

**FISCAL YEAR 2013**

**ANNUAL EEO PROGRAM STATUS REPORT**  
**Management Directive (MD 715)**



**Ms. Terri Dickerson, Civil Rights Director**

**United States Coast Guard**  
**2703 Martin Luther King Jr. Avenue SE, Mailstop 7000**  
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United States Coast Guard  
Federal Agency Annual EEO Program Status Report  
For Period Covering October 1, 2012 to September 30, 2013

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<b>For period covering October 1, 2012, to September 30, 2013.</b>				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Department of Homeland Security</b>	
	1.a. 2 <sup>nd</sup> level reporting component		United States Coast Guard	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 2100 2<sup>nd</sup> Street, SW</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20593</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. HSAC</b>	<b>5. 7008</b>
<b>PART B</b> Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>		<b>1. 8380</b>	
	<b>2. Enter total number of temporary employees</b>		<b>2. 253</b>	
	<b>3. Enter total number employees paid from non-appropriated funds</b>		<b>3. 1442</b>	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>4. 10075</b>	
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		ADMIRAL ROBERT PAPP, Commandant	
	<b>2. Agency Head Designee</b>		ADMIRAL JOHN P. CURRIER, Vice Commandant	
	<b>3. Principal EEO Director/Official Official Title/series/grade</b>		TERRI DICKERSON, Director, Civil Right Directorate/SES	
	<b>4. Title VII Affirmative EEO Program Official</b>		FRANCINE BLYTHER, Chief, Civil Rights Operations, GS 15 CAPT JENNIFER A. KETCHUM, Chief, Policy, Planning and Resources DAYRA E. HARBISON, Chief, Compliance and Procedures, GS 15 GWENDOLYN A. KING, MD 715 Program Manager, GS 14	
	<b>5. Section 501 Affirmative Action Program Official</b>		JOHNNY MCAFEE, Disability Program Manager	
	<b>6. Complaint Processing Program Manager</b>		BARBARA V. STEWART, Chief, Complaints and Solutions Manager	
	<b>7. Other Responsible EEO Staff</b>		GWENDOLYN E. WHITE, SEP Manager, GS 13  	

<b>EEOC FORM 715-01 PART A - D</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	

<b>EEOC FORMS and Documents Included With This Report</b>			
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*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
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	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
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	X
*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	X
*Copies of relevant EEO Policy Statement(s)	X	*Organizational Chart	X

and/or excerpts from revisions made to EEO Policy Statements		
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**EXECUTIVE SUMMARY**

The United States Coast Guard (CG) is a multi-mission maritime service, one of the nation's five Armed Forces, and the only military agency in the Department of Homeland Security (DHS). Its mission is to protect the public, the environment, and U.S. economic interests—in the nation's ports and waterways, along the coast, on international waters, and in any maritime region as required in support of national security. CG Headquarters is located in Washington, D.C., seat of the CG Commandant, a four-star admiral and the agency head. The Commandant is assisted by senior leaders in directing the legislative, policy, administrative and operational activities of the CG, including the Vice Commandant, the Deputy Commandant for Mission Support, the Deputy Commandant for Operations, and Assistant Commandants (military flag officers) and Directors (civilian SES members).

The total workforce of the CG is approximately 60,000 personnel, and includes full-time (active duty) and part-time (reserve) military members, and civilian employees assigned to more than 600 locations worldwide. Consistent with the promise of non-discrimination in the Federal government (Public Law 88-352), the CG extends the same protections to its military force as it does to civilian employees, to the extent possible under the Uniform Code of Military Justice. Thus, the CG Civil Rights Directorate (CRD) is unique in that its programs and services reach a large, geographically dispersed workforce, including military and civilian members who are assigned worldwide.

**Data Sources**

Workforce data contained in this report was extracted from the Department of Agriculture National Finance Center and represent the full complement of EEOC prescribed workforce data tables. The Solutions and Complaints Division of the Civil Rights Directorate used iComplaints to contribute statistical data and analysis that evaluates the effectiveness and sufficiency of processes, procedures and practices applied to complaints and mediation services. The Human Resources Directorate's (CG-1) successful effort to collect exit interview data was made available for analysis. For the production of this report, surveys of the workforce, the CG Human Capital Strategy, the CG Career Development Plan, Merit Promotion Plan, Federal Equal Opportunity Recruitment Plan, Disabled Veteran Affirmative Action Plan, OPM's reports on Hispanics and African Americans in the Federal Workforce, EEOC's study on women, and the Defense Equal Opportunity Climate Survey (DEOCS) were also reviewed. Best practices of DHS and components were evaluated for implementation and in some cases integrated into CG plans of action in program areas in which the agency has not fully achieved benchmarks described in EEOC's model EEO Program guidance.

**Barrier Analysis**

The Coast Guard practices a collaborative approach to barrier analysis via a cross-functional team comprised of members from the Civil Rights Directorate and four offices of the Human Resources Directorate in the Human Resources, Diversity and Leadership Division (CG-12): Workforce Forecasting (CG-12A), Diversity and Inclusion (CG-12B), Leadership (CG-12C), and Civilian Human Resources (CG-121). The Barrier Analysis Working Group meets monthly for training concerning the investigation of triggers and elimination of barriers. They also meet quarterly to consider the workforce tables provided by the Office of Civilian Human Resources (CG-121) in order to identify trends and conduct barrier analyses. The CG investigated seven triggers to determine whether they indicated possible barriers and developed plans of action accordingly.

**Self Assessment**

CG achieved compliance with 116 of 121 measures of the essential elements of a Model EEO Program. While the CG made notable improvements in all program areas, the CG also reengineered the processes, procedures and validation methods for internal completion of the MD 715. A cross-directorate team, the Process Governance Integration Team (iTeam), was appointed early in the year to catalog, delineate, and memorialize milestones, deliverables, requirements, and responsibilities leading the attainment of EEOC's model EEO Program. Accordingly, the changes instituted as a result of feedback from the iTeam ensured against gaps in cross directorate coordination and implementation of plans of action, and support continued program success in 2014.

**Workforce Profile**

The CG total civilian workforce is 10,075 employees. This total represents a decrease by 126 employees and a net change of -1.4% employees from the workforce of 2012. The total workforce is comprised of 8,380 permanent employees, 253 temporary employees, and 1,442 Non-Appropriated Fund (NAF) employees. Participation by females in the CG workforce has been low compared with the Civilian Labor Force (CLF) participation of 46.8%. Participation by females decreased approximately -0.75% per year from a high of 34.0% of the total workforce in 2008 to a low of 31.1% in 2013. In 2013, females represented 30.8% of the permanent workforce, and 41.5% of the temporary workforce. Males comprised 68.8% of the total workforce in 2013: 69.2% of the permanent workforce and 58.5% of the temporary workforce. Male participation in the total workforce increased concurrent with female participation decreases: from 65.9% in 2008 to 68.8% in 2013. The participation rate for individuals with disabilities (11.3%) has been on the rise since 2009. The participation rate of IWTDs remains a challenge and shows a downward trend: from 0.84% in 2010, 0.81% in 2011, and 0.73% in 2012. In 2013, participation for IWTDs continued to decline and reached 0.71%. Hiring and separation trends reveal that CG is hiring and separating IWTDs at the same rate,

thus impacting forward momentum.

In 2012, veterans comprised 56% of the permanent civilian workforce, up 12.9 percent since FY 2009. Veteran hires in 2013 continue to trend upward (57.3%). While veteran hiring has been a success story for CG and DHS, a review of hires in 2010 through 2013 revealed veteran selections are primarily White, non-Hispanic males. White, non-Hispanic males comprised 69.7% of hires in 2013. In 2013, the Coast Guard started to collect veteran applicant data to analyze any potential trends in veteran hiring requirements that may influence participation by other groups. This will be analyzed after veteran participation over successive years is tabulated.

#### Female Employee Group

Female participation rates have been declining approximately 0.75% each year since 2008, from a high of 34.1% in 2008 to a low of 31.1% in 2013. The highest participation rate of female employees within the CG work units is the Training Quota Management Center, Chesapeake, VA (80%), followed by the CG Hearing Office, Arlington, VA (66.6%). Female participation rates are highest in lower grades (67.5%) and within the Administrative Support Workers occupational categories. Similar trends were found among female wage grade employees. Female wage grade employees participation rate are highest at WG - 5, with a total absence of females after WG-12. With respect to voluntary separations, 38% (162) were female, and 62% (101) of females voluntarily departing the CG were White females. The high participation rate of females in administrative support occupations creates a promotion ceiling for most CG female employees at GS-5 and a low feeder pool of candidates eligible to compete for promotion to senior level grades. Unavailability of telework was listed as a top reason to leave the agency according to exit interview data among female employees, in particular White female employees. The CG submits a plan of action in Part I.

#### African American Employee Group

At the recommendation of DHS, the CG considered the employment trend of African American males leaving the CG workforce as a trigger for a barrier analysis. The participation rate of African American male and female employees has been consistently higher than the CLF. An in-depth look into hires and separations from 2009 – 2013 confirmed that African American males leave the CG workforce at a rate higher than other employee groups. Hires and separation trends for this period are commensurate and reveal African American male hires as 5% of total annual hires and 6% of separations. However, data also revealed a sharp spike in involuntary separations of African American females, 18.7% in 2013. In the grade analysis, African American participation rates are highest at GS-5 (males) and GS-10 (females), at GS-4 in temporary employees, and WG-10 in the permanent wage grade employees. African American participation in career development programs occurred at the GS-5 – GS-12 levels, with no applicants at GS-13 – SES level. Since participation rates for African Americans in the CG workforce exceeds the CLF comparator, and participation in officials and managers occupational category is comparable to all other employee groups, a barrier was not identified. While CG recognizes the possibility of a blocked promotion pipeline, the priorities for 2014 will continue to focus on the three groups that are more significantly below the CLF: individuals with targeted disabilities, women and Hispanics.

#### White Employee Group

While White male participation continued to trend 15% above the Civilian Labor Force (CLF) comparator, White female participation continued to decline to 15% below the CLF comparator. White female participation has remained relatively flat from 2009 to 2013. White female participation in the temporary workforce (27.3%) exceeds that in the permanent workforce (18.8%). Otherwise, White females are represented at senior grade levels, in career development programs, in internal competitive promotions, and are present in major occupations, most notably in the 0963 series, Legal Instrument Examining.

White female participation rates are declining in the permanent workforce, while increasing in the temporary workforce. As noted in the Female Employee Group section of this report, the unavailability of telework was listed as a top reason that White females leave the agency, according to exit interview data. The CG submits a plan of action in Part I.

#### Hispanic Employee Group

Hispanic participation is significantly lower than the CLF comparator and the gap widened in 2013 due to the implementation of 2010 census data. Participation spiked in 2009 but has remained relatively flat each subsequent year through 2013. Hispanic employees comprise 5.7% of the CG total workforce, 5.7% of permanent employees, 4.4% of temporary employees, and 17.1% of NAF employees. While 5.2% of Officials and Managers are Hispanics, the majority of Hispanic employees are Craft and Service Workers in the GS-4 grade. Although a large feeder pool of Hispanic candidates at WG-10 exists, there is low participation rate at WG-12 and no Hispanics participate at WG-13 – WG-15. The highest participation of Hispanics in major occupations is in Transportation Operations. Hiring trends in major occupations reflect Hispanics are applying for CG job opportunities. Separation trends reveal 23 Hispanic employees voluntarily left the agency in 2012 and 2013, mirroring the number of hires in each year. Complaint analysis, exit interview data, and OPM and DEOCS survey data reveal that promotion/advancement for this group is the top issue. A plan of action is included in Part I.

#### Other Employee Groups

Historically, Asian, Native Hawaiian or Other Pacific Islanders, American Indian or Alaskan Native, and Two or More Races are near or surpass the CLF comparators. Participation rates for 2013 validate historical trends for these groups. Females are topmost in the major occupation of Information Technology. With the exception of Native Hawaiian or Other Pacific Islander (NHOP) employee group, all other employee groups in these categories are present in senior grade levels. There is no participation of these female groups in wage grade occupations in the permanent workforce and no participation of females or males in the wage grade temporary workforce, however, these employee groups are present in applicants and hires and almost

all hires were in the permanent workforce. While the absence of other employee groups in wage grade was identified as a trigger for further investigation, the priorities for 2014 will continue to focus on the three groups that are more significantly below the CLF: individuals with targeted disabilities, women and Hispanics.

#### Occupational Categories

The participation rate of males as Officials and Managers rose from 68.4% in 2009 to 71.3% in 2013. The male participation rates across grade levels were: 69.3% of Other Officials and Managers, 75.6% of GS-12 and above, 77.9% of GS-13 – GS-14, and 80.5% of GS-15 – SES. Although females in grades GS-13 – GS-15 advanced in 2013, high female separations rates offset notable progress. Further, trends reveal females are more likely to be hired into the CG at senior grades than advance due to internal promotions. The female participation rates across grade levels were: 30.7% of Other Officials and Managers, 24.4% of GS-12 and above, 22.1% of GS-13 – GS-14, and 19.5% of GS-15 - SES. The participation rates are consistent with participation from 2009 through 2013. A plan of action to address female employment is included in Part I.

#### Major Occupations

The CG's major occupations are Information Technology Management; Contracting; General Inspection, Investigation and Compliance; Security Administration; Intelligence; Transportation Operations; and Legal Instruments Examining. With the exception of Contracting and Legal Instruments Examining, male participation in major occupations ranges between 70% and 96%. The largest participation of females in any major occupation is in Contracting (66.7%). Non-White males are most populous in Information Technology. The most populous major occupation for Hispanic males and Two or More Races is Transportation Operations. Applicants and hires in major occupations are consistent with on-board participation rates.

