
B	1	0	+1	+100
C	5	5	0	0
D	0	1	-1	-100
E	2	2	0	0
F	0	0	0	0

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Element A - Demonstrated Commitment from Agency Leadership

STRENGTHS: NSWCPD was able to improve from FY 20 by distributing policy letters, reasonable accommodation procedures, etc., to new employees and supervisors. Leadership also allocated resources for the implementation of the Many Voices initiative to further support their strong commitment.

DEFICIENCIES: None

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

STRENGTHS: The EEO Deputy Director regularly participates in senior-level staff meetings concerning personnel, budget, technology and other workforce issues. The EEO Office has a seat at the table at Drumbeat leadership meetings as facets are included in the Command's recent release of its strategic plan.

DEFICIENCIES: None

Element C – Management and Program Accountability

STRENGTHS: The agency conducts prompt inquiries of all discriminatory harassment allegations. The agency also processes requests for accommodation within the required time frame of 30 days. LER takes the lead on Anti-Harassment to ensure the necessary fire-wall as recommended by EEOC. In FY 21, NSWCPD's Personal Assistance Services information was updated on the command's intranet (MyPD).

DEFICIENCIES: One Reasonable accommodation requests was not processed within 30 calendar days.

Element D - Proactive Prevention

STRENGTHS: During management meetings where EEO is involved, consideration is given to determine if a group of employees/applicants could be negatively impacted by management actions, i.e., reorganization.

DEFICIENCIES: None

Element E – Efficiency

STRENGTHS: NSWCPD EEO Office consistently counsels EEO complaints within the required 30 day timeframe. Additionally, the EEO Officer issues acceptance/dismissal letters within the required 15 calendar days timeframe.

DEFICIENCIES: Of the deficiencies identified in Form G, most are outside of the U.S. Navy, Naval Surface Warfare Center HQ, and NSWCPD's control.

Element F – Responsiveness and Legal Compliance.

STRENGTHS: The Deputy Director of EEO has language his performance elements for accountability for compliance with Navy and EEOC orders.

DEFICIENCIES: None

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Accomplishments:

NSWCPD officially kicked off its Many Voices initiative this past spring to improve the organization's work environment.

Led by NSWCPD Deputy Director EEO, Robert Turner, the Many Voices is an initiative based upon the 2020 "Many Voices" One NAVSEA Forum: Candid conversations on diversity, equity and inclusion, a response to an annual command climate survey and focus groups constructed to improve the work environment. The program is designed to create conversations around racism, diversity, equity, and inclusion in employees' professional and personal lives.

The six-month Many Voices pilot program that began in May 2021, consists of six different groups of 12-15 NSWCPD employees meeting for 90 minutes each month and engaging in lively exchanges about difficult subjects, culminating in Capstone briefs to the Commanding Officer, Technical Director, and Department Heads. Each session is facilitated by Vitruvian Worldwide LLC, with discussion topics including:

Session 1: Inclusive Diversity

Session 2: Unconscious Bias, Neuroscience and Evolutionary Psychology and Leadership

Session 3: Psychological Safety and Creating Inclusive Zones

Session 4: Meaningful Conversations

Session 5: Building Trust, Leading Teams, Driving Results

Session 6: Capstone Strategic Recommendations

Training

At the end of FY 21, 99.9 % (2803) of the workforce had completed Anti-Harassment/No FEAR Training. With respect to the Sexual Harassment/Assault Response and Prevention (SHARP) Training, 99.9 % of the workforce completed SHARP Training in FY 21.

Philadelphia Division EEO's Accomplishments and Noteworthy Activities:

NSWCPD Talent Acquisition Team successfully collaborated with the recruitment branch to achieve 235 hires during FY 21. Results achieved indicated 34.2% (80) diverse candidates of 60.9% had a Bachelor's degree and 14% (33) had higher level of education. NSWCPD participated in over 20 NAVSEA, Warfare center and locally hosted college career fairs that included HBCU institutions, targeting diversity groups within colleges (e.g. Society of Women Engineers, etc.) Targeted recruitment was also conducted with authorizing 10 on the spot offer at each career fair. The National Society of Black Engineers Conference Career Fair was also attended.

