

**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, 2010 to September 30, 2011**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. U.S. Department of the Interior</b>	
	1.a. 2 <sup>nd</sup> level reporting component			
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 1849 C Street, NW</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20240</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. IN</b>	<b>5.</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>		<b>1. 58,822</b>	
	<b>2. Enter total number of temporary employees</b>		<b>2. 19,112</b>	
	<b>3. Enter total number employees paid from non-appropriated funds</b>		<b>3. Not Applicable</b>	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>4. 77,934</b>	
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. Kenneth L. Salazar Secretary</b>	
	<b>2. Agency Head Designee</b>		<b>2. Rhea Suh - Assistant Secretary Policy, Management and Budget</b>	
	<b>3. Principal EEO Director/Official Official Title/series/grade</b>		<b>3. Sharon D. Eller Director, Office of Civil Rights</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. Ophelia Anderson Chief, Compliance &amp; Programs Div</b>	
	<b>5. Section 501 Affirmative Action Program Official</b>		<b>5. Ophelia Anderson Chief, Compliance &amp; Programs Div</b>	
	<b>6. Complaint Processing Program Manager</b>		<b>6. Vanessa Green Chief, Employment Complaints &amp; Adjudication Div</b>	
	<b>7. Other Responsible EEO Staff</b>		<b>Sloan Farrell Chief, Public Civil Rights Div</b>	
		<b>Carolyn Cunningham, Special Emphasis Program &amp; Minority Serving Institutions Program Manager</b>		

**EEOC FORM  
715-01 PART A - D  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
List of Subordinate Components Covered in This Report	Office of the Secretary	IN-01	
	Bureau of Indian Affairs	IN-06	
	Bureau of Land Management	IN-05	
	Bureau of Reclamation	IN-07	
	Fish and Wildlife Service	IN-15	
	Bureau of Ocean Energy Management, Regulation & Enforcement	IN-23	
	National Park Service	IN-10	
	Office of Surface Mining	IN-22	
	Geological Survey	IN-08	

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 of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	
*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

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

---

U.S. Department of the Interior  
For Period Covering October 1, 2010 to September 30, 2011

---

## EXECUTIVE SUMMARY

The U.S. Department of the Interior (Department) is America's principal conservation agency. Its mission is to protect America's natural resources and heritage, honor cultural and tribal communities, and supply the energy to power the future. The Department offers unparalleled recreational opportunities, protects the Nation's monuments and priceless landscapes, conserves wildlife and fisheries, protects and interprets cultural collections that tell the Nation's history, and manages resources that help to fulfill the Nation's demand for energy, minerals, and water. In addition, it has a special role in fulfilling trust responsibilities for American Indians and Alaska Natives and commitments to affiliated island communities. The Department's programs touch the lives of most Americans, from the people of Yosemite National Park and the Arctic National Wildlife Refuge to the Canyons of the Ancients National Monument, Samoa and Guam, and the Virgin Islands.

The Department recognizes the need for a talented and high performance workforce to accomplish its complex mission and the need to develop and maintain a supportive work environment. Under the leadership of Secretary Salazar, the Department has demonstrated commitment to achieving and maintaining a Model Equal Employment Opportunity (EEO) Program. During Fiscal Year (FY) 2011, several strategies were implemented to strengthen existing efforts and promote innovation and creativity around how to best achieve and maintain a work environment where all employees have equal opportunity and equal access to realize their full potential. Some of the Department-wide strategies included:

- entering memoranda of understanding with the Asian American Government Executives Network; the Minorities in Agriculture, Natural Resources and Related Sciences; and the American Indians in Higher Education Consortium to enhance community outreach and recruitment efforts;
- conducting EEO and diversity training workshops at four national training conferences - Federal Asian Pacific American Council Annual Leadership Conference; Federally Employed Women's National Training Program; Blacks in Government National Conference; and Society of American Indian Government Employees National Conference to create awareness, enhance skills, share best practices, and leverage resources;
- implementing a program and plan to increase Federal employment of individuals with disabilities in accordance with Executive Order 13548;
- implementing a five-year strategic plan to increase the employment of disabled veterans in accordance with Executive Order 13518;
- instituting the Strategic Plan for FY 2011-2016 that includes the goal "Building a 21<sup>st</sup> Century Department of the Interior" that focuses on the improvement of workforce management capabilities including recruitment, retention, and development of employees;
- entering a cooperative agreement with the Partnership for Public Service for the purpose of increasing interest in and knowledge of the Department on college campuses through a corps of student advocates who actively promote public service - Student Ambassadors Program;
- establishing a youth initiative via the Public Land Corps hiring authority; and

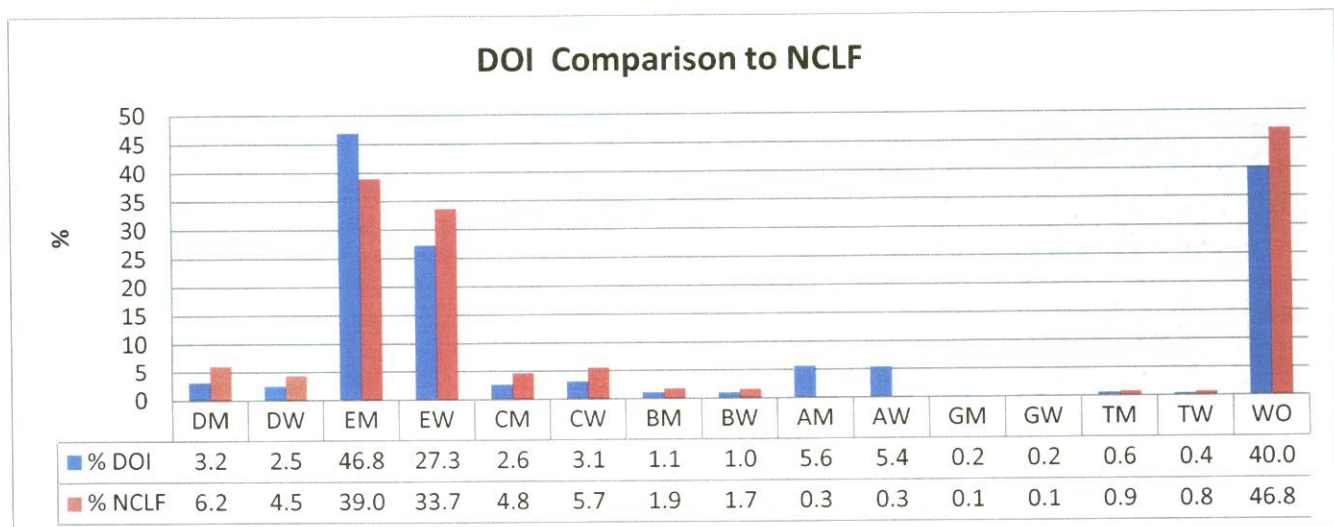
- continuing the Diversity Change Agent Program, which has grown significantly, since its inception in FY 2010, to approximately 150 change agents who help influence support and involvement in implementing the Department's Inclusive Workplace Strategy.