#### New Hires and Separations

The CG hired 423 new permanent employees in 2013. Of those, 69.7% were males and 30.2% were females. The White employees group represented 76.8% of hires, followed by African Americans (13.0%) and Hispanics (4.9%), with other employee groups hired in proportion to their respective CLF comparators. Temporary employee hires were comprised of 62.1% males and 37.9% females, representing the largest participation rate of females in CG workforce. All other employee groups (Hispanics, AI/NA, NHOPI, Asian females, and Two or More Races) were also present in temporary hires. Of the 303 new NAF employees hired, the majority were female (70.6%), contrary to hiring trends in the permanent and temporary workforce. Hispanic NAF hires (20.2%) were the largest group of hires, second to females. Non-appropriated fund employees in NHOPI, AI/NA, and Two or More Races were mostly females.

#### Non-competitive Promotions

Most employees hired in non-competitive promotions serve 25+ months in excess of the minimum before advancement. Ninety-two employees advanced to the next grade in the career ladder within the 12 month minimum. Of those advanced at the 12 month minimum, 57% were female and 74% were White. A plan of action for non-competitive promotions is included in Part I.

#### Internal Selections for Senior Level (GS-13 – GS-15)

The CG made six (6) internal selections to GS-13. Of those, 75% were males and 25% females. No selections were made of Hispanics, American Indian, or Two or More Races. Selections were made in all other employee groups. At the GS-14 level, the same employee groups seen in GS-13 selections are present in GS-14 selections. The male selection rate was 70% and the female rate was 30%. All internal selections to the GS-15 level were from the White male employee group. The applicant pool contained Hispanics, African Americans, and White females. Part I is submitted to address potential barriers in the area.

#### Complaint Trends and Analysis

A summary of the CG complaint activity captured in the FY13 Annual Federal Equal Opportunity Statistical Report of Discrimination Complaints (EEOC Form 462) illustrates the following outcomes for civilian employees[1]:

- A total of 91 pre-complaints were initiated, of which over 45% (41) did not result in formal complaint filings. This represents a 45% resolution rate; although a 7% decrease from last year's resolution rate of 52%, there was an increase in the actual number of settlements. The CG offered Alternative Dispute Resolution (ADR) to 87% of the individuals initiating pre-complaints; of which 34% participated in ADR. This was consistent with FY12. For FY14, the ADR division implemented a review requirement of the ADR portion of counseling reports to assess and improve upon attempts at resolution during counseling.

- Ninety-nine percent (99%) of pre-complaints were timely processed, and 100% of all formal complaints were timely investigated, a trend consistent with FY12. The number of formal complaints was 50, an increase of 10% over FY12, with a 100% timely processing rate. Formal complaints filed represented .50% of the workforce. During FY13, the CG continued to perform well above the federal averages in timely investigations and pre-complaint processing. Its formal complaint rate also remained lower than federal averages based on ongoing analyses of the EEOC's annual reports on the federal workforce (last analysis was based on EEOC's last published 2011 data). The CG attributes these favorable outcomes to the staff's commitment to meeting established strategic performance objectives, and to the support of its stakeholders.

- The most commonly raised bases were somewhat consistent with FY12: reprisal, race (African American), and disability. FY12 included sex (female) equal to disability. The most common issues were harassment (non-sexual), promotion/non-selection, and disciplinary actions. These issues are consistent with FY12 outcomes.

- Assessment/EO Reviews: MD715 requires self-assessment, which CRD performs at least yearly. In addition, field level

Civil Rights Service Providers (CRSPs) conducted Equal Opportunity (EO) Reviews in response to local incidents, Defense Equal Opportunity Climate Survey (DEOCs) results, community incidents and other activity (such as informal complaints). Ten (10) on-site EO Reviews were conducted by CRD during the period at a variety of locations and unit types.

#### Awards

Time off awards of (1 – 9) hours were given to 454 CG employees in 2013. Seventy-five percent of time off awards went to White employees with males representing the largest recipients. Males, with the exception of African American males, were more likely to receive time off awards of nine (9) hours; while females were more likely to receive eight (8) hours. Time off awards of nine-plus (9+) hours were more likely to be given to White employees, both male and female (84%). Analysis of cash awards revealed males, with the exception of African American males, were more likely to receive cash awards than females. Females were more likely to receive cash awards of \$100 - \$500 and males were more likely to receive cash awards of \$500 or more.

#### Career Development Program

The CG advertises three Career Development Programs, GS-5 – 12; GS-13 – 14; and GS-15 – SES. Applications are low for all programs. Participation rates in career development programs GS-5 – GS-12, include the following employee groups: White (72%), African Americans (8%), Hispanics (12%), and Asians (8%). One individual with disabilities submitted an application and was selected. No applications were received from IWTD employees, or from any of the other employee groups. Participation rates of males and females were comparable to their presence in the workforce at 54.5% and 45.5% respectively. At the GS-13 – GS-14 level, male participation rates grew to 69% which was predictable since a low participation rate has been identified as a constraint for women eligible to compete at this level. Although no applications were received in the GS – 15 and SES category, workforce data show one White female selection. No reason could be found for the discrepancy in the selection with an apparent lack of applications.

#### Best Practices and Accomplishments

- CG Partnership in Education (PIE) programs are command-sponsored volunteer activities that engage educators and other community members in the creation of innovative outreach initiatives that enhance education opportunities and career awareness for students, especially in communities with large underserved populations. This is a proven best practice which has tremendously increased visibility and awareness of CG missions, its people, and opportunities for youths – the workforce of the future – in the CG's surrounding communities. As a result of it, in FY 12, a reported 53,960 students participated in PIE programs Coast Guard-wide and this number increased to 56,052 in FY13, a 10% increase in student involvement from the previous year. In terms of volunteered hours from CG personnel, there were 13,046 hours in FY12 and 16,773 in FY13; an increase of 30%.

- In 2013 a CG civilian workforce member received the Sustained Excellence in PIE Award after developing a machine shop concept that was incorporated into the New London, CT school district's seventh grade science curriculum.

- Members of the Flag/SES corps served as Executive Champions for each observance in support of educating the workforce on Special Emphasis Programs. Coast Guard-wide participation into the planning, coordination, and presentation of programs has resulted in record numbers of military and civilians attending.

- The CG Diversity Outreach Board, chartered to provide a comprehensive national strategy for increasing the Coast Guard's presence in communities and organizations to facilitate recruitment of a diverse workforce, continues to be a best practice. Chaired by the Assistant Commandant for Human Resources (CG-1) and comprised of representatives from the Diversity and Inclusion Staff (CG-12B), CG Civil Rights Directorate (CRD), the CG Recruiting Command (CGRC), and representatives to various affinity groups, the board led to the development of a comprehensive national strategy to increase CG presence in underserved communities and organizations to facilitate recruitment of a diverse workforce. This approach resulted in valuable relationships and contact with over 1 million students and influencers.

- Two individuals with disabilities who were hired as permanent employees as a result of the Office of Civilian Personnel's (CG-121) continued participation in the Workforce Recruitment Program, an initiative that supports the employment of individuals with disabilities.

- During the year, two sessions of the CRD-sponsored Senior Executive Leadership Equal Opportunity Seminar (SELEOS) were conducted. This seminar assists Flag Officers, SES members and Command Master Chiefs fulfill a Commandant mandate to bring awareness to the issues of civil rights, military equal opportunity, civilian equal employment opportunity and diversity. Topics covered included reasonable accommodations, hiring individuals with disabilities, and Alternative Dispute Resolution (ADR). During 2013, 19 Flag Officers, one (1) SES member, and nine (9) Command Master Chiefs attended the seminar.

- The Office of Civilian Human Resources (CG-121) provided briefings on using Schedule A as a hiring option for 13 senior level managers in the Norfolk, VA area.

- The CG was the first DHS component to develop and gain approval for a Limited English Proficiency (LEP) Plan to establish policy and guidance to states and non-profits recipients of grants for federally assisted programs.

- The Governor of California recognized the CG with the "Best Collaborative Partnership" award for community involvement with the Partnership In Education (PIE) Program. CG personnel in Alameda area commands volunteered 1,200 hours to mentor

students, foster team-building, and encourage professional development. Two students participating in the program were hired as CG employees.

- The first CG Lesbian, Gay, and Bisexual, and Transgender (LBGT) Forum was presented in a combined command effort by CG District Seven (headquarters for district comprising the area from South Carolina to Florida and including Puerto Rico, and the waters of the Caribbean), Sector Miami and Air Station Miami.
- The CG was recognized by a local Washington, DC newspaper for its commitment and proactive approach to ensure equal opportunity for all as represented in updated Commandant-issued EEO and Anti-Harassment policy statements.
- The CG obligated \$184 million or (6.4%) of total obligations to Service Disabled Veteran Owned Small Businesses (SDVOSB) in the set-aside program; although there was no set-aside for Veteran Owned Small Businesses (VOSB), CG obligated \$236 million.

#### Way Ahead

The CG submits plans of action developed by collaborative, cross-directorate teams that will coordinate implementation of plans and integrate successes, constraints, and challenges into quarterly Barrier Analysis Working Group activities for modifications of plans as appropriate. CG program areas in compliance with EEOC's model EEO Program will continue activities to maintain excellence, participation in interagency groups, assessment of best practices, and facilitation of cross-directorate resolutions for common employment issues impacting Equal Employment Opportunity.

[1] Noting that the Coast Guard Civil Rights Directorate processes complaints by military members; and offers them a complaint process that mirrors the process described by 29 CFR 1614 for civilian employees to the extent allowable.

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

I,

**TERRI DICKERSON, Director, Civil Rights Directorate/SES**

(Name, Official title/Series/Grade)

Principal EEO Director/Official for

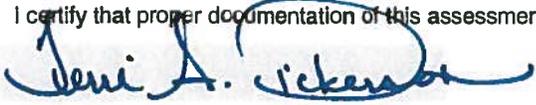
**United States Coast Guard/Department of Homeland Security**

(Agency/Component Name)

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.



**1-17-2014**

Signature of Principal EEO Director/Official

Date

~~Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.~~



**20 FEB 2014**

Signature of Agency Head or Agency Head Designee

Date

EEOC FORM  
715-01  
PART G

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

**Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

Department of Homeland Security/DHS U.S.  
Coast Guard

For period covering October 1, 2012 to September 30, 2013

Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
The Agency Head was installed on <u>05/25/2010</u> The EEO policy statement was issued on <u>07/18/2013</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X			
Are new employees provided a copy of the EEO policy statement during orientation?		X			
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			X		Planned activities for compliance are included Part H.
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X			
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X			
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X			

Department of Homeland Security/DHS U.S. Coast Guard		For period covering October 1, 2012 to September 30, 2013			
Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X			
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X			

<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>						
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>			<b>For period covering October 1, 2012 to September 30, 2013</b>			
<b>Compliance Indicator</b>		<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)			X			
Are the duties and responsibilities of EEO officials clearly defined?			X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?			X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?			X			
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting			X			
If not, please describe how EEO program authority is delegated to subordinate reporting components.			X			
<b>Compliance Indicator</b>		<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?			X			
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?			X			
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections				X		Planned activities are included in Part H for compliance in 2014.

Department of Homeland Security/DHS U.S. Coast Guard		For period covering October 1, 2012 to September 30, 2013				
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?			X			Planned activities are included in Part H for compliance in 2014.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X				
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure			X			Planned activities are included in Part H for compliance in 2014.
<b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X				
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X				
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently		X				
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X				
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X				
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X				
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X				
<b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		

Department of Homeland Security/DHS U.S. Coast Guard	For period covering October 1, 2012 to September 30, 2013			
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X			
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		Two projects remain uncompleted. Timeline for completion of the remaining projects are included at Part
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			
to participate in ADR?	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.

