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# Annual EEO Program Status Report

## Management Directive – 715

**Office of Equal Opportunity and Diversity Management  
National Institutes of Health  
Department of Health and Human Services**

**October 1, 2006 to September 30, 2007**

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Annual EEO Program Status Report  
Management Directive - 715  
Office of Equal Opportunity and Diversity Management  
National Institutes of Health  
Department of Health and Human Services  
October 1, 2006 to September 30, 2007

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**EEOC FORM  
715-01 PART A - D  
U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**For period covering October 1, 2006, to September 30, 2007.**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Department of Health and Human Services</b>	
	1.a. 2 <sup>nd</sup> level reporting component		<b>National Institutes of Health</b>	
	1.b. 3 <sup>rd</sup> level reporting component		<b>N/A</b>	
	1.c. 4 <sup>th</sup> level reporting component		<b>N/A</b>	
	<b>2. Address</b>		<b>2. 1 Center Drive</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Bethesda, Maryland 20892</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. 240130031</b>	<b>5. 24</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>			<b>1. 13,912</b>
	<b>2. Enter total number of temporary employees</b>			<b>2. 3,329</b>
	<b>3. Enter total number employees paid from non-appropriated funds</b>			<b>3. 0</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 17,241</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Director, National Institutes of Health</b>	
	2. Agency Head Designee		<b>2. N/A</b>	
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Director, Office of Equal Opportunity and Diversity Management (OEODM), ES-0340</b>	
	4. Title VII Affirmative EEO Program Official		<b>4. Director, Division of IC Services, OEODM</b>	
	5. Section 501 Affirmative Action Program Official		<b>5. Disability Program Manager, OEODM</b>	
	6. Complaint Processing Program Manager		<b>6. Director, Division of Complaints Management and Resolution, OEODM</b>	
	7. Other Responsible EEO Staff			

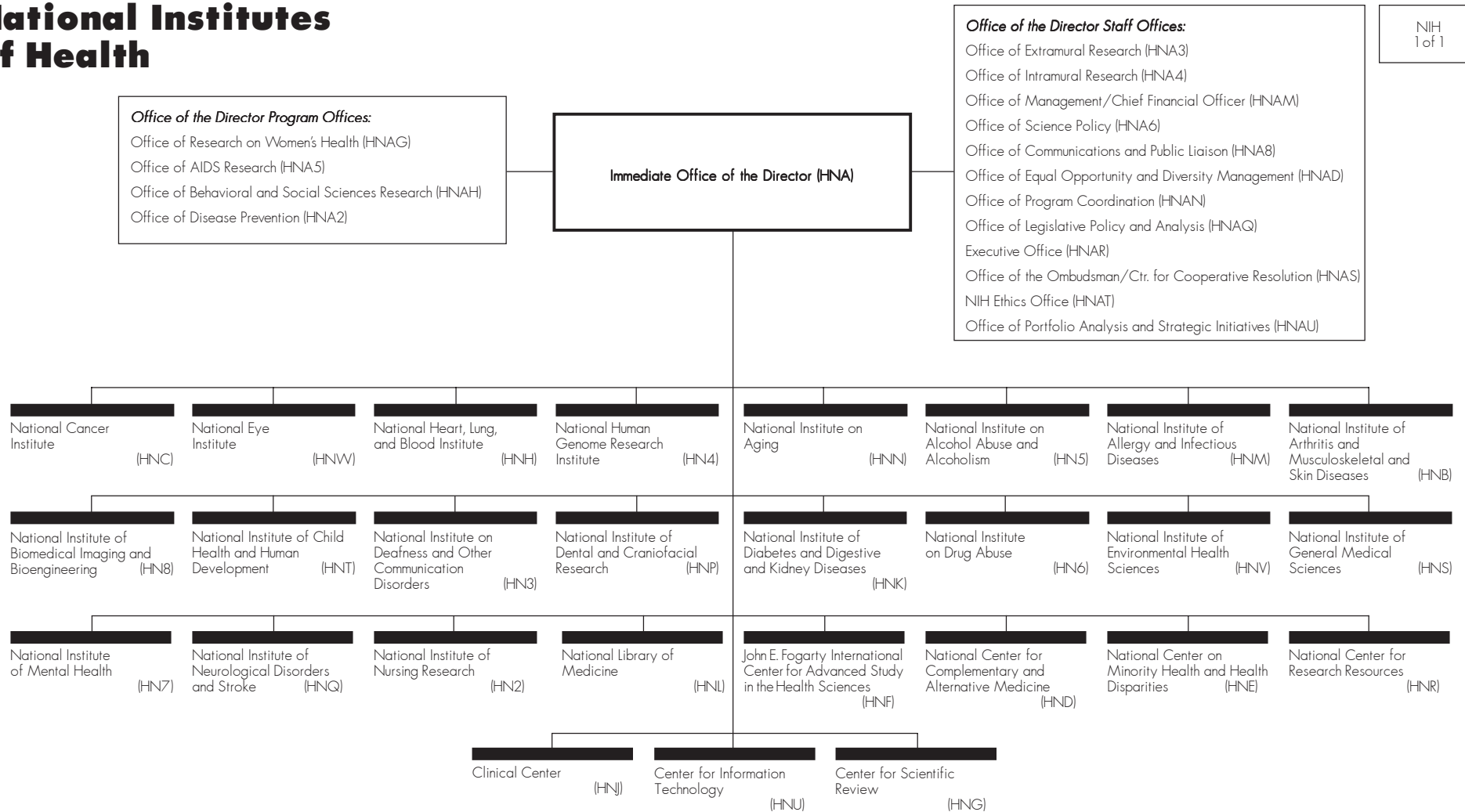
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Office of the Director, Bethesda, MD		
	National Cancer Institute, Bethesda, MD		
	National Eye Institute, Bethesda, MD		
	National Heart, Lung, and Blood Institute, Bethesda, MD		
	National Human Genome Research Institute, Bethesda, MD		
	National Institute on Aging, Bethesda, MD		
	National Institute on Alcohol Abuse and Alcoholism, Bethesda, MD		
	National Institute of Allergy and Infectious Diseases, Bethesda, MD		
	National Institute of Arthritis and Musculoskeletal and Skin Diseases, Bethesda, MD		
	National Institute of Biomedical Imaging and Bioengineering, Bethesda, MD		
	National Institute of Child Health and Human Development, Bethesda, MD		
	National Institute on Deafness and Other Communication Disorders, Bethesda, MD		
	National Institute of Dental and Craniofacial Research, Bethesda, MD		
	National Institute of Diabetes and Digestive and Kidney Diseases, Bethesda, MD		
	National Institute on Drug Abuse, Bethesda, MD		
	National Institute of Environmental Health Sciences, Bethesda, MD		
	National Institute of General Medical Sciences, Bethesda, MD		
	National Institute of Mental Health, Bethesda, MD		
	National Institute of Neurological Disorders and Stroke, Bethesda, MD		
	National Institute of Nursing Research, Bethesda, MD		

