

# FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

National Science Foundation  
For the Period Covering October 1, 2016 to September 30, 2017

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### Glossary of Terms<sup>1</sup>

**ACTION ITEM:** Clearly identified step to the attainment of an objective.

**BARRIER:** Personnel principle, policy, or practice, which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women and individuals with disabilities.

**CIVILIAN LABOR FORCE (CLF):** Data derived from the decennial census reflecting persons 16 years of age or older, who were employed or seeking employment. This data excludes those in the Armed Services. CLF data used in this report is based on the 2010 Census.

**CONSPICUOUS ABSENCE:** A particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the workforce.

**INDIVIDUAL WITH A DISABILITY:** A person who (1) has a physical impairment or mental impairment that substantially limits one or more of that person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

**TARGETED DISABILITIES:** Disabilities "targeted" for emphasis in affirmative action planning. Targeted disabilities include deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, intellectual disabilities, mental illness, and a genetic or physical condition affecting limbs and/or spine.

**EEO GROUPS:** White men and women (not of Hispanic origin); Black men and women (not of Hispanic origin); Hispanic men and women; Asian American/Pacific Islander men and women; and American Indian/Alaskan Native men and women.

**EMPLOYEES:** Permanent, full, or part-time members of the agency workforce including those in Excepted Service positions; this does not include temporary or intermittent individuals.

**MAJOR OCCUPATIONS:** Mission oriented occupations or other occupations with 50 to 100 or more employees.

**MINORITIES:** Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native, Native Hawaiian or Other Pacific Islander.

**NSF STAFF CATEGORIES:** Science and Engineering (S&E) - includes positions in science, engineering, and education plus management and general administration positions with program responsibilities in the research directorates; Business Operations – includes "professional" positions such as Accountant/Auditor and Librarian plus all remaining administrative positions not included in the S&E category above. Business Operations positions are located in the research directorates as well as in the offices that provide support to the research directorates (e.g., finance, human resources, etc.).

**OBJECTIVE:** Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective will lead to the elimination of a barrier or other problem.

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<sup>1</sup> Definitions are in accordance with EEOC guidelines and NSF's staff groupings

**PARITY:** Representation of EEO groups in a specific occupational category or grade level in the agency's workforce that is equivalent to its representation in the appropriate CLF.

**PARTICIPATION RATE:** The extent to which members of a specific demographic group participate in an agency's work force.

**PROBLEM:** A situation that exists in which one or more EEO groups do not have full equal employment opportunity.

**PROGRAM ANALYSIS:** Review of entire agency's affirmative employment program.

**PROGRAM ELEMENT:** Prescribed program area for assessing where agencies should concentrate their affirmative employment program analysis and plan development.

**RACE-NATIONAL ORIGIN-ETHNICITY:**

**White** – Not of Hispanic Origin. All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black or African American** – All persons having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Native Hawaiian or Pacific Islander** – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**RELEVANT CIVILIAN LABOR FORCE (RCLF):** Civilian Labor Force (CLF) data that are directly comparable (or relevant) to Federal workforce data.

**RESPONSIBLE OFFICIAL:** Executive, manager, or supervisor who is accountable for accomplishing an action item.

**TOTAL WORK FORCE:** All employees of an agency subject to 29 C.F.R. Part 1614 regulations, including temporary, seasonal, and permanent employees.

**TARGET DATE:** Date (month/year) for completion of an action item.

<b>EEOC FORM 715-01 PART A - D</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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**For period covering October 1, 2016, to September 30, 2017.**

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>	<b>1. National Science Foundation</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. 2415 Eisenhower Ave, Alexandria, VA 22314</b>		
	<b>3. City, State, Zip Code</b>	<b>3. Alexandria, VA 22314</b>		
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. 51</b>	<b>5. 24, 11</b>

<b>PART B</b> Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>	<b>1. 1,280</b>
	<b>2. Enter total number of temporary employees</b>	<b>2. 208</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. 1,488</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. Dr. Francis Córdova Director</b>		
	<b>2. Agency Head Designee</b>	<b>2. Rhonda J. Davis</b>		
	<b>3. Principal EEO Director/Official Official Title/series/grade</b>	<b>3. Rhonda J. Davis Office Head, ES-0260-00</b>		
	<b>4. Title VII Affirmative EEO Program Official</b>	<b>4. Eric A. Bell</b>		
	<b>5. Section 501 Affirmative Action Program Official</b>	<b>5. Pamela J. Smith</b>		
	<b>6. Complaint Processing Program Manager</b>	<b>6. Edmund Rhymes</b>		
	<b>7. Other Responsible EEO Staff</b>			

EEOC FORM 715-01 PART A - D	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>		<b>CPDF and FIPS codes</b>	
	N/A			
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		X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects		NA
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart		X

<b>EEOC FORM 715-01 PART E</b>	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
National Science Foundation	<b>For period covering October 1, 2016, to September 30, 2017.</b>	
<b>EXECUTIVE SUMMARY</b>		
<p>The National Science Foundation (NSF) was established by Congress in 1950 as an independent agency of the Federal government with the mission "to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense."<sup>1</sup> NSF supports fundamental research at the frontiers of knowledge, across all fields of science and engineering (S&amp;E) and S&amp;E education. With an annual budget of about \$7.8 billion (FY 2017), NSF funds approximately 27% of all federally-supported fundamental research conducted by U.S. colleges and universities: this share increases to 60% when medical research supported by the National Institutes of Health is excluded.</p> <p>NSF accomplishes its mission primarily by making merit-based grants and cooperative agreements to colleges, universities, and other institutions to support researchers throughout the nation. NSF uses a merit review process to select new awards from competitive proposals submitted by the S&amp;E research and education communities. Each year, NSF evaluates approximately 50,000 proposals to make around 12,000 competitive awards. NSF’s merit review uses two criteria to evaluate research proposals—intellectual merit (i.e., the potential to advance knowledge) and broader impacts (i.e., the potential to benefit society).</p> <p>Over the years, NSF-funded research and education projects and world-class S&amp;E infrastructure have led to many significant discoveries. More than 200 Nobel Prize winners received support from NSF at some point in their careers. The highly acclaimed achievements of these laureates are but a small fraction of the advances enabled by NSF, which have, in turn, stimulated economic growth and improved the quality of life, health, and security for our nation.</p> <p>In order to unleash the United States’ innovation potential, it is essential to have a well-prepared S&amp;E workforce, capable of taking advantage of the expanding knowledge base and advanced technology generated by fundamental research activities. NSF meets the U.S. S&amp;E workforce needs by seamlessly integrating the education of future scientists, engineers, and educators into the broad portfolio of research that NSF supports. This investment strategy generates not only groundbreaking S&amp;E discoveries, but it also equips the future S&amp;E workforce with the knowledge and experience to apply the most advanced concepts and technology to meet societal challenges.</p>		

<sup>1</sup> National Science Foundation Act of 1950, as amended (42 U.S.C. §1861, et seq.), also known as the NSF Act.

NSF has a strong commitment to diversity, as reflected in one of the core values in NSF’s 2014-2018 Strategic Plan,<sup>2</sup> namely: *“Inclusiveness – seeking and embracing contributions from all sources, including underrepresented groups, regions, and institutions.”* Additionally, diversity and inclusion (D&I) are embodied in one of NSF’s strategic objectives under the third strategic goal to *“Excel as a Federal Science Agency.”* Specifically: *“Strategic Objective 1 (G3/O1): “Build an increasingly diverse, engaged, and high-performing workforce by fostering excellence in recruitment, training, leadership, and management of human capital.”* NSF has a strong commitment to diversity and to taking the necessary actions to attain model EEO status.

NSF’s total workforce for FY 2017 consisted of 1,488 employees – 1,280 permanent and 208 temporary – according to the Federal Personnel Payroll System (FPPS).<sup>3</sup> The NSF staff are distributed across seven science, technology, engineering and mathematics (STEM) directorates and five business offices. The STEM directorates include many temporary employees in both temporary federal appointments and as Visiting Scientists, Engineers, and Educators (VSEEs, which includes the members of the National Science Board). NSF does not employ wage-grade workers.

### **SUMMARY ANALYSIS OF NSF’S WORKFORCE**

Over the last fiscal year, there has been an increase in the diversity of NSF’s workforce, as a result of recruitment and retention activities. Additionally, NSF has made strides towards attaining model Equal Employment Opportunity EEO status as defined by the EEO Commission (EEOC). NSF’s workforce strategy seeks to serve not only the Federal workforce but the wider academic and research communities.

The EEOC requires that agencies compute the net change within a demographic group, within the workforce, between two time periods. This net change is calculated by taking the difference between the number of employees in a demographic group at the end of the current fiscal year and the prior fiscal year and dividing this number by that in the prior fiscal year. If a group’s percentage decreased, that net change is negative. If a group displays a net change lower than that for the total workforce, there may be a barrier to enhancing participation.

Consistent with NSF’s mission, a number of Broadening Participation grant programs seek to increase diversity in the wider academic and research communities, which supply the talent pool for staff serving under Intergovernmental Personnel Act (IPA) appointments, who are considered vital to NSF’s mission, but who are not included as employees in FPPS and, therefore, are not included in tabulations in this report.<sup>4</sup>

### **NSF Workforce by Race/Ethnicity and Sex**

The EEOC requires that agencies compute the net change within each demographic category in the agency workforce, between the fiscal year just ended and the previous fiscal year. Table 1

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<sup>2</sup> National Science Foundation. (2014, March). “Investing in Science, Engineering, and Education for the Nation’s Future: Strategic Plan for 2014 – 2018.”

<sup>3</sup> For FY 2017, the MD-715 report includes employees of the Office of Inspector General (OIG) and the National Science Board (NSB). Also, the data pulled from the FPPS reflect the use of the first and last full pay periods of FY 2017.

<sup>4</sup> Limited data on IPAs are presented in the Barrier Analysis section to compare this segment of NSF’s workforce to the U.S. talent pool available for these positions.

summarizes data from Appendix Table A1. The percentage change between FY 2016 and FY 2017 is shown in the column labeled “Change: FY 2017 – FY 2016,” for each demographic category. Overall, the NSF workforce increased by 31 employees (2.13%) in FY 2017 compared to FY 2016. There was a considerable increase (25.49%) in the representation of employees who reported being Hispanic/Latino. The seemingly large proportionate increase in employees of American Indian/ Alaska Native origins reflects the impact of change associated with relatively small baseline populations. These large proportionate changes reflected the addition of 1-3 employees in each instance.

The Civilian Labor Force (CLF), as measured by the U.S. Bureau of Labor Statistics (BLS), is a benchmark for determining underrepresentation of demographic categories in NSF’s total workforce. Table 1 compares the NSF total workforce data to the CLF. The following groups were below parity:<sup>5</sup>

- (1) Males (12.26% below parity);
- (2) Whites (14.09% below parity); and
- (3) Hispanics/Latinos (5.66% below parity).

Conversely, categories over-represented in the NSF total workforce when compared to the 2010 CLF were:

- (4) Females (12.26% above parity);
- (5) Blacks/African Americans (15.74% above parity); and
- (6) Asians (4.43% above parity).