## Workforce Demographics

As of September 30, 2011, the Department's workforce was comprised of 58,822 permanent employees and 19,112 temporary employees for a total of 77,934 employees. The permanent workforce increased by 85 employees over FY 2010 while the temporary workforce decreased by 1,865 employees. The permanent workforce was 89% general schedule (GS) employees with 88% in grades GS-5 through the Senior Executive Service (SES).

Participation Rates within Permanent Workforce. The permanent workforce experienced very little change in the participation rate of women (0% change), minorities (+0.1% change), and employees with disabilities (+0.2% change). Workforce statistics showed participation rates at 74.1% White, 11.0% American Indian/Alaska Native, 5.7% African American, 5.7% Hispanic, 2.1% Asian, 0.4% Native Hawaiian/Other Pacific Islander, and 1.0% Two or More Races. The workforce was made up of 40.0% women, 25.9% minorities, and 7.6% employees with disabilities. Employees with targeted disabilities made up 1.0% of the permanent workforce.

In comparison to the National Civilian Labor Force (NCLF) statistics, the Department FY 2011 workforce profile met or exceeded the NCLF participation rate for White men, American Indian/Alaska Native men and women, and Native Hawaiian/Other Pacific Islander men and women. All other groups were below the NCLF. The chart below compares the participation of groups within the Department's FY 2011 permanent workforce to the groups' participation in the NCLF.



Race/Ethnicity/Gender Designations:

DM/DW Hispanic men/women

EM/EW White men/women

CM/CW African American men/women

BM/BW Asian men/women

AM/AW American Indian/Alaska Native men/women

GM/GW Native Hawaiian/Other Pacific Islander men/women

TM/TW Two or More Races men/women

WO All women

DOI data taken from the Federal Personnel and Payroll System, as of September 30, 2011.

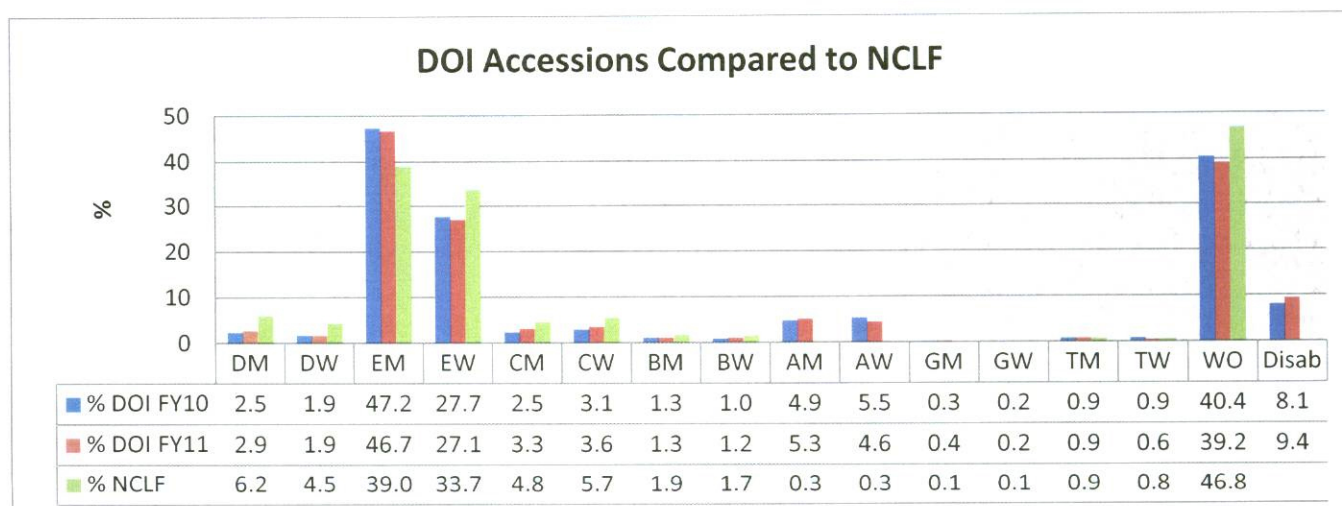
NCLF data taken from 2000 Census. 2010 Census data available in FY 2012.

Participation Rates within Leadership Ranks. Within its leadership ranks, the Department experienced a net increase of 203 employees in grades GS-13 through the SES during FY 2011. White women (102) and minorities (81) accounted for 90.1% of the net increase in these grades.

Workforce data on the participation rates of all groups showed the following rate increases within the leadership ranks. Grade GS-13 had rate increases in White women, Hispanic men and women, and African American women. Grade GS-14 had rate increases in White women, African American women, Asian women, and American Indian/Alaska Native women. Grade GS-15 had rate increases in White women and African American men. The SES had rate increases in White men and women and African American men. The participation rates for Native Hawaiian/Other Pacific Islander and employees with disabilities did not increase within the leadership ranks.