	National Library of Medicine, Bethesda, MD		
	Center for Information Technology, Bethesda, MD		
	Center for Scientific Review, Bethesda, MD		
	John E. Fogarty International Center, Bethesda, MD		
	National Center for Complementary and Alternative Medicine, Bethesda, MD		
	National Center on Minority Health and Health Disparities, Bethesda, MD		
	National Center for Research Resources, Bethesda, MD		
	Clinical Center, Bethesda, MD		

EEOC FORMS and Documents Included With This Report

*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	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 Analysis of the Workforce Profile	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.	
*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	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

# National Institutes of Health



The Mission of the National Institutes of Health is science in pursuit of knowledge to improve human health. This means pursuing science to expand fundamental knowledge about the nature and behavior of living systems; to apply that knowledge to extend the health of human lives; and to reduce the burdens resulting from disease and disability.

The National Institutes of Health seeks to accomplish its mission by:

- Fostering fundamental discoveries, innovative research, and their applications in order to advance the Nation's capacity to protect and improve health;
- Developing, maintaining, and renewing the human and physical resources that are vital to ensure the Nation's capability to prevent disease, improve health, and enhance quality of life;
- Expanding the knowledge base in biomedical, behavioral, and associated sciences order to enhance America's economic well-being and ensure a continued high return on the public investment in research; and
- Exemplifying and promoting the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.



DEPARTMENT OF HEALTH & HUMAN SERVICES

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DATE: October 2, 2007

TO: NIH Employees

FROM: Director, NIH

SUBJECT: Policy on Equal Employment Opportunity and Diversity Management

The National Institutes of Health (NIH) is re-issuing the Policy Statement on Equal Employment Opportunity (EEO) and Diversity Management to reaffirm my commitment to achieving the goal of a discrimination-free work environment. This includes maintaining an atmosphere in which employment opportunities are open to all candidates. EEO means that decisions are made on the basis of merit, without regard to race, color, religion, national origin, sex, age, sexual orientation (through the Department of Health and Human Service's (HHS) Policy on Sexual Orientation), disability, or reprisal for engaging in a prior protected activity. It is critical that the NIH, as the world's premier biomedical research institution, continue to uphold its reputation for excellence by recruiting, training, and retaining employees from all backgrounds who are committed to working together to reach our common goal of better health for everyone.

As an agency within HHS, the NIH will continue to develop and implement essential elements of a model EEO program, as defined by the Equal Employment Opportunity Commission Management Directive-715 (MD-715). These elements are: demonstrated commitment from agency leadership, integration of EEO into the agency's strategic mission, management and program accountability, proactive prevention of unlawful discrimination, efficiency, and responsiveness and legal compliance. The MD-715 process is designed to identify and eliminate barriers to full participation in the workforce for minorities, women, and individuals with disabilities.

In addition to our action items to eliminate employment barriers, we must make efforts to eliminate discrimination and harassment in any form at the NIH. Employees and applicants who believe they have been discriminated against may exercise their right to seek redress by contacting staff of the Office of Equal Opportunity and Diversity Management. No reprisal against an applicant or employee is permitted. Any manager or supervisor who discriminates or retaliates against an employee is subject to disciplinary action in accordance with the NIH Table of Penalties.

I am confident that the continued support of this policy throughout the NIH will demonstrate an inclusive and nondiscriminatory work environment that complements our noble mission.

Elias A. Zerhouni, M.D.



*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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HHS, National Institutes of Health

For Period Covering October 1, 2006, to September 30, 2007.

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***EXECUTIVE SUMMARY***

The National Institutes of Health (NIH), a component of the U.S. Department of Health and Human Services (HHS), is the primary Federal agency for conducting and supporting medical research. Helping to lead the way toward important medical discoveries that improve people's health and save lives, NIH scientists investigate ways to prevent disease as well as discover the causes, treatments, and even cures for common and rare diseases. The NIH is the steward of medical and behavioral research for the Nation. Its mission in science involves the pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.

The NIH Fiscal Year (FY) 2007 Annual Equal Employment Opportunity (EEO) Program Status Report has been prepared for inclusion in the consolidated HHS report in response to the request from the Equal Employment Opportunity Commission (EEOC). The report is a compilation of the progress and effectiveness of the affirmative employment programs at NIH.

The NIH FY 2007 Annual EEO Program Status Report identifies both EEO Program deficiencies and barriers to achieving a model EEO Program at the NIH, together with the planned actions necessary to address and remove them. An analysis of the NIH workforce for FY 2007 was conducted to complete this report. The NIH made strides in FY 2007. Some barriers identified in FY 2006 have been amended to reflect changes in the workforce and others have been eliminated based on a review of the FY 2007 workforce.

The NIH has identified seven focus areas to address in FY 2008 based on barriers identified in Part I of this report. These focus areas are as follows:

1. Recruitment of Black tenured and tenure track scientists;
2. Recruitment of American Indian/Alaska Native tenure and tenure track scientists;
3. Recruitment of Hispanic employees;
4. Recruitment of individuals with disabilities;
5. Equity in time-off awards for Asian/Pacific Islander employees;
6. Equity in time-off awards for American Indian/Alaskan Native employees; and
7. Recruitment of Asian/Pacific Islander scientific directors.

Tenured and tenure track scientists are the senior intramural scientists at NIH who largely guide the direction of the research conducted here at NIH. There are a total of 901 tenured and 237 tenure track scientists in the NIH workforce. Blacks comprise 1% of tenured scientists and 2% of tenure track scientists at NIH. American Indian/Alaska Natives comprise 0.1% of the tenured scientists and there are no American Indian/Alaskan Native tenure track scientists at NIH. Given that diversity in the workplace and the elimination of disparities in health are of paramount importance, the NIH has chosen to focus on these areas.