**Table 1. NSF Total Workforce, FY 2016 and FY 2017**

	Number		Percent of Total Workforce		Comparisons		
	FY 2017	FY 2016	FY 2017	FY 2016	Percentage Change: (FY 2017 - FY 2016)	2010 CLF	Gap: % FY 2017 - % 2010 CLF
<b>All</b>	1488	1457			2.13%		
<b>Sex</b>							
Female	899	884	60.42%	60.67%	1.70%	48.16%	12.26%
Male	589	573	39.58%	39.33%	2.79%	51.84%	-12.26%
<b>Race/Ethnicity</b>							
White	867	861	58.27%	59.09%	0.70%	72.36%	-14.09%
Black/African American	413	405	27.76%	27.80%	1.98%	12.02%	15.74%
Asian	124	124	8.33%	8.51%	0.00%	3.90%	4.43%
Hispanic/Latinos	64	51	4.30%	3.50%	25.49%	9.96%	-5.66%
American Indian / Alaska Native	7	6	0.47%	0.41%	16.67%	1.08%	-0.61%
Native Hawaiian/Pacific Islander	3	3	0.20%	0.21%	0.00%	0.14%	0.06%
Two or more races	10	7	0.67%	0.48%	42.86%	0.54%	0.13%
<b>Disability Status</b>							
Targeted Disability	33	13	2.22%	0.89%	153.85%		
Disability	146	120	9.81%	8.24%	21.67%		

\*Note: CLF = Civilian Labor Force  
Sources: Workforce Data Tables A1 and B1

<sup>5</sup> The data are extracted from data Table A1. The data tables are contained at Appendix A and B of this report. Also, as a result of rounding, there may be a slight difference in the numerical values provided throughout this report.



Table 2 disaggregates the NSF workforce by permanent (n=1,280) versus temporary appointments (n=208). Comparing the permanent and temporary workforces is important because of the research on labor force participation that suggests minority group members are more likely than those in the majority group to occupy less secure positions.<sup>6</sup> There were a few ways in which the NSF temporary workforce differed from those in the permanent workforce (see the column labeled “Gap: % Perm - % Temp”) as follows:

- (7) Males were more likely to be in the NSF temporary workforce (which includes VSEEs), while females were more likely to be in the NSF permanent workforce;
- (8) Whites<sup>7</sup> were more likely to be in the NSF temporary workforce while Blacks/African Americans were more likely to be in the NSF permanent workforce; and
- (9) Asians were slightly more likely to be in the NSF temporary workforce than to be in the permanent workforce.

**Table 2. Comparison: FY 2017 NSF Permanent Workforce to FY 2017 NSF Temporary Workforce and 2010 Civilian Labor Force**

	Number		Percent of Total Workforce		Gap:	2010 CLF	Gap:
	Perm	Temp	Perm	Temp	% Perm - % Temp		% Perm - % CLF
<b>All</b>	1280	208					
<b>Sex</b>							
Female	797	102	62.27%	49.04%			
Male	483	106	37.73%	50.96%	-13.23%		
<b>Race/Ethnicity</b>							
White	705	162	55.08%	77.88%	-22.80%		
Black	21	8	1.64%	3.85%	-2.21%		
Asian	103	10	8.05%	4.81%	-3.24%		
Hispanic/Latino(a)	54	0	4.22%	0.00%	4.22%		
American Indian / Alaska Native	7	0	0.55%	0.00%	0.55%		
Native Hawaiian / Pacific Islander	2	1	0.16%	0.48%	-0.32%		
Two or more races	1	0	0.08%	0.00%	0.08%		
<b>Disability Status</b>							
Targeted Disability	27	6	2.11%	2.88%	-0.77%		
Non-Targeted Disability	15	15	1.18%	7.21%	-6.03%		

\*Note: CLF = Civilian Labor Force

Sources: Workforce Data Tables A1 Permanent and A1 Temporary, B2 Permanent and B2 Temporary

NSF’s 1,280 permanent employees in 2017 were distributed across 12 components, which include seven “research directorates,” which implement programs consistent with NSF’s mission and five “offices” that support NSF’s mission via business and administrative functions. The demographic composition for each of NSF’s 12 components by sex is shown in Figure 1, with the following key findings:

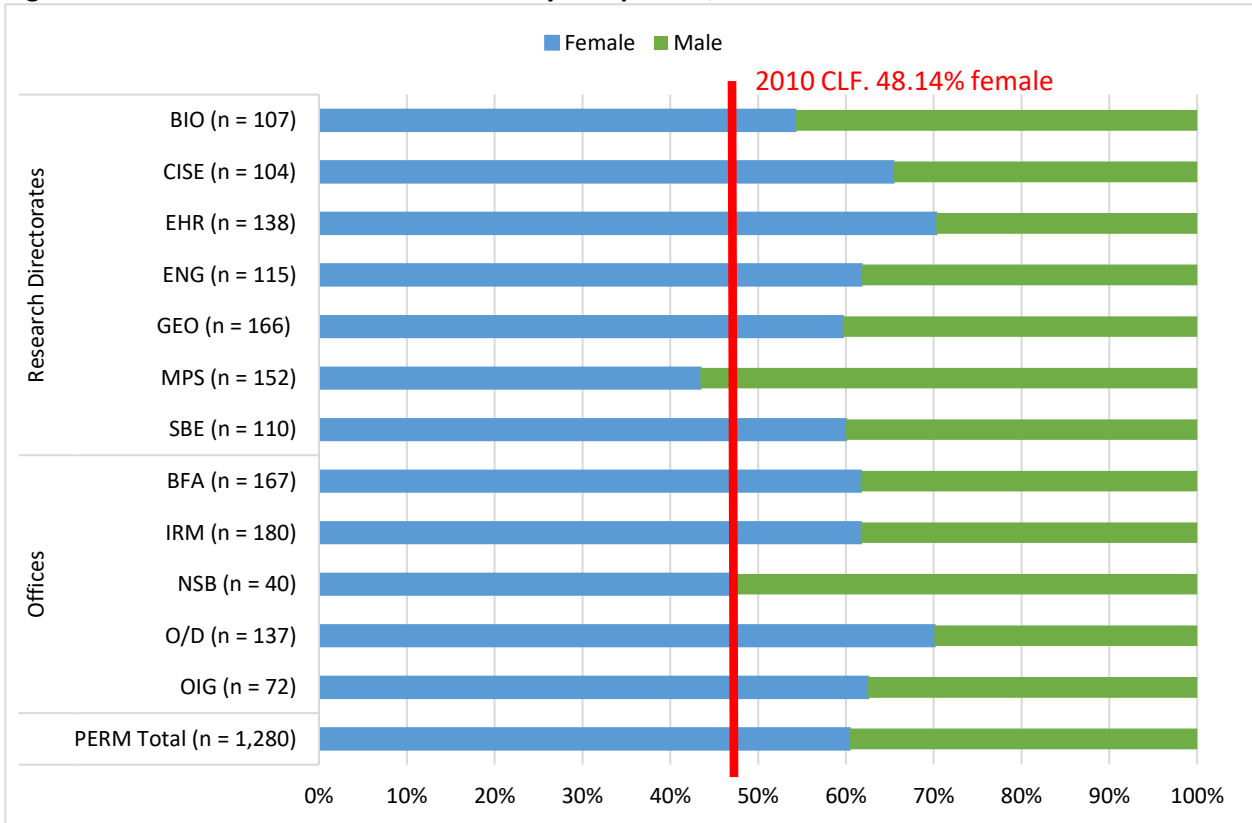
- (10) Overall, 62% of NSF’s permanent employees were female, which is higher than the U.S. national representation of females in the labor force (48% female);
- (11) Females accounted for at least half of all permanent employees in all but two of NSF’s directorates;

<sup>6</sup> In this case, the terms “minority” and “majority” are used in a sociological sense to reference not sizes of groups, but historical power differences between such groups that play a role in the structures of labor markets. See, for example, Marger, Martin. (1994). *Race and Ethnic Relations: American and global perspectives*. (Wadsworth).

<sup>7</sup> Throughout this report, consistent with Appendix Tables A1-A14, White, Black/African American, Asian, American Indian / Alaska Native, Native Hawaiian / Pacific Islander and Two or more races are all Non-Hispanic/Latino.

- (12) The Mathematics and Physical Sciences (MPS) directorate and National Science Board (NSB) had the lowest relative number of female employees: 43.4% and 49% respectively;
- (13) Females accounted for more than 70% of employees in the Office of the Director (O/D) and in the Education and Human Resources (EHR) directorate.

**Figure 1. Sex of NSF Permanent Workforce by Component, FY 2017**

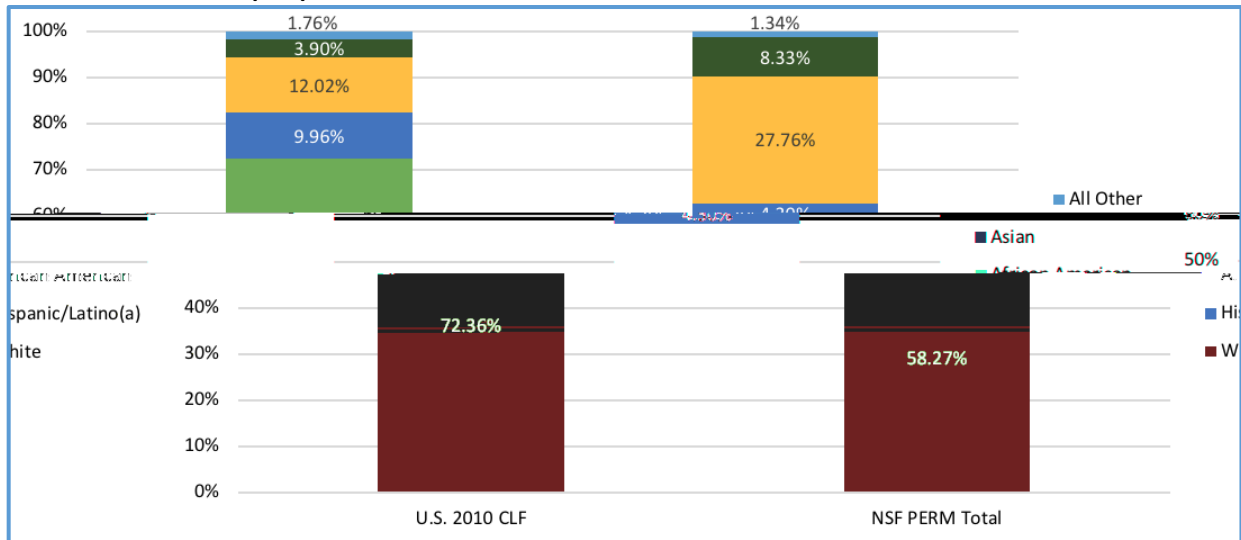


Source: Workforce Data Table A2

Figures 2 and 3 show the racial/ethnic composition of the FY 2017 NSF permanent workforce. Figure 2 shows that, overall, the NSF workforce had a relatively higher percentage of employees of color<sup>8</sup> (37%) than the comparable U.S. civilian labor force (18%).

<sup>8</sup> "Employees of color" includes employees who simultaneously did not identify as white and did not indicate Hispanic/Latino origin.