Participation Rates within Major Occupations. As a result of improved recruitment efforts, the participation rates of White women, minorities, and employees with disabilities increased within the major occupations: Park Ranger, General Biology, Wildlife Biology, Civil Engineering, Hydrology, Geology, and Education and Vocational Training. Some increases reflected participation rates that met or exceeded civilian labor force statistics for these occupations. The groups with rate increases by occupation were: Park Ranger – Asian men; General Biology – Hispanic men, American Indian/Alaska Native men, and employees with disabilities; Wildlife Biology – American Indian/Alaska Native women; Civil Engineering – Hispanic men, White women, African American women, and Asian women; Hydrology – Hispanic men and White women; Geology – White women and American Indian/Alaska Native men; and Education and Vocational Training – American Indian/Alaska Native men and women. The Realty occupational series experienced no rate increase among its groups of employees.

Participation Rates within Accessions. During FY 2011, Department’s permanent workforce had 4,511 accessions. Accessions include external hires and conversion of employees from temporary to permanent appointments. The data showed that accessions met or exceeded the NCLF for White men (46.7%), American Indian/Alaska Native men (5.3%) and women (4.6%), and Native Hawaiian/Other Pacific Islander men (0.4%) and women (0.2%). Other groups were hired below their availability in the NCLF. However, the Department did experience some improvements in diverse hires. As shown in the chart below, the following groups saw increased accession rates over FY 2010: Hispanic men; African American men and women; Asian women; American Indian/Alaska Native men; Native Hawaiian/Other Pacific Islander men; and employees with disabilities.



Race/Ethnicity/Gender Designations:

DM/DW Hispanic men/women

EM/EW White men/women

CM/CW African American men/women

BM/BW Asian men/women

AM/AW American Indian/Alaska Native men/women

GM/GW Native Hawaiian/Other Pacific Islander men/women

TM/TW Two or More Races men/women

WO All women

Disab Employees w/Disabilities

DOI data taken from the Federal Personnel and Payroll System, as of September 30, 2011.

NCLF data taken from 2000 Census. 2010 Census data available in FY 2012.

## **EEO Complaint Activity**

Within the Department's administrative EEO complaints process, 571 counselings were conducted, and 290 formal complaints of discrimination were filed in FY 2011, an increase of two over FY 2010. The basis alleged most often in complaints of discrimination was reprisal. The issue alleged most often was harassment (non-sexual). There were eight Findings of Discrimination, a decrease of two over FY 2010. For each Finding of Discrimination, EEO Compliance Training was ordered as a corrective action for the organization of the responsible management official.

To create a work environment that ensures equal opportunity, is harassment-free, and helps to reduce complaints of discrimination, the following strategies continued to be implemented throughout the Department: trained managers, supervisors, and employees on the EEO administrative complaints process and laws, alternative dispute resolution, diversity, inclusion, and prohibited personnel practices; conducted compliance reviews to ensure civil rights laws and regulations and Departmental EEO and Human Resources policies were adhered to; and provided briefings to senior leadership to ensure accountability when there was noncompliance to providing a nondiscriminatory and harassment-free work environment.

## **Self-Assessment Checklist**

The FY 2011 Self-Assessment Checklist Measuring Essential Elements of the Model EEO Program (Part G) showed some previously unmet compliance measures were resolved during FY 2011. Of the measures prescribed by EEOC, the Department responded positive (Yes) to 77% of the measures. This represents an 18% increase in the number of positive responses over FY 2010. Some of the newly met measures included:

- Managers and supervisors are evaluated on their commitment to EEO policies and principles.
- EEO Directors have regular means of informing the head agency of the effectiveness, efficiency, and legal compliance of the EEO program.
- EEO Directors are included in the agency's strategic planning to ensure EEO concerns are integrated into agency's strategic mission.
- There is a mechanism for funding supplies, equipment and services necessary to provide disability accommodations.
- Regular EEO updates are provided to management by EEO program officials.

The Department has successfully met all measures under Essential Element A, Demonstrated Commitment from Agency Leadership, and Essential Element F, Responsiveness and Legal Compliance. The Self-Assessment showed the Department continued to face significant challenges in: acquiring sufficient personnel resources to ensure agency self-assessments are conducted annually; implementing an adequate workforce data collection and analysis system; and issuing timely Final Agency Decisions.

To overcome these and other challenges, the Department has identified activities that will build upon existing strategies and ensure progress towards achieving a Model EEO Program. Planned activities are provided in Parts H, I, and J of the report.

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, Sharon D. Eller, am the Principal EEO Director for the Department of the Interior.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEOC MD-715. If an essential element was not fully compliant with the standards of EEOC MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

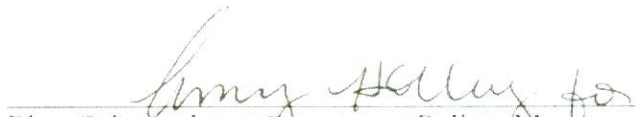
The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

For  


3/1/12  
Date

Sharon D. Eller, Director, Office of Civil Rights  
Signature of Principal EEO Director Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEOC MD-715.

  
Rhea Suh, Assistant Secretary – Policy, Management and Budget  
Signature of Agency Head Designee

3/1/12  
Date

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

**FY 2011**

**Department of the Interior**

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY #1:

**Essential Element B: Integration of EEO into the Agency's Strategic Mission**  
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.

Common DOI Deficiency – the agency needs to conduct a thorough barrier analysis of its workforce, to include provision of adequate data collection. (Modified Deficiency & Objective 1/2011)

OBJECTIVE:

Ensure sufficient resources are allocated to the EEO program to ensure program operates efficiently and effectively to identify and eliminate barriers to equality of opportunity.

RESPONSIBLE OFFICIAL:

Director, Office of Civil Rights; Director, Office of Human Resources

DATE OBJECTIVE INITIATED:

January 31, 2011

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

September 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

1) OCR and OHR will continue to collaborate with OPM to enable collection of applicant flow data.

September 30, 2012

2) OCR and OHR will continue to collaborate with OPM and EEOC to enable collection of disability data.

September 30, 2012

3) OCR will conduct program evaluation of overall EEO program.

February 29, 2012

4) OCR will submit report and recommendations based on assessment of EEO program to Deputy Assistant Secretary-Human Capital & Diversity.