Department of Homeland Security/DHS U.S. Coast Guard

For period covering October 1, 2012 to September 30, 2013

Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X			
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X			
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X			
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X			
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X			
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			

Department of Homeland Security/DHS U.S. Coast Guard	For period covering October 1, 2012 to September 30, 2013			
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X			
If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			

**Essential Element D: PROACTIVE PREVENTION**

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Department of Homeland Security/DHS U.S.  
Coast Guard

For period covering October 1, 2012 to September 30, 2013

Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>				
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X			
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X			
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X			
Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>				
	Are all employees encouraged to use ADR?	X			
	Is the participation of supervisors and managers in the ADR process required?	X			

**Essential Element E: EFFICIENCY**

Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

Department of Homeland Security/DHS U.S. Coast Guard

For period covering October 1, 2012 to September 30, 2013

Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
	Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	X			
	Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?	X			
	Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	X			
	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?	X			
	Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?	X			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
	Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?	X			
	Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?	X			
	Does the agency hold contractors accountable for delay in counseling and investigation processing times?	X			
	If yes, briefly describe how:				
	Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	X			

Department of Homeland Security/DHS U.S. Coast Guard		For period covering October 1, 2012 to September 30, 2013			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
<b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?		X			
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X			
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
<b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X			
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X			

Department of Homeland Security/DHS U.S. Coast Guard		For period covering October 1, 2012 to September 30, 2013			
Does the responsible management official directly involved in the dispute have settlement authority?		X			
<b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X			
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102		X			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X			
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			
<b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.						
Department of Homeland Security/DHS U.S. Coast Guard		For period covering October 1, 2012 to September 30, 2013				
Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X				
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X				
Are procedures in place to promptly process other forms of ordered relief?		X				
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X				
If so, please identify the employees by title in the comments section, and state how performance is measured.						
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X				
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.						
Have the involved employees received any formal training in EEO compliance?		X				

Department of Homeland Security/DHS U.S. Coast Guard	For period covering October 1, 2012 to September 30, 2013			
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X			
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X			
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X			
Compensatory Damages: The final agency decision and evidence of payment, if made?	X			
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X			
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X			
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X			
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X			
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X			
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X			
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X			
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X			

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

<b>EEOC FORM 715-01 PART H-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	When an employee is promoted into the supervisory ranks, a copy of the EEO Policy statement is provided.	
<b>OBJECTIVE:</b>	Provide employees promoted into the supervisory ranks a copy of the EEO Policy statement.	
<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>	October 18, 2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	March 2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Assistant Commandant for Human Resources establishes a protocol to provide the Civil Rights Directorate, on a quarterly basis (15 days after the end of each quarter), the names of employees promoted into supervisor positions in support of the requirement to provide new supervisors a copy of the EEO Policy statement.		
<b>TARGET DATE: 03/31/2014</b>		
An EEO Program official provides employees promoted into supervisory positions with a copy of the EEO Policy statement by email.		
<b>TARGET DATE: 03/31/2014</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-2</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	A copy of the reasonable accommodation procedures was not consistently disseminated during FY2012 new employee orientation.	
<b>OBJECTIVE:</b>	Provide each new employee a copy of the agency procedures to request a reasonable accommodation during new employee orientation.	
<b>RESPONSIBLE OFFICIAL:</b>	United States Coast Guard Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>	September 26, 2012	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 17, 2012	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
A copy of reasonable accommodation procedures was provided to Human Resources Directorate for dissemination to new employees. Agency will monitor compliance in FY 2013.		
<b>TARGET DATE: September 26, 2012</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
The Chief of the Human Resources and Operations Division sent an email 16 November 2012 to the four Human Resources Service Centers reiterating the MD-715 requirement to incorporate US Coast Guard reasonable accommodation procedures in the new employee orientation packages. A subsequent reminder was sent on 11 December 2012 to the HR Service Center Chiefs reminding them of the requirement. On 5 April 2013, revised reasonable accommodation procedures (provided by CG-00H-1) were replaced as part of the new employee orientation packages. Periodic reminders were sent by the Branch Chiefs to ensure orientation packages included these procedures.		

<b>EEOC FORM 715-01 PART H-3</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Ensure 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 re-alignments.	
<b>OBJECTIVE:</b>	Ensure an EEO Official's input into agency deliberations (prior to final decisions) to determine whether any group of employees or applicants might be negatively impacted by re-organizations and re-alignments.	
<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>	11/07/2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	03/01/2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Assistant Commandant for Human Resources establishes opportunities for deliberative dialogue with civil rights officials prior to final decisions on reorganizations and re-alignments.		
TARGET DATE: 11/07/2013		
Assistant Commandant for Human Resources and Civil Rights officials have opportunity for deliberative dialogue prior to final decisions on reorganizations and re-alignments.		
TARGET DATE: 11/07/2013		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-4</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Include EEO program officials during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.	
<b>OBJECTIVE:</b>	Ensure an EEO official input into agency deliberations (prior to final decisions) concerning recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.	
<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>	11/07/2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	03/01/2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Assistant Commandant for Human Resources establishes opportunities for deliberative dialogue with civil rights officials prior to decision on recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.  <b>TARGET DATE: 03/01/2014</b>		
Assistant Commandant for Human Resources and Civil Rights officials have opportunity for deliberative dialogue before final decisions are made on recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.  <b>TARGET DATE: 03/01/2014</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-5</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Include the EEO Director in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission.	
<b>OBJECTIVE:</b>	Include the EEO Director in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission.	
<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>	11/07/2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	03/01/2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Assistant Commandant for Human Resources establishes opportunities for deliberative dialogue with civil rights officials during the development of the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission.  <b>TARGET DATE: 11/07/2013</b>		
Assistant Commandant for Human Resources and Civil Rights officials has opportunity for deliberative dialogue prior to final decisions on agency strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission.  <b>TARGET DATE: 03/01/2014</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-6</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Not in compliance with Uniform Federal Accessibility Standards.	
<b>OBJECTIVE:</b>	Fund major renovations projects to ensure timely compliance with Uniform Federal Accessibility Standards.	
<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Engineering and Logistics	
<b>DATE OBJECTIVE INITIATED:</b>	11/01/2014	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/30/2015	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
<p>Two administrative facilities remain Section 504 non-compliant as determined by the 1994 Uniform Federal Accessibility Standards (UFAS) checklists. The UFAS checklist was used to surveyed 145 administrative CG facilities; 117 facilities were found to be non-compliant; through FY13, 115 of those facilities identified to be non-compliance have been brought into compliance. Compliance was achieved either by renovating the facility or by moving the function into a compliant building. Life safety renovations to Building #1, Base Seattle, WA, were completed in FY12 with installation of emergency egress ramps. Remaining projects toward compliance will take place at Base Seattle, WA and Sector Charleston, SC. The agency plans of activities are as follows: Seattle, Washington -. Bathroom accessibility renovations still require funding. Currently the bathroom project is programmed for funding in FY14, with construction contract award no later than Sep 2014. Project completion is anticipated 12 months after start of construction, i.e. no later than Sep 2015. Sector Charleston, SC – The project addressing first floor renovations to the MSO Building is presently rescheduled to be designed starting in FY14 and is projected to be awarded in FY15. The construction completion date is unknown</p>		

<b>EEOC FORM 715-01 PART H-7</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Increase 34.38% FY12 pre-complaint ADR participation rates.	
<b>OBJECTIVE:</b>	Increase pre-complaint ADR participation rates by 5% or more.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Directorate	
<b>DATE OBJECTIVE INITIATED:</b>	04/01/2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	10/2014	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
As recommended by EEOC, on March 21, 2003, Civil Rights Directorate staff revised EEOC'S ADR Report: Part II – Best Practices in Alternate Dispute Resolution. Distributed a Standard Operating Procedures (SOP) for ADR.  <b>TARGET DATE: 04/01/2013</b>		
Ensure adequate copies of the ADR brochure are available to the workforce.  <b>TARGET DATE: 04/01/2013</b>		
Promote ADR in the CRD newsletter distributed to the agency workforce.  <b>TARGET DATE: 04/15/2013</b>		
Distributed a Standard Operating Procedure (SOP) for ADR.  <b>TARGET DATE: 09/04/2013</b>		
Promote ADR in the Senior Executive leadership Equal Opportunity Seminar.  <b>TARGET DATE: 09/17/2013</b>		
The ADR division began conducting regular assessments of counselors' reports to ensure that the ADR section reflected that all appropriate steps had been taken to attempt to resolve the complaints.  <b>TARGET DATE: 10/01/2013</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-8</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Continue to timely submit Annual No FEAR Act report to support overall timely submission by DHS to EEOC.	
<b>OBJECTIVE:</b>	Continue to timely submit Annual No FEAR Act report to DHS on or before established deadlines.	
<b>RESPONSIBLE OFFICIAL:</b>	Director , Civil Rights	
<b>DATE OBJECTIVE INITIATED:</b>	10/01/2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	11/25/2013	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Prepare report for leadership review.  <b>TARGET DATE: 10/01/2013</b>		
Obtain Director's approval of report.  <b>TARGET DATE: 11/24/2013</b>		
Submit report to DHS.  <b>TARGET DATE: 11/25/2013</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-9</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Update Anti-harassment Policy Statement	
<b>OBJECTIVE:</b>	Provide a more comprehensive definition of harassment.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Directorate	
<b>DATE OBJECTIVE INITIATED:</b>	07/28/2013	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	10/22/2013	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Revise statement.		
<b>TARGET DATE: 08/15/2013</b>		
Submit for approval to agency head.		
<b>TARGET DATE: 09/03/2013</b>		
Signed by agency head and posted to the Civil Rights Directorate webpage.		
<b>TARGET DATE: 10/22/2013</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-10</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	USCG has not submitted current reasonable accommodation procedures to EEOC for their review to ensure procedures reflect current law.	
OBJECTIVE:	Provide Reasonable Accommodation Procedures to EEOC for review.	
RESPONSIBLE OFFICIAL:	Provide Reasonable Accommodation Procedures to EEOC for review	
DATE OBJECTIVE INITIATED:	11/21/2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	05/30/2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Provide copy of reasonable accommodation procedures to EEOC for review.		
TARGET DATE: 05/30/2014		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<b>EEOC FORM 715-01 PART H-11</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Draft EEO/Diversity goals for inclusion into the CG Planning Guidance and Commandant's Direction.	
OBJECTIVE:	Integrate the EEO Office and EEO Programs into the Agency's strategic mission.	
RESPONSIBLE OFFICIAL:	Director, Civil Rights	
DATE OBJECTIVE INITIATED:	11/07/2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	07/15/2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Conduct a series of staff-level meetings to collaborate on potential incorporation of EEO/Diversity goals.		
TARGET DATE: 03/30/2014		
Draft goals for inclusion.		
TARGET DATE: 04/15/2013		

Have draft approved by HR and Civil Rights Directors.

TARGET DATE: 04/30/2014

Submit proposed goals to the Director for Enterprise Strategy Management and Doctrine (CG-095) for consideration and further refinement/ collaboration.

TARGET DATE: 07/15/2014

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

<b>EEOC FORM 715-01 PART I-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S.</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Low participation rate of individuals with targeted disabilities (IWTD) in the workforce. Participation rate of IWTD in the Coast Guard workforce has remained at or above (0.84%). The Coast Guard rate is less than the DHS rate and the Federal goal of 2%.	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Initiated a strategy and developed processes to examine trends in permanent external hires, separations, changes in self reporting data, EEO Complaints, reasonable accommodation requests, and other employment initiatives impacting increased participation rates of IWTD.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	No barrier identified. A study of this condition is still being conducted by members of the Barrier Analysis Tiger Team (BATT). If a barrier is identified, the BATT will develop a plan to mitigate the barrier.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Determine if there are barriers that inhibit increased participation of IWTDs in the workforce.	
<b>RESPONSIBLE OFFICIAL:</b>	United State Coast Guard Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>	September 26, 2012	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	January 2013	
<b>EEOC FORM 715-01 PART I-1</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b> (Must be specific)	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

EEOC FORM 715-01 PART 1-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
United States Coast Guard	FY <u>13</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Review of workforce data indicate that within CG, 78% of males and 70% of females hired in non-competitive promotions (career ladder) are advanced 25+ months in excess of the minimum months impacting retention of employee groups. 5 CFR § 300.603 stipulates that employees are eligible at 12 months for advancement to the next grade level but CG employees wait 25+ months. There are low participation rates in career development programs and the most frequently filed EEO Complaint issues for 2013 were promotion/advancement and harassment – nonsexual. Exit survey data revealed promotions, age, and unavailability of telework as top issues.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed workforce data tables, EEO complaints statistics, demographics of career ladder hires by ethnicity, gender, and advancement rates, 5 CFR Part 410 – Career Development, DHS/CG Human Capital and Diversity Strategic Plans, Merit System Principles, and OPM and DEOCS surveys.</p> <p>Reviewed the range of options the agency uses to meet mission-related organizational and employee development needs, such as classroom training, on-the-job training, technology-based training, satellite training, employees' self-development activities, coaching, mentoring, career development counseling, assignment details, rotational assignments, cross training, and developmental activities. Application for and availability of most of these opportunities are unknown to employees.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<ol style="list-style-type: none"> <li>1. Application for and availability of opportunities for employee development such as training, developmental assignments, details, rotational assignments, cross training, career development counseling is not well known among employees.</li> <li>2. Although IDP is not mandated by OPM, it is considered a good management practice and several agencies have mandated its use (Labor, Navy, EPA, DOE, DOT, DOJ, and SBA).</li> <li>3. No IDP requirement for employees in career ladder positions leaves agency vulnerable to high turnover of certain groups due to no clear path for advancement.</li> </ol>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<ol style="list-style-type: none"> <li>1. Encourage managers and supervisors to assist career ladder hires to develop an IDP.</li> <li>2. Modify procedures to notify employees of opportunities for career development.</li> <li>3. Promote career development opportunities through email, agency website, or internal employee publication, bulletin boards and posters.</li> <li>4. Update and market IDP policy resources (supervisor's job aid)</li> </ol>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Assistant Commandant for Human Resources	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	September 25, 2013	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	February 1, 2016	