**Figure 2. Racial/Ethnic Composition of the FY 2017 NSF Permanent Workforce Compared to the 2010 U.S. Civilian Labor Force (CLF)**

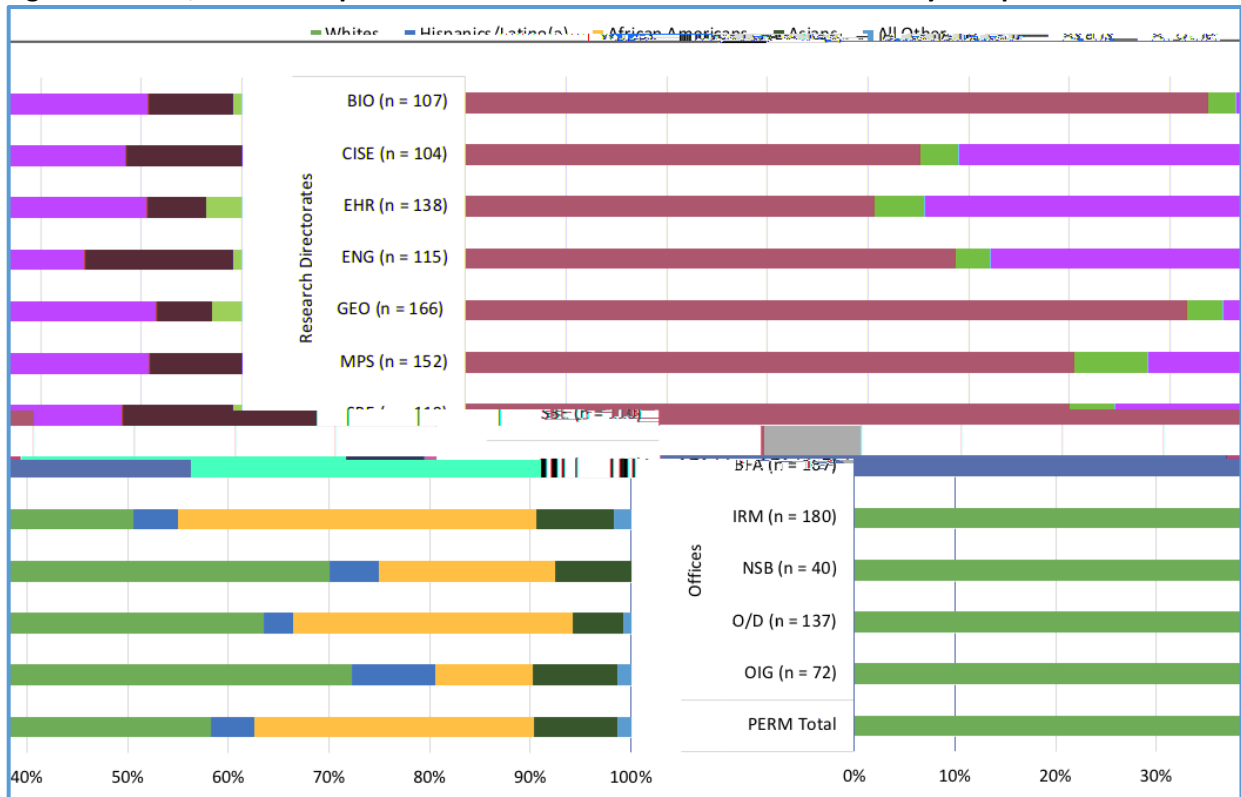


Source: Workforce Data Table A2

**Key findings from Figure 3:**

- (14) Racial/ethnic composition varied greatly across NSF’s components, for example:
  - 73% of the directorate of Biological Sciences permanent workforce were White, with relatively small representations of Blacks/African Americans when compared to other offices and directorates;
  - Blacks/African Americans accounted for more than 35% of the permanent workforce in three components: Information and Resource Management (IRM), Computer and Information Science and Engineering (CISE), and Education and Human Resources (EHR).
  - While Asian employees accounted for ~8% of NSF’s overall permanent workforce and 4% of the comparable U.S. workforce, Engineering (ENG), CISE, and the directorate of Social, Behavioral, and Economic Sciences (SBE) directorates had workforces with 10% or more Asian permanent employees.
- (15) Hispanics/Latinos accounted for 4.3% of the NSF permanent workforce, a rate lower than the U.S. comparable labor force of 10%; the MPS and OIG components had the highest representation of Hispanic/Latino permanent employees (~7% and 8% respectively).

**Figure 3. Racial/Ethnic Composition of FY 2017 NSF Permanent Workforce by Component**

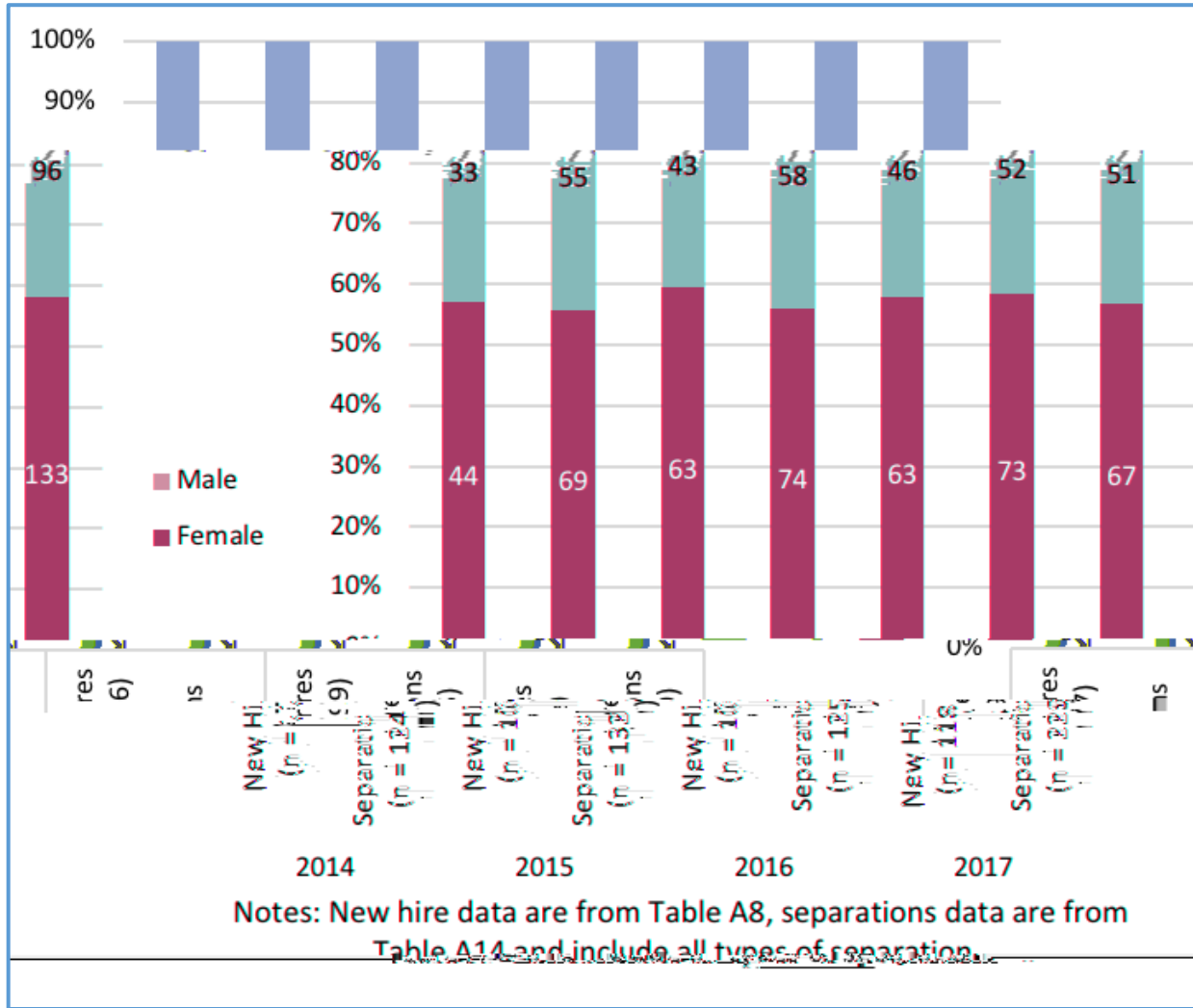


Source: Workforce Data Table A2

Recent new hires to and separations from the NSF permanent workforce by race/ethnicity and sex are shown in Figures 4 and 5. There was an increase in new hires from 2014 to 2015 by 38%. 2015 and 2016 had less numbers of new hires and new hires increased by 8% in 2017. The number of total separations from the NSF workforce has risen each year since 2014, with the exception of a slight 5% decrease in 2016. 2017 had the highest number of separations at 229.

The sex representation among new hires and separations has changed little in the 2014 – 2017 period with women representing 57-59% of new hires and 56-58% of separations.

Figure 4. NSF New Hires and Separations (all types) by Sex, FY 2014 – FY 2017, Permanent Workforce



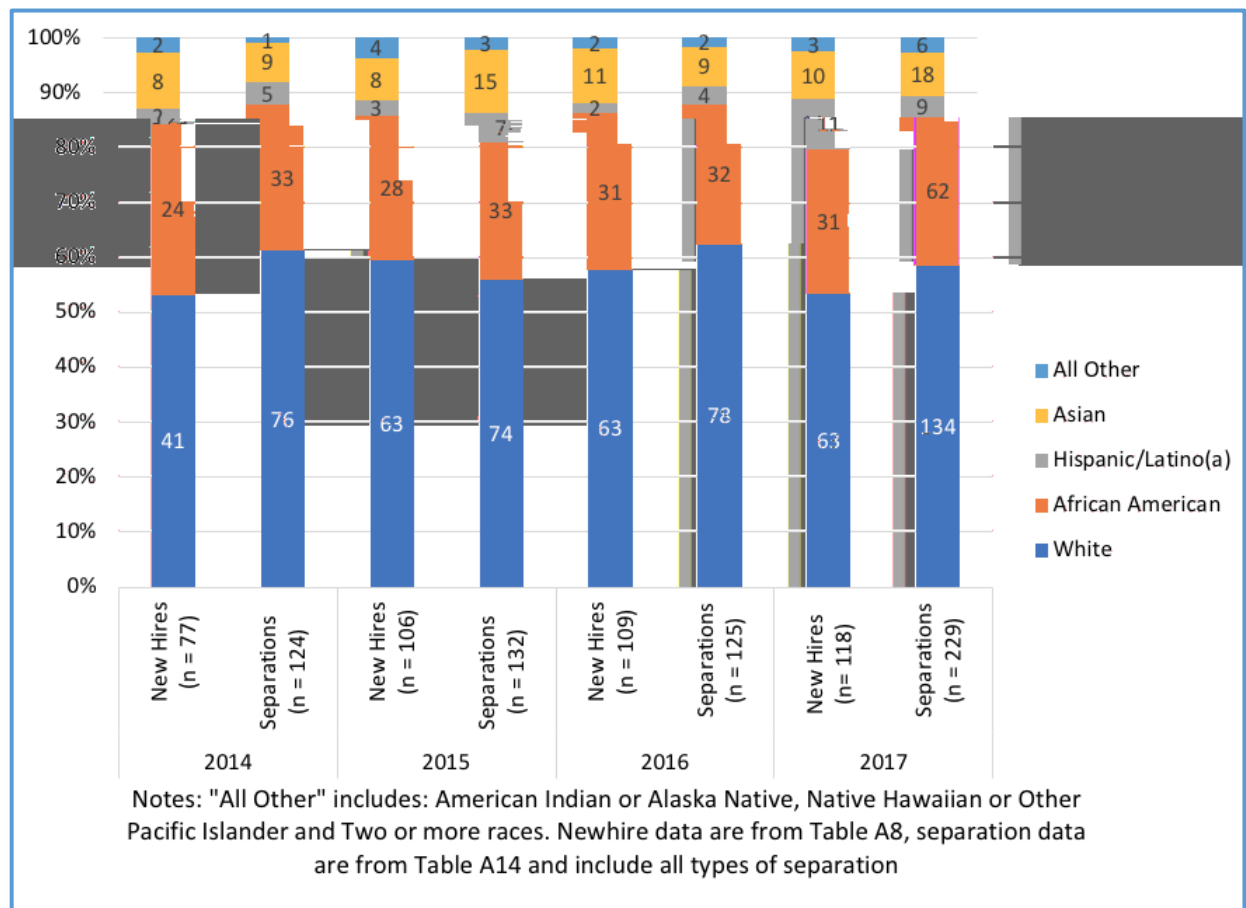
Source: Workforce Data Tables A8 and A14

Figure 5 shows hiring and separations by racial/ethnic category for FY 2014 – FY 2017, with the following findings:

- (16) Blacks/African Americans accounted for 28% of permanent new hires in 2016;
- (17) The representation of Blacks/African Americans among permanent employees who separated from NSF fluctuated each year from 2014 to 2017, with 2017 having the largest % (27%);
- (18) NSF saw a slight increase in new hires of Hispanics/Latinos in 2017 (~8% increase from 2016);
- (19) From 2014 – 2016, NSF “lost” Hispanic/Latinos faster than they were hired, however, 2017 was the first year that more Hispanic/Latinos were hired than separated;
- (20) FY 2016 is the only year that NSF hired more Asians (n=11) than were lost due to separations (n=9) from the permanent workforce; however, FY 2017 saw more separations than hires (n=18 and n=10) respectively; and

(21) The representation of Whites among new hires declined ranging from 53% to 59% in FY 2014 – 2017.