Complaints processing summary:

The number of formal complaints filed against the NSCWPD decreased in FY 21. A total of five formal complaints were filed in FY 20, as compared to four in FY 21. The number of pre-complaints filed decreased with ten filed in FY 20, and four filed in FY 21. The overall number of employees exercising their right to file a complaint continues to be very low at 0.1% for pre-complaints and 0.14% for formal complaints. The top issues and bases are captured below:

Figure 5. Top Issues and Basis of Formal Complaints Filed in FY 21

Top Issues	# of Complaints	# of Complainants	% of Complaints
Harassment (Non-Sexual)	3	3	27%
Performance Evaluation	4	1	36%
Reprimand	4	1	36%

Top Bases	# of Complaints	# of Complainants	% of Complaints
Reprisal	3	3	50%
Age	3	3	50%

There were no findings of discrimination against NSWCPD in FY 21. During FY21, pre-complaints were counseled on average within the regulatory requirement of 30 calendar days. Formal complaints were issued acceptance/dismissal letters with in an average of 15 days.

Total Inventory 462	Median informal days	Median formal days	Number of formals beyond 180 days	Number of accepted or dismissed	Number of formals remanded	Number of ADR offered	Number of ADR conducted
17	30	15	2	15	1	17	2

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Strategy for next FY:

The overarching strategy for FY 22 is to continue NSWCPD's efforts to strengthen its internal and external relationships through aggressive outreach, training and education. The following strategic objectives will result in continued progress for establishing and maintaining a "Model EEO Program"

- The NSWCPD EEO Office will continue to collaborate with key stake holders in support of Civilian Workforce Transformation initiatives with the ultimate goal of achieving greater diversity at all levels.
- The NSWCPD EEO Office will engage in a robust effort to re-survey the workforce to ensure that civilian workforce demographics are accurately captured for EEO statistical reporting.

EEOC FORM 715-01 PART F	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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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

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

Essential Element A: Demonstrated Commitment From Agency Leadership	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#1. A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X		14 OCT 2021
#2. A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	X		
A-2 The Agency Communicated EEO policies and procedures to all employees	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#3. A.2.a Does the agency disseminate the following policies and procedures:			
#4. A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X		
#5. A.2.a.2. Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	X		
#6. A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:			
#7. A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.203(d)(3)]	X		Annually/ New Hire Boot camp/ Command's intranet/ digital displays
#8. A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102	X		Annually/ New Hire Boot camp/ Command's intranet/ digital displays
#9. A.2.b.3. Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X		Annually/ Onboarding. It is also posted on the command intranet site under EEO: https://navsea.navy.deps.mil/wc/pnbc code10/code10e/Site Pages/Home.aspx
#10. A.2.c Does the agency inform its employees about the following topics:			
#11. A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	X		Annually/ Onboarding. It is also posted on the command intranet site under EEO: https://navsea.navy.deps.mil/wc/pnbc code10/code10e/Site Pages/Home.aspx
#12. A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X		Annually/ New Hire Boot camp/ Command's intranet/ digital displays

#13. A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X		New employees briefed bi-weekly during New Hire Boot camp; existing employees access Command's intranet and receive annually on TWMS
#14. A.2.c.4 Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X		Annually/ Onboarding
#15. A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	X		Annually/ Onboarding
A.3 The agency assesses and ensures EEO principles are part of its culture.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#16. A.3.a. Does the command provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	X		Command submits employees for external SEPM awards and recognizes outstanding performance in diversity and inclusion in NSWCPD
#17. A.3.b. Does the command utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X		
Essential Element B: Integration of EEO into the Agency's Strategic Mission. This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and supports the agency's strategic mission.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
#18. B.1.a Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO Office? [see 29 CFR §1614.102(b)(4)]		X	According to WFC Common Organization construct, the EEO office reports to Corporate Operations Department Head Code 10; Deputy EEO Director has direct unfettered access to the Commanding Officer (EEO Director)
#19. B.1.a.1 If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	X		According to established procedures, the EEO office reports to Corporate Operations Department Head Code 10
#20. B.1.a.2 Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X		
#21. B.1.b Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [See 29 CFR §1614.102(c) (1); MD-715 Instructions, Sec. I]	X		