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Update and market IDP policy resources (supervisor's job aid).	August 31, 2014	
Set a timetable for Managers and supervisors to work with employees hired under non-competitive promotions (career ladder) to develop Individual Development Plan (IDPs) that identify helpful training and generally define criteria for advancement.	September 30, 2014	
Establish an alternative method to ALCOAST (internal online message board) in which opportunities for training, details, rotational assignments, cross training, career developmental programs, and developmental assignments are disseminated to all employees.	May 30, 2015	
Perform a civilian leader development strategic needs assessment.	August 31, 2015	
Implement a civilian leadership development continuum that develops and retain civilian leaders.	August 31, 2016	
Evaluate strategic needs analysis and develop implementation strategies to improve civilian leader development and performance.	February 1, 2016	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART I-3</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S.</b>		<b>For period covering October 1, 2012 to September 30, 2013</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Low participation rate of individuals with targeted disabilities (IWTD) in the workforce. Participation rate of IWTD in the Coast Guard workforce has remained at or below (0.71%). The Coast Guard (IWTD) rate is less than the Federal goal of 2%. IWTDs are voluntarily departing the agency at a higher rate than the hiring rate. This condition was identified after conducting a thorough review of workforce data tables (B1-B14).	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		Reviewed participation rates of IWTDs in the total (.71%) and permanent workforce (.80%), and by components, applicants, new hires, major occupations and occupational categories; participation rates in GS and Wage grades, 0% selections for competitive and non-competitive promotions, 0% selections for senior level grades, % participation in career development; Reviewed Agency 2013 plan to recruitment, hire, and develop IWTDs for outcomes, and FY 14 planned initiatives. Reviewed complaint activity and exit interview data.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		IWTDs recruitment is not promoted agency-wide and lacks strategic involvement by key stakeholders and influencers.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Establish a cross-functional workgroup to conduct a comprehensive review of current IWTDs recruitment efforts, constraints, and challenges, to establish an agency-wide strategy to increase participation rates for IWTDs.	
<b>RESPONSIBLE OFFICIAL:</b>		Assistant Commandant for Human Resources	
<b>DATE OBJECTIVE INITIATED:</b>		09/2014	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		07/2014	
<b>EEOC FORM 715-01 PART I-3</b>		<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (Must be specific)</b>	
Develop hiring goals to increase participation rates of IWTDs.		10/31/2013	
Establish a cross-functional workgroup to conduct a comprehensive review of current IWTDs recruitment efforts, constraints, and challenges, to establish an agency-wide strategy to increase participation rates for IWTDs.		07/31/2014	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>			

<b>EEOC FORM 715-01 PART I-4</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S.</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The participation rate of IWTDs in the CG workforce has remained at or below (0.71%). The Coast Guard (IWTD) rate is less than the Federal goal of 2%. This condition was identified after conducting a thorough review of workforce data tables (B1-B14). Although applicants were applying for CG jobs under the Schedule A authority, this hiring authority was not used in 2013.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed participation rates of IWTDs in the total and permanent workforce, applicants, new hires and separations. Review of workforce tables revealed low participation rates. IWTDs separation rates equal that of the hiring rate with little to no increase in participation rates. There is limited use of Schedule A as a hiring authority.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Lack of use of the Schedule A hiring authority limits the agency full hiring authority and opportunities to increase IWTDs in the workforce.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Promote use of Schedule A among hiring officials.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Assistant Commandant for Human Resources</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>09/24/2013</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>05/2014</p>	
<b>EEOC FORM 715-01 PART I-4</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>	<p><b>TARGET DATE</b> (Must be specific)</p>	
<p>Prepare a Fact Sheet on Schedule A hiring authority and the agency's special plan to hire, recruit and develop IWTDs.</p>	<p>04/29/2014</p>	
<p>Develop Agency protocol for considering Schedule A eligibles when accepting applications from external candidates.</p>	<p>05/01/2014</p>	
<p>Issue executive level communications i.e. Flag Voice to outline organizational goals for increasing participation rates of IWTDs in CG workforce using the full range of hiring authorities.</p>	<p>03/20/2014</p>	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p>		

<b>EEOC FORM 715-01 PART I-5</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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<b>Department of Homeland Security/DHS U.S.</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>
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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The highest participation of Women employees in CG workforce is in temporary employee. In 2013, 166 women employees left CG permanent workforce. Hiring trends suggest women left permanent workforce for temporary employment. Reviewed workforce data tables, Federal Employee Viewpoint Survey (FEVS), Annual Telework Survey and the EEOC 2013 study on women in the federal workforce. Exit interview data revealed telework as one of the top issues employees listed as the reason they left CG workforce for employment with other federal agencies.</p>
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<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Data from the MD-715 Table A7 shows a 39% of voluntary separations in the workforce are women. Results of the 2011 and 2012 FEVS show 59% of the workforce has not been notified that they are eligible to telework. Furthermore, in 2011 27.7% and in 2012 28.1% of the workforce indicated they are not allowed to telework.</p> <p>OPM identified barriers as management's resistance to telework and information technology issues.</p>
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<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited use of Telework and other flexible workplace policies create challenges for not only women but the entire workforce.</p>
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<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Update Commandant Telework Instructions to align with OPM's Telework Enhancement Act 2010. Coordinate changes to current instructions with union officials.</p>
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<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Human Resources
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<b>DATE OBJECTIVE INITIATED:</b>	09/25/2014
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<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	03/2016
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<b>EEOC FORM 715-01 PART I-5</b>	<b>EEO Plan To Eliminate Identified Barrier</b>
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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Update Commandant Telework Instructions to align with the OPM Telework Enhancement Act of 2010.	06/30/2014
Coordinate with union official on changes to current instructions.	08/15/2014
Offer on-line training for all managers and supervisors on the Telework Enforcement Act and other flexibilities to reduce commute time and enhance employees' work-life balance.	09/30/2014
Establish procedures to notify employees who arrived after August 2, 2011 of their eligibility to participate in Telework.	12/30/2014

Establish benchmark metrics and initiate the collection of Telework data to determine employee participation rates prior to Telework training implementation.	03/30/2015
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Annually review employee participation metrics and compare with benchmark metrics.	03/15/2016
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**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

<b>EEOC FORM 715-01 PART I-6</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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<b>Department of Homeland Security/DHS U.S.</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>
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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Low participation of women in senior grades, GS 13 ? GS 15. Women participation rates are most prevalent (67.5%) at the GS 5 grade level in the Administrative Support Workers occupational category. Women are also concentrated at WG 5, in the wage grade series, with an absence of women after WG 12. Of the agency?s seven (7) major occupations, women employees are largely concentrated in Contracting and Legal Instruments Examining. Trends in hiring in major occupations replicate the concentration of women hires into the same major occupations, leaving a widening gap of women in major occupations linked directly to the agency mission with greater promotion potential to the senior level grades, and reduced vulnerability to reorganization, restructuring, and abolishment of position. Promotion of women into senior grades most frequently occur from external promotions. Most promotions to senior level grades occur in major occupations of which there is low participation of women.</p>
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<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed workforce tables to include grades, major occupations, career ladder positions, internal selections for promotion to senior grades (GS 13- GS 15); OPM and DEOCS survey results</p>
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<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The high participation rate of women in administrative support occupations creates a promotion ceiling for most women employees at GS 5 and impacts feeder pool of eligible women candidates for promotion to senior grades.</p>
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<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Review position descriptions and qualifications of major occupations to ensure that duties and qualifications are based on legitimate business reasons and that the duty description and qualifications do not exclude the selection of women.</p>
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<b>RESPONSIBLE OFFICIAL:</b>	Assistant Commandant for Human Resources
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<b>DATE OBJECTIVE INITIATED:</b>	09/25/2013
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<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	07/30/2015
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<b>EEOC FORM 715-01 PART I-6</b>	<b>EEO Plan To Eliminate Identified Barrier</b>
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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Conduct a random review of vacancy announcements to ensure the qualification requirements are based on legitimate business reasons and that they do not create a barrier for hiring women.		04/30/2014
Review Career Enhancement and Hiring Guide for improvements.		07/30/2014
Revise Career Enhancement and Hiring Guide.		07/30/2015
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<b>EEOC FORM 715-01 PART I-7</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Homeland Security/DHS U.S.</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>	
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 participation of women in senior grades, GS 13 ? GS 15. Women participation rates are most prevalent (67.5%) at the GS 7 grade level in the Administrative Support Workers occupational category and at WG 5 for women wage grade employees, with an absence of women after WG 12.	
BARRIER ANALYSIS:  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Reviewed workforce tables to include grades, major occupations, career ladder positions, and internal selections for promotion to senior grades (GS 13- GS 15); Reviewed OPM and DEOCS survey results; Administrative support jobs are more likely than major occupations to be abolished or eliminated during restructuring, reorganization, and realignments.	
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.	The high participation rate of women in administrative support occupations creates a promotion ceiling for most CG women employees between GS 5 and GS 7, and a low feeder pool of candidates eligible to compete for promotion to senior level grades.	
OBJECTIVE:  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Promote utilization of career ladder positions (GS – 7/9/11/12) where women may obtain skills and training which supports progression and meeting full performance level for higher grades.	
RESPONSIBLE OFFICIAL:	Assistant Commandant for Human Resources	
DATE OBJECTIVE INITIATED:	09/25/2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	05/30/2015	
<b>EEOC FORM 715-01 PART I-7</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Train all employees and managers on unconscious gender bias.	05/30/2015	

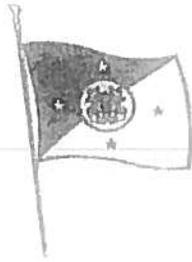
Update and market mentoring resources.	08/31/2014
Implement a Shadow Program to expose women to the culture and interworking of agency's senior leader daily operations and decision-making protocol.	11/16/2014
Establish employee notification procedures for availability of shadowing and internal developmental assignments and details, and ensure that the postings are promoted to the workforce.	01/15/2014
Post opportunities for the career developmental program, shadowing, developmental assignments, details, and other random career developmental opportunities on website, internal employee publications, bulletin boards, and posters for easy access to all employees, including those without IT access.	03/15/2015
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM 715-01 PART J		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted								
Department of Homeland Security/DHS U.S. Coast Guard			For period covering October 1, 2012 to September 30, 2013							
<b>PART I</b> Department or Agency Information	1. Agency	1. Department of Homeland Security								
	1.a. 2nd Level Component	1. a. United States Coast Guard								
	1.b. 3rd Level or lower	1. b.								
<b>PART II</b> Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change				
		Number	%	Number	%	Number	Rate of Change			
	Total Work Force	8374	100%	8376	100%	2	0.0 %			
	Reportable Disability	929	11.1 %	960	11.5 %	31	3.3 %			
	Targeted Disability*	62	0.7 %	65	0.8 %	3	4.8 %			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						0			
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						5				
<b>PART III Participation Rates In Agency Employment Programs</b>										
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability		
		#	%	#	%	#	%	#	%	
Competitive Promotions	234	11	4.7 %	1	0.4 %	6	2.6 %	217	92.7 %	
Non-Competitive Promotions	265	22	8.3 %	1	0.4 %	9	3.4 %	234	88.3 %	
Employee Career Development Programs	25	2	8.0 %	0	0.0 %	0	0.0 %	23	92.0 %	
a. Grades 5 - 12	11	1	9.1 %	0	0.0 %	0	0.0 %	10	90.9 %	
b. Grades 13 - 14	13	1	7.7 %	0	0.0 %	0	0.0 %	12	92.3 %	
c. Grade 15/SES	1	0	0.0 %	0	0.0 %	0	0.0 %	1	100.0 %	
Employee Recognition and Awards	1076	72	6.7 %	2	0.2 %	22	2.0 %	982	91.3 %	
a. Time-Off Awards (Total hrs awarded)	7494	547	7.3 %	8	0.1 %	64	0.9 %	6883	91.8 %	
b. Cash Awards (total \$\$\$ awarded)	196326	21297	10.8 %	150	0.1 %	1350	0.7 %	173679	88.5 %	
c. Quality-Step Increase	2	1	50.0 %	0	0.0 %	0	0.0 %	1	50.0 %	

<b>EEOC FORM 715-01</b>	<b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>	
<b>Department of Homeland Security/DHS U.S. Coast Guard</b>	<b>For period covering October 1, 2012 to September 30, 2013</b>	
<b>Part IV Identification and Elimination of Barriers</b>	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.	
<b>Part V Goals for Targeted Disabilities</b>	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>	
Established a Numerical Goal?	Yes	
Goal	USCG has a goal of increasing the IWTDs on board by hiring six employees with targeted disabilities for FY 2014.	

<p>Strategies</p>	<p>Recruiting - The Office of Civilian Human Resources (CG-121) will provide a fact sheet to Coast Guard managers to discuss Schedule A as a hiring option.</p> <p>CG-121 has developed a strategic outreach approach primarily targeting individuals with disabilities, including those with targeted disabilities in addition to continuing outreach efforts towards Veterans, Hispanics and Female audiences. The projected plan will reach out to various print, web and media vehicles in FY14. Re-design the civilian recruitment website structure to improve usability and enhance functionality. New recruitment videos have been produced and placed on the civilian recruitment website for viewing, which includes a video that specifically targets the disabled community.</p> <p>Continue Annual membership with Getting Hired an online resource for job seekers with disabilities and employers.</p> <p>Continue to build partnerships by participating in various outreach and recruiting events such as: National Association for individuals with Developmental Disabilities, American Federation for the Blind, American Sign Language Expo, and the Spinal Cord Injury Professionals Conference.</p> <p>CG-121 will use the WRP database as a promising recruitment source to identify candidates for our permanent workforce.</p> <p>As an effort to increase the representation of Individuals with Disabilities/Individuals with Targeted Disabilities, Coast Guard will implement a pilot program that targets vacancy announcements to attract disabled applicants for seven General Schedule series in the Washington, DC and Norfolk/Chesapeake, VA areas.</p> <p>CG-121 will increase the number of internship opportunities for wounded warriors in the Operation Warfighter (OWF) program, by reaching out to hiring managers to obtain a sponsorship commitment.</p> <p>Training - Provide mandatory training to managers on Schedule A hiring in the pre-recruitment phase of the Cornerstone Leadership Development Program.</p> <p>Provide training opportunities for managers and supervisors on the procedures for providing reasonable accommodations.</p> <p>Provide information to the HR Specialists on the process for providing reasonable accommodations.</p> <p>Career Development/Promotion - Promote the Computer/Electronic Accommodation Program (CAP) program to retain employees with disabilities.</p> <p>Conduct an assessment of the internal availability of candidates from low participation groups for higher job progression opportunities.</p>
<p>Objectives</p>	<p>The plan below will also increase USCG visibility in disabled communities, identify well qualified disabled candidates for mission critical occupations and develop current employees with targeted disabilities for promotion opportunities.</p>