**Figure 5. NSF New Hires and Separations (all types) by Race/Ethnicity, FY 2014 – FY 2017, Permanent Workforce**



Source: Workforce Data Tables A8 and A14

### NSF Workforce by Disability Status

As shown in Table 1, NSF’s permanent workforce included 9.81% People with Disabilities (PWDs) and 2.22% People with Targeted Disabilities (PWTDs) in FY 2017. NSF’s representations of PWDs and PWTDs are above those of the federal government. According to the Office of Personnel Management (OPM), in FY 2015, PWDs accounted for 9.40% and PWTDs accounted for 1.11% of on board career employees in the federal workforce.<sup>9</sup>

Among NSF’s new hires (permanent and temporary, combined) in FY 2017, 6.35% were PWDs, 1.59% were PWTDs and 5.95% did not report a disability status as reported in Appendix Table B-8. The PWDs rate lag the federal executive branch for FY 2015 in which 9.40% of new hires were PWDs. In FY 2017, more PWDs and PWTDs joined the permanent NSF workforce (n=20) than left it (n=19). PWTDs were less likely to leave (n=2, 0.87%) than to be hired (n=4) into NSF’s permanent workforce in FY 2017.

<sup>9</sup> Office of Personnel Management. (2016, October). “Report on the Employment of Individuals with Disabilities in the Federal Executive Branch, Fiscal Year 2015”. [Online at <https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/reports/#url=Employment-Statistical-Reports> (Accessed 11 December 2016)].

## **EEOC'S FEDERAL SECTOR COMPLEMENT PLAN REVIEW - FIVE FOCUS AREAS**

For this report, NSF focused on the following five areas: (1) Schedule A and Pathways conversions; (2) reasonable accommodations program in regard to NSF's Disability Program; (3) anti-harassment program; (4) barrier analysis of executive level positions; and (5) compliance with EEOC's management directive. In 2014, NSF began to identify relevant benchmarks and promising practices for these focus areas, which are addressed in other agency reports, including the Federal Equal Opportunity Recruitment Program (FEORP) and the Disabled Veterans Affirmative Action Program (DVAAP).

- Schedule A and Pathways Conversions

In FY 2017, NSF hired two employees with Schedule A Hiring Authority and there were not any conversions. Five Pathways participants identified as having a disability (one identified as having a targeted disability), with five others not identifying a disability status out of a total of 76 Pathways hired (including those with not-to-exceed dates) in FY 2017. There were 21 Pathways conversions to career-conditional appointments in the competitive service in FY 2017, with one identifying as having a targeted disability and one not identifying a disability status.

NSF conducted the following outreach to persons with disabilities in FY 2017:

- Disabled Career Expo (11/18/16)
- Hiring Our Heroes Hiring Fair (7/13/17)
- Henderson Hall Career Fair (4/13/17)
- MOAA Military and Veteran Networking Forum (9/14/17)

Supporting persons with disabilities through reasonable accommodations (RA) in compliance with laws and regulations governing Federal sector equal employment opportunity (EEO) and civil rights is a high priority of NSF. NSF also works to ensure equal opportunity through policy development, workforce analyses, outreach, and education. These programs benefit NSF employees with disabilities, specifically, but also help NSF provide an open and inclusive environment for all employees. NSF's Division of Administrative Services (DAS) continues to provide services, as approved by the Office of Diversity and Inclusion (ODI), to all NSF employees who required reasonable accommodations in their workspaces, such as standing workstations, combination workstations, and other modifications.

Three types of accommodations accounted for 100% of the 189 requested in FY 2017.<sup>10</sup> Interpretive services and CART captioning were the most commonly requested services (n=119 requests), with these services routinely provided at all major agency-level events (e.g., Special Emphasis Programs, All-Hands meetings, etc.), as well as in response to specific requests by individuals. Equipment/furniture were next most common (n=40) followed by requests for expanded telework, alternative work schedules, or flexible leave accommodations (n=30).

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<sup>10</sup> These do not include those provided via the Computer/Electronics Accommodation Program, reported separately, below.

NSF continued its partnership with the Department of Defense (DoD) Computer/Electronics Accommodation Program (CAP) to acquire assistive technology and accommodations for individuals with disabilities. In FY 2016<sup>11</sup> there were 47 accommodations provided at a total cost of ~\$10,600 and in FY 2017 there were 23 accommodations at a cost of ~\$8,288. The NSF Accessibility and Assessment Center (NAAC) is a collaborative effort among ODI, DAS, and DoD's CAP. Opened in October 2015, the NAAC provides NSF employees with on-site access rather than needing to schedule an appointment to travel to the Pentagon to use the CAP Technical Evaluation Center. NSF employees can test assistive technologies, receive virtual assessments from CAP representatives, and submit online equipment requests to CAP from the NAAC.

All new employees are provided information about NSF's RA services as a regular part of the onboarding process to ensure persons with disabilities know how to obtain an accommodation. NSF also delivered Disability Employment and Reasonable Accommodations training as part of NSF's Federal Supervision course and Merit Review Basics II.<sup>12</sup> The training included an overview of the laws governing EEO as they relate to disability employment and reasonable accommodations; a description of the process of requesting reasonable accommodations; and the role managers and supervisors play in this process. Frequent sessions are held to provide on-going training to the NSF community about topics associated with Section 508. Beyond NSF's own staff, NSF has provided cross-agency trainings on Section 508 compliance and has been promoting the use of virtual rather than in-person review panels to program officers.

- Anti-Harassment Programs

ODI participated in a number of sessions that provided an understanding for NSF employees of diversity and inclusion and EEO techniques. Courses included:

- Harassment
- Retaliation
- Bullying/Abusive Treatment
- Accountability and Performance Management
- Discrimination
- Fair Hiring, Selection, and Promotion
- Documenting Workplace Events and/or Accommodations
- Employee Request for Leave
- NSF continues to develop courses which entails extensive education and training for senior level executives, managers, and supervisors, with content about implicit bias;
- NSF's explicit policies about bias, EEO complaints processes, and compliance are prominently posted in agency common areas and communicated to staff on an on-going basis; and
- NSF's explicit external policies include nondiscrimination obligations and compliance with Title IX, both of which are monitored by ODI.

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<sup>11</sup> The FY 2015 CAP Technical Evaluation Center report was issued in late January of 2016, therefore, NSF is reporting both the FY 2015 and FY 2016 information.

<sup>12</sup> All NSF's rotational staff are required to take a series of classes about NSF's merit review process. Current staff often take these classes as "refreshers" but are not required to do so.



- Barrier Analysis of Executive Level Positions

For purposes of this report, the EEOC defines a barrier as “An agency personnel policy, principle, practice, or condition that limits or tends to limit the employment opportunities of members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.”

*Glass Ceiling Benchmarks and SES Pipeline Analyses, FY 2017*

Upward Mobility Benchmarks (UMBs) were used to capture the different pathways into the SES for NSF employees. One SES pathway for NSF staff is upward progression through the GS-ranks. Table 3 provides the composition, simultaneously by race/ethnicity and sex, of NSF’s permanent (PERM) workforce: All; SES; and those at each grade on the GS-13 – GS-15 pathway to the SES.

**Table 3. Barrier Analysis Results, NSF Permanent Workforce, FY 2017**

	Total #	RACE/ETHNICITY							
		Hispanic or Latino		Non-Hispanic or Latino					
				White		Black/African American		Asian	
		Male	Female	Male	Female	Male	Female	Male	Female
<b>All NSF PERM</b>	1280	1.88%	2.34%	26.17%	28.91%	5.86%	25.31%	3.44%	4.61%
<b>SES</b>	<b>72</b>	<b>1.39%</b>	<b>1.39%</b>	<b>47.22%</b>	<b>33.33%</b>	<b>2.78%</b>	<b>6.94%</b>	<b>4.17%</b>	<b>2.78%</b>
GS-15	99	2.02%	0.00%	36.36%	38.38%	4.04%	16.16%	1.01%	2.02%
GS-14	199	2.01%	2.01%	20.60%	37.19%	8.04%	17.59%	4.02%	6.53%
GS-13	160	1.25%	3.13%	19.38%	23.13%	8.75%	37.50%	3.13%	3.13%
<b>Gaps - Differences</b>									
SES - GS15		-0.63%	1.39%	10.86%	-5.05%	-1.26%	-9.22%	3.16%	0.76%
GS15 - GS14		0.01%	-2.01%	15.76%	1.19%	-4.00%	-1.43%	-3.01%	-4.51%
GS14 - GS13		0.76%	-1.12%	1.22%	14.06%	-0.71%	-19.91%	0.89%	3.40%
<b>Gaps - Ratios</b>									
SES - GS15		0.69	0.00	1.30	0.87	0.69	0.43	4.13	1.38
GS15 - GS14		1.00	0.00	1.77	1.03	0.50	0.92	0.25	0.31
GS14 - GS13		1.61	0.64	1.06	1.61	0.92	0.47	1.28	2.09

Source: Data for this table were extracted from Table A4-1 PERM.

The step-wise gaps are shown in two ways. First, differences in proportionate representation are shown for which a negative signed number indicates the demographic category accounts for proportionately *fewer* of those in the *higher* compared to the lower grade position. Second, ratios of those in the *higher* over those in the *lower* grade level were computed. Ratios *less than 1* indicate *underrepresentation* while those over 1 indicate *overrepresentation* at the higher grade relative to the lower grade. Key findings include:

- There are too few Hispanic/Latino employees to make conclusive assertions about potential barriers to advancement for this group;

- The GS-13-14-15 pathway to the SES suggests that white males and females are advantaged towards upward career movement,<sup>13</sup> representing proportionately more employees at each subsequent step along the GS-pathway to the SES; and
- African American females are overrepresented at the GS-13 level compared to their overall NSF workforce participation, but their proportionate representation significantly declines at the GS-14 level, suggesting this level to be a potential source of a barrier for African American females.