Hispanics represent 3.2% of the permanent NIH workforce and 10.7% of the civilian workforce; therefore, NIH has chosen to focus on increasing the representation of this group. Similarly, individuals with disabilities represent 5.0% of the permanent NIH workforce, while the federal benchmark is 8.2%. This indicates need for improvement in the NIH workforce.

While Asian/Pacific Islanders represent 12.8% of the permanent NIH workforce, they received 9.2% of the time-off awards. Similarly American Indian/Alaska Natives represent 0.4% of the permanent NIH workforce and they received approximately 0.2% of the time-off awards.

Asian/Pacific Islanders represent 11.0% of the tenured scientists at NIH and 11.1% of the tenured scientists in U.S. universities; however, there are currently no Asian/Pacific Islander scientific directors at NIH. Given the importance of diversity in leadership positions, the NIH has chosen to focus on diversifying the scientific director workforce.

The NIH experienced an increase in the number of complaints filed between FY 2006 and FY 2007. This increase is believed to be attributed to the NIH's change from a pass/fail performance rating system to a tiered pay for performance system. This new pay for based system ties monetary awards to annual performance evaluations. Additionally, the Division of Complaints Management and Resolution (DCMR) relocated to the main NIH campus where most of the employees are located from an off-site location. This move increases physical access to DCMR.

The Office of Equal Opportunity and Diversity Management (OEODM) and Office of Human Resource Management directors will host a conference with their respective staff in FY 2008 to address program deficiencies and to develop strategies to proactively enhance the overall NIH work environment. Agenda items for the conference include the functionality of QuickHire which contains an applicant tracking system, merit system program policy review, training and

developmental program review, workforce compensation review, and management controls for human resource data accuracy.

EEO is recognized as an integral component of the NIH strategic mission. The OEODM assists the agency in addressing: the under-representation of individuals from racial/ethnic minority groups, women and persons with disabilities; barriers to employment; and discrimination in the workplace.

Below is a list of FY 2007 NIH activities that support the tenets of a Model EEO Program:

#### Demonstrated Commitment from Agency Leadership

- ❖ OEODM Director reported to the head of the agency.
- ❖ NIH Director gave a presentation at a Diversity Seminar entitled “Let’s Stand, Not Grandstand.” This presentation made the business case for diversity.
- ❖ Deputy Director for Intramural Research gave a presentation at a Diversity Seminar entitled “Improving the Diversity of the NIH Intramural Scientific Staff.”
- ❖ Eight Special Emphasis Program Observances held to celebrate diversity and the contributions of under-represented groups.

#### Integration of EEO into the Agency’s Strategic Mission

- ❖ OEODM staff conducted diversity modules in the NIH employee orientation training for 2,080 new employees.
- ❖ Eight individuals with disabilities from the Workforce Recruitment Program were hired.
- ❖ EEO Specialists served on 438 search committee, qualifications review boards and tenure/promotion review boards.

#### Management and Program Accountability

- ❖ Each NIH Institute and Center (IC) assessed their respective workforce in-line with the Management Directive 715 (MD-715) and developed action plans.
- ❖ The Deputy Director for Intramural Research issued a memorandum to tenure and tenure track search committees which addressed their responsibility to reach diverse applicant pools.
- ❖ OEODM and the Director for Intramural Research instituted a practice of tracking the race and national origin of internal candidates for tenure and tenure track positions since no formal mechanism currently exists to track all applicants.
- ❖ OEODM hosted three EEO Counselor Roundtable Sessions to enhance the skills of the agency’s EEO Counselors. A total of 93 individuals attended these sessions.
- ❖ OEODM hosted EEO Counselor Refresher training for 12 EEO Counselors.

#### Proactive Prevention of Unlawful Discrimination

- ❖ OEODM staff provided prevention of sexual harassment, section 508, and disability etiquette training for 1310 employees.

- ❖ EEO Specialists provided 245 employee consultations of which 135 were resolved without progressing to EEO complaints.
- ❖ OEODM staff launched on-line training covering EEO laws, diversity management, disability awareness, No FEAR, section 508, prevention of sexual harassment and reasonable accommodations for NIH managers and supervisors.
- ❖ OEODM hosted two sessions in the diversity seminar series attended by 225 employees.
- ❖ OEODM hosted the NIH Diversity Roundtable bringing together 82 representatives from the NIH ICs and the OEODM to develop strategies for achieving a diverse workforce, managing a diverse workforce and valuing respect in the workforce.

#### Efficiency

- ❖ Monthly complaint activity status reports were issued to each IC.
- ❖ OEODM conducted a satisfaction survey to assess the ICs satisfaction with the EEO and diversity management services provided.
- ❖ OEODM conducted evaluations of all special emphasis programs and training sessions.
- ❖ OEODM utilized a web-based customer service survey to gather feedback on the services provided to the workforce.

#### Responsiveness and Legal Compliance

- ❖ OEODM posted complaints statistical data on the website in compliance with the No FEAR Act.

EEOC FORM  
715-01 PART F

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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

I,

Lawrence N. Self, Director, Office of Equal Opportunity and  
Diversity Management, ES-0340

am the

Principal EEO Director/Official  
for

National Institutes of Health, Department of Health and Human Services

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 also has 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.

Lawrence N. Self, Director OEODM  
Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with  
EEO MD-715.

Date

Elias A. Zerhouni, M.D., Director NIH  
Signature of Agency Head or Agency Head Designee

Date

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
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
Measures		Yes	No	
The Agency Head (NIH Director) was installed on <u>May 20, 2002</u> . The EEO policy statement was issued on <u>August 15, 2002</u> . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		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		The EEO policy was given to the Office of Human Resource Management for dissemination to new managers and supervisors.
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in

Measures		Yes	No	the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
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		
Compliance Indicator	<b>Agency EEO policy is vigorously enforced by agency management.</b>	Measure has been met		<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>
Measures		Yes	No	
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 outreach 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?	X			
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
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>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>	
Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b> 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 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?	X			
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?	X			



If not, please describe how EEO program authority is delegated to subordinate reporting components.				
<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>	
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 for training/career development opportunities, and other workforce changes?		X		EEO Officials are not routinely a part of vacancy projection deliberations; involvement usually occurs once a vacancy is identified. EEO is also not routinely involved in succession planning and selection for training/ career development.
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
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? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>		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 that EEO concerns are integrated into the agency's strategic mission?		X		
<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</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>

Measures		met		or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
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 staffed?		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		
Compliance Indicator	The agency has committed sufficient budget to support the success of its 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
Measures		Yes	No	
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	Applicant tracking system currently not available.
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			
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:	X			
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			
<p><b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>  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.</p>				
<b>Compliance Indicator</b>	<b>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.</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>				

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		
<b>Compliance Indicator</b>	<b>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)]</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>	
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		
<b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</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>	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
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 for each type of violation.				