<p>Accomplishments</p>	<p>Two individuals with disabilities who were hired as permanent employees as a result of the Office of Civilian Personnels (CG-121) continued participation in the Workforce Recruitment Program, an initiative that supports the employment of individuals with disabilities.</p> <p>The Office of Civilian Human Resources (CG-121) provided briefings on using Schedule A as a hiring option for 13 senior level managers in the Norfolk, VA area.</p> <p>The CG obligated \$184 million or (6.4%) of total obligations to Service Disabled Veteran Owned Small Businesses (SDVOSB) in the set-aside program; although there was no set-aside for Veteran Owned Small Businesses (VOSB), CG obligated \$236 million.</p> <p>The CG Diversity Outreach Board, chartered to provide a comprehensive national strategy for increasing the Coast Guards presence in communities and organizations to facilitate recruitment of a diverse workforce, continues to be a best practice. Chaired by the Assistant Commandant for Human Resources (CG-1) and comprised of representatives from the Diversity and Inclusion Staff (CG-12B), CG Civil Rights Directorate (CRD), the CG Recruiting Command (CGRC), and representatives to various affinity groups, the board led to the development of a comprehensive national strategy to increase CG presence in underserved communities and organizations to facilitate recruitment of a diverse workforce. This approach resulted in valuable relationships and contact with over 1 million students and influencers.</p>
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THE COMMANDANT OF THE UNITED STATES COAST GUARD  
Washington, DC-20593

## EQUAL OPPORTUNITY POLICY STATEMENT

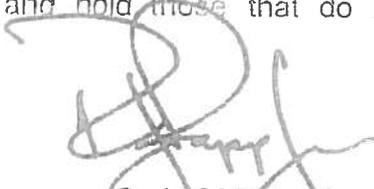
Everyone should expect and demand the opportunity to work, develop and achieve his or her full potential, whether serving as a member on active duty, drilling Reservist, civilian employee or Auxiliary volunteer. Adherence to Equal Opportunity principles and our core values of Honor, Respect and Devotion to Duty, will promote positive command climates and enhance mission readiness and execution.

Everyone in the Coast Guard must work together to eliminate all forms of discrimination that violate law or policy and eliminate any actions that discriminatorily impact our workforce, those seeking Coast Guard employment and those receiving benefits from Coast Guard-sponsored programs.

All Coast Guard personnel shall:

- Reach out widely and in previously untapped markets to identify highly qualified applicants for enlistment, officer accession, civilian employment and Auxiliary enrollment;
- Recruit, retain, train, develop, promote, reward and deploy a highly capable, diverse workforce in a fair and consistent manner on the basis of merit;
- Provide reasonable accommodations for qualified applicants and employees with disabilities;
- Maintain a work environment free from unlawful discrimination, reprisal and harassment;
- Ensure all men and women of the Coast Guard are educated about their rights and responsibilities under federal civil rights laws; and
- Act promptly, appropriately and effectively to endorse this policy and to ensure personal accountability by members of the Coast Guard.

I expect every member of our workforce at all levels to respect their shipmates, treat them fairly and equally and hold those that do not demonstrate these values accountable.

  
R. J. PAPP, JR.  
Admiral, U.S. Coast Guard



THE COMMANDANT OF THE UNITED STATES COAST GUARD  
Washington, DC 20593

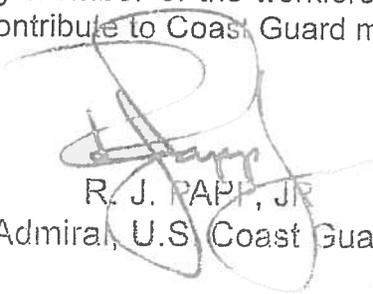
## ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT

I am committed to providing a work environment free from discrimination and harassment. Our mission success depends upon it. Our core values of Honor, Respect and Devotion to Duty demand it. Federal law and policy require it. Coast Guard men and women deserve nothing less.

We will do this by creating command climates and work environments that promote inclusion, equity and respect. Every member of the workforce should be familiar with Coast Guard Equal Employment Opportunity (EEO) policies and should take proactive measures to prevent all forms of discrimination and harassment. We must eliminate conduct that unreasonably interferes with an individual's work performance or creates an intimidating, offensive, or hostile work environment on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

Behavior that constitutes harassment should be reported to leaders and managers; leaders and managers must take prompt and appropriate corrective action. Reports and responses should be in accordance with Coast Guard Anti-harassment and Hate Incident Procedures. Reports of harassment can also be made to local Civil Rights or Human Resources Offices. Reprisal or threats of reprisal against individuals who report unlawful discrimination or harassment will not be tolerated.

Performing our duty to act responsibly and respect our shipmates will create work environments in which every member of the workforce has an equal opportunity to achieve their full potential, contribute to Coast Guard missions and thrive.

  
R. J. PAPP, JR.  
Admiral, U.S. Coast Guard



THE COMMANDANT OF THE UNITED STATES COAST GUARD  
Washington, DC 20593

## DIVERSITY POLICY STATEMENT

Diversity, though not easily captured in a single definition, allows the Coast Guard to benefit from the talents, abilities, ideas and viewpoints of a workforce drawn from the richness of American society, including men, women, minority groups, people with disabilities and veterans. It is achieved by using two key enablers: providing unfettered enlistment, appointment or employment opportunities to all qualified citizens equally, and creating and sustaining an organizational climate in which people of diverse backgrounds, cultures, races, religions, ethnicities and experience are fully included, valued and respected.

Diversity is vital to mission readiness and excellence. Diversity sparks innovation by incorporating new approaches and fresh perspectives to problem solving. Attracting and employing a diverse and talented team of active duty, reserve, civilian and Auxiliary members ultimately enables us to better perform our challenging maritime missions.

We must strive to create a climate of equity that fosters an environment where all individuals have the opportunity to prosper, advance in their careers and contribute their utmost to Coast Guard missions. We must strive to ensure that our Coast Guard recruits, retains and sustains a diverse, talented and highly skilled workforce. Our Diversity Strategic Action Plan will guide our efforts to achieve these goals. I encourage all members of our workforce to become familiar with the plan located on our diversity website <http://www.uscg.mil/diversity/>.

I am personally committed to making the Coast Guard the Service of choice for all Americans who seek to serve our Nation and its people. Achievement of this goal is an all-hands evolution.

  
R. J. FAPP, JR.  
Admiral, U. S. Coast Guard

# United States Coast Guard Organization Chart

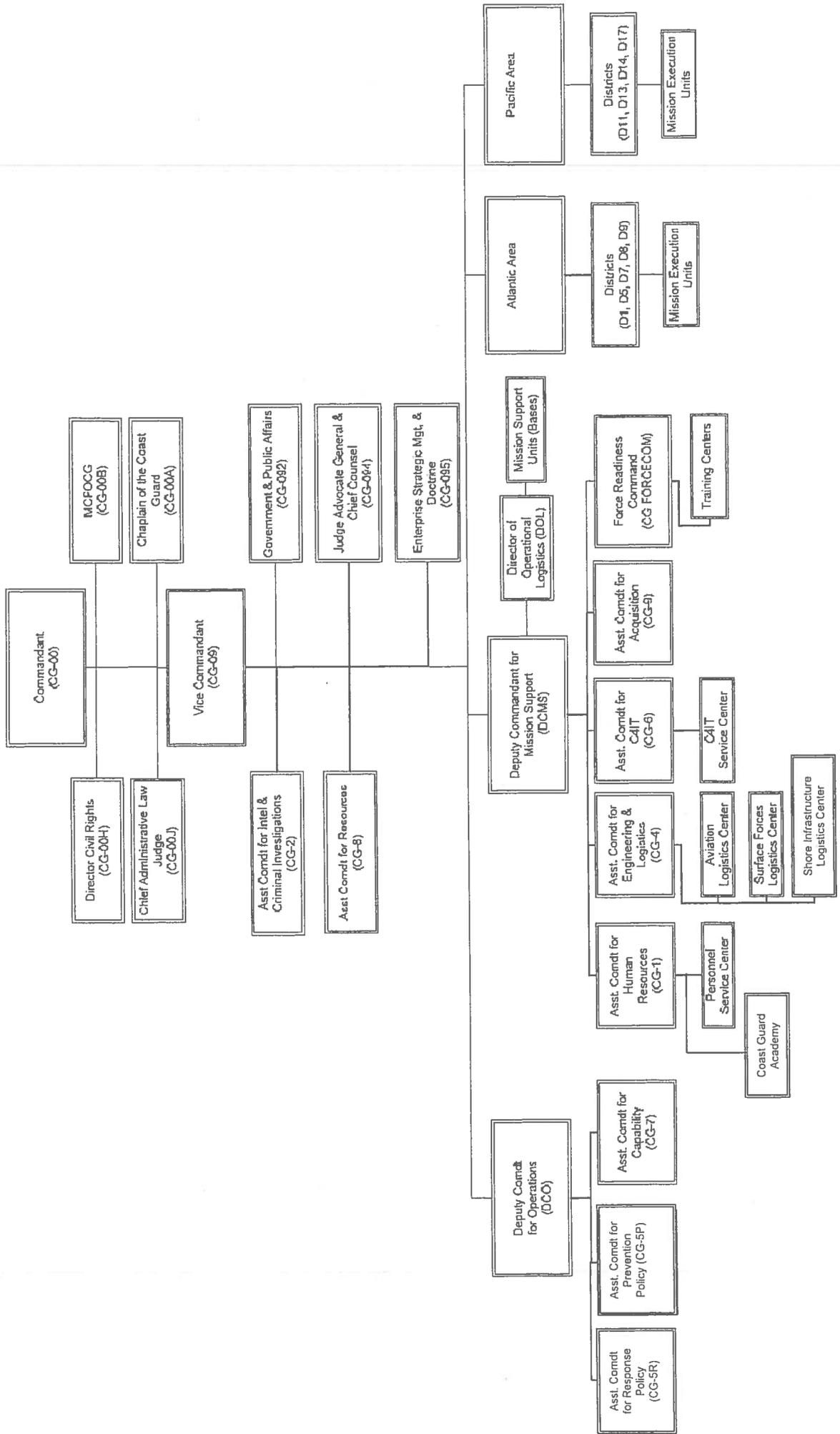


Table A1 - Total Workforce - Distribution by Race/Ethnicity and Sex

Employment Tenure		RACE/ETHNICITY																			
		TOTAL WORKFORCE						Hispanic or Latino						Non-Hispanic or Latino						Two or More Races	
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>Total Workforce: Prior FY</b>		#	10201	6398	3803	424	322	4936	2364	786	184	188	27	24	46	21	156	98	0.96		
		%	100	62.72	37.28	4.16	3.16	48.39	23.17	6.13	1.80	1.84	0.26	0.24	0.45	0.21	1.53	0.96			
<b>Total Workforce: Current FY</b>		#	10073	6394	3679	428	306	4958	2278	770	173	179	28	24	39	21	156	101	1.00		
		%	100	63.48	36.52	4.25	3.04	49.22	22.61	6.08	1.72	1.78	0.28	0.24	0.39	0.21	1.55	1.00			
<b>CLF2010</b>		%	100	51.86	48.14	5.17	4.79	38.33	34.03	5.49	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28			
<b>Alternate Benchmark</b>		%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Difference</b>		#	-128	-4	-124	4	-16	22	-86	-13	-11	-9	1	0	-7	0	0	3			
		%	0.00	0.76	-0.76	0.09	-0.12	0.83	-0.56	-0.05	-0.08	-0.06	0.02	0.00	-0.06	0.00	0.02	0.04			
<b>Ratio Change</b>		%	-1.25	-0.06	-3.26	0.94	-4.97	0.45	-3.64	-2.08	-5.98	-4.79	3.70	0.00	-15.22	0.00	0.00	3.06			
<b>Net Change</b>		%	0.17	1.13	-1.95	1.24	-1.27	1.44	-1.94	0.55	-1.35	-4.85	8.33	0.00	-7.50	0.00	-2.63	-5.62			
<b>Permanent Workforce: Prior FY</b>		#	8374	5753	2621	322	157	4519	1596	648	148	103	24	12	40	16	152	89	1.06		
		%	100	68.70	31.30	3.85	1.87	53.96	19.06	6.54	1.77	1.23	0.29	0.14	0.48	0.19	1.82	1.06			
<b>Permanent Workforce: Current FY</b>		#	8388	5818	2570	326	155	4584	1565	551	146	98	26	12	37	16	148	84	1.00		
		%	100	69.36	30.64	3.89	1.85	54.65	18.66	6.57	1.74	1.17	0.31	0.14	0.44	0.19	1.76	1.00			
<b>Difference</b>		#	14	65	-51	4	-2	65	-31	3	-2	-5	2	0	-3	0	-4	-5			
		%	0.00	0.66	-0.66	0.04	-0.02	0.69	-0.40	0.03	-0.11	-0.03	0.02	0.00	-0.04	0.00	-0.06	-0.06			
<b>Ratio Change</b>		%	0.17	1.13	-1.95	1.24	-1.27	1.44	-1.94	0.55	-1.35	-4.85	8.33	0.00	-7.50	0.00	-2.63	-5.62			
<b>Net Change</b>		%	0.17	1.13	-1.95	1.24	-1.27	1.44	-1.94	0.55	-1.35	-4.85	8.33	0.00	-7.50	0.00	-2.63	-5.62			
<b>Temporary Workforce: Prior FY</b>		#	362	219	143	13	4	159	97	38	6	3	0	2	1	3	2	1			
		%	100	60.50	39.50	3.59	1.10	43.92	26.80	10.50	1.66	0.83	0.00	0.55	0.28	0.83	0.55	0.28			
<b>Temporary Workforce: Current FY</b>		#	261	160	101	7	1	124	69	22	3	3	0	0	0	2	4	1			
		%	100	61.30	38.70	2.68	0.38	47.51	26.44	8.43	1.15	1.15	0.00	0.00	0.00	0.77	1.53	0.38			
<b>Difference</b>		#	-101	-59	-42	-6	-3	-35	-28	-16	-3	0	0	-2	-1	-1	2	0			
		%	0.00	0.80	-0.80	-0.91	-0.72	3.59	-0.36	-2.07	-0.51	0.32	0.00	-0.55	-0.28	-0.06	0.98	0.10			
<b>Ratio Change</b>		%	-27.90	-26.94	-29.37	-46.15	-75.00	-22.01	-28.87	-42.11	-50.00	0.00	0.00	-100.00	-100.00	-33.33	100.00	0.00			
<b>Net Change</b>		%	-27.90	-26.94	-29.37	-46.15	-75.00	-22.01	-28.87	-42.11	-50.00	0.00	0.00	-100.00	-100.00	-33.33	100.00	0.00			
<b>Non-Appropriated Workforce: Prior FY</b>		#	1465	426	1039	89	161	258	671	39	105	30	82	3	10	5	2	8			
		%	100	29.08	70.92	6.08	10.99	17.61	45.80	2.66	7.17	2.05	5.60	0.20	0.68	0.34	0.14	0.14	0.55		