#22. B.1.c During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [See MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.	X		16 NOV 2020
#23. B.1.d Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X		
B.2-The EEO Director controls all aspects of the EEO program			
#24. B.2.a Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	X		
#25. B.2.b Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	X		
#26. B.2.c Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X		
#27. B.2.d Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X		
#28. B.2.e Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X		
#29. B.2.f Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X		
#30. B.2.g If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	X		No subordinate reporting components
B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.			
#31. B.3.a Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X		
#32. B.3.b Does the agency's current strategic plan reference EEO/diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X		EEO Principles outlined in the Division Strategic Plan include: Fostering a Command Climate characterized by inclusiveness, innovation and diversity

B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.			
#33. B.4.a Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			
#34. B.4.a.1 To conduct a self-assessment of the command for possible program deficiencies? [see MD-715, II(D)]	X		
#35. B.4.a.2 To enable the command to conduct a thorough barrier analysis (BA) of its workforce? [see MD-715, II(B)]	X		
#36. B.4.a.3 To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final command decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X		
#37. B.4.a.4 To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X		
#38. B.4.a.5 To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X		
#39. B.4.a.6 to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X		
#40. B.4.a.7 To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [See MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	X		
#41. B.4.a.8 To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X		Special Emphasis Program Manager coordinates with the Employee Resource Groups to provide an effective program in NSWCPD
#42. B.4.a.9 To effectively manage its anti-harassment program? [See MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X		
#43. B.4.a.10 To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	X		Current workload of 10 RA cases during FY 21; vacant position filled 3 January 2021
#44. B.4.a.11. To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X		

#45. B.4.b Does the EEO office have a budget that is separate from other offices within the command? [see 29 CFR § 1614.102(a)(1)]	X		Yes, EEO Office budget is a portion of Corporate Operations Department overhead budget; allocation and detailed tracking of expenditures.
#46. B.4.c Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X		
#47. B.4.d Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	X		2 new employees attended the counselors training in FY 21
#48. B.4.e Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X		100% trained during FY 21
B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.			
#49. B.5.a Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
#50. B.5.a.1 EEO Complaint Process? [see MD-715(II)(B)]	X		Online training is conducted through TMWS and as of 30 Sep 2021, the completion rate is 97%.
#51. B.5.a.2 Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	X		New Supervisors take mandatory online training within first year of appointment, then a refresher every 3 years.
#52. B.5.a.3 Anti-Harassment Policy? [see MD-715(II)(B)]	X		
#53. B.5.a.4 Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X		
#54. B.5.a.5 ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X		
B.6 - The agency involves managers in the implementation of its EEO program.			
#55. B.6.a Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X		
#56. B.6.b Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X		
#57. B.6.c When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X		
#58. B.6.d Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	X		

Essential Element C: Management and Program Accountability. This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
C.1- The agency conducts regular internal audits of its component and field offices.			
#59. C.1.a Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X	Not applicable as Command does not have field offices.
#60. C.1.b Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X	Not applicable as Command does not have field offices.
#61. C.1.c Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X	Not applicable as Command does not have field offices.
C.2 - The agency has established procedures to prevent all forms of EEO discrimination.			
#62. C.2.a Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X		
#63. C.2.a.1 Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X		
#64. C.2.a.2 Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X		
#65. C.2.a.3 Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X		
#66. C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]		X	There is a firewall between EEO and Anti-harassment to avoid conflicts of interest

#67. C.2.a.5 Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X		
#68. C.2.a.6 Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	X		
#69. C.2.b Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	X		
#70. C.2.b.1 Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	X		
#71. C.2.b.2 Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X		
#72. C.2.b.3 Does the command ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	X		
#73. C.2.b.4 Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	X		
#74. C.2.b.5 Does the command process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.		X	90% of RA requests are processed within 30 days.
#75. C.2.c Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	X		
#76. C.2.c.1 Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	X		
C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.			