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		There is no central tracking system to ensure that all reasonable accommodation requests are captured; however, the disability employment manager reviews all known decisions/actions.
<b>Essential Element D: PROACTIVE PREVENTION</b>				
<b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	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	
Measures				
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	The OEODM will contract with a statistician in FY 2008 to conduct this analysis.
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		

Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior 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	
	Are all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?	X		
<p><b>Essential Element E: EFFICIENCY</b>  <b>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.</b></p>				
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
Measures		Yes	No	
	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		Currently there is no central tracking system to ensure that all reasonable accommodation requests are captured; however, at least 90% of all known requests are in compliance.
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

Measures		Yes	No	715-01 PART H to the agency's status report
	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: Timelines are specified in contracts and monitored for compliance by the Program Support Center.				
	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		
	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		
Compliance Indicator	<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>	Measure has been met		<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>
Measures		Yes	No	
	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		The average timeframe for EEO counseling in FY 2007 was 23 days without an extension and 72 days with an extension; however, a total of nine cases were untimely.
	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?				NA-Responsibility of DDHS
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		FADs are issued at the Agency Department level (DHHS). In those instances when NIH has delegated authority to issue FADs, NIH is able to meet the timeframe requirement.
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>	
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		
Does the responsible management official directly involved in the dispute have settlement authority?			X	The Executive Officer is the settlement official.
<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>	



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 EEOC?		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(a)(1)?		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?				The Director of OEODM and the OHRM will host a conference in February 2008 to address this issue.
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		Recruitment efforts are tracked manually by the Special Emphasis Program Managers
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>	
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 complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?				NA-Responsibility of DHHS
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> <b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				
<b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been</b>		<b>For all unmet measures, provide a brief explanation in the space below</b>

		met		or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
	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 Judges?	X		
Compliance Indicator	<b>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.</b>	Measure has been met		<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>
Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.				NA-Responsibility of DHHS
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?				NA
Are procedures in place to promptly process other forms of ordered relief?				NA
Compliance Indicator	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	Measure has been met		<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>
Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		EEO Critical Element for Executives at Division level or above under SES, SBRS, and Title 42. Also includes other professional supervisors (General Schedule Supervisors and Managers (Code 2) supervisors below Division level.
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		
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,	X		

appropriate documentation of relief is provided.			
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**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.

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2007 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The EEO Policy Statement has not been reissued annually during the current Agency Head's tenure.
OBJECTIVE:	Reissue the EEO policy statement currently in effect.
RESPONSIBLE OFFICIAL:	Director, Office of Equal Opportunity and Diversity Management (OEODM)
DATE OBJECTIVE INITIATED:	Originally initiated November 19, 2004 and amended in September 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 31, 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Submit the updated policy to the NIH director for signature. <b>Status: Completed in (FY 2007)</b>	September 2007
Include the updated policy in all new employee orientation packages. <b>Status: Completed (FY 2008)</b>	October 2007
Revised policy was forwarded to the Office of Human Resource Management for inclusion in new supervisor orientation packages. <b>Status: Completed in (FY 2008)</b>	December 2007
Place the updated policy on the NIH website <b>Status: Completed (FY 2008)</b>	December 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<b>Completed.</b> <b>1. The revised EEO Policy Statement was signed on October 2, 2007 by the NIH director.</b> <b>2. The revised EEO Policy was placed on the NIH website on December 4, 2007.</b>	

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*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2007 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	A trend analysis of the NIH workforce compensation and reward system has not been conducted by race, national origin, sex and disability.
OBJECTIVE:	Conduct a trend analysis of the workforce's compensation and reward system by race, national origin, sex and disability.
RESPONSIBLE OFFICIAL:	Director, OEODM and Director OHRM
DATE OBJECTIVE INITIATED:	December 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2008
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1. Secure a statistician to conduct the analysis.	March 2008
2. Complete the analysis	May 2008
3. Present the findings of the analysis to the NIH leadership.	June 2008
4. Make any changes warranted based on the results of the analysis.	August 2008
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2007 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is a need to have a sufficient number of fully trained EEO counselors.
OBJECTIVE:	The agency needs to take necessary action to have the resolution of complaints occur at the lowest possible level.
RESPONSIBLE OFFICIAL:	Director, OEODM and Director, DCMR
DATE OBJECTIVE INITIATED:	October 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	COMPLETED DATE (Must be specific)
1. Solicit candidates from agency components to serve as collateral duty EEO Counselors. <b>Status: Completed (FY 2007)</b>	October 2005 and ongoing
2. Train candidates to serve as EEO Counselors by having them attend formal EEO Counselor training, including pertinent training in agency SOPs that govern the processing of EEO complaint. <b>Status: Completed (FY 2007)</b>	October 2005 and ongoing
3. Provide mandatory EEO Counselor Refresher training to current EEO Counselors to keep them current in complaint processing procedures and requirements. <b>Status: Completed (FY 2007)</b>	October 2005 and ongoing
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Completed	
1. All OEODM non-management EEO Specialists and Program Analysts as well as EEO assistants are required to serve as collateral duty EEO Counselors.	
2. Three OEODM EEO Counselor training sessions were held in FY 2007.	

3. EEO counselor refresher training was held in FY 2007.
4. The number of EEO counselors increased from 23 in FY 2006 to 48 in FY 2007.