March 30, 2012

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

During FY 2011, the Departmental Office of Civil Rights staff faced challenges as a result of resignations and retirements. In light of budget constraints, OCR continued to build collaborative partnerships with the Office of the Chief Diversity Officer, the Office of Human Resources, EEO and HR offices within the bureaus, the Office of Strategic Employment Development, the Office of Collaborative Action and Dispute Resolution, the Office of Small and Disadvantaged Business, the National Business Center, the Youth Office, employee affinity groups, as well as external partnerships with the Office of Personnel Management, the Equal Employment Opportunity Commission, other Federal agencies, advocacy groups, and professional organizations.



The Office of Civil Rights Director and the Chief Diversity Officer are members of the OPM Diversity and Inclusion Partners, a Federal interagency group that shares best practices, leverage resources, and address workplace issues that impact diversity and inclusion. OCR and the Chief Diversity Officer partnered with the EEOC to develop technical training for managers, supervisors, and employees. The training will be conducted in FY 2012.

OCR partnered with several Federal interagency groups to provide training and address EEO-related issues. Some of the groups included the Federal Interagency Diversity Partnership; the Minority Serving Institutions Community of Partners Council, the National Council of Hispanic Employment Program Managers, and the Federal Women's Program Managers.

The Department entered into new memoranda of understanding with the Asian American Government Executives Network; the Minorities in Agriculture, Natural Resources, and Related Sciences; and the American Indians in Higher Education Consortium to leverage resources and enhance community outreach and recruitment efforts.

Under the Department's Inclusive Workplace Strategy, a Student Ambassadors Program was developed via a cooperative agreement with the Partnership for Public Service. The Student Ambassadors Program operates through a diverse corps of student advocates on select college campuses who actively promote public service and create awareness of, and interest in, employment opportunities with the Department of the Interior.

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

**FY 2011**  
**Department of the Interior**

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY #2:

Essential Element C: Management and Program Accountability Requires the agency head to hold all managers, supervisors and EEO officials responsible for effective implementation of the agency's EEO Program and Plan.

Common DOI Deficiency – Insufficient communication and consultation between Human Resources and EEO staffs (i.e., in second level components) in assessing and implementing all internal policies, practices, and procedures.  
(Modified Deficiency & Objective 1/2011)

OBJECTIVE: Improve communication in order to engage in integrated results-oriented actions that improve overall human capital management.

RESPONSIBLE OFFICIAL: Director, Office of Civil Rights; Director, Office of Human Resources; EEO and HR Officers

DATE OBJECTIVE INITIATED: January 31, 2005

TARGET DATE FOR COMPLETION OF OBJECTIVE: December 30, 2005  
Modified Date: December 30, 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OHR Veterans Employment Program Office will prepare the Annual DVAAP Report.	December 30, 2011 <b>Completed</b>
2) OHR Veterans Employment Program Office will develop a Strategic Plan for Hiring Persons with Disabilities.	March 30, 2011 <b>Completed</b>
3) OCR will partner with OHR, VEP on the development of the Strategic Plan for Hiring Persons with Disabilities and assist with the plan's Department-wide implementation.	July 31, 2011 <b>Completed</b>
4) OCR will assist OHR, VEP in developing standard data queries for Disabled Veterans and Employees with Disabilities.	September 30, 2011 <b>Completed</b>

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

The Department's Strategic Plan for FY 2011-2016 sets a goal of "Building a 21<sup>st</sup> Century Department of the Interior." The goal focuses on the improvement of workforce management capabilities including recruitment, retention, and development of employees.

Other results-driven actions include a strategic plan for increasing employment of persons with disabilities and a five year strategic plan to increase the number of disabled veterans in the

workforce. The goals call for reaching 8.2% employees with disabilities and 1.3% employees with targeted disabilities in the Department's permanent workforce by year-end FY 2012 and reaching 5.1% disabled veterans of all new hires in FY 2012.

The Department will continue to leverage resources to identify best practices, share success stories, and communicate across the organization. Each subcomponent EEO and HR office will support enhanced collaborative efforts by engaging leadership, hiring managers, and other stakeholders in a Department-wide communication plan to build upon existing strategies to attract, recruit, hire, and retain a diverse, highly talented workforce.

Through continuous training and collaborative partnerships, the HR and EEO staffs are more effectively and efficiently engaging managers and supervisors in assessing and implementing employment policies, practices, and procedures.

EEOC Form  
715-01 PART H  
*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**

**FY 2011**  
**Department of the Interior**

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY #3:

Essential Element D: Proactive Prevention  
Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Common DOI Deficiency – Lack of participation and accountability by some managers and supervisors in assisting EEO program officials in identification and removal of barriers to employment.

OBJECTIVE:

Convey to managers and supervisors the challenges of and responsibilities associated with creating an environment of equal employment opportunity and non-discrimination.

RESPONSIBLE OFFICIAL:

Director, Civil Rights; Director, Human Resources; EEO and HR Officers; Managers and Supervisors; Director, Office of Strategic Employee and Organization Development

DATE OBJECTIVE INITIATED:

January 31, 2005

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

December 30, 2005  
Modified Date: September 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

1) Annually, managers and supervisors will complete the required four hours of EEO and four hours of Diversity training in accordance with DOI policy.

September 30, 2012

2) All employees will take the required No FEAR Act Training on Whistleblowing and Non-Discrimination in the Workplace.

December 30, 2011  
**Completed**

3) OCR will ensure that the No FEAR Act Training is reviewed for revisions, if needed.

February 28, 2011  
**Completed**

4) DOIU will place the No FEAR Act Training on-line through DOI Learn for all employees to take.

March 30, 2011  
**Completed**

5) EEO Offices will assess bureaus' completion of the No FEAR Act Training and report to OCR.

February 29, 2012

6) DOI will implement DOI Leadership Roadmap that will entail a Supervisory Training Course with specific modules in appreciating diversity and the practice of effective Civil Rights and EO behaviors.

September 30, 2012

7) OCR will ensure a policy on non-discrimination based on sexual orientation is established and made available to all DOI employees.