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

#90. C.4.a Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X		As needed
#91. C.4.b Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X		All NSWCPD instructions are reviewed on an annual basis from anniversary date of release per instruction annual review process
#92. C.4.c Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X		
#93. C.4.d Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X		
#94. C.4.e Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:	X		
#95. C.4.e.1 Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X		
#96. C.4.e.2 Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X		
#97. C.4.e.3 Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X		
#98. C.4.e.4 Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X		
#99. C.4.e.5 Assist in preparing the MD-715 report? [see MD-715, II(C)]	X		
C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.			
#100. C.5.a Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)	X		
#101. C.5.b. When appropriate, does the command discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X		During FY21, no findings of discrimination
#102. C.5.c If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	X		
C.6 - The EEO office advises managers/supervisors on EEO matters.			

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

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

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

#134. E.2.d Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final command decisions? [see MD-110, Ch. 1(IV)(D)]	X		
#135. E.2.e If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)	X		
E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.			
#136. E.3.a Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X		
#137. E.3.b Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X		
#138. E.3.c Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	X		
#139. E.3.d Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X		
#140. E.3.e Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X		
#141. E.3.f Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X		
E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.			
#142. E.4.a Does the agency have systems in place to accurately collect, monitor, and analyze the following data:			
#143. E.4.a.1 Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X		
#144. E.4.a.2 The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X		
#145. E.4.a.3 Recruitment activities? [see MD-715, II(E)]	X		
#146. E.4.a.4 External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X		
#147. E.4.a.5 The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	X		

#148. E.4.a.6 The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X		
#149. E.4.b Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X		
E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.			
#150. E.5.a Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	X		
#151. E.5.b Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	X		
#152. E.5.c Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	X		
Essential Element F: Responsiveness and Legal Compliance. This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
F.1 - The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.			
#153. F.1.a Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X		
#154. F.1.b Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X		
#155. F.1.c Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X		
#156. F.1.d Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X		
#157. F.1.e When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X		
F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.			

#158. F.2.a Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X		
#159. F.2.a.1 When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X		
#160. F.2.a.2 When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X		
#161. F.2.a.3 When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X		
#162. F.2.a.4 Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X		
F.3 - The agency reports to EEOC its program efforts and accomplishments.			
#163. F.3.a Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X		
#164. F.3.b Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X		

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://crlbewebappdev.dtnavy.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