Non-Appropriated Workforce: Current FY																		
	#	1424	416	1008	95	150	250	644	39	105	24	78	2	12	2	3	4	16
	%	100	29.21	70.79	6.67	10.53	17.56	45.22	2.74	7.37	1.69	5.48	0.14	0.84	0.14	0.21	0.28	1.12
Difference	#	-41	-10	-31	6	-11	-8	-27	0	0	-6	-4	-1	2	-3	1	2	8
Ratio Change	%	0.00	0.13	-0.13	0.59	-0.46	-0.05	-0.58	0.08	0.20	-0.36	-0.12	-0.06	0.16	-0.20	0.07	0.14	0.57
Net Change	%	-2.80	-2.35	-2.98	6.74	-6.83	-3.10	-4.02	0.00	0.00	-20.00	-4.88	-33.33	20.00	-60.00	50.00	100.00	100.00



**Table A3 - Occupational Categories - Distribution by Race/Ethnicity and Sex**

		RACE/ETHNICITY															
		Hispanic or Latino							Non-Hispanic or Latino							Two or More Races	
		TOTAL WORKFORCE		White		Black or African or American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native					
All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>Occupational Categories</b>																	
<b>Executive/Senior Level Officials and Managers (Grades 15 and Above)</b>																	
#	202	164	38	2	4	148	27	10	6	2	1	0	0	0	0	0	0
%	100	81.19	18.81	0.99	1.98	73.27	13.37	4.95	2.97	0.99	0.50	0.00	0.00	0.00	0.00	0.00	0.00
<b>Mid-level (Grades 13-14)</b>																	
#	447	345	102	15	3	293	75	14	16	8	7	0	0	0	0	0	1
%	100	77.18	22.82	3.36	0.67	65.55	16.78	3.13	3.58	1.79	1.57	0.00	0.00	0.00	0.00	0.00	0.22
<b>First-Level (Grades 12 and Below)</b>																	
#	188	145	43	8	3	107	30	24	6	2	1	2	0	0	0	1	2
%	100	77.13	22.87	4.26	1.60	56.91	15.96	12.77	3.19	1.06	0.53	1.06	0.00	0.00	0.00	0.53	1.06
<b>Other</b>																	
#	2810	1946	864	103	47	1554	497	166	262	43	34	12	4	4	14	1	54
%	100	69.25	30.75	3.67	1.67	55.30	17.69	5.91	9.32	1.53	1.21	0.43	0.14	0.50	0.04	0.04	1.92
<b>Officials and Managers - TOTAL</b>																	
#	3647	2600	1047	128	57	2102	629	214	290	55	43	14	4	4	14	2	73
%	100	71.29	28.71	3.51	1.56	57.64	17.25	5.87	7.95	1.51	1.18	0.38	0.11	0.38	0.05	0.27	2.00
<b>Professionals</b>																	
#	1852	1214	638	69	40	961	417	85	120	61	28	2	2	2	6	5	30
%	100	65.55	34.45	3.73	2.16	51.89	22.52	4.59	6.48	3.29	1.51	0.11	0.11	0.32	0.27	0.27	1.62
<b>Technicians</b>																	
#	220	205	15	9	0	172	10	12	3	5	1	0	1	0	1	0	6
%	100	93.18	6.82	4.09	0.00	78.18	4.55	5.45	1.36	2.27	0.45	0.00	0.45	0.45	0.00	0.00	2.73
<b>Sales Workers</b>																	
#	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
%	100	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Administrative Support Workers</b>																	
#	1216	400	816	38	54	274	467	64	220	8	25	2	5	3	9	11	36
%	100	32.89	67.11	3.13	4.44	22.53	38.40	5.26	18.09	0.66	2.06	0.16	0.41	0.25	0.74	0.90	2.96
<b>Craft Workers</b>																	
#	955	938	17	58	1	729	13	102	3	12	0	6	0	10	0	21	0
%	100	98.22	1.78	6.07	0.10	76.34	1.36	10.68	0.31	1.26	0.00	0.63	0.00	1.05	0.00	2.20	0.00
<b>Operatives</b>																	
#	182	176	6	8	0	115	5	47	1	2	0	1	0	1	0	2	0
%	100	96.70	3.30	4.40	0.00	63.19	2.75	25.82	0.55	1.10	0.00	0.55	0.00	0.55	0.00	1.10	0.00
<b>Laborers and Helpers</b>																	
#	29	28	1	0	0	26	1	1	0	0	0	0	0	1	0	0	0
%	100	96.55	3.45	0.00	0.00	89.66	3.45	3.45	0.00	0.00	0.00	0.00	0.00	3.45	0.00	0.00	0.00
<b>Service Workers</b>																	
#	176	153	23	14	2	126	20	4	0	3	1	1	0	0	0	5	0
%	100	86.93	13.07	7.95	1.14	71.59	11.36	2.27	0.00	1.70	0.57	0.57	0.00	0.00	0.00	2.84	0.00

**Table A4 - Participation Rates For General Schedule (GS) Grades (Permanent) - Distribution by Race/Ethnicity and Sex**

Grade Level	TOTAL WORKFORCE		Hispanic or Latino		White		Black or African or 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
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
GS-01	#		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	%		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	%		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	%		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#		26	11	2	0	11	7	1	1	0	0	0	0	0	0
	%		100	57.69	42.31	7.69	26.92	3.85	11.54	3.85	3.85	0.00	0.00	0.00	0.00	0.00
GS-05	#		167	65	102	10	8	42	69	11	21	0	2	1	0	0
	%		100	38.92	61.08	5.99	41.32	6.59	12.57	0.00	1.20	0.60	0.00	0.00	1.20	0.60
GS-06	#		234	80	154	10	9	51	95	14	36	3	4	1	1	9
	%		100	34.19	65.81	4.27	40.60	5.98	15.38	1.28	1.71	0.43	0.43	0.00	0.00	0.43
GS-07	#		183	59	124	5	9	41	50	11	53	1	7	0	1	4
	%		100	32.24	67.76	2.73	27.32	6.01	28.96	0.55	3.83	0.00	0.55	0.55	0.00	0.00
GS-08	#		183	59	124	5	9	41	50	11	53	1	7	0	1	4
	%		100	32.24	67.76	2.73	27.32	6.01	28.96	0.55	3.83	0.00	0.55	0.55	0.00	0.00
GS-09	#		615	320	295	23	12	244	184	37	78	4	8	0	4	8
	%		100	52.03	47.97	3.74	29.92	6.02	12.68	0.65	1.30	0.00	0.65	0.16	0.16	1.30
GS-10	#		25	8	17	0	2	8	4	0	10	0	1	0	0	0
	%		100	32.00	68.00	0.00	16.00	0.00	40.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00
GS-11	#		989	683	306	41	27	545	194	51	60	13	10	5	1	22
	%		100	69.06	30.94	4.15	19.62	5.16	6.07	1.31	1.01	0.51	0.10	0.61	0.10	2.22
GS-12	#		1663	1203	460	72	26	954	286	87	110	42	25	6	1	35
	%		100	72.34	27.66	4.33	17.20	5.23	6.61	2.53	1.50	0.36	0.06	0.42	0.12	2.10
GS-13	#		1454	1039	415	49	14	842	263	76	101	38	21	3	0	26
	%		100	71.46	28.54	3.37	18.09	5.23	6.95	2.61	1.44	0.21	0.00	0.34	0.14	1.79















Table A6 - Participation Rates for Major Occupations (Permanent) - Distribution by Race/Ethnicity and Sex

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)	RACE/ETHNICITY																
	TOTAL WORKFORCE						Hispanic or Latino				Non-Hispanic or Latino				Two or More Races		
	All	Male	Female	Male	Female	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
2210: INFORMATION TECHNOLOGY MANAGEMENT	#	339	144	11	2	261	92	38	25	13	16	0	1	8	5	8	3
	%	70.19	29.81	2.28	0.41	54.04	19.05	7.87	5.18	2.69	3.31	0.00	0.21	1.66	1.04	1.66	0.62
Occupational CLF	%	53.5687753	46.4283673	53.57	4.32596148	41.0480598	32.1818389	4.26024344	6.88896508	2.89159380	2.10583461	0.05143151	0.10286302	0.62860734	0.52002971	0.31430367	0.3028744
1102: CONTRACTING	#	362	118	7	12	88	148	16	63	6	14	0	2	0	1	1	4
	%	100	32.60	67.40	3.31	24.31	40.88	4.42	17.40	1.66	3.87	0.00	0.55	0.00	0.28	0.28	1.10
Occupational CLF	%	46.2368246	53.7612762	3.28553793	3.80210806	38.0932485	41.8687683	3.00636216	5.47146519	1.37878644	1.76621403	0.01899154	0.11774760	0.33994872	0.47668787	0.11394929	0.2582850
1801: GENERAL INSPECTION, INVESTIGATION & COMPLIANCE	#	326	297	10	0	256	21	9	5	9	1	1	0	8	1	4	1
	%	100	91.10	8.90	3.07	78.53	6.44	2.76	1.53	2.76	0.31	0.31	0.00	2.45	0.31	1.23	0.31
Occupational CLF	%	53.5687753	46.4283673	4.37453568	4.32596148	41.0480598	32.1818389	4.26024344	6.88896508	2.89159380	2.10583461	0.05143151	0.10286302	0.62860734	0.52002971	0.31430367	0.3028744
0080: SECURITY ADMINISTRATION	#	263	222	41	8	189	26	15	14	4	0	3	0	2	0	1	0
	%	100	84.41	15.59	3.04	71.86	9.89	5.70	5.32	1.52	0.00	1.14	0.00	0.76	0.00	0.38	0.00
Occupational CLF	%	36.7074172	63.2971444	2.86470212	5.86625307	27.0641364	43.8463643	3.60140498	8.89061217	2.56591551	3.63561718	0.02508895	0.05017790	0.33071800	0.62266216	0.25545114	0.3854575
0132: INTELLIGENCE	#	158	133	25	10	112	17	6	2	3	1	0	0	1	0	1	2
	%	100	84.18	15.82	6.33	70.89	10.76	3.80	1.27	1.90	0.63	0.00	0.00	0.63	0.00	0.63	1.27
Occupational CLF	%	48.0177163	51.9930863	2.80868531	3.35961974	38.7706600	40.6827265	4.15901479	4.59112023	1.52317165	2.30096143	0.04321054	0.02160527	0.43210543	0.73457923	0.28086853	0.3024736
2150: TRANSPORTATION OPERATIONS	#	159	153	6	0	131	6	8	0	0	0	0	0	4	0	4	0
	%	100	96.23	3.77	3.77	82.39	3.77	5.03	0.00	0.00	0.00	0.00	0.00	2.52	0.00	2.52	0.00
Occupational CLF	%	36.7074172	63.2971444	2.86470212	5.86625307	27.0641364	43.8463643	3.60140498	8.89061217	2.56591551	3.63561718	0.02508895	0.05017790	0.33071800	0.62266216	0.25545114	0.3854575
0963: LEGAL INSTRUMENTS EXAMINING	#	146	51	95	8	40	62	3	23	0	3	0	0	0	1	0	4
	%	100	34.93	65.07	5.48	27.40	42.47	2.05	15.75	0.00	2.05	0.00	0.00	0.00	0.68	0.00	2.74
Occupational CLF	%	25.9435537	74.0585337	2.05410821	7.34802939	19.1800267	55.6717601	2.65948563	7.41482965	1.63660654	2.24407147	0.01252505	0.08976285	0.29851369	0.88301603	0.10228790	0.4070641

Table A7 - Applicant and Hires for Major Occupations (Permanent) - Distribution by Race/Ethnicity and Sex