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*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2005 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The lack of an operational applicant tracking system prevents an assessment to be made to determine if NIH vacancy announcements attract a diverse pool of qualified applicants and whether corrective actions are needed to sharpen the outreach and targeted recruitment process.
OBJECTIVE:	Utilize the applicant tracking feature of Quick-Hire, a web-based recruitment tool.
RESPONSIBLE OFFICIAL:	Director for Human Resources OEODM, IC Services EEO Specialists, Special Emphasis Program Managers and Chief, Outreach and Recruitment, OEODM
DATE OBJECTIVE INITIATED:	N/A
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Advise OEODM when the applicant tracking feature of Quick-Hire becomes operational.	N/A
OEODM IC Services EEO Specialists and Special Emphasis Program Managers will utilize the applicant tracking feature of Quick-Hire to monitor recruitment actions within the ICs and recommend corrective action as needed, based upon analysis of recruitment data.	When Quick-Hire becomes operational.
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Utilize the applicant tracking feature of Quick-Hire.  <b>Status:</b> Quick-Hire is not yet fully operational.	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2006 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	OPM and OMB have modified RNO designations to be used for Affirmative Employment Program reporting. Consequently, the need exists to resurvey the workforce to improve the quality of the RNO designations, including disability status information, that are maintained on employees.
OBJECTIVE:	Resurvey employees to improve the quality of Affirmative Employment Program data.
RESPONSIBLE OFFICIAL:	Director, OEODM and Director Office of Human Resources
DATE OBJECTIVE INITIATED:	March 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Request guidance from DHHS to initiate the process to resurvey NIH employees. <b>Status: Completed (FY 2006)</b>	March 2006
Develop procedures and forms to implement an on-line applicant tracking system. <b>Status: Completed (FY 2007)</b>	June 2006
Convene a trans-NIH workgroup to assist in the implementation of the resurvey of NIH employees, as necessary.	Upon finalization and approval of procedures and forms
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<b>COMPLETED</b> 1. DHHS has not given the approval for NIH to move forward with resurveying the workforce.	

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715-01 PART I

*U.S. Equal Employment Opportunity Commission*

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

FY <u>2007</u> [DHHS, National Institutes of Health]	
<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?	<p>There is a low participation rate of Black tenured and tenure track scientists in the NIH workforce.</p> <p>This condition was recognized after examining the participation rate of Black tenured and tenure track scientists in the NIH workforce. The participation rate of Black tenured and tenure track scientists in the NIH workforce was also compared to the participation rate of Black tenured and tenure track scientists with science and engineering doctorate degrees in U.S. universities.</p>
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>The NIH Office of Intramural Research data was analyzed by comparing the participation rates of racial and ethnic groups in tenured and tenure track positions. This demonstrated initial cause for concern. Further, when the participation rate of Black tenured and tenure track scientists was compared to those in U.S. universities, this demonstrated that the percentage of Black tenured and tenure track scientists was more than two times lower in the NIH workforce.</p> <p>A review of the outreach contacts indicates a need to develop relationships with more Black professional scientific organizations and associations; that is organizations comprised of experienced scientists likely to have the requisite experience for tenure and tenure track positions.</p> <p>A sample of the advertising venues for tenure and tenure track positions was also conducted.</p>
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the	<p>Limited contacts with Black professional scientific organizations and associations comprised of experienced scientists.</p> <p>Limited advertisements for tenure and tenure track positions with Black professional scientific organizations and associations.</p> <p>The absence of an applicant tracking system limits the NIH's ability to</p>

agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	determine whether Black candidates are applying for tenure and tenure track positions.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The Black Employment Program Manager will develop relationships with Black professional scientific organizations and associations comprised of experienced scientists.  Tenure and tenure track positions will be advertised with Black professional scientific organizations and associations comprised of experienced scientists.
<b>RESPONSIBLE OFFICIAL:</b>	Black Employment Program Manager, Deputy Director, Division of Intramural Research and IC Scientific Directors, IC Directors, Director, OHR
<b>DATE OBJECTIVE INITIATED:</b>	The original objective was initiated on November 9, 2004; however, modifications were made in FY 2007 and in FY 2008.
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective is ongoing. Based on the current modification of the objective, quantifiable progress (i.e. relationships developed & positions advertised) is expected by June 30, 2008.

EEOC FORM 715-01 PART I
<b>EEO Plan To Eliminate Identified Barrier</b>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
The Black Employment Program Manager will establish relationships with organizations such as the National Organization for the Professional Advancement of Black Chemists and Chemical Engineers, National Society of Black Physicists, National Medical Association's Basic Science Section etc. <b>Status: Ongoing</b>	June 2008
The NIH will advertise tenure and tenure track positions with Black professional scientific organizations and associations comprised of experienced scientists.	June 2008

<b>Status: Ongoing</b>	
<p>The Special Emphasis Program Manager for Black Employment will proactively involve NIH Leadership in identifying and contacting African-American colleagues interested in Sr. Scientific, Tenure and Tenure-Track research positions at the NIH.</p> <p><b>Status: Ongoing</b></p>	June 2007

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1. **The NIH Deputy Director for Intramural Research issued a memo in September 2007 to all tenure and tenure track committee members emphasizing the committees' responsibility for casting a wide net to capture qualified candidates from a broad spectrum of backgrounds for tenure and tenure track vacancies. The memo also included contact information for racial/ethnic scientific organizations. This resource can be used by the search committee members and the ICs officials to reach diverse candidates.**
2. **The Black Employment Program Manager met with the NIH Deputy Director, Senior racial/ethnic minority intramural scientists, and OEODM Director to develop a strategy for recruitment and retention of Black scientists.**
3. **The Minority Serving Institutions Program Manager conducted a workshop on securing federal employment, research and training opportunities at the National Medical Association's 2007 Conference. Approximately 250 racial/ethnic minority physicians attended the workshop.**
4. **The Minority Serving Institutions Program Manager contacted the Deans of Morgan State University, Meharry College of Medicine, Charles Drew School of Medicine and Morehouse College in an effort to find potential tenure and tenure track applicants and to build relationships with biomedical science students who can become future tenure and tenure track applicants.**
5. **The Minority Serving Institutions Program Manager and the OEODM Director hosted a mentoring suite at the Research Centers for Minority Institutions meeting. Eighteen minority serving institutions participated in this event and contact was made with over 200 racial/ethnic minority biomedical researchers. The participants were provided information on NIH employment and training opportunities as well as grantsmanship.**