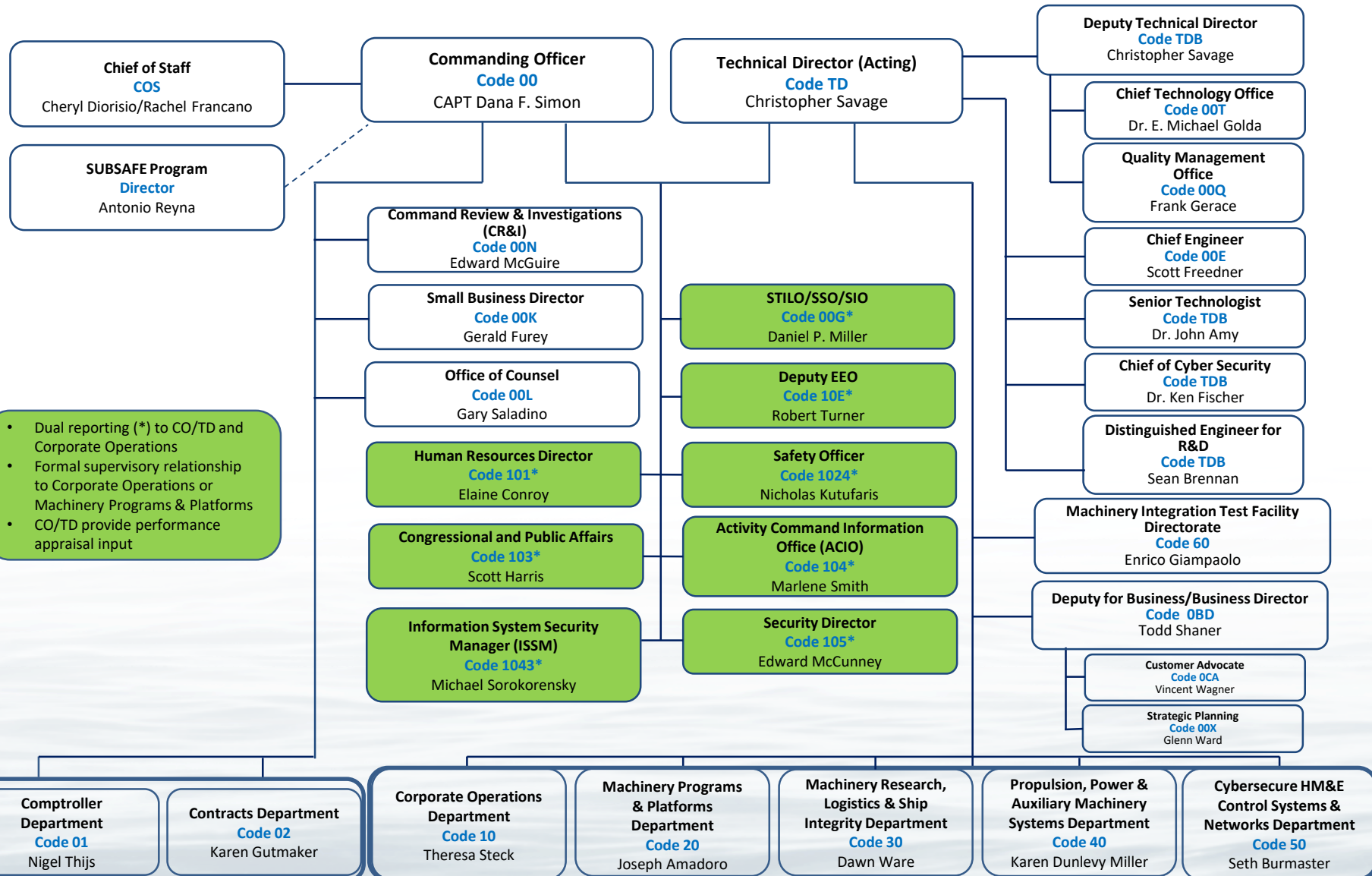
Headquarters 202-653-7200

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





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

IN REPLY REFER TO:

12713
Ser 00/471
14 Oct 2021

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

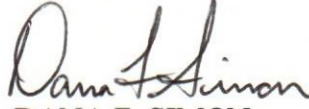
their concerns directly with the person demonstrating the behavior. If this resolves the issue to the satisfaction of the employee, then no further reporting is required. If this does not resolve the issue, then the employee may exercise their right to report the unlawful harassment or sexual harassment; 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!



DANA F. SIMON

PART H

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

<input type="checkbox"/> If the Agency did not address any deficiencies during the reporting period, please check the box.	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	#18. B.1.a Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO Office? [see 29 CFR §1614.102(b)(4)]
BARRIER ANALYSIS	The Division reviewed the structure and it was addressed in the IG inspection at the NAVSEA level awaiting headquarters guidance on the change in organization structure.
STATEMENT OF IDENTIFIED BARRIER:	According to established procedures, the EEO office reports to Corporate Operations Department Head. These conditions present as a trigger for a potential barrier as NSWCPD strive to be a model EEO program.
OBJECTIVE:	The structure is being addressed at the NAVSEA level
RESPONSIBLE OFFICIAL:	EEO and Diversity Branch, Human Resources Director, Workforce Management Branch, Commanding Officer, Technical Director
DATE OBJECTIVE INITIATED:	10/2021
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2023
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
SUFFICIENT FUNDING AND STAFFING? YES OR NO	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

Is a requirement for any "No" answered question in Part G. Additionally, it's the collection of Plans for attaining the Essential Elements of a Model EEO Program. NAVSEA WFCs must describe the status of each plan they have implemented to correct deficiencies in the EEO program. All covered agencies that regardless of the employees employed will produce a PART H and each DDEEO is responsible for completing it per CHRM 1604 Barrier Analysis.