Employment Tenure	RACE/ETHNICITY																	
	TOTAL WORKFORCE							Non-Hispanic or Latino							Two or More Races			
	All	Male	Female	Male	Female	Male	Female	White	Black or African or American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Male	Female	Male	Female		
<b>0080: SECURITY ADMINISTRATION</b>	#	5164																
Voluntarily Identified	#	4960	3807	1153	578	110	2085	452	872	480	91	35	12	7	38	8	131	61
	%	100	76.75	23.25	11.65	2.22	42.04	9.11	17.58	9.68	1.83	0.71	0.24	0.14	0.77	0.16	2.64	1.23
Qualified of those Identified	#	3973	2995	978	414	91	1653	379	691	415	78	28	12	6	32	8	115	51
	%	100	75.38	24.62	10.42	2.29	41.61	9.54	17.39	10.45	1.96	0.70	0.30	0.15	0.81	0.20	2.89	1.28
Selected of those Identified	#	21	18	3	1	0	10	2	4	1	2	0	0	0	0	0	1	0
	%	100	85.71	14.29	4.76	0.00	47.62	9.52	19.05	4.76	9.52	0.00	0.00	0.00	0.00	0.00	4.76	0.00
Occupational CLF	%	100	43.4	56.6	4.7	5.3	30.2	39.7	4.9	7.8	2.6	2.3	0.1	0.1	0.2	0.4	0.7	0.9
<b>0132: INTELLIGENCE</b>	#	2280																
Voluntarily Identified	#	2136	1622	514	219	43	1101	313	180	110	41	16	8	1	9	2	64	29
	%	100	75.94	24.06	10.25	2.01	51.54	14.65	8.43	5.15	1.92	0.75	0.37	0.05	0.42	0.09	3.00	1.36
Qualified of those Identified	#	1762	1328	434	181	38	905	274	138	80	33	14	7	0	8	2	56	26
	%	100	75.37	24.63	10.27	2.16	51.36	15.55	7.83	4.54	1.87	0.79	0.40	0.00	0.45	0.11	3.18	1.48
Selected of those Identified	#	18	9	9	1	0	7	8	1	0	0	0	0	0	0	0	0	1
	%	100	50.00	50.00	5.56	0.00	38.89	44.44	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.56
Occupational CLF	%	100	50.1	49.9	1.9	2.2	42	40.4	2.4	3.8	2	2.1	0.1	0	0.6	0.5	1.1	0.9
<b>0963: LEGAL INSTRUMENTS EXAMINING</b>	#	2206																
Voluntarily Identified	#	2125	1032	1093	148	124	614	581	194	319	51	32	2	1	3	5	20	31
	%	100	48.56	51.44	6.96	5.84	28.89	27.34	9.13	15.01	2.40	1.51	0.09	0.05	0.14	0.24	0.94	1.46
Qualified of those Identified	#	1939	932	1007	137	118	552	548	176	279	43	30	2	1	3	5	19	26
	%	100	48.07	51.93	7.07	6.09	28.47	28.26	9.08	14.39	2.22	1.55	0.10	0.05	0.15	0.26	0.98	1.34
Selected of those Identified	#	21	6	15	2	1	3	11	0	3	0	0	0	0	0	0	1	0
	%	100	28.57	71.43	9.52	4.76	14.29	52.38	0.00	14.29	0.00	0.00	0.00	0.00	0.00	0.00	4.76	0.00
Occupational CLF	%	100	26.7	73.3	1.9	5.5	20.8	58.1	2.2	6.3	1.1	1.8	0	0.1	0.2	0.5	0.5	1.1

1102: CONTRACTING		#	6455																
Voluntarily Identified	#	6035	3155	2880	246	200	1688	1131	848	1237	226	149	8	17	20	25	119	121	
	%	100	52.28	47.72	4.08	3.31	27.97	18.74	14.05	20.50	3.74	2.47	0.13	0.28	0.33	0.41	1.97	2.00	
Qualified of those Identified	#	3872	1971	1901	152	128	1048	750	543	824	142	91	6	14	11	18	69	76	
	%	100	50.90	49.10	3.93	3.31	27.07	19.37	14.02	21.28	3.67	2.35	0.15	0.36	0.28	0.46	1.78	1.96	
Selected of those Identified	#	71	36	35	4	1	27	22	2	8	1	2	0	0	0	1	2	1	
	%	100	50.70	49.30	5.63	1.41	38.03	30.99	2.82	11.27	1.41	2.82	0.00	0.00	0.00	1.41	2.82	1.41	
Occupational CLF	%	100	47	53	2.9	3.2	39.8	42.7	2.5	4.7	1	1.3	0	0.1	0.2	0.3	0.5	0.8	
1801: GENERAL INSPECTION, INVESTIGATION & COMPLIANCE		#	6606																
Voluntarily Identified	#	6269	5544	725	811	87	3794	432	552	127	126	24	26	6	43	4	192	45	
	%	100	88.44	11.56	12.94	1.39	60.52	6.89	8.81	2.03	2.01	0.38	0.41	0.10	0.69	0.06	3.06	0.72	
Qualified of those Identified	#	5118	4510	608	635	66	3146	376	420	102	103	23	19	0	34	3	153	38	
	%	100	88.12	11.88	12.41	1.29	61.47	7.35	8.21	1.99	2.01	0.45	0.37	0.00	0.66	0.06	2.99	0.74	
Selected of those Identified	#	57	52	5	6	0	41	5	2	0	1	0	1	0	0	1	1	0	
	%	100	91.23	8.77	10.53	0.00	71.93	8.77	3.51	0.00	1.75	0.00	1.75	0.00	0.00	0.00	1.75	0.00	
Occupational CLF	%	100	52.9	47.1	4.2	3.5	41.3	34.1	4.5	6.9	1.7	1.4	0.1	0	0.4	0.4	0.8	0.7	
2150: TRANSPORTATION OPERATIONS		#	347																
Voluntarily Identified	#	336	291	45	35	4	186	27	48	8	8	3	4	1	1	1	9	1	
	%	100	86.61	13.39	10.42	1.19	55.36	8.04	14.29	2.38	2.38	0.89	1.19	0.30	0.30	0.30	2.68	0.30	
Qualified of those Identified	#	223	193	30	23	1	129	21	28	4	5	2	2	0	0	1	6	1	
	%	100	86.55	13.45	10.31	0.45	57.85	9.42	12.56	1.79	2.24	0.90	0.90	0.00	0.00	0.45	2.69	0.45	
Selected of those Identified	#	7	7	0	2	0	4	0	1	0	0	0	0	0	0	0	0	0	
	%	100	100.00	0.00	28.57	0.00	57.14	0.00	14.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Occupational CLF	%	100	43.4	56.6	4.7	5.3	30.2	39.7	4.9	7.8	2.6	2.3	0.1	0.1	0.2	0.4	0.7	0.9	
2210: INFORMATION TECHNOLOGY MANAGEMENT		#	6115																
Voluntarily Identified	#	5701	4416	1285	344	87	2364	524	1103	483	391	108	17	4	28	18	169	61	
	%	100	77.46	22.54	6.03	1.53	41.47	9.19	19.35	8.47	6.86	1.89	0.30	0.07	0.49	0.32	2.96	1.07	
Qualified of those Identified	#	5034	3904	1130	311	67	2096	456	950	432	363	101	15	4	24	16	145	54	
	%	100	77.55	22.45	6.18	1.33	41.64	9.06	18.87	8.58	7.21	2.01	0.30	0.08	0.48	0.32	2.88	1.07	
Selected of those Identified	#	41	29	12	1	0	19	10	7	1	2	0	0	0	0	1	0	0	
	%	100	70.73	29.27	2.44	0.00	46.34	24.39	17.07	2.44	4.88	0.00	0.00	0.00	0.00	2.44	0.00	0.00	
Occupational CLF	%	100	66.8	33.2	3.1	1.6	50.4	24.7	4.3	3.5	7.4	2.9	0.1	0	0.2	0.1	1.2	0.5	

**Table A8 - New Hires by Type of Appointment - Distribution by Race/Ethnicity and Sex**

		RACE/ETHNICITY																
		Non-Hispanic or Latino																
		TOTAL WORKFORCE		Hispanic or Latino		White		Black or African or American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races		
Employment Tenure		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Permanent</b>	#	591	420	171	24	7	344	112	35	38	7	5	2	3	2	1	6	5
	%	100	71.07	28.93	4.06	1.18	58.21	18.95	5.92	6.43	1.18	0.85	0.34	0.51	0.34	0.17	1.02	0.85
<b>Temporary</b>	#	89	62	27	3	0	48	20	6	5	4	1	0	0	0	0	1	1
	%	100	69.66	30.34	3.37	0.00	53.93	22.47	6.74	5.62	4.49	1.12	0.00	0.00	0.00	0.00	1.12	1.12
<b>NON-Appropriated</b>	#	524	164	360	36	42	100	237	15	32	5	22	3	9	1	3	4	15
	%	100	31.30	68.70	6.87	8.02	19.08	45.23	2.86	6.11	0.95	4.20	0.57	1.72	0.19	0.57	0.76	2.86
<b>TOTAL</b>	#	1204	646	558	63	49	492	369	56	75	16	28	5	12	3	4	11	21
	%	100	53.65	46.35	5.23	4.07	40.86	30.65	4.65	6.23	1.33	2.33	0.42	1.00	0.25	0.33	0.91	1.74
<b>Alternate Benchmark</b>	%	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>CLF2010</b>	%	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





**Table A10 - Non-Competitive Promotions - Time in Grade - Distribution by Race/Ethnicity and Sex**

Employment Tenure	RACE/ETHNICITY														
	TOTAL WORKFORCE							Non-Hispanic or Latino							
	All	Male	Female	Male	Female	Male	Female	White	Black or African or American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races		
Total Employees Eligible for Career Ladder Promotions	#	89	52	37	1	0	41	20	6	14	0	1	1	0	2
	%	100	58.43	41.57	1.12	0.00	46.07	22.47	6.74	15.73	0.00	1.12	1.12	0.00	2.25
Time in grade in excess of minimum: 1-12 months	#	29	22	7	1	0	21	5	0	2	0	0	0	0	0
	%	100	75.86	24.14	3.45	0.00	72.41	17.24	0.00	6.90	0.00	0.00	0.00	0.00	0.00
Time in grade in excess of minimum: 13-24 months	#	24	9	15	0	0	5	8	2	5	1	0	0	0	1
	%	100	37.50	62.50	0.00	0.00	20.83	33.33	8.33	20.83	4.17	0.00	0.00	0.00	4.17
Time in grade in excess of minimum: 25+ months	#	36	21	15	0	0	15	7	4	7	0	1	1	0	1
	%	100	58.33	41.67	0.00	0.00	41.67	19.44	11.11	19.44	0.00	2.78	2.78	0.00	2.78





**Table A12 - Participation in Career Development - Distribution by Race/Ethnicity and Sex**

Employment Tenure	TOTAL WORKFORCE	RACE/ETHNICITY																
		Hispanic or Latino						Non-Hispanic or Latino										
		White		Black or African or 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				
<b>Career Development Programs for GS 5-12:</b>	#	11																
<b>Career Development Programs for GS 5-12:</b>	%	592200	397600	194600	24900	12800	304600	116500	44300	49900	9600	7600	2600	1200	9400	3400	2200	3200
<b>Relevant Applicant Pool</b>																		
<b>Career Development Programs for GS 5-12:</b>	#	12	7	5	1	0	5	4	1	1	0	0	0	0	0	0	0	0
<b>Applied</b>	%	100	58.33	41.67	8.33	0.00	41.67	33.33	8.33	8.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Career Development Programs for GS 5-12:</b>	#	11	6	5	1	0	4	4	1	1	0	0	0	0	0	0	0	0
<b>Participants</b>	%	100	54.55	45.45	9.09	0.00	36.36	36.36	9.09	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Career Development Programs for GS 13-14:</b>	#	13																
<b>Career Development Programs for GS 13-14:</b>	%	211800	154300	57500	7200	2100	126200	36000	10800	15100	6100	2900	300	0	2400	700	1300	700
<b>Relevant Applicant Pool</b>																		
<b>Career Development Programs for GS 13-14:</b>	#	14	10	4	2	0	6	4	0	0	0	2	0	0	0	0	0	0
<b>Applied</b>	%	100	71.43	28.57	14.29	0.00	42.86	28.57	0.00	0.00	0.00	14.29	0.00	0.00	0.00	0.00	0.00	0.00
<b>Career Development Programs for GS 13-14:</b>	#	14	10	4	2	0	6	4	0	0	0	2	0	0	0	0	0	0
<b>Participants</b>	%	100	71.43	28.57	14.29	0.00	42.86	28.57	0.00	0.00	0.00	14.29	0.00	0.00	0.00	0.00	0.00	0.00
<b>Career Development Programs for GS 15 and SES: Slots</b>	#	1																
<b>Career Development Programs for GS 15 and SES: Relevant Applicant Pool</b>	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Career Development Programs for GS 15 and SES: Applied</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Career Development Programs for GS 15 and SES: Participants</b>	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.</b>																		



**Table A14 - Separations by Type of Separation - Distribution by Race/Ethnicity and Sex**

Employment Tenure	RACE/ETHNICITY																	
	Non-Hispanic or Latino																	
	TOTAL WORKFORCE		Hispanic or Latino		White		Black or African or 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	
<b>Voluntary</b>	#	584	362	222	20	13	137	48	14	12	1	1	4	1	10	10		
	%	100	61.99	38.01	3.42	2.23	23.46	8.22	2.40	2.05	0.17	0.17	0.68	0.17	1.71	1.71		
<b>Involuntary</b>	#	21	16	5	0	0	2	3	0	0	1	0	0	0	1	0		
	%	100	76.19	23.81	0.00	0.00	9.52	14.29	0.00	0.00	4.76	0.00	0.00	0.00	4.76	0.00		
<b>Total Separations</b>	#	605	378	227	20	13	139	51	14	12	2	1	4	1	11	10		
	%	100	62.48	37.52	3.31	2.15	22.98	8.43	2.31	1.98	0.33	0.17	0.66	0.17	1.82	1.65		
<b>Total Workforce</b>	#	8388	5818	2570	326	155	1565	640	146	98	26	12	37	16	148	84		
	%	100	69.36	30.64	3.89	1.85	18.66	7.63	1.74	1.17	0.31	0.14	0.44	0.19	1.76	1.00		