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

<p>FY <u>2007</u> [DHHS, National Institutes of Health]</p>	
<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>There is a low participation rate of American Indian/Alaska Native tenured and tenure track scientists in the NIH workforce.</p> <p>This condition was recognized after examining the participation rate of American Indian/Alaska Native tenured and tenure track scientists in the NIH workforce. The participation rate of American Indian/Alaska Native tenured and tenure track scientists in the NIH workforce was also compared to the participation rate of American Indian/Alaska Native tenured and tenure track scientists with science and engineering doctorate degrees in U.S. universities.</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>The NIH Office of Intramural Research data was analyzed by comparing the participation rates of racial and ethnic groups in tenured and tenure track positions. This demonstrated initial cause for concern. Further, the participation rate of American Indian/Alaska Native tenured and tenure track scientists in the NIH workforce is lower than their respective rates in U.S. universities.</p> <p>It is noted that there are limited numbers of tenured and tenure track American Indian/Alaska Native science and engineering doctorate degree holders in U.S. universities; however, there are no American Indian/Alaska Native tenure track scientists in the NIH workforce. There are a total of 237 tenure track scientists at NIH. The NIH has one tenured American Indian/Alaska Native scientist at out of a total of 901.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has</p>	<p>Active partnerships with American Indian/Alaska Native scientific organizations and associations which contain professional scientists and whose mission is to train future American Indian/Alaska Native biomedical researchers.</p> <p>Limited advertisements for tenure and tenure track positions with American Indian/Alaska Native professional scientific organizations and associations.</p>

been determined to be the barrier of the undesired condition.	The absence of an applicant tracking system limits the NIH's ability to determine whether American Indian/Alaska Native candidates are applying for tenure and tenure track positions.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The American Indian/Alaska Native Program Manager will develop partnerships with American Indian/Alaska Native scientific organizations and associations (e.g. Society for the Advancement of Chicanos and Native Americans in Science) comprised of experienced scientists and those which support the training of future American Indian/Alaska Native biomedical researchers.  Tenured and tenure track vacancies will be advertised with American Indian/Alaska Native scientific organizations and associations comprised of experienced scientists and those which support the training of future American Indian/Alaska Native biomedical researchers.
<b>RESPONSIBLE OFFICIAL:</b>	American Indian/Alaska Native Program Manager, Deputy Director, Division of Intramural Research, IC Scientific Directors, IC Directors and Director, Office of Human Resource Management
<b>DATE OBJECTIVE INITIATED:</b>	September 3, 2008
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Active partnerships with organizations are anticipated by March 2008.

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Contact American Indian/Alaska Native organizations to develop plans for establishing active partnerships.  <b>Status: Ongoing.</b>	January 2008
The NIH will advertise tenure and tenure track positions with American Indian/Alaska Native organizations and associations comprised of experienced scientists and those which support the training of future American	Began September 2007

<p>Indian/Alaska Native biomedical researchers.</p> <p><b>Status: Ongoing.</b></p>	
<p><b>Status: Ongoing.</b></p>	
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	
<ol style="list-style-type: none"> <li>1. <b>A permanent American Indian/Alaska Native Program Manager who is indigenous to the population was appointed in May 2007.</b></li> <li>2. <b>The new American Indian/Alaskan Native Program Manager attended the Society for the Advancement of Chicanos and Native Americans conference which is attended by scientists and students majoring in the sciences to inform them about NIH opportunities.</b></li> </ol>	



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EEO Plan To Eliminate Identified Barrier**

FY <u>2007</u> [DHHS, National Institutes of Health]	
<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>There is a low participation rate of Hispanic employees in the NIH workforce.</p> <p>This condition was recognized after examining the participation rate of Hispanic employees in the NIH workforce. The participation rate of Hispanics in the NIH workforce was also compared to the participation rate of Hispanics in civilian labor force.</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>Govnet data was analyzed by comparing the participation rates of all racial and ethnic groups in the NIH workforce. This demonstrated initial cause for concern. Further, the participation rate of Hispanics in the NIH workforce was compared to Hispanics in the civilian labor force. This revealed that the percentage of Hispanic males in the civilian labor force is more than four times greater than in the NIH workforce, and the percentage of Hispanic females in the civilian labor force is more than two times higher than in the NIH workforce.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or</p>	<p>Limited numbers of Hispanic are hired. In fiscal year 2007 less than 3% of the permanent new hires and less than 2% of the temporary new hires were Hispanic.</p>

practice that has been determined to be the barrier of the undesired condition.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Direct targeted outreach and recruitment to Hispanics for all NIH vacancies.
<b>RESPONSIBLE OFFICIAL:</b>	Hispanic Employment Program Manager, and Director, Office of Human Resource Management
<b>DATE OBJECTIVE INITIATED:</b>	September 2007
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Initial progress is anticipated by September 2008.

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
The Special Emphasis Program Manager for the Hispanic Employment Program will network with the Hispanic community to educate about the types of jobs available at NIH and to inform of vacancies as they occur. <b>Status: Ongoing.</b>	September 2007
The NIH will advertise vacancies in the Hispanic community. <b>Status: Ongoing.</b>	September 2007
The Hispanic Employment Program Manager will build new relationships and strengthen existing relationships with Hispanic organizations which can serve as a referral and advertising source for NIH vacancies. <b>Status: Ongoing.</b>	September 2007

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1. **A permanent Hispanic Employment Program Manager who is indigenous to the population was hired in June 2007.**
2. **The new Hispanic Employment Program Manager attended the Society for the Advancement of Chicanos and Native Americans in Science which is attended by Hispanic scientists, and students majoring in the sciences to provide information about NIH opportunities.**

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FY <u>2007</u> [DHHS, National Institutes of Health]	
<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>There is a low participation rate of persons with disabilities in the NIH workforce.</p> <p>This condition was recognized after examining the participation rate of individuals with disabilities in the NIH workforce.</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>Govnet data was analyzed by comparing the participation rate of individuals with disabilities in the NIH workforce with those who do not have a disability and those who do not designate whether or not they have a disability. This demonstrated the initial cause for concern. Further, when the participation rate of individuals with disabilities in the NIH workforce is compared to the federal benchmark, the percentage of individuals with disabilities in the NIH workforce is lower.</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</p>	<p>Limited utilization of the special hiring authorities to hire qualified individuals with disabilities.</p> <p>Lack of targeted outreach and recruitment to qualified individuals with disabilities.</p>

undesired condition.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Target outreach and recruitment for NIH vacancies to qualified individuals with disabilities.  Educate managers, supervisors and selecting officials about usage of the special hiring authorities for qualified individuals with disabilities.
<b>RESPONSIBLE OFFICIAL:</b>	Disability Employment Program Manager and Director, Office of Human Resource Management
<b>DATE OBJECTIVE INITIATED:</b>	The initial objective was initiated in January 2005 and revised in December 2007.
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	This objective is ongoing; however, initial progress toward the objectives was achieved in fiscal year 2007.