September 30, 2012

## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

During FY 2011, training was made available to managers, supervisors, and employees on a myriad of topics to include reasonable accommodations, generational differences, EEO rights and responsibilities, Schedule A hiring authorities, diversity, inclusion, cultural awareness, communicating across cultures, the American with Disabilities Act Amendment Act, and the Rehabilitation Act. Training was offered via formal classroom setting, webinars, seminars, and conferences.

OCR conducted EEO training at four national conferences – Federal Asian Pacific American Council Annual Leadership Conference; Federally Employed Women’s National Training Program; Blacks in Government National Training Conference; and the Society of American Indian Government Employees National Conference – to increase knowledge and skills related to EEO; share best practices, and address common issues.

The Chief Diversity Officer, under the umbrella of the Department’s Inclusive Workplace Strategy, provided training to approximately 500 managers and supervisors throughout the Department on diversity and inclusion. In addition, the Department has a leadership curriculum for Senior Executives and senior level managers in which there are multiple opportunities to convey the message of diversity and inclusive organizational dynamics.

A critical component of the Inclusive Workplace Strategy is the use of the Diversity Change Agent Program to assist in managing diversity and inclusion throughout the Department. Diversity Change Agents serve as role models providing input, guidance, and support in various programs ranging from recruitment to cultural competency, change management, and workforce development. The Diversity Change Agent Program has grown significantly, since its inception in FY 2010, to approximately 150 change agents.

EEOC FORM  
715-01 PART H  
*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**

**FY 2011**  
**Department of the Interior**

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY #4:

**Essential Element E: Efficiency**  
Requires that the agency Head ensures 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.

Common DOI Deficiency – Integrated automated data systems are necessary to conduct barrier analyses on race, ethnicity, gender, disability, training, awards, and applicant flow, etc. as required by the Equal Employment Opportunity Commission.

OBJECTIVE:

To re-tool, upgrade, and/or create current data systems (i.e., FPPS, QuickHire, NBC Datamart, Learning Management System, etc.) to address requirements of MD-715.

RESPONSIBLE OFFICIAL:

Director, Civil Rights; Director, Human Resources; Director, National Business Center; Director, Office of Strategic Workforce Development; EEO and HR Officers

DATE OBJECTIVE INITIATED:

January 31, 2005

TARGET DATE FOR  
COMPLETION OF OBJECTIVE:

December 30, 2005  
Modified Date: September 30, 2012

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

TARGET DATE

1) The National Business Center will continue to work with users of the EEO database, resolve inefficiencies, and assist in the implementation of eVersity – an EEO data collection tool.  
**Due to EEOC FIRES implementation and incompatibility to eVersity, eVersity was decommissioned mid FY 2011.**

September 30, 2011  
**CANCELLED**

2) NBC, OHR, and Office of Strategic Workforce Development will ensure full utilization of the Department-wide Learning Management System, DOI-Learn, to track information on training and career development programs for all employees.

January 30, 2007  
Modified Date:  
September 30, 2012

3) OCR, with assistance from NBC, OHR, and representatives from the components will ensure the implementation of eVersity.  
**Due to EEOC FIRES implementation and incompatibility to eVersity, eVersity was decommissioned mid FY2011.**

September 30, 2011  
**CANCELLED**

4) OHR will issue memo and guidance on the collection of applicant flow data.

March 30, 2012

5) OHR and OCR will monitor the collection of applicant background data and report findings and recommendations to senior leaders.	September 30, 2012
6) NBC will work with EEOC/OMB to develop and test data files for implementation of EEOC FIRES system.	March 30, 2012
7) Bureaus will test the new data files, created by NBC, to ensure accuracy of implementation.	June 30, 2012
8) After completion of testing, NBC will upload data files to EEOC FIRES system.	September 30, 2012
9) The National Business Center will conduct training on the use of Datamart/Hyperion EEO data tables and queries to ensure the EEO community has access to valid and accurate workforce data.	September 30, 2012

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE:

Access to efficient and effective automated data collection and analysis systems continued to be a challenge for the Department. Efforts to fully implement eVersity during FY 2011 were suspended due to the mandated use of the EEOC FIRES System for submission of the MD 715 report. eVersity was not compatible with FIRES and therefore decommissioned in mid FY 2011.

The Department will utilize its National Business Center, Datamart/Hyperion system to extract and analyze workforce data from the Federal Personnel and Payroll System. Past experience with Datamart/Hyperion raised issues of data validity and accuracy. The National Business Center continues to improve its data systems.

The Department also continued to face challenges in capturing applicant flow data. In FY 2010, the Department was ordered by OPM to stop using the automated version of the Department's Applicant Background Survey Form (DI 1935) to capture applicant background data. OPM advised that it would put into place a mechanism to capture applicant flow data. In February 2011, OPM, through USAStaffing, began capturing applicant flow data. However, challenges still remain on getting access to the data through the servicing HR offices, and for the Department's components that do not use USAStaffing as its hiring management system.

EEOC FORM  
715-01 PART H  
*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**

**FY 2011**  
**Department of the Interior**

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY #5:	<p>Essential Element E: Efficiency Requires that the agency Head ensures 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.</p> <p>DOI Deficiency – Non-compliance with regulatory time frames for processing complaints of discrimination.</p>
---	--

OBJECTIVE:	To comply with time frames in accordance with EEOC regulations for processing EEO complaints of employment discrimination.
------------	--

RESPONSIBLE OFFICIAL:	Director, Office of Civil Rights; Director, Office of Human Resources; Director, Office of the Solicitor; and EEO Officers
-----------------------	--

DATE OBJECTIVE INITIATED:	October 1, 2006
---------------------------	-----------------

TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 30, 2007 Modified Date: September 30, 2012
--	--

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) OCR will develop and implement management control procedures to improve the timeliness of complaint investigations.	September 30, 2012
2) OCR will develop and implement management control procedures to improve timeliness of final agency decisions.	September 30, 2012
3) OCR will provide recurring professional training and certification for EEO counselors.	September 30, 2012
4) OCR, OHR, and the Solicitor's Office will develop policy to create consistency and uniformity in settlement agreement procedures across the Department.	Modified Date: September 30, 2012

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

On a recurring basis, OCR provided training and certification for EEO counselors. Basic, Advanced, and Refresher EEO training was provided during FY 2011. In addition to structured formal classroom training, OCR participates in bureaus' training conferences and hold monthly complaints managers meetings to provide guidance on complaints processing.