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

EEOC FORM 715-02 PART H

<input type="checkbox"/> check If the Agency did not address any deficiencies during the reporting period, please the box.	
CONDITION THAT WAS A TRIGGER FOR A	#66. C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]
BARRIER ANALYSIS	The Division reviewed the structure and is following EEOC guidelines
STATEMENT OF IDENTIFIED BARRIER:	According to established procedures, there must be a firewall between EEO and Anti-harassment to avoid conflicts of interest
OBJECTIVE:	Following outlined procedures of the MD 110
RESPONSIBLE OFFICIAL:	EEO and Diversity Branch, Human Resources Director, Workforce Management Branch, Commanding Officer, Technical Director
DATE OBJECTIVE INITIATED:	10/2021
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2023
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
SUFFICIENT FUNDING AND STAFFING? YES OR NO	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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

EEOC FORM 715-02 PART H

<input type="checkbox"/> If the Agency did not address any deficiencies during the reporting period, please check the box.	
CONDITION THAT WAS A TRIGGER FOR A	#66. C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]
BARRIER ANALYSIS	The Division reviewed the structure and is following EEOC guidelines
STATEMENT OF IDENTIFIED BARRIER:	According to established procedures, there must be a firewall between EEO and Anti-harassment to avoid conflicts of interest
OBJECTIVE:	Following outlined procedures of the MD 110
RESPONSIBLE OFFICIAL:	EEO and Diversity Branch, Human Resources Director, Workforce Management Branch, Commanding Officer, Technical Director
DATE OBJECTIVE INITIATED:	10/2021
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2023
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
SUFFICIENT FUNDING AND STAFFING? YES OR NO	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

U.S. Equal Employment Opportunity Commission

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

FY 2020- NSWC Philadelphia Division Status and Plan

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

Low female participation in Engineering Technician occupations (0802) which is a trigger for a potential barrier. A review of Table A6 indicates the division (as of 9/30/21) has 180 employees in this occupation 9 of which are female— 171 males (95%) and 9 females (5%)

These conditions present as a trigger for a potential barrier as NSWCPD will benefit from an increase in diversity in the workforce at all levels. These conditions also present a trigger because FY 21 DEOCS comments have discussed the lack of diversity in NSWCPD.

Analysis shows that females and minorities have a low participation in the 0802 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.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

Total representation in the 0802 positions account for a total of 171 Males (95%), 10 Females (5%) compared to 142 White Males (78.89%) and 7 White Females (3.89%), 2 Black or African-American Females (1.11%)

The Division reviewed the hiring process and did not identify any barrier that was impeding the greater participation of females and minorities in the 0802 series. NSWCPD continues to monitor the selection and interview process to determine root cause (s) and implement mitigation(s).

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	No Division policy, practice or procedure has been determined to be a barrier. NSWCPD continue to analyze policies, practices and procedures to determine if a barrier exists.
OBJECTIVE: 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/ implement a barrier elimination plan.
RESPONSIBLE OFFICIAL:	EEO and Diversity Branch, Human Resources Director, Workforce Management Branch, Talent Management Office, Commanding Officer, Technical Director, Leadership and all supervisors involved in barrier analysis efforts
DATE OBJECTIVE INITIATED:	10/2021
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2023

EEOC FORM

715-01 PART I

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
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.	10/21-9/23
Continue to expand recruitment events and engage in attracting top talent while promoting diversity and inclusion.	10/21- 9/23
Continue to advertise supervisory position rotations as they become available.	10/21- 9/23
Offer training opportunities to prepare diverse applicants for supervisory positions.	10/21- 9/23
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.	10/21- 9/23
Advise senior leaderships of metrics regarding low minority participation in leadership positions on a quarterly basis.	10/21- 9/23

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

- In FY21, NSWCPD took an in-depth review at the hiring practices for supervisory positions. The weekly Recruitment Drumbeat meetings discussed further opportunities for improving minorities and women.
- In FY21, NSWCPD continues to monitor the Selection Panel criteria in an effort to maintain an impartial selection process for supervisory positions. The selection panel process includes an EEO panel member that is appointed solely by the EEO office and no longer being appointed by Selecting Official, as well as awareness/visibility to senior leadership as the Commanding Officer or Technical Director, based on department organizational alignment, also provides concurrence via signature. 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 FY21, NSWCPD engage in a highly successful recruiting mission targeting the underrepresentation of the organization. Recruiting team 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 NSWCPD'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 FY22 recruitment efforts to further expand diversity; in FY 21 of all new hires are of diverse ethnicity; 34.2 and 21.3% were female new hires.