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Continue providing in-service trainings and briefings for managers and supervisors on usage of special hiring authorities.  <b>Status: Ongoing</b>	September 2008
Continue utilizing the Workforce Recruitment Program as a vehicle for employing individuals with disabilities.  <b>Status: Ongoing</b>	August 2008
Continue conducting briefings on the Affirmative Action Plan for Employment of individuals with Disabilities. <b>Status: Ongoing.</b>	September 2008
Continue conducting training on reasonable accommodation to managers	September 2008

and supervisors.	
<b>Status: Ongoing.</b>	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<ol style="list-style-type: none"> <li>1. <b>Seven students from the Workforce Recruitment Program were hired by the NIH. This represents the largest number of Workforce Recruitment Program hires within the DHHS.</b></li> <li>2. <b>The Disability Program Manager conducted in-service training and briefing sessions for managers and supervisors on usage of special hiring authorities for hiring qualified individuals with disabilities in fiscal year 2007.</b></li> <li>3. <b>The Disability Program Manager conducted briefing sessions on the Affirmative Action Plan for Employment of Individuals with Disabilities.</b></li> <li>4. <b>The Disability Program Manager conducted in-service training sessions on reasonable accommodations in FY 2007.</b></li> <li>5. <b>The Disability Program Manager conducted in-service training sessions on targeted outreach and recruitment in FY 2007.</b></li> </ol>	

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FY <u>2007</u> [DHHS, National Institutes of Health]	
<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?	Asian/Pacific Islander employees receive time-off awards at lower rates than their representation in the workforce.  This condition was recognized after examining the participation rate of Asian/Pacific Islander employees in the NIH workforce and the percentage of monetary and time-off awards received by Asian/pacific Islanders in the NIH workforce.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Govnet data for the NIH was analyzed by comparing the participation rate of Asian/Pacific Islander employees in the workforce to the percentage of total awards received by Asian/Pacific Islander employees in the NIH workforce.  Analysis of this data indicates a disparity.
<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.	Inequities in the distribution of time-off awards.
<b>OBJECTIVE:</b>	

State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Monitor the distribution of awards to ensure that Asian/Pacific Islander employees receive awards when warranted.
<b>RESPONSIBLE OFFICIAL:</b>	OEODM EEO Specialists, IC Managers and Supervisors, and IC Executive Officers
<b>DATE OBJECTIVE INITIATED:</b>	The initial objective began in October 2006; however, it was modified in September 2007
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing throughout fiscal year 2008.

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
The OEODM EEO Specialists will review the distribution of monetary and time-off awards given to employees by RNO within the ICs they serve. Reviews will be conducted quarterly and the results provided to the IC Executive Officers and the Asian/Pacific Islander Program Manager.	Quarterly

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

- EEO Specialists provided quarterly status reports on workforce trends to the IC Executive Officers.**



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FY 2007 National Institutes of Health	
<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>American Indian/Alaska Native employees receive time-off awards at lower rates than their representation in the workforce.</p> <p>This condition was recognized after examining the participation rate of American Indian/Alaska Native employees in the NIH workforce and the percentage of cash and time-off awards received by American Indian/Alaska Natives in the NIH workforce.</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>Govnet data for the NIH was analyzed by comparing the participation rate of American Indian/Alaska Native employees in the workforce to the percentage of total awards received by American Indian/Alaska Native employees in the NIH workforce.</p> <p>Analysis of this data indicates a disparity.</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>Inequities in the distribution of time-off awards.</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>Monitor the distribution of awards to ensure that Asian/Pacific Islander employees receive awards when warranted.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>OEODM EEO Specialists, IC Managers and Supervisors, and IC Executive Officers</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>The initial objective began in October 2006; however, it was modified in September 2007</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>The process to complete this objective will be ongoing throughout fiscal year 2008.</p>

**EEO Plan to Eliminate Identified Barrier**

<p align="center"><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>	<p align="center"><b>TARGET DATE (Must be specific)</b></p>
<p>The OEODM EEO Specialists will review the distribution of monetary and time-off awards given to employees by RNO within the ICs they serve. Reviews will be conducted quarterly and the results provided to the IC Executive Officers and the Asian/Pacific Islander Program Manager.</p> <p><b>Status: Ongoing</b></p>	<p>Quarterly</p>
<p> </p>	<p> </p>
<p><b>Status: Ongoing</b></p>	<p> </p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	
<p>1. EEO Specialists provided quarterly status reports on workforce trends to the IC Executive Officers.</p>	

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EEO Plan to Eliminate Identified Barrier**

FY <u>2007</u> [DHHS, National Institutes of Health]	
<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?	Asian/Pacific Islanders are absent from the Scientific Director workforce at NIH.  This condition was recognized after examining the participation rate of Asian/Pacific Islanders in Scientific Director positions at the NIH.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	The NIH Office of Management listing of Scientific Directors was researched in the data warehouse to determine the race and national origin of each of the individuals occupying these positions. This data revealed that no Asian/Pacific Islanders occupied any of these positions although 11% of the tenured scientists at NIH are Asian/Pacific Islander. Further, 11% of tenured scientists in U.S. universities are Asian/Pacific Islander.
<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.	Asian/Pacific Islanders have not been hired for Scientific Director positions.  The absence of an applicant tracking system limits the NIH's ability to determine whether Asian/Pacific Islander candidates are applying for scientific director positions.

<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>The NIH leadership will make a concerted effort to identify qualified Asian/Pacific Islander internal and external candidates for future scientific director vacancies.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Asian/Pacific Islander Program Manager, Deputy Director, Division of Intramural Research, IC Scientific Directors, IC Directors and Director, Office of Human Resource Management</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 18, 2008</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>The process to complete this objective will be ongoing as vacancies become available.</p>

**EEO Plan to Eliminate Identified Barrier**

<p align="center"><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>	<p align="center"><b>TARGET DATE (Must be specific)</b></p>
<p>The Search Committee, EEO Specialist and Asian/Pacific Islander Program Manager will work with the Asian &amp; Pacific Islander American Organization to identify potential applicants for scientific director positions as they become available.</p> <p><b>Status: Ongoing</b></p>	<p>As positions become available</p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	
<p><b>1. There are currently no active scientific director recruitments.</b></p>	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Special Program Plan for the Recruitment, Hiring, and Advancement of  
Individuals with Targeted Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency	1. Department of Health and Human Services (DHHS)					
	1.a. 2 <sup>nd</sup> Level Component	1.a. National Institutes of Health (NIH)					
	1.b. 3 <sup>rd</sup> Level or lower	1.b.					
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY 2007		... end of FY 2007		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	14,421	100.00%	13,912	100.00%	-509	-3.53%
	Reportable Disability	719	4.99%	693	4.98%	-26	-3.62%
	Targeted Disability*	172	1.19%	161	1.16%	-11	-6.40%
	* 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.						N/A
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						11	
<b>PART III Participation Rates In Agency Employment Programs</b>							