EEOC FORM  
715-01 PART H  
*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**

**FY 2011**  
**Department of the Interior**

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY #7:

**Essential Element E: Efficiency**  
Requires that the agency head ensures 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.

There is no method in place to collect data on why some groups of employees voluntarily depart the agency at rates higher than their participation in the Department's workforce.

OBJECTIVE: To assess the reasons employees depart the agency.

RESPONSIBLE OFFICIAL: Director, Civil Rights; Director, Human Resources; EEO and HR Officers

DATE OBJECTIVE INITIATED: October 1, 2005

TARGET DATE FOR COMPLETION OF OBJECTIVE: December 30, 2007  
Modified Date: June 30, 2013

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1) HR offices will offer to all departing employees the opportunity to participate in an exit survey as part of the agency's out-processing checklist.	September 30, 2012
2) EEO and HR offices will analyze exit survey data, report findings on the reasons employee depart the agency, and make written recommendations for retention strategies.	June 30, 2013
3) OHR and OCR will review the Employee Viewpoint Survey to help determine why employees leave the Department.	September 30, 2012
4) OHR and OCR will provide a written report of its findings on the Employee Viewpoint Survey to senior leaders.	December 30, 2012

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

The exit survey is provided to all employees who voluntarily leave the DOI. The web-based interview tool is being used to gather information on why employees leave and will provide concrete data for use in enhancing DOI's retention strategies. During FY 2010, the on-line exit survey for departing employees was rolled-out to the bureaus. However, complete utilization was not achieved across the Department. Pending further information on the feasibility of using the limited survey results to determine why employees leave the DOI.

EEOC FORM  
715-01 PART I  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

**FY 2011**  
**Department of the Interior**

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

**Recruitment**

Census 2000 data identified seven groups within the Department's workforce that are below the civilian labor force benchmark. The groups are: Hispanic men and women, White women, African American men and women, and Asian men and women.

The same groups continue to be hired at rates below their participation in the national civilian labor force.

**BARRIER ANALYSIS:**

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

Analyses of overall workforce statistics for FY 2007 through FY 2011 Workforce Tables 715-A1, Total Workforce and 715-A8, New Hires. Reviewed information on recruiting methods of HR offices, including targeted recruitment plans.

**STATEMENT OF  
IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

The Department's traditional methods of outreach and recruitment may not be sufficient to produce an increase in the participation rate of some groups within the agency's workforce.

**OBJECTIVE:** State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Redesign existing and/or create new approaches to the way the Department conducts outreach and recruitment to attract, hire and retain those groups with low participation rates within the Department's workforce.

**RESPONSIBLE  
OFFICIAL:**

Director, Human Resources; Director, Civil Rights; EEO and HR Officers; Directors and Office Heads; Managers and Supervisors

**DATE OBJECTIVE  
INITIATED:**

January 30, 2006

**TARGET DATE FOR  
COMPLETION OF  
OBJECTIVE:**

September 30, 2007  
Modified Date: December 30, 2012

**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1) EEO offices will provide demographics on the participation of women, minorities and persons with disabilities in the major occupations to servicing HR offices at the beginning of each fiscal year with periodic updates as the need arises.	November 1, 2012
2) HR offices will work with managers and supervisors to implement enhanced recruiting efforts for persons with disabilities in accordance with E.O. 13548, Increasing Federal Employment of Individuals with Disabilities.	September 30, 2012
3) EEO and HR offices will monitor effectiveness of outreach and recruitment activities and provide briefing, along with recommendations, to management for change, if needed.	December 30, 2012
4) EEO and HR offices will ensure outreach to minority institutions of higher education and diverse professional and community-based organizations.	September 30, 2012

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

The Department designed, and is in the process of deploying, a new Strategic Workforce Planning program that uses a guided inquiry format and incorporates risk assessment of funding, workload, people and positions. In addition, it integrates demand analysis, supply analysis and gap analysis for both positions and skills. This approach identifies the specific strategies necessary to increase the participation rate of underrepresented groups in an effort to be more consistent with, and representative of, the Civilian Labor Force. The workforce planning model is used to identify specific occupations and skill sets that can be utilized for targeted recruitment. This helps ensure that the Department attracts applicant pools with the right skills thereby increasing the hiring success.

Through electronic media (internet, email, social media, etc.), the Department has enhanced its ability to ensure that students, schools, and the community are fully aware of job opportunities within the Department. In addition, the Department continues to engage in job fairs and other outreach and recruiting events, sometimes with managers conducting on-the-spot initial interviews. In FY 2012, the Department will explore the possibility of offering leadership training and certification to students in colleges serving large populations of minority students. This innovative approach will help students and college faculty to view the Department as a great place to work and committed to the development of its employees and potential employees.

In FY 2012, the Department will select Class 17 and Class 18 of its Senior Executive Service Candidate Development Program (SES CDP). The Department plans to use the SES CDP to help achieve its goal of becoming a more diverse workforce. Through internal partnering; targeted outreach efforts to affiliated organizations and diverse communities; and mass distribution of vacancy announcements, the candidates are expected to be a highly skilled diverse group. The Department of the Interior University held a class on how to address the required SES competencies. The class was open to all interested employees and potential applicants.

In a collaborative effort among the Office of Human Resources, Office of Civil Rights, Communications Office and Office of Diversity, the Department is implementing a recruiting strategy targeted at minority communities in the six communities where the Department has the largest number of employees (Washington DC; Denver CO; Anchorage AK; Albuquerque NM; Boise ID; and Sacramento CA) with an immediate goal of increasing the diversity of applicant pools and subsequently, increasing the participation of White women and minorities in the Department's workforce.