What has been the trend in the diversity of NSF's SES workforce and of each of the three GS-pathway steps to the SES? Figure 6 plots the Racial/Ethnic Index of Diversity (REID)<sup>14</sup> for FY 2017 compared to FY 2010, benchmarked to the same indicator for the ES plan SES members in the federal government. The REID has been used in the demographic and diversity literatures (e.g., Herring 2009) to measure the level of population differentiation. The index ranges from 0 (perfect homogeneity) to 1 (perfect heterogeneity). The REID is computed as follows:

$$REID = 1 - \frac{\frac{(\sum n_i(n_i - 1))}{N(N - 1)}}{\left(1 - \frac{1}{i}\right)}$$

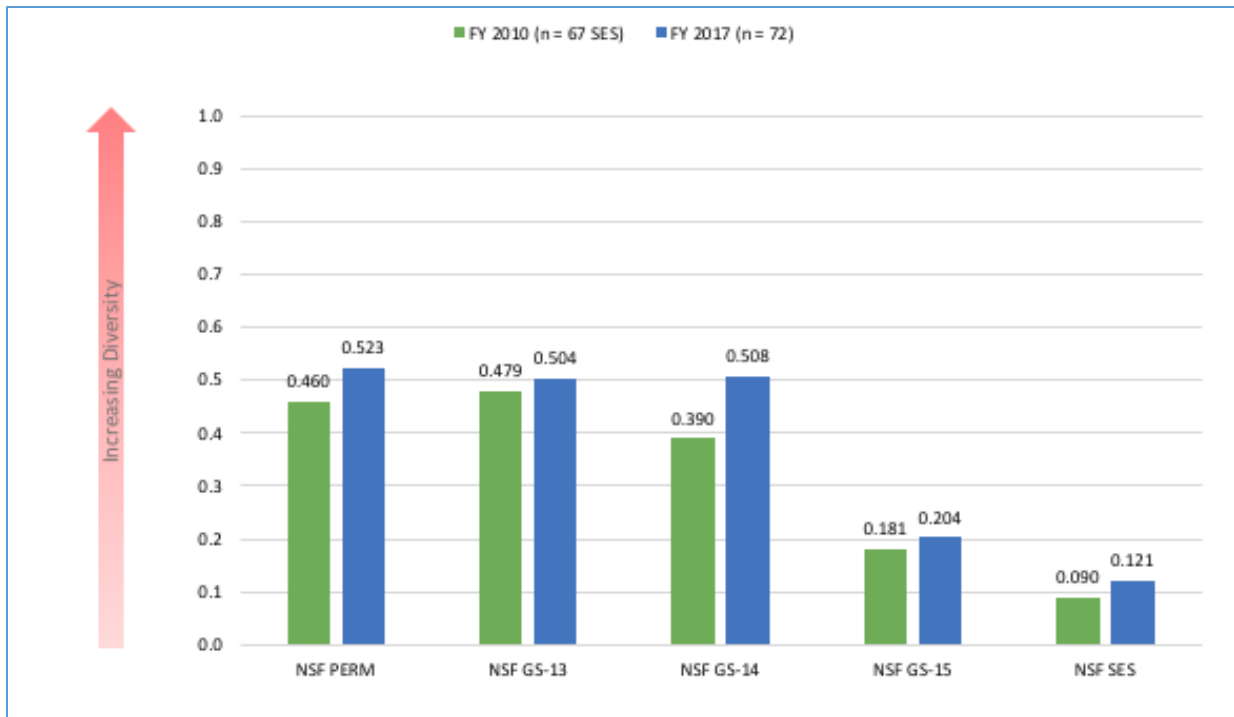
Where:  $n_i$  = the population from each  $i$  group;  
 $N$  = the total population; and  
 $i$  = the number of racial/ethnic groups included.

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<sup>13</sup> These patterns may also reflect differences in hiring practices if staff for higher level positions are recruited from outside the agency, and differences in technical background required, given that so many of the SES positions require advanced science degrees.

<sup>14</sup> The REID has been used in several studies as an "unbiased estimator of the probability that two individuals chosen at random and independently from the population will belong to two different racial groups." (Herring 2009: 203) Full reference: Herring, Cedric. 2009. "Does Diversity Pay?: Race, Gender, and the Business Case for Diversity" *American Sociological Review* 74(2): 208-224.

**Figure 6. Racial/Ethnic Index of Diversity, NSF Permanent Workforce – Pathway to the SES**



As shown in Figure 6, diversity in 2017 exceeded diversity levels in 2010 in all areas with NSF GS-14 showing the largest increase.

*Leadership / Career Development Programs*

NSF launched its first Leadership Development Program (LDP) as defined by OPM. The program focuses on the development of NSF employees whose want to evolve as leaders as executives and senior managers. This program will position NSF for the future, as it will create a pipeline of leaders in alignment with NSF’s succession strategy.

NSF has a flourishing mentoring program, which is offered to all employees.<sup>15</sup> As shown in Table 4, there was an initial growth in the number of mentees and mentors from FY 2015 to FY 2016, however, a decline in both in FY 2017. This suggests a challenge for the program to be able to sustain growth in both areas. Men continue to be underrepresented as both mentors and mentees as compared to their participation in the NSF workforce.

Hispanic/Latinos were overrepresented among mentees when compared to the representation of these groups in the NSF total workforce, while Whites were underrepresented among mentees. White, Asian American, and Black/African American employees participated as mentors at a rate similar to their representation in the NSF workforce.

<sup>15</sup> Including Interagency Personnel Agreement (IPA) employees, Visiting Scientists, Engineers, and Educators, Experts and Consultants.

**Table 4. Mentoring Program Participant Demographics FY 2015, FY 2016, and FY 2017**

	FY 2015 Participants		FY 2016 Participants		FY 2017 Participants		
	Mentees (n = 39)	Mentors (n = 34)	Mentees (n = 67)	Mentors (n = 64)	Mentees (n = 60)	Mentors (n = 54)	Total Workforce
<b>Sex</b>							
Female	71.64%	67.19%	80.82%	65.52%	76.67%	64.81%	60.42%
Male	28.36%	32.81%	19.18	34.48%	23.33%	35.19%	39.58%
<b>Race/Ethnicity</b>							
White	44.78%	60.94%	50.68%	58.62%	56.67%	68.52%	58.27%
Black / African American	34.33%	26.56%	35.62%	29.31%	20.00%	22.22%	27.76%
Asian	8.95%	3.12%	5.48%	8.62%	13.33%	07.41%	8.34%
Hispanic/Latino	10.48%	7.81%	6.85%	1.72%	5.00%	0.00%	4.3%
All Other	1.50%	1.56%	1.37%	1.73%	5.00%	1.85%	1.34%
<b>Disability Status</b>							
People with Disabilities	8.95%	14.06%	5.48%	10.34%	6.67%	9.26%	9.81%

Source: NSF Division of Human Resource Management, FY 2017 FEORP Progress Tracker.

- Compliance with EEOC’s Management Directives: Summary of Agency Self-Assessment of Six Essential Elements

NSF’s FY 2014-2018 Strategic Plan connects the goal of attaining model EEO agency status to EEOC’s criteria, with Strategic Goal 3: “Excel as a Federal Science Agency.”

*Essential Element A: Demonstrated Commitment from Agency Leadership → Fully Met*

In FY 2017, NSF met all measures under Essential Element A. Some highlights of accomplishments under this element include the following:

- Disseminated copies of NSF’s existing EEO policy statements to all new employees through the agency’s New Employee Orientation (NEO) program, Program Management Seminar for new Program Officers, and specialized EEO briefings to the various NSF divisions and/or units.
- Ensured that new managers and existing employees, when promoted to supervisory ranks, were provided a copy of the EEO policy statement.
- NSF is participating in interagency work related to addressing sexual harassment and other forms of sex-based discrimination in STEM.
- NSF managers and supervisors actively supported the agency’s EEO program and objectives by participating in a variety of EEO- and D&I-related training or in which EEO was discussed, including Annual EEO Briefing for Managers and Supervisors: Franklin Covey’s training.
- Finally, all NSF SES members’ performance plans include a D&I element.

*Essential Element B: Integration of EEO into the Agency’s Strategic Mission → Fully Met*

NSF continued to meet all measures under Essential Element B.

- Participate in various EEO/diversity training and conferences covering the following areas: EEO investigations; EEO counseling; gender stereotyping; disability program management/reasonable accommodation; EEO complaints process, including dismissal of EEO complaints, motions, hearings, and sanctions; Special Emphasis Program Management; employee engagement; and diversity and inclusion.
- NSF is developing a new strategic plan for FY 2019-2023. The importance of employment equity at NSF is reflected by the inclusion of Ms. Rhonda J. Davis, Office Head of the Office of Diversity and Inclusion, on the agency committee developing the new plan.
- Processed all new complaints and offered alternative dispute resolution to all complaints involved in the EEO complaints process, resulting in one settlement agreement.
- Made available written materials regarding NSF's EEO program to all employees and applicants.
- Updated, revised and disseminated all EEO and related posters throughout NSF facilities addressing the EEO process, harassment, and reasonable accommodations.
- Provided a "State of the Agency" briefing to senior officials covering all components of the EEO report, inclusive of NSF's progress in each of the six elements of the model EEO program. The briefing also highlighted barriers identified and steps taken to eliminate such barriers.

*Essential Element C: Management and Program Accountability* → *Fully Met*

NSF continued to meet all measures under Essential Element C. Highlights include:

- ODI staff participated in various learning and development events, including: Diversity and Inclusion Course; Barrier Analysis course; and Conflict Resolution Course.
- Agency staff participated on inter-agency councils and groups, including the Government-wide D&I Council, EEOC's Director's Meetings, OPM's D&I 60+ Federal Agencies Strategic Partnership, Federal Interagency Diversity Partnership, DOJ's Title VI Working Group, Title IX Inter-Agency Working Group, Veterans Employment Program Working Group, and the Alternative Dispute Resolution Working Group, among others.
- Provide input and assist in the coordination, development, and implementation of the following EEO and related plans, in collaboration with HRM, agency counsel, and other applicable officials:
  - The Annual Federal Equal Opportunity Recruitment Program (FEORP) Plan, which involved targeted recruitment efforts based on a determination of underrepresentation of minorities and/or women in the various occupational categories, both nationally and in specific geographic locations.
  - The Disabled Veterans Affirmative Action Program (DVAPP) Representation and Assessment and Action Plan, which focuses on methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.
  - The Government-Wide Inclusive Diversity Strategic Plan, requires all federal agencies to develop and implement a more comprehensive, integrated, and strategic focus on diversity and inclusion as a key component of their human capital strategies, per an Executive Order issued by the President. Agency staff participate in the planning sessions to update the government-wide D&I Strategic Plan and Implementing Guidance as part of OPM's D&I 60+ Federal Agencies Strategic Partnership. NSF's Diversity and Inclusion Plan provides a shared direction,

encourages commitment and creates alignment so NSF can approach its workplace diversity and inclusion efforts in a coordinated, collaborative, and integrated manner.

- Respond, in a timely manner, to compliance issues related to the EEOC and other applicable orders.

*Essential Element D: Proactive Prevention of Unlawful Discrimination* → *Fully Met*

NSF continued to meet all measures under Essential Element D. Some highlights of accomplishments under this element include the following:

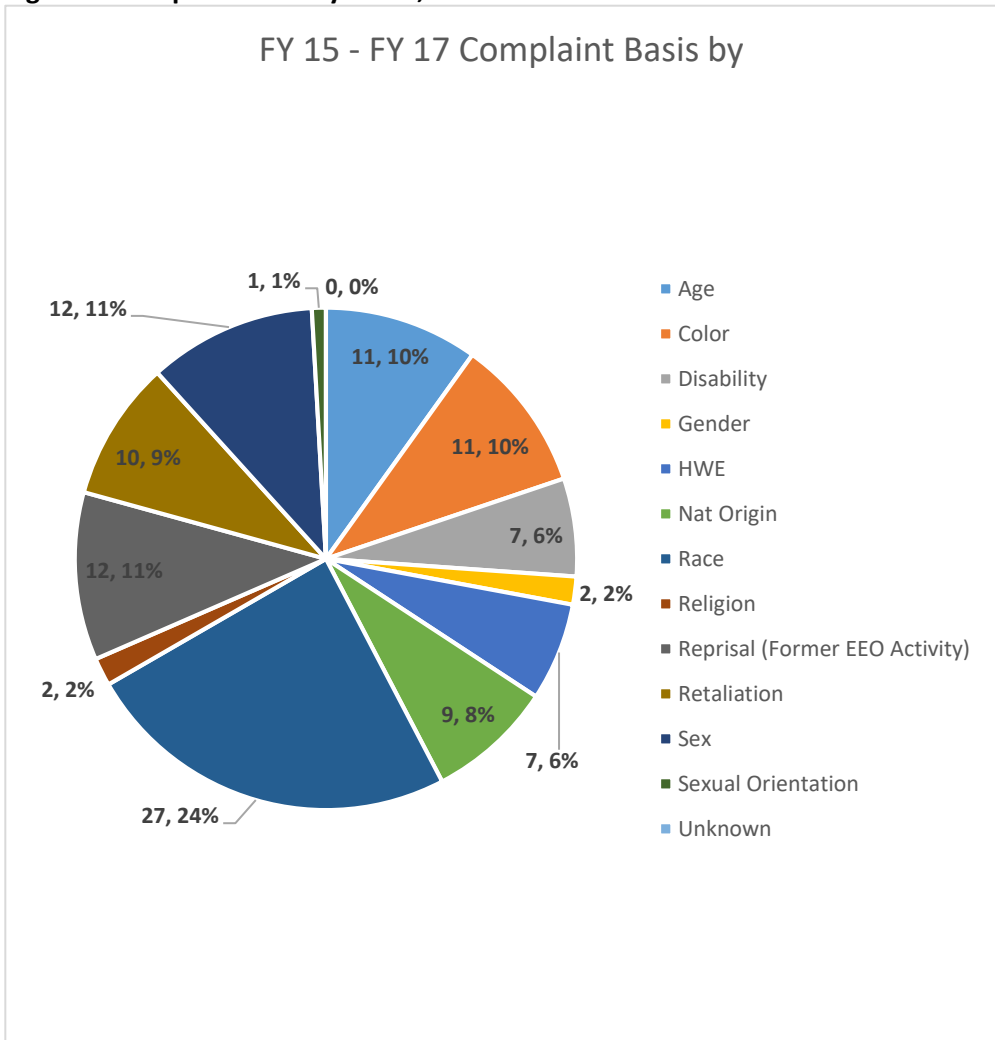
- Analyses to identify and remove unnecessary barriers were conducted throughout FY2017.
- The agency met its requirement under the America COMPETES Act Reauthorization, to complete Title IX Compliance Site Visit Reviews.
- Continued to work with senior managers in identifying and implementing action plans to eliminate identified barriers. ODI established a standing collaboration meeting with the NSF Academy staff to identify training and professional development opportunities focused on overcoming barriers impeding employment and advancement by members of underrepresented groups, minorities and women at the SES level, and people with disabilities.
- Encouraged the use of ADR to all employees via the EEO Complaints Program, inclusive of supervisors and managers.
- Conducted workforce analyses in regards to race, ethnicity, sex, and disability in which the groups were evaluated via workforce profile, major occupations, grade level distribution, compensation and reward system, and management/personnel policies and procedures. Such information was disseminated to senior managers via NSF's "State of the Agency Briefing" as well as individually by directorate and/or office.
- Offered ADR in every EEO complaint, resulting in one settlement agreement.

#### NSF Complaint Activity Analysis

During this period there were 42 complaints filed with a total of 111 bases. Figure 7 shows the distribution of complaint bases during a three-year period 2015-2017.

- Age, sex, and race, together were the bases for 45% of the 111 bases filed during the three year period (n=50).
- Race was the most common complaint basis, accounting for 24% (n=27). The 27 complaint bases shown included sixteen from Black/African American employees, three from Asian American employees, three from Hispanic American employees, three from White American employees, one from Native American employees, and one from a race not identified.
- Sex was the second most common basis of complaints made to EEO.
- Age was the third most common basis of complaints made to EEO between 2015 and 2017.

**Figure 7. Complaint Activity Bases, FY 2015 – FY 2017**



Source: NSF EEOC Form 462 Reports for FY 2015-2017

**Essential Element E: Efficiency → Measures Met**

NSF met all measures under Essential Element E. Some highlights of accomplishments under this element include the following:

- Continued to track and monitor all EEO complaints activity throughout the complaints process via iComplaints. The system allows NSF to identify issues and bases of complaints, identify the persons who filed the complaint and the Responsible Management Officials, and enter other relevant information such as requests for extensions and hearings, settlements, etc. to allow NSF to analyze complaint activity and trends.
- Require all managers to participate in ADR when the agency has offered and the complainant elected to participate in ADR. Participating managers are required to have the applicable settlement authority.
- To proactively address staffing needs, a comprehensive work analysis of ODI was completed by the NSF Human Resource Management, Strategic Human Capital Planning branch.

- An Interagency Personnel Act employee with strong quantitative and organizational skills was detailed to ODI to provide additional support.
- Continued to identify and monitor trends in complaint processing to ensure the agency is meeting its obligation under applicable laws.
- NSF maintained an ADR program, in which ADR was offered to every person who filed a complaint during the pre- and formal complaint stages of the EEO process.

*Essential Element F: Responsiveness and Legal Compliance → Fully Met*

NSF met all measures under Essential Element F. Some highlights of accomplishments under this element include the following:

- Continued to implement a system of management control via ODI and the Office of General Counsel to ensure timely compliance with all orders and directives issued by EEOC Administrative Judges.
- Continued to maintain control over the payroll processing function to guarantee responsive and timely processing of any monetary relief and to process any other form of ordered relief, if applicable.
- Provided, to the EEOC, all documentation for completing compliance in a timely manner.
- Ensure the responsibility of complying with EEOC orders is encompassed in the performance standards of the following agency employee.

Rhonda J. Davis, Office Head, Office of Diversity and Inclusion



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

I,

**Rhonda J. Davis, Office Head, ES-0260-00**

am the

(Insert name above)

(Insert official  
title/series/grade above)

Principal EEO Director/Official for

**National Science Foundation**

(Insert Agency/Component Name above)

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

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

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

[Signature line]

[Date line]

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

Date

[Signature line]

[Date line]

Signature of Agency Head or Agency Head Designee

Date

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, **Rhonda J. Davis, Office Head, ES-0260-00** am the

(Insert name above)

(Insert official  
title/series/grade above)

Principal EEO Director/Official for

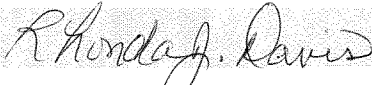
**National Science Foundation**

(Insert Agency/Component Name above)

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



Signature of Principal EEO Director/Official

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

4-27-2018





Date









Signature of Agency Head or Agency Head Designee





4-30-18

Date







EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</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</b>	<b>EEO policy statements are up-to-date.</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>		Yes	No	
The Agency Head was installed on 2 April 2014 The EEO policy statement was issued on 16 March 2015 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		
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</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>		Yes	No	
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? <b>[see 29 CFR §1614.102(b)(5)]</b>		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>
		Yes	No	
 Measures				
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		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>				
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.				
 Compliance Indicator	<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>	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	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X		
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		NA		
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?		NA		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	<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>	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 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		
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? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure 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 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 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		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		







Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X		
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? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>	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		



<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>				
<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.</b>				
 <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>		Yes	No	
	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>		Yes	No	
	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>		Yes	No	
	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		









<p align="center"><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></p>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</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>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</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 all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?	X		

<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>				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</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>		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		
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's 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>		Yes	No	
	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: <b><i>Constantly made aware of expectations to deliver in a timely manner.</i></b>				
	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		

 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	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>
		Yes	No	
 <b>Measures</b>				
	Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?	X		
	Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?	X		
	Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?	X		
	Does the agency complete the investigations within the applicable prescribed time frame?	X		
	When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?	X		
	When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?	X		
	When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?	X		
	Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?	X		
 <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	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>
 <b>Measures</b>		Yes	No	
	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		
 <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>	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>
 <b>Measures</b>		Yes	No	

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?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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?		X		

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b>				
This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	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	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.	X		
	Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?	X		
	Are procedures in place to promptly process other forms of ordered relief?	X		
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	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	
	Is compliance with EEOC orders encompassed in the performance standards of any agency employees?	X		
	If so, please identify the employees by title in the comments section, and state how performance is measured.	<i>Rhonda J. Davis, Office Head, ODI, measured this as part of the MD-715, which is an agency performance goal.</i>		
	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.	NA		
	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:	X		
	Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		

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

Footnotes:

1. See 29 C.F.R. § 1614.102.

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

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
National Science Foundation		FY 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>Element E – Efficiency</b>  N/A	
OBJECTIVE:		
RESPONSIBLE OFFICIAL:		
DATE OBJECTIVE INITIATED:		
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
National Science Foundation	FY 2017	
<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><b><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff</u></b>  The workforce data reflected patterns as prior years regarding low participation rates for Hispanics employees. The agency's total workforce (4.3) is lower than their rate of availability in the civilian labor force (CLF) (9.96). More importantly, the data shows that Hispanic employment have low participation rates in several of the occupational categories and grade levels across the Foundation.</p> <p><b><u>Issue #2: Advancement of Black/African American (B/AA) female permanent staff</u></b>  The workforce data indicate the participation rate of B/AA females in the agency's total workforce is (22.38%), far exceeds their rate of (6.53%) in the CLF. However, B/AA females are underrepresented at the GS-14 and GS-15 levels and in the SES relative to their overall representation in the NSF population. Although females represent larger numbers than males in several of the occupational categories in NSF's workforce, one of the few categories where males outnumber females is in the SES positons.</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><b><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff:</u></b></p> <ul style="list-style-type: none"> <li>• MD-715 Tables A1, A8, A14 for FY 2014-FY 2017 (inclusive);</li> <li>• Employee Viewpoint Survey;</li> <li>• Agency policies and procedures</li> <li>• EEO complaint activities for the past 3 years</li> <li>• NSF Federal Equal Opportunity Recruitment Reports (FEORPs) FY 2015-FY 2017, inclusive.</li> </ul> <p><b><u>Issue #2: Advancement of Black/African American (B/AA) permanent staff</u></b></p> <ul style="list-style-type: none"> <li>• MD-715 Tables A1, A4-1 PERM, A11 for FY 2017;</li> <li>• Supplemental analysis FPPS data on NSF workforce educational credentials;</li> <li>• NSF Federal Equal Opportunity Recruitment Reports (FEORPs) FY 2017.</li> </ul> <p><b><u>Both issues:</u></b></p> <ul style="list-style-type: none"> <li>• Participation in NSF learning and development opportunities (FY 2017);</li> <li>• Federal Employee Viewpoint Survey results (FY 2013 – FY 2017, inclusive), including New Inclusiveness Quotient indices;</li> </ul>	
<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><b><u>Issue #1:</u></b> According to the data, it appears that Hispanics are not entering the agency at entry level, which is reflected by the low participation rates in low-to mid-grade level positions. The data show that 3.93% of Hispanics separated from the agency in comparison to the 7.54% that were hired in FY17, indicating the separation rate is half the rate of hire. Additionally, Hispanics have low participation rates in many of the major occupations throughout the agency.</p> <p>Awareness of strategies to increase outreach and recruitment to Hispanic/Latinos necessary.</p> <p><b><u>Issue #2:</u></b> According to the data, it appears that B/AA females are not ascending to GS-14 and GS-15 levels and in the SES which may point to challenges with the agency's upward mobility practices and procedures. Networking, career development, and exposure opportunities, may help to increase participation rates in higher positions.</p>	



	For both Issue #1 and Issue #2: Culture of inclusion and engagement.
<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><b><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff</u></b>  Use innovative recruitment and outreach initiatives for increasing diversity of NSF staff to increase the participation rates of Hispanic employees.</p> <p>ODI will collaborate with HRM to develop specific recruitment strategies to target Hispanics/Latinos at all grades levels.</p> <p><b><u>Issue #2: Advancement of Black/African American (B/AA) permanent staff</u></b>  NSF's Leadership Development Program, networking and exposure opportunities, continued in FY 2017</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	Office Head, Office of Diversity and Inclusion and Chief Human Capital Officer (CHCO), Office of Information and Resource Management
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p><b><u>Issue #1:</u></b> On-going; building and refining previous strategies</p> <p><b><u>Issue #2:</u></b> On-going; Leadership Development Program, continued in FY 2017.</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p><b><u>Issue #1:</u></b> 09/30/2019</p> <p><b><u>Issue #2:</u></b> 09/30/2019</p>