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4. Non-Competitive Promotions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5. Employee Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.a. Grades 5 - 12	6479	368	5.68%	99	1.53%	325	5.02%	5786	89.30%
5.b. Grades 13 - 14	4239	197	4.65%	28	.66%	239	5.64%	3803	89.71%
5.c. Grade 15/SES	1283	44	3.43%	6	.47%	115	8.96%	1124	87.61%
6. Employee Recognition and Awards (total for permanent employees).	13,912	693	4.98%	161	1.16%	774	5.56%	12,445	89.46%
6.a. Time-Off Awards (total 9 or more hrs awarded)	800	45	5.63%	11	1.38%	30	3.75%	725	90.63%
6.b. Cash Awards (total more than \$500 awarded)	12,205	571	4.68%	113	.93%	673	5.51%	10,961	89.81%
6.c. Quality-Step Increase	1081	37	3.42%	9	.83%	31	2.87%	1013	93.71%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers	Individuals with targeted disabilities represent less than 1.5% of the NIH workforce. This is well below the federal benchmark of 2.3% for targeted disabilities. NIH has identified limited utilization of special hiring authorities and a lack of targeted outreach and recruitment to individuals with targeted disabilities for permanent positions as barriers.								
<b>Part V</b> Goals for Targeted Disabilities	The NIH will target outreach and recruitment for NIH vacancies to qualified individuals with disabilities. Further NIH will continue to educate managers, supervisors and selecting officials about usage of the special hiring authorities for qualified individuals with disabilities.  The NIH seeks to hire 15 individuals with targeted disabilities in fiscal year 2008.								

## Appendix - A

### Summary of Analysis of Workforce Profiles

As of September 30, 2007, the NIH workforce consisted of 13, 912 permanent employees.<sup>1</sup>

Overall the NIH workforce decreased from FY 2006 to FY 2007. The following net changes occurred for racial/ethnic minority groups in the workforce:

- Hispanic females (-2.97%)
- Hispanic males (-9.45%)
- Asian females (-6.00%)
- Asian males (-11.8%)
- African American females (+.93%)
- African American males (+.33%)
- American Indian females (+2.70%)
- American Indian males (+9.09%)

Racial/ethnic minorities comprised 40.07% (5575) of the NIH permanent workforce in FY 2007. Women comprised 61.68% (8,581) of the total NIH permanent workforce at the end of FY 2007.

The percentage of Hispanic employees in the NIH permanent workforce is much lower than their rates in the civilian labor force. The percentage of Black and Asian employees in the NIH permanent workforce is much higher than their respective rates in the civilian labor force.

The following chart provides a comparison of the FY 2007 NIH permanent workforce to the 2000 CLF by gender and race/national origin (RNO):

	FY 2007 NIH Males	FY 2007 NIH Females	FY 2006 NIH TOTALS	2000 CLF Males	2000 CLF Females	2000 CLF TOTALS
Hispanic	1.3%	1.9%	<b>3.2%</b>	6.2%	4.5%	<b>10.7%</b>
White	24.5%	35.5%	<b>60.0%</b>	39.0%	33.7%	<b>72.7%</b>
Black	6.6%	17.1%	<b>23.7%</b>	4.8%	5.7%	<b>10.5%</b>
American Indian/Alaska Native	0.2%	0.3%	<b>0.5%</b>	0.3%	0.3%	<b>0.7%</b>
Asian	5.8%	7.0%	<b>12.8%</b>	1.9%	1.7%	<b>3.6%</b>
Native Hawaiian/Other Pacific Islander	0%	0%	<b>0%</b>	0.1%	0.1%	<b>0.1%</b>
Two or More Races/Race Unknown	.01%	.01%	<b>.02%</b>	0.8%	0.8%	<b>1.6%</b>

<sup>1</sup> Workforce count does not include any temporary employees or Commissioned Corps Officers.

## NIH Tenured and Tenure Track Investigator Profile

### Investigators- Tenure Track Scientists

	FY 2006	FY 2007		
<b>Total</b>	<b>263</b>	<b>237</b>		
Black	1.5% (4)	2.1% ( 5)		
Hispanic	4.9% (13)	4.6% (11)		
American Indian/Alaska Native	0	0		
Asians/Pacific Islander	21.0% (56)	25.7% (61)		
White	72.0% (190)	67.5% (160)		

### Senior Investigators – Tenured Scientists

	FY 2006	FY 2007		
<b>Total</b>	<b>937</b>	<b>901</b>		
Black	1.0% (9)	1.0% ( 9)		
Hispanic	2.6% (24)	2.4% ( 22)		
American Indian/Alaska Native	0.10% (1)	0.1% (1)		
Asian/Pacific Islander	10.0% (94)	11.8% (106)		
White	86.0% (809)	84.7% (763)		

### Tenured and Tenure Track Scientists in U.S. Universities

	2003	2003		
<b>Total</b>	<b>Tenured</b>	<b>Tenure Track</b>		
Black	3.1%	4.8%		
Hispanic	2.7%	4.2%		
American Indian/Alaska Native	0.8%	1.2%		
Asian/Pacific Islander	11.1%	17.3%		
White	82.3%	72.1%		

Source: National Science Foundation



The following chart compares the percentage of employees in the permanent NIH workforce with the federal benchmark:

	<b>FY 2006 NIH</b>	<b>FY 2007 NIH</b>	<b>Federal Benchmark</b>
Reportable Disabilities	5.0%	5.0%	8.2%
Targeted Disabilities	1.2%	1.2%	2.3%

The percentage of individuals with disabilities in the NIH workforce remained stable from FY 2006 to FY 2007. Likewise the percentage of individuals with targeted disabilities in the workforce remained stable during this time.

The following table depicts the number of Pre-Complaints and Formal Complaints filed at NIH in FY 2006 and FY 2007.

	<b>FY 2006</b>	<b>FY 2007</b>
Pre-Complaints	93	128
Formal Complaints	48	75