EEOC FORM  
715-01 PART I  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan to Eliminate Identified Barrier**

**FY 2011**  
**Department of the Interior**

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

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

**Hiring and Placement**

Subcomponents' MD-715 Reports reflect some existing practices that may not be conducive to creating an environment of free and open competition, equal access, and non-discrimination.

Some of the reported challenges included: lack of targeted recruitment plans; inconsistent recruitment for targeted disabilities; unfamiliarity with hiring practices and appointing authorities; failure to understand the prohibition on illegal reprisal; and lack of knowledge on reasonable accommodation.

**BARRIER ANALYSIS:**

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

Analysis of the subcomponents' FY 2010 MD-715 Reports and Plans. Reviewed Agency Self-Assessment Checklist, 715-01 Part G, deficiencies identified in Plan to Attain Essential Elements of a Model EEO Program, Part H, and EEO Plan to Eliminate Identified Barrier, Part I.

**STATEMENT OF  
IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Managers and supervisors may not be fully aware of how to manage for a workplace that provides equal opportunity and equal access for all employees.

**OBJECTIVE:** State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Provide managers and supervisors with appropriate training so that they may understand and successfully discharge their duties and responsibilities to create an environment of equal employment opportunity, equal access, and non-discrimination.

**RESPONSIBLE  
OFFICIAL:**

Director, Civil Rights; Director, Human Resources; Bureau/Office Heads; EEO and HR Officers; Managers and Supervisors

**DATE OBJECTIVE  
INITIATED:**

January 30, 2006

**TARGET DATE FOR  
COMPLETION OF  
OBJECTIVE:**

September 30, 2007  
Modified Date: December 30, 2012

### EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) Managers and supervisors will attend EEO and Diversity training annually as required by the Departmental policy.	September 30, 2012
2) All employees will take the No FEAR Act training on whistleblowing and discrimination in the workplace.	December 30, 2011 <b>Completed</b>
3) EEO will monitor managers' and supervisors' completion of the required annual EEO/Diversity training and report outcome to management.	December 30, 2012
4) Office Directors will ensure that all newly appointed supervisors attend a basic supervision course that includes topics on supervisory responsibilities in EEO, diversity, and human capital management.	September 30, 2012
5) EEO offices will provide quarterly reports of component's workforce demographics to Bureau heads.	September 30, 2012
6) EEO offices will ensure availability of training, within funding constraints, on topics, to include reasonable accommodation and disability laws to managers and supervisors.	September 30, 2012
7) Managers and supervisors, in consultation with HR offices, will establish targeted recruitment plans for major occupations with low participation rates.	September 30, 2012
8) Managers and supervisors, in consultation with HR offices, will establish recruitment plans for targeted disabilities in accordance with the Department's Strategic Plan for Hiring Persons with Disabilities.	September 30, 2012

#### REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

The Department continued to promote EEO and diversity training for managers and supervisors. During FY 2011, training was made available to managers, supervisors, and employees on a myriad of topics to include reasonable accommodations, generational differences, EEO rights and responsibilities, Schedule A hiring authorities, diversity, inclusion, cultural awareness, the American with Disabilities Amendment Act, and the Rehabilitation Act. Training was offered via formal classroom setting, webinars, seminars, and conferences. All new managers and supervisors were required to attend the 40-hour Basic Supervisor Course, formal classroom training that outlines the responsibilities for ensuring a work environment of equal employment opportunity, equal access, and non-discrimination.

The Chief Diversity Officer, under the umbrella of the Department's Inclusive Workplace Strategy provided training to approximately 500 managers and supervisors throughout the Department on diversity and inclusion. In addition, the Department has a leadership curriculum for Senior Executives and senior level managers in which there are multiple opportunities to convey the message of diversity and inclusive organizational dynamics.

**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. <b>U.S. Department of the Interior</b>
	1.a. 2 <sup>nd</sup> Level Component	1.a.
	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 FY2011		end of FY2011		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	*58,737	100.00	58,822	100.00	+85	+0.1%
	Reportable Disability	*4,487	7.6	4,469	7.6	-18	-0.4%
	Targeted Disability*	*619	1.1	615	1.0	-4	-0.6%
<b>*Changes in beginning FY2011 figures due to data verification.</b>							
1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.						Not Available**	
2. <b>Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.						49	

**PART III Participation Rates In Agency Employment Programs**

Other Employment/Pers onnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions into Major Occupations	648	29	4.5	1	0.1	12	1.8	607	93.7
4. Non-Competitive Promotion Eligibles	6,791	484	7.1	74	1.1	228	3.4	6,079	89.5
5. Employee Development/Training	Not Available**								
5.a. Grades 5 - 12	Not Available**								
5.b. Grades 13 - 14	Not Available**								
5.c. Grade 15/SES Development Training	Not Available**								

6. Employee Recognition and Awards	65,085	4,895	7.5	609	0.9	1,652	2.5	58,538	90.0
6.a. Time-Off Awards (Total hrs awarded)	172,053	11,639	6.8	955	0.5	4,455	2.6	155,959	90.6
6.b. Cash Awards (total \$\$\$ awarded)	83,490,616	5,668,855	6.8	322,606	0.4	2,125,395	2.5	75,696,366	90.7
6.c. Quality-Step Increase	1,852	128	6.9	12	0.6	46	2.5	1,678	90.6
7. Details and Task Force Assignments	Not Available**								

EEOC FORM <b>715-01</b> 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	See Pages 24 and 25								
<b>Part V</b>  Goals for Targeted Disabilities	See Page 26								

**\*\* No Department-wide tracking system for this data.**

EEOC FORM  
715-01 PART I  
*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan to Eliminate Identified Barrier**

**FY 2011**  
**Department of the Interior**

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

The participation of employees with targeted disabilities (1.0%) is below the recommended Federal High of 2.2%.

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

**BARRIER ANALYSIS:**

Analysis of statistical data from the Department's FY 2011 Demographic Tables, including Accessions, Promotions, and Separations.  
Assessment of targeted outreach and recruitment efforts and training.