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
<p><b><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff</u></b></p> <p>Evaluate the effectiveness of our broadening participation efforts, especially as it relates to recruitment and outreach to diverse populations and historically underrepresented groups.</p> <p>Identify additional recruitment sources targeted to the Hispanic population, while maintaining existing partnerships.</p> <p>Utilize student internship programs, such as Pathways Programs Hispanic Association for College and Universities as feeder programs for entry level to mid-grade positions.</p> <p>Identify new and varied ways of publicizing training and professional development opportunities to all segments of our workforce, especially to underrepresented groups.</p>	<p>3<sup>rd</sup> Quarter FY 2018</p>	
<p><b><u>Issue #2: Advancement of Black/African American (B/AA) permanent staff</u></b></p> <p>Foster a culture of inclusion through change management efforts and leadership accountability.</p> <p>Implement Employee Resource Groups (ERGs).</p> <p>Implement the New IQ process with NSF organizational units (i.e., offices and divisions within research directorates).</p> <p>Initiate Workforce Inclusiveness Assessment to identify impacts of change, the inclusiveness of NSF's environment, and best practices for improving workforce inclusiveness.</p>	<p>4<sup>th</sup> Quarter FY 2018</p>	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p>		
<p><b><u>Issue #1: Recruitment and retention of Hispanic/Latino permanent staff – FY 2017 Accomplishments</u></b></p> <ol style="list-style-type: none"> <li>(1) NSF is dedicated to promoting diversity and inclusion in employment opportunities throughout the agency.</li> <li>(2) NSF signed an MOU with Prospanica, a Hispanic organization in order to promote employment opportunities.</li> <li>(3) NSF conducted outreach and/or advertised vacancies with the following Hispanic/Latino organizations: <ol style="list-style-type: none"> <li>a. Society of Hispanic Professional Engineers</li> <li>b. Society for Advancement of Chicanos/Hispanics and Native Americans in Science</li> <li>c. Society of Hispanic Professional Engineers Conference</li> </ol> </li> </ol> <p><b><u>Issue #2: Advancement of Black/African American (B/AA) female permanent staff</u></b></p> <ol style="list-style-type: none"> <li>(1) Multiple analyses (described above and in MD-715 Form E ) were completed in FY 2017;</li> <li>(2) Presentations about NSF workforce diversity were made to senior leadership, including the CHCO, Office Head of the Office of Diversity and Inclusion, and the Division Director of HRM;</li> <li>(3) World Café workshops were conducted in FY 2017 with a focus on race relations within society and the workplace.</li> </ol>		

<b>EEOC FORM 715-01 PART J</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>
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<b>PART I Department or Agency Information</b>	1. Agency	1. <b>National Science Foundation</b>
	1.a. 2 <sup>nd</sup> Level Component	1.a.
	1.b. 3 <sup>rd</sup> Level or lower	1.b.

<b>2ART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	1,457	100.00%	1,488	100.00%	+31	+2.13%
	Reportable Disability	120	8.24%	146	9.81%	+26	+21.67%
	Targeted Disability*	13	0.89%	33	2.22%	20	+153.85%
	* 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.					447 <sup>16</sup>	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					3 <sup>1</sup>		

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

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions <sup>17</sup>	35	1	2.85%	1	2.85%	18	51.4%	16	45.72%
4. Non-Competitive Promotions <sup>18</sup>	73	3	4.11%	0	0.00%	5	6.85%	65	89.04%
5. Employee Career Development Programs	NA	NA	NA	NA	NA	NA	NA	NA	NA
5.a. Grades 5 - 12	NA	NA	NA	NA	NA	NA	NA	NA	NA
5.b. Grades 13 - 14	NA	NA	NA	NA	NA	NA	NA	NA	NA
5.c. Grade 15/SES	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>16</sup> Table B7, Permanent

<sup>17</sup> Table B9, Selections

<sup>18</sup> Table B10, Number eligible for non-competitive promotions

6. Employee Recognition and Awards <sup>19</sup>	NA	NA	NA	NA	NA	NA	NA	NA	NA
6.a. Time-Off Awards (Total hrs awarded)	2,787	134	5.94%	1	0.99%	94	8.38%	2,559	91.09%
6.b. Cash Awards (total \$\$\$ awarded)	\$1,610,558	\$145,390	8.87%	\$182,780	3.02%	\$51,500	3.02%	\$1,413,668	88.10%
6.c. Quality-Step Increase	\$408,687	\$24,595	6.62%	\$0	0.00%	\$5,951	1.47%	\$378,141	91.91%

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	<p>Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I.</b></p> <p>Following an approach similar to that used in the Barrier Analysis presented in Form E, the following results were found with respect to the representation in Permanent SES and GS 13-15 positions at NSF:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4" style="text-align: center;">DISABILITY STATUS</th> </tr> <tr> <th style="text-align: center;">No Disability</th> <th style="text-align: center;">Not Identified</th> <th style="text-align: center;">Disability</th> <th style="text-align: center;">Targeted Disability</th> </tr> </thead> <tbody> <tr> <td><b>NSF PERM Workforce</b></td> <td style="text-align: center;">86.88%</td> <td style="text-align: center;">2.97%</td> <td style="text-align: center;">10.16%</td> <td style="text-align: center;">2.11%</td> </tr> <tr style="background-color: #d9ead3;"> <td><b>SES</b></td> <td style="text-align: center;"><b>94.44%</b></td> <td style="text-align: center;"><b>0.00%</b></td> <td style="text-align: center;"><b>5.56%</b></td> <td style="text-align: center;"><b>1.39%</b></td> </tr> <tr> <td>GS-15</td> <td style="text-align: center;">91.92%</td> <td style="text-align: center;">4.04%</td> <td style="text-align: center;">4.04%</td> <td style="text-align: center;">2.02%</td> </tr> <tr> <td>GS-14</td> <td style="text-align: center;">90.95%</td> <td style="text-align: center;">2.51%</td> <td style="text-align: center;">6.53%</td> <td style="text-align: center;">0.50%</td> </tr> <tr> <td>GS-13</td> <td style="text-align: center;">83.75%</td> <td style="text-align: center;">3.75%</td> <td style="text-align: center;">12.50%</td> <td style="text-align: center;">1.88%</td> </tr> <tr> <td><b>Gaps - Differences</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SES - GS15</td> <td style="text-align: center;">2.52%</td> <td style="text-align: center;">-4.04%</td> <td style="text-align: center;">1.52%</td> <td style="text-align: center;">-0.63%</td> </tr> <tr> <td>GS15 - GS14</td> <td style="text-align: center;">0.97%</td> <td style="text-align: center;">1.53%</td> <td style="text-align: center;">-2.49%</td> <td style="text-align: center;">1.52%</td> </tr> <tr> <td>GS14 - GS13</td> <td style="text-align: center;">7.20%</td> <td style="text-align: center;">-1.24%</td> <td style="text-align: center;">-5.97%</td> <td style="text-align: center;">-1.38%</td> </tr> <tr> <td><b>Gaps - Ratios</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SES - GS15</td> <td style="text-align: center;">1.03</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">1.38</td> <td style="text-align: center;">0.69</td> </tr> <tr> <td>GS15 - GS14</td> <td style="text-align: center;">1.01</td> <td style="text-align: center;">1.61</td> <td style="text-align: center;">0.62</td> <td style="text-align: center;">4.04</td> </tr> <tr> <td>GS14 - GS13</td> <td style="text-align: center;">1.09</td> <td style="text-align: center;">0.67</td> <td style="text-align: center;">0.52</td> <td style="text-align: center;">0.27</td> </tr> </tbody> </table> <p>Source: Data for this table were extracted from Table B4P</p> <p>Persons with disabilities (PWDs) account for 10.16% of NSF's permanent workforce but 5.56% of the SES workforce. The overall number of persons with targeted disabilities is too small (n=27) for valid and reliable barrier analysis. PWDs account for 12.50% of GS-13 and 6.53% of GS-14 employees, but constitute only 4.04% of those at the GS-15 level, suggesting that a potential barrier to advancement to the SES may exist at the transition from the GS-14 to the GS-15 level.</p> <p>NSF conducted outreach to persons with disabilities as follows in FY 2017 and plans similar efforts for FY 2018:</p> <ul style="list-style-type: none"> <li>• Disabled Career Expo (11/18/17)</li> <li>• Hiring Our Heroes Hiring Fair (7/13/17)</li> <li>• Henderson Hall Career Fair (4/13/17)</li> <li>• MOA Military and Veteran Networking Forum (9/14/17)</li> </ul> <p>Activities associated with PWDs are in alignment with the duties of NSF's Veterans Employment Coordinator (VEC), who is assigned under HRM. NSF used OPM's Feds Hire Vets website to reach the veteran population. The VEC met with and briefed representatives of senior management in all of NSF's directorates and offices and at various staff meetings on veteran hiring authorities, flexibilities, and practices. NSF continues to maintain its Veterans Working Group (VWG) for developing ideas to enhance program support and activities. The VWG strives to provide NSF stakeholders the opportunity to provide input and advice on areas such as educating the agency on veteran hiring initiatives; veteran</p>		DISABILITY STATUS				No Disability	Not Identified	Disability	Targeted Disability	<b>NSF PERM Workforce</b>	86.88%	2.97%	10.16%	2.11%	<b>SES</b>	<b>94.44%</b>	<b>0.00%</b>	<b>5.56%</b>	<b>1.39%</b>	GS-15	91.92%	4.04%	4.04%	2.02%	GS-14	90.95%	2.51%	6.53%	0.50%	GS-13	83.75%	3.75%	12.50%	1.88%	<b>Gaps - Differences</b>					SES - GS15	2.52%	-4.04%	1.52%	-0.63%	GS15 - GS14	0.97%	1.53%	-2.49%	1.52%	GS14 - GS13	7.20%	-1.24%	-5.97%	-1.38%	<b>Gaps - Ratios</b>					SES - GS15	1.03	0.00	1.38	0.69	GS15 - GS14	1.01	1.61	0.62	4.04	GS14 - GS13	1.09	0.67	0.52	0.27
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<sup>19</sup> Total of Table B13, Permanent and B13, Temporary

	<p>onboarding protocols; promoting the NSF Mentoring program; and creating innovative recruitment strategies to attract disabled veterans, veterans, and military spouses.</p> <p>Opportunities to develop skills and learn are available via NSF's Academy, which offers a wide range of training opportunities to all NSF employees, including, but not limited to: the NSF Mentoring Program; individual development plans; and the After Hours (for employees in GS-09 positions and below without a bachelor's degree to develop skills necessary for career advancement).</p>
<p><b>Part V</b></p> <p>Goals for Targeted Disabilities</p>	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p> <p>Although no barrier was identified associated with the agency's policies, procedures, or practices, attitudinal barriers may exist. Additionally, the volume of requests for reasonable accommodations compared to the agency-level data on disability status suggests a need to encourage agency employees to update this status—which is mutable—on an annual basis to ensure adequate data are available for valid and reliable analyses. NSF will explore establishing a regular, on-going means of encouraging such updating of FPPS data in a way that does not reproduce stigma or bias.</p> <p>Additionally, NSF will work to increase usage of Schedule A and veteran's preference hiring authorities. NSF's HRM Service Teams provide operational support to NSF's directorates and offices, generally meeting with customers in these organizations on either a bi-weekly or monthly basis. The agenda for these meetings includes updates on on-going and future hiring actions in each organization. During these discussions, HRM emphasizes options available to hiring managers associated with various hiring authorities, including Schedule A and veteran's preference and the appointing authorities available to non-competitively hire disabled veterans. Issues related to increasing hiring diversity, in general, as well as processes to increase the hiring of PWDs are discussed at annual staffing planning meetings held with each directorate and office.</p> <p>Finally, NSF's Office of Diversity and Inclusion (ODI) will explore, in collaboration with the NSF Academy, how a scenario-based course can be made available that could raise employees' and managers' awareness about disability issues in the workplace. In alignment with OPM's general emphasis on employee engagement, a training program on effective engagement strategies for PWDs would provide a context for key discussions within NSF to address the potential attitudinal issues that impact hiring and advancement of PWDs.</p>

## MD-715 – Part J

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

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

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

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                |       |      |
|--------------------------------|-------|------|
| a. Cluster GS-1 to GS-10 (PWD) | Yes X | No   |
| b. Cluster GS-11 to SES (PWD)  | Yes   | No X |

- |   |
|---|
| a. Cluster GS-1 to GS-10 (PWD) Yes (1.09%)<br>b. Cluster GS-11 to SES (PWD) Yes (9.07%) |
|---|

The FY 2017 data show that the participation rate of PWD in the agency (10.16%) is below the goal of 12%. However, participation rate of individuals with reportable disabilities is 10.16%, which is a 27.45% net change from the prior year, indicating that the number of individuals with disabilities overall has increased.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                 |     |      |
|---------------------------------|-----|------|
| a. Cluster GS-1 to GS-10 (PWTD) | Yes | No X |
| b. Cluster GS-11 to SES (PWTD)  | Yes | No X |

- |   |
|---|
| a. Cluster GS-1 to GS-10 (PWTD) Yes (0.55%)<br>b. Cluster GS-11 to SES (PWTD) Yes (1.56%) |
|---|

NSF has attained the PWTD goal of 2%.