Table B1 - Total Workforce - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Employment Tenure		Total By Disability Status										Detail for Targeted Disabilities						
		No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of				
<b>TOTAL: Prior FY</b>		#	10201	9031	175	995	66	10	8	0	5	4	8	2	28	995		
		%	100	88.53	1.72	9.75	0.65	0.10	0.08	0.00	0.05	0.04	0.08	0.02	0.27	9.75		
<b>TOTAL: Current FY</b>		#	10073	8857	187	1029	72	9	7	1	7	4	10	2	32	1029		
		%	100	87.93	1.86	10.22	0.71	0.09	0.07	0.01	0.07	0.04	0.10	0.02	0.32	10.22		
<b>Difference</b>		#	-128	-174	12	34	6	-1	-1	1	2	0	2	0	4	34		
<b>Ratio Change</b>		%	0.00	-0.60	0.14	0.47	0.06	-0.01	-0.01	0.01	0.02	0.00	0.02	0.00	0.05	0.47		
<b>Net Change</b>		%	-1.25	-1.93	6.86	3.42	9.09	-10.00	-12.50	0.00	40.00	0.00	25.00	0.00	14.29	3.42		
<b>Federal Goal</b>		%				2.00												
<b>PERMANENT: Prior FY</b>		#	8374	7292	153	929	62	8	8	0	5	4	8	1	27	929		
		%	100	87.08	1.83	11.09	0.74	0.10	0.10	0.00	0.06	0.05	0.10	0.01	0.32	11.09		
<b>PERMANENT: Current FY</b>		#	8388	7256	167	965	67	8	7	1	6	4	10	1	30	965		
		%	100	86.50	1.99	11.50	0.80	0.10	0.08	0.01	0.07	0.05	0.12	0.01	0.36	11.50		
<b>Difference</b>		#	14	-36	14	36	5	0	-1	1	1	0	2	0	3	36		
<b>Ratio Change</b>		%	0.00	-0.58	0.16	0.41	0.06	0.00	-0.02	0.01	0.01	0.00	0.02	0.00	0.04	0.41		
<b>Net Change</b>		%	0.17	-0.49	9.15	3.88	8.06	0.00	-12.50	0.00	20.00	0.00	25.00	0.00	11.11	3.88		
<b>TEMPORARY: Prior FY</b>		#	362	326	13	23	0	0	0	0	0	0	0	0	0	23		
		%	100	90.06	3.59	6.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.35		
<b>TEMPORARY: Current FY</b>		#	261	234	10	17	1	0	0	0	1	0	0	0	0	17		
		%	100	89.66	3.83	6.51	0.38	0.00	0.00	0.00	0.38	0.00	0.00	0.00	0.00	6.51		
<b>Difference</b>		#	-101	-92	-3	-6	1	0	0	0	1	0	0	0	0	-6		
<b>Ratio Change</b>		%	0.00	-0.40	0.24	0.16	0.38	0.00	0.00	0.00	0.38	0.00	0.00	0.00	0.00	0.16		
<b>Net Change</b>		%	-27.90	-28.22	-23.08	-26.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-26.09		
<b>NON-APPROPRIATED: Prior FY</b>		#	1465	1413	9	43	4	2	0	0	0	0	0	1	1	43		
		%	100	96.45	0.61	2.94	0.27	0.14	0.00	0.00	0.00	0.00	0.00	0.07	0.07	2.94		





Total Workforce		#	8388	7256	167	965	67	8	7	1	6	4	10	1	30	965
		%	100	86.50	1.99	11.50	0.80	0.10	0.08	0.01	0.07	0.05	0.12	0.01	0.36	11.50
Federal Goal		%				2.00										
Other Components		#	5979	5169	102	708	39	6	4	0	0	6	3	1	19	708
		%	100	86.45	1.71	11.84	0.65	0.10	0.07	0.00	0.00	0.10	0.05	0.02	0.32	11.84

Table B3 - Occupational Categories - Distribution - Distribution by Disability

Occupational Categories		Total By Disability Status						Detail for Targeted Disabilities									
		No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of			
TOTAL		#	7	29	1	0	0	0	0	0	0	0	0	0	0	1	29
		%	82.18	14.36	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	14.36
Mid-Level (Grades 13-14)		#	403	37	2	0	0	0	0	0	0	0	0	0	0	0	37
		%	90.16	8.28	0.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.28
First-Level (Grades 12 and Below)		#	165	4	19	0	0	0	0	0	0	0	0	0	0	0	19
		%	87.77	2.13	10.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.11
Other Officials and Managers		#	2401	62	347	16	2	2	1	1	3	1	3	1	3	6	347
		%	85.44	2.21	12.35	0.57	0.07	0.07	0.04	0.04	0.11	0.04	0.11	0.04	0.11	0.21	12.35
Officials and Managers - TOTAL		#	3135	80	432	19	2	2	1	1	3	1	3	1	5	7	432
		%	85.96	2.19	11.85	0.52	0.05	0.05	0.03	0.03	0.08	0.03	0.08	0.03	0.14	0.19	11.85
Professionals		#	1604	40	208	24	3	3	3	3	1	1	1	1	1	14	208
		%	86.61	2.16	11.23	1.30	0.16	0.16	0.16	0.16	0.05	0.05	0.05	0.05	0.05	0.76	11.23
Technicians		#	178	3	39	1	0	0	0	0	0	0	0	0	0	1	39
		%	80.91	1.36	17.73	0.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.45	17.73
Sales Workers		#	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Support Workers		#	1029	22	165	16	2	2	2	2	2	1	2	1	3	5	165
		%	84.62	1.81	13.57	1.32	0.16	0.16	0.16	0.16	0.16	0.08	0.16	0.08	0.25	0.41	13.57
Craft Workers		#	846	15	94	5	1	1	1	1	0	0	0	0	1	2	94
		%	88.59	1.57	9.84	0.52	0.10	0.10	0.10	0.10	0.00	0.00	0.00	0.00	0.10	0.21	9.84
Operatives		#	166	2	14	1	0	0	0	0	0	0	0	0	0	1	14
		%	91.21	1.10	7.69	0.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.55	7.69
Laborers and Helpers		#	24	1	4	0	0	0	0	0	0	0	0	0	0	0	4
		%	82.76	3.45	13.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.79
Service Workers		#	167	4	5	1	0	0	0	0	0	0	0	1	0	0	5
		%	94.89	2.27	2.84	0.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.57	0.00	0.00	2.84

Table B4 - Participation Rates For General Schedule (GS) Grades (Permanent) - Distribution by Disability

Grade Level	Total By Disability Status										Detail for Targeted Disabilities									
	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of							
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%				
GS-01	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-02	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-03	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00		
	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-04	26	23	0	3	1	0	1	0	1	0	1	0	0	0	0	0	0	3		
	100	88.46	0.00	11.54	3.85	0.00	3.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.54		
GS-05	167	133	5	29	4	1	0	1	0	1	0	0	0	0	0	0	1	29		
	100	79.64	2.99	17.37	2.40	0.60	0.00	0.60	0.00	0.60	0.00	0.60	0.00	0.60	0.00	0.60	0.00	17.37		
GS-06	234	194	3	37	4	0	1	0	1	0	1	0	0	0	0	0	1	37		
	100	82.91	1.28	15.81	1.71	0.43	0.00	0.43	0.00	0.43	0.00	0.43	0.00	0.43	0.00	0.43	0.00	15.81		
GS-07	695	589	12	94	6	1	0	1	0	1	0	0	0	0	0	0	3	94		
	100	84.75	1.73	13.53	0.86	0.14	0.00	0.14	0.00	0.14	0.00	0.14	0.00	0.14	0.00	0.14	0.00	13.53		
GS-08	183	163	3	17	1	0	0	0	0	0	0	0	0	0	0	0	0	17		
	100	89.07	1.64	9.29	0.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.29		
GS-09	615	521	16	78	6	2	0	1	0	2	0	1	0	2	0	0	1	78		
	100	84.72	2.60	12.68	0.98	0.33	0.00	0.16	0.00	0.33	0.00	0.16	0.00	0.33	0.00	0.16	0.00	12.68		
GS-10	25	24	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
	100	96.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00		
GS-11	989	829	28	132	15	2	2	0	2	1	2	0	1	3	0	0	7	132		
	100	83.82	2.83	13.35	1.52	0.20	0.00	0.16	0.10	0.30	0.00	0.16	0.10	0.30	0.00	0.16	0.10	13.35		
GS-12	1663	1445	26	192	14	1	0	0	3	0	1	0	0	1	1	1	8	192		
	100	86.89	1.56	11.55	0.84	0.06	0.00	0.18	0.00	0.06	0.06	0.00	0.06	0.06	0.00	0.06	0.06	11.55		
GS-13	1454	1275	25	154	6	0	2	0	0	0	2	0	0	0	0	0	3	154		
	100	87.69	1.72	10.59	0.41	0.14	0.00	0.14	0.00	0.07	0.00	0.07	0.00	0.07	0.00	0.07	0.00	10.59		

















Table B8 - New Hires by Type of Appointment - Distribution by Disability

Type of Appointment	Total By Disability Status										Detail for Targeted Disabilities						
	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of				
Permanent	#	495	27	69	4	0	0	0	0	0	0	1	0	3	69		
	%	83.76	4.57	11.68	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.17	0.00	0.51	11.68		
Temporary	#	75	8	6	0	0	0	0	0	0	0	0	0	0	6		
	%	84.27	8.99	6.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.74		
Non-Appropriated	#	506	5	13	1	0	0	0	0	0	0	0	0	1	13		
	%	96.56	0.95	2.48	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.19	2.48		
Total	#	1076	40	88	5	0	0	0	0	0	0	1	0	4	88		
	%	89.37	3.32	7.31	0.42	0.00	0.00	0.00	0.00	0.00	0.00	0.08	0.00	0.33	7.31		







Table B11 - Internal Selections for Senior Level Positions (GS 13, GS 14, GS 15, and SES) - Distribution by Disability

Internal Selections for Senior Level		Total By Disability Status							Detail for Targeted Disabilities								
		No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of			
TOTAL																	
Plan - Grade: GS-13: Relevant Applicant Pool	%	10000	8801.37	154.11	1044.52	85.62	0	17.12	0	0	17.12	0	68.49	1044.52			
Plan - Grade: GS-13: Total Applications Received	#	71	64	2	5	1	0	0	0	0	0	0	0	5			5
	%	100	90.14	2.82	7.04	1.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.04			7.04
Plan - Grade: GS-13: Qualified	#	48	44	1	3	1	0	0	0	0	0	0	0	3			3
	%	100	91.67	2.08	6.25	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.25			6.25
Plan - Grade: GS-13: Selected	#	12	9	1	2	0	0	0	0	0	0	0	0	2			2
	%	100	75.00	8.33	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.67			16.67
Plan - Grade: GS-14: Relevant Applicant Pool	%	10000	8846.15	146.52	1007.33	36.63	0	0	0	0	0	0	36.63	1007.33			1007.33
Plan - Grade: GS-14: Total Applications Received	#	84	72	10	2	0	0	0	0	0	0	0	0	2			2
	%	100	85.71	11.90	2.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.38			2.38
Plan - Grade: GS-14: Qualified	#	62	54	7	1	0	0	0	0	0	0	0	0	1			1
	%	100	87.10	11.29	1.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.61			1.61
Plan - Grade: GS-14: Selected	#	12	10	2	0	0	0	0	0	0	0	0	0	0			0
	%	100	83.33	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Plan - Grade: GS-15: Relevant Applicant Pool	%	10000	8803.83	334.93	861.24	0	0	0	0	0	0	0	0	861.24			861.24
Plan - Grade: GS-15: Total Applications Received	#	21	20	0	1	0	0	0	0	0	0	0	0	1			1
	%	100	95.24	0.00	4.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.76			4.76
Plan - Grade: GS-15: Qualified	#	19	18	0	1	0	0	0	0	0	0	0	0	1			1
	%	100	94.74	0.00	5.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.26			5.26
Plan - Grade: GS-15: Selected	#	6	5	0	1	0	0	0	0	0	0	0	0	1			1
	%	100	83.33	0.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.67			16.67
Plan - Grade: SES: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0			0
Plan - Grade: SES: Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0			0
	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00







Table B14 - Separations by Type of Separation - Distribution by Disability

Types of Separations		Total By Disability Status						Detail for Targeted Disabilities										
		No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of				
Voluntary		#	505	15	68	5	0	1	0	0	0	0	0	0	0	0	3	68
		%	85.88	2.55	11.56	0.85	0.00	0.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.51	11.56
Involuntary		#	20	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
		%	95.24	0.00	4.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.76
Total Separations		#	525	15	69	5	0	1	0	0	0	0	0	0	0	0	3	69
		%	86.21	2.46	11.33	0.82	0.00	0.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.49	11.33
Total Workforce		#	7256	167	965	67	8	7	1	6	4	10	1	4	10	1	30	965
		%	86.50	1.99	11.50	0.80	0.10	0.08	0.01	0.07	0.05	0.12	0.01	0.05	0.12	0.01	0.36	11.50