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

**STATEMENT OF  
IDENTIFIED BARRIER:**

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Managers and supervisors may not be fully aware of how to: conduct outreach and targeted recruitment for persons with disabilities; utilize special appointing authorities for persons with disabilities; and provide workplace accommodations/adjustments for retention of persons with disabilities.

**OBJECTIVE:** State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.

Provide managers and supervisors with appropriate training so that they may understand and successfully discharge their duties and responsibilities to create an environment of equal employment opportunity and equal access for persons with disabilities.

**RESPONSIBLE  
OFFICIAL:**

Director, Civil Rights; Director, Human Resources; Bureau/Office Heads; EEO and HR Officers; Managers and Supervisors

**DATE OBJECTIVE  
INITIATED:**

November 30, 2010

**TARGET DATE FOR  
COMPLETION OF  
OBJECTIVE:**

December 30, 2012



### EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1) DOI will develop a Strategic Plan for Hiring Persons with Disabilities in accordance with EO 13548.	March 31, 2011 <b>Completed</b>
2) OHR, in consultation with OCR and Youth Office, will develop a corporate recruitment toolkit for managers, HR and EEO to improve efficiency of recruitment efforts.	September 30, 2012
3) Bureau managers, supervisors, HR and EEO, will establish a strategy for the recruitment of persons with disabilities.	Modified December 30, 2012
4) Managers, supervisors, and HR practitioners will be provided training on hiring and retention strategies for persons with disabilities.	October 30, 2011 <b>Completed</b>
5) OHR will report progress in increasing the number of persons with disabilities in the DOI workforce to senior level officials and OPM as required.	September 30, 2012
6) EEO and HR offices will provide reports to Bureau/Office Heads on progress in increasing the employment of persons with disabilities.	November 30, 2011 <b>Completed</b>
7) Bureaus will provide a written report on the processing of reasonable accommodations requests received during the reporting period.	February 15, 2012
8) OCR will conduct an assessment of the Bureaus' reports on reasonable accommodation requests and provide feedback to senior leaders and the bureaus.	April 15, 2012
9) OHR will hire a Selective Recruitment and Placement Coordinator.	January 17, 2012 <b>Completed</b>

#### REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In FY 2011, a taskforce, comprised of managers, supervisors, HR and EEO, developed the Department's Strategic Plan for Hiring Persons with Disabilities. The five-year plan was submitted to the US Office of Personnel Management in March 2011. The plan set a FY 2012 goal of achieving 8.2% employees with disabilities and 1.3% employees with targeted disabilities in the permanent workforce. As of September 30, 2011, the Department was at 7.6% employees with disabilities and 1.0% employees with targeted disabilities.

The Departmental Office of Human Resources provided training to managers, supervisors, HR and EEO via formal classroom seminars and webinars. The training was conducted in seven locations across the country and brought awareness about Schedule A appointing authority, the value of hiring individuals with disabilities, and increasing opportunities for individuals with disabilities.

The Departmental Office of Human Resources launched Project SEARCH, a program that brings students with disabilities into the workplace to learn job skills while demonstrating the value of hiring persons with disabilities. Twelve students with disabilities are participating in the school-year long program within the Department.

FY 2011 showed progress in hiring disabled veterans over FY 2010. Permanent workforce data showed a 0.6% increase in disabled veterans, and a 1.7% increase in 30% or more compensable disabled veterans over FY 2010. The FY 2012 goal calls for an increase to 5.1% disabled veterans of all new hires. Under the Department's Disabled Veterans Employment Program, a network of resources is being created to connect hiring managers and HR practitioners to local and state veteran organizations and Federal agencies that provide candidate pools consisting of individuals with disabilities. Managers and HR practitioners meet regularly to identify and address the challenges to increasing disabled veteran hiring.

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

As of September 30, 2011, the Department's permanent workforce was comprised of 615 employees with targeted disabilities. This represents a participation rate of 1.0%, which is below the recommended Federal benchmark of 2.2%. Workforce data reflected no increase in the participation rate of employees with targeted disabilities in the leadership ranks and accessions over FY 2010. In the major occupations, only Hydrology and Geology experienced a rate increase in employees with disabilities.

Participation in Leadership Ranks	GS-13	GS-14	GS-15	SES
Targeted disabilities FY2010	0.8	0.6	0.6	0
Targeted disabilities FY2011	0.8	0.5	0.6	0

Major Occupations	Park Ranger	Biology	Wildlife Biology	Civil Eng.	Realty	Hydrology	Geology	Education/ Voc. Trng
Targeted disabilities FY2010	0.9	0.7	0.3	1.1	0.9	0.2	0.8	0
Targeted disabilities FY2011	0.9	0.7	0.3	1.1	0.7	0.3	0.9	0

Accessions/Voluntary Separations	FY 2010		FY 2011	
	Accessions	Separations	Accessions	Separations
Targeted disabilities	0.9	1.0	0.7	2.0

The Department will continue to implement the following strategies to increase the participation of employees with targeted disabilities in its permanent workforce.

- 1) Collaborate with subcomponents, Federal agencies, and advocacy groups to sponsor workshops, forums, and training sessions to educate managers, supervisors, HR, and EEO on the laws, regulations, initiatives, and special hiring authorities for individuals with disabilities.
- 2) Advocate the use of various resources, programs, and services available for the recruitment, employment, and accommodation of individuals with disabilities, to include: State Vocational Rehabilitation agencies; Disability Services Offices at colleges and universities; Employer Assistance Referral Network; student employment authorities; Schedule A Hiring Authority; Workforce Recruitment Program; Department of Labor Office of Disability Employment Policy; Department of Defense Computer/Electronic Accommodations Program; Veterans Administration special programs for service members; and Job Accommodations Network.
- 3) Develop strategies and implement targeted recruitment plans to increase individuals with disabilities in the candidate pools, in accordance with DOI Strategic Plan for Hiring Persons with Disabilities.
- 4) Ensure all managers and supervisors are provided training on disability laws, to include the Rehabilitation Act, the American with Disabilities Act Amendment, EEOC guidance on reasonable accommodation, DOI policy on Reasonable Accommodation for Individuals with Disabilities, and the availability of assistive technology through the Department's Accessible Technology Center.