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3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

Hiring goals communicated through the state of the agency presentation and various presentation conducted throughout by the Veteran's Employment Program Manager FY 2017.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### **A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM**

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

Yes X          No

Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			Pamela Smith Hall Disability Program Manager <a href="mailto:pjsmith@nsf.gov">pjsmith@nsf.gov</a>

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Answering questions from the public about hiring authorities that take disability into account				
Processing reasonable accommodation requests from applicants and employees	1			Pamela Smith Hall Disability Program Manager <a href="mailto:pjsmith@nsf.gov">pjsmith@nsf.gov</a>
Section 508 Compliance				
Architectural Barriers Act Compliance				
Special Emphasis Program for PWD and PWTD	1			Eric Bell Special Emphasis Program Manager <a href="mailto:eabell@nsf.gov">eabell@nsf.gov</a>

Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Yes X      No

Yes, Disability training such as reasonable accommodations and sensitivity training has been conducted.

**B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM**

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Yes X      No



### Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

#### **A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES**

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Demographic questions are asked when applicants apply to all positions within the agency.

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

Schedule A, Veterans Preference and the Veterans Non Paid Work Experience Program

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

HR reviews and verifies the appropriate documentation. Once the documentation has been confirmed a certification of eligibility is sent to the selecting official.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Yes  No  N/A

Hiring manager are trained annually via face to face meetings, oral presentations, and e-training.

**B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NSF has partnered and collaborated with various organizations (veteran and non-veteran) in outreach efforts such as career fairs.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

- |   |     |    |   |
|---|-----|----|---|
| a. New Hires for Permanent Workforce (PWD)  | Yes | No | X |
| b. New Hires for Permanent Workforce (PWTD) | Yes | No | X |

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

- |                             |     |    |   |
|-----------------------------|-----|----|---|
| a. New Hires for MCO (PWD)  | Yes | No | X |
| b. New Hires for MCO (PWTD) | Yes | No | X |

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

- |  |     |    |   |
|--|-----|----|---|
| a. Qualified Applicants for MCO (PWD)  | Yes | No | X |
| b. Qualified Applicants for MCO (PWTD) | Yes | No | X |

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4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

- |                              |     |  |
|------------------------------|-----|--|
| a. Promotions for MCO (PWD)  | Yes | No <input checked="" type="checkbox"/> |
| b. Promotions for MCO (PWTD) | Yes | No <input checked="" type="checkbox"/> |

## Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

### **A. ADVANCEMENT PROGRAM PLAN**

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

NSF plan to continue to offer multiple development programs for all staff leading to opportunities for advancement, please see the list below:

- Reasonable Accommodations program
- Mentorship program
- Leadership Development program



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4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- |                      |     |  |
|----------------------|-----|--|
| a. Applicants (PWTD) | Yes | No <input checked="" type="checkbox"/> |
| b. Selections (PWTD) | Yes | No <input checked="" type="checkbox"/> |

**C. AWARDS**

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- |   |     |  |
|---|-----|--|
| a. Awards, Bonuses, & Incentives (PWD)  | Yes | No <input checked="" type="checkbox"/> |
| b. Awards, Bonuses, & Incentives (PWTD) | Yes | No <input checked="" type="checkbox"/> |

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

- |                         |     |  |
|-------------------------|-----|--|
| a. Pay Increases (PWD)  | Yes | No <input checked="" type="checkbox"/> |
| b. Pay Increases (PWTD) | Yes | No <input checked="" type="checkbox"/> |

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- |                                      |     |    |   |
|--------------------------------------|-----|----|---|
| a. Other Types of Recognition (PWD)  | Yes | No | N/A <input checked="" type="checkbox"/> |
| b. Other Types of Recognition (PWTD) | Yes | No | N/A <input checked="" type="checkbox"/> |

**D. PROMOTIONS**

1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. SES

- |  |     |    |   |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD)          | Yes | No | X |

b. Grade GS-15

- |  |     |    |   |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD)          | Yes | No | X |

c. Grade GS-14

- |  |     |    |   |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD)          | Yes | No | X |

d. Grade GS-13

- |  |     |    |   |
|--|-----|----|---|
| i. Qualified Internal Applicants (PWD) | Yes | No | X |
| ii. Internal Selections (PWD)          | Yes | No | X |

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. SES

- |   |     |    |   |
|---|-----|----|---|
| i. Qualified Internal Applicants (PWTD) | Yes | No | X |
| ii. Internal Selections (PWTD)          | Yes | No | X |

b. Grade GS-15

- |   |     |    |   |
|---|-----|----|---|
| i. Qualified Internal Applicants (PWTD) | Yes | No | X |
|---|-----|----|---|

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ii. Internal Selections (PWTD)	Yes	No X
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Yes	No X
ii. Internal Selections (PWTD)	Yes	No X
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Yes	No X
ii. Internal Selections (PWTD)	Yes	No X

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. New Hires to SES (PWD)	Yes	No X
b. New Hires to GS-15(PWD)	Yes	No X
c. New Hires to GS-14 (PWD)	Yes	No X
d. New Hires to GS-13(PWD)	Yes	No X

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. New Hires to SES (PWTD)	Yes	No X
b. New Hires to GS-15 (PWTD)	Yes	No X
c. New Hires to GS-14(PWTD)	Yes	No X
d. New Hires to GS-13 (PWTD)	Yes	No X

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5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

a. Executives

- |  |     |  |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD)          | Yes | No <input checked="" type="checkbox"/> |

b. Managers

- |  |     |  |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD)          | Yes | No <input checked="" type="checkbox"/> |

c. Supervisors

- |  |     |  |
|--|-----|--|
| i. Qualified Internal Applicants (PWD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWD)          | Yes | No <input checked="" type="checkbox"/> |

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

a. Executives

- |   |     |  |
|---|-----|--|
| i. Qualified Internal Applicants (PWTD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWTD)          | Yes | No <input checked="" type="checkbox"/> |

b. Managers

- |   |     |  |
|---|-----|--|
| i. Qualified Internal Applicants (PWTD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWTD)          | Yes | No <input checked="" type="checkbox"/> |

c. Supervisors

- |   |     |  |
|---|-----|--|
| i. Qualified Internal Applicants (PWTD) | Yes | No <input checked="" type="checkbox"/> |
| ii. Internal Selections (PWTD)          | Yes | No <input checked="" type="checkbox"/> |



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7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

- |                                    |     |  |
|------------------------------------|-----|--|
| a. New Hires for Executives (PWD)  | Yes | No <input checked="" type="checkbox"/> |
| b. New Hires for Managers (PWD)    | Yes | No <input checked="" type="checkbox"/> |
| c. New Hires for Supervisors (PWD) | Yes | No <input checked="" type="checkbox"/> |

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

- |                                     |     |  |
|-------------------------------------|-----|--|
| a. New Hires for Executives (PWTD)  | Yes | No <input checked="" type="checkbox"/> |
| b. New Hires for Managers (PWTD)    | Yes | No <input checked="" type="checkbox"/> |
| c. New Hires for Supervisors (PWTD) | Yes | No <input checked="" type="checkbox"/> |

## Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

### **A. VOLUNTARY AND INVOLUNTARY SEPARATIONS**

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Yes       No      N/A

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2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

- |                                  |     |      |
|----------------------------------|-----|------|
| a. Voluntary Separations (PWD)   | Yes | No X |
| b. Involuntary Separations (PWD) | Yes | No X |

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

- |                                   |     |      |
|-----------------------------------|-----|------|
| a. Voluntary Separations (PWTD)   | Yes | No X |
| b. Involuntary Separations (PWTD) | Yes | No X |

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the

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Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

[https://www.nsf.gov/news/mmg/mmg\\_disp.jsp?med\\_id=80234](https://www.nsf.gov/news/mmg/mmg_disp.jsp?med_id=80234)

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

[https://www.nsf.gov/news/mmg/mmg\\_disp.jsp?med\\_id=80234](https://www.nsf.gov/news/mmg/mmg_disp.jsp?med_id=80234)

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

N/A

### **C. REASONABLE ACCOMMODATION PROGRAM**

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

15 days average time frame for processing initial request.

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

Effectiveness of policies, procedures, or practices to implement reasonable accommodations are listed below:

1. Timely processing results
2. Timely providing approved accommodations
3. Monitoring accommodation requests for trends

#### **D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

Effectiveness of the policies, procedures, or practices to implement the PAS requirement are listed below:

1. Timely providing approved services
2. Conducting training
3. Monitor PAS request for trends

### Section VI: EEO Complaint and Findings Data

#### **A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Yes                      No X                      N/A

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2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Yes                      No X                      N/A

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

**B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Yes                      No X                      N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Yes                      No X                      N/A

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

**Section VII: Identification and Removal of Barriers**

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Yes X                      No                      N/A

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Yes X                      No                      N/A

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3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

<b>Trigger 1</b>	The FY 2017 data show that the participation rate of PWD in the agency (10.16%) is below the goal of 12%. However, participation rate of individuals with reportable disabilities is 10.16%, which is a 27.45% net change from the prior year, indicating that the number of individuals with disabilities overall has increased.			
<b>Barrier(s)</b>	According to the data, despite our multivariate approaches to recruit and retain PWDs, our numbers are falling short of the goal of 12%.			
<b>Objective(s)</b>	To increase the participation rate of PWDs the agency will implement a strategic plan of action.			
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan?</b> (Yes or No)		
		Yes		
<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)
9/30/2018	Continue outreach efforts and other initiatives geared toward this segment of the workforce	Yes	4/01/2018	9/30/2018
9/30/2018	Partner with Department of Labor to utilize the Workforce Recruitment Program for students with disabilities.	Yes	4/01/2018	9/30/2018
9/30/2018	Partner with colleges and universities such as Gallaudet, professional organizations and other groups that can assist with recruiting PWDs.	Yes	4/01/2018	9/30/2018
<b>Fiscal Year</b>	<b>Accomplishments</b>			
	The National Science Foundation is dedicated to promoting diversity and inclusion in employment opportunities throughout the Agency.  Participation rate of individuals with reportable disabilities is 10.16%, which is a 27.45% net change from the prior year, indicating that the number of individuals with disabilities overall has increased.			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

Agency has completed all previous planned activities which has increased the number of individuals with disabilities within the workforce.

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

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N/A

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

N/A