The EEOC MD-715 PART J: The Special program plan for the recruitment, hiring, advancement, and retention of Individuals with Disabilities:

To capture agencies affirmative action plan for Individuals With Disabilities (IWD) and Individuals with Targeted Disabilities (IWTG), 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 NAVSEA WFCs, regardless of size, must complete this Part of the MD-715.

EEOC FORM 715-02 PART J

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

Section I: Efforts to Reach Regulatory Goals

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

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

- Deputy EEO Director communicated 12% PWD and 2% PWTD goals during weekly Drumbeat recruitment/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:

Disability Program Task	Office/Division Responsible (EEO/HR/IT/Facilities)	# of FTE Staff by Employment Status			Primary Point of Contact (Name, Title)
		Full Time ^A	Part Time ^B	Collateral ^C Duty	
Processing RA requests from applicants and employees with disabilities	EEO				Schalor Blackshear (DPM) Robert Turner (DEEO)
Section 508 Compliance	IT				Courtney Rynne
Architectural Barriers Act Compliance	Facilities				Pradeep Dangi
Special Emphasis Program for PWD and PWTD	EEO				Pamela Rogers (SEPM) Robert Turner (DEEO)
PWD Champion ^D					Not 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.

Processing RA requests from applicants and employees with disabilities	Disability program Manager(Schalor Blackshear) process all RA request for employees and applicants
Special Emphasis Program for IWD and IWTB	Special Emphasis Program Manager (Pamela Rogers) is currently revamping the program

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

Workforce Recruitment Program	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
OPM Shared List of People with Disabilities ("Bender List")	Yes	<input 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:

- Workforce Recruitment Program (WRP)
- Neurodiversity in the Workplace
- Vocational Rehabilitation Center - Pennsylvania and New Jersey offices
- Disability Services Offices of local universities on NSWCPD's recruitment plan
- Wounded Warrior Program

3. How many Schedule A(u) employees were hired to permanent positions during the reporting cycle? 1

One (1) was recruited via the NAVSEA Recruiting event at NTID.

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

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 and discussed during Recruitment Drumbeat meetings relaying direct authority benefits to expedite onboarding of PWD and PWTD candidates. 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, Workforce Recruitment Program
- Director, Neurodiversity in the Workplace
- Director of Administration, SpARC Services
- Organization and Development Trainor, Liberty 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 via all hands and are also communicated in NSWCPD's intranet.
- External Leadership Development programs are advertised to the workforce. NSWCPD possesses history of advocacy/endorsement and participation by its employees.
- 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:

NSWCPD HRD revised the Exit Survey in FY 21, to a "Stay Survey" to indicate focus areas for improvement to retain a highly talented workforce, taking a more proactive approach, than the former reactive approach used in the former Exit survey.

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.

NSWCPD DPM and Information Technology (IT) Division collaborated on drafting a Standard Operating Procedure (SOP) for requesting, procuring, and implementing assistive technology solutions (currently in review/finalizing for release).

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.

Execution of one 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.

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 15.6 days.
- 90% of Reasonable Accommodation (RA) requests were processed timely.
- 1 RA decision exceeded the 30day threshold because of inability to accommodate due to NMCI capability with requested video phone.

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.

NSCWPDP 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 ☒

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.

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/orPWTD?

Yes ☒ No ☐ N/A ☐

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

Trigger #1	Assistive technology solutions take an extended amount of time to implement.
Barrier(s)	Assistive technology equipment and software are modified to be compliant with DOD cybersecurity requirements.
Objective(s)	Identify compatible assistive technology solutions to allow for effective support. Streamline the procurement process/ improve strategy to purchase assistive technology solutions.

Responsible Official(s)	Information Technology Division; Deputy Director Equal Employment Opportunity			
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
09/30/2023	Continue to monitor activities of the Assistive Technology Response Team: This team provides the support for assistive technology solutions.			
	Publish a Standard Operating Procedure (SOP) that outline the specific policies, practices and processes that the IT Division and DPM will follow with regard to assistive technology solutions.			
Trigger #2				
Barrier(s)				
Objective(s)				
Responsible Official(s)				
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
Fiscal Year	Accomplishments			

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

Yes ☐ No ☐ N/A ☐

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

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

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