

National Science Foundation

For period covering October 1, 2018 to September 30, 2019

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>	1. National Science Foundation		
	<b>1.a</b> 2nd level reporting component			
	<b>2. Address</b>	2. 2415 Eisenhower Avenue		
	<b>3. City, State, Zip Code</b>	3. Alexandria, VA 22314		
	<b>4. Agency Code</b>   <b>5. FIPS code(s)</b>	<b>4. NF00</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. 1290</b>
	<b>2. Enter total number of temporary employees</b>	<b>2. 214</b>
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4. 1504</b>

<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
	Head of Agency	Dr. France Cordova	Director
	Principal EEO Director/Official	Rhonda J. Davis	Office Head
	Affirmative Employment Program Manager	Edmund Rhynes	EEO Complaints Program Manager
	Complaint Processing Program Manager	Edmund Rhynes	EEO Complaints Program Manager
	Disability Program Manager (SEPM)	Pamela Smith	Disability Program Manager

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<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
<b>EEOC FORMS and Documents</b>	<b>Required</b>	<b>Uploaded</b>	
Reasonable Accommodation Procedure	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Organization Chart	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
EEO Policy Statement	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Diversity Policy Statement	N	Y	

EXECUTIVE SUMMARY: MISSION

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. NSF supports fundamental research at the frontiers of knowledge, across all fields of science and engineering (S&E) and S&E education. With an annual budget of about \$8.1 billion (FY 2019), NSF funds approximately 24% 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.

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&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).

Over the years, NSF-funded research and education projects and world-class S&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.

In order to unleash the United States' innovation potential, it is essential to have a well-prepared S&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&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&E discoveries, but it also equips the future S&E workforce with the knowledge and experience to apply the most advanced concepts and technology to meet societal challenges.

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EXECUTIVE SUMMARY: MISSION

NSF has a strong commitment to diversity, as reflected in one of the core values in NSF's 2018-2022 Strategic Plan, 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 2019 consisted of 1,504 employees – 1,290 permanent and 214 temporary – according to the Federal Personnel Payroll System (FPPS). 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.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

*Essential Element A: Demonstrated Commitment from Agency Leadership àFully Met*

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

*Essential Element C: Management and Program Accountability àFully Met*

*Essential Element D: Proactive Prevention of Unlawful Discrimination àFully Met*

*Essential Element E: Efficiency àMeasures Met*

*Essential Element F: Responsiveness and Legal Compliance àFully Met*

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

## 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.

### 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. Overall, the NSF workforce relatively remained the same in FY 2019 compared to FY 2018. However, in Table A1, the demographic categories with small numbers show the biggest changes in percentage (Hispanics Males -- 4 (Number Difference) /14.81% (Net Change), American Indians Females (Number Difference) - 2/-33.33% (Net Change), Two or More Races (Males) -- 1 (Number Difference) /50% (Net Change))

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 A1 compares the NSF total workforce data to the CLF. The following groups were below parity:

- Males (11.41% below parity);
- Whites (14.71% below parity); and
- Hispanics/Latinos (5.17% below parity).

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

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

- Females (11.41% above parity);
- Blacks/African Americans (14.98% above parity); and
- Asians (5.41% above parity).

**Table 1. NSF Total Workforce, FY 2018 and FY 2019**

FY-18	FY-19
Permanent - 1272	Permanent - 1290
Temporary - 216	Temporary - 214

Table 1 disaggregates the NSF workforce by permanent (n=1,290) versus temporary appointments (n=214). 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. There were a few ways in which the NSF temporary workforce differed from those in the permanent workforce.

- 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;
- Asians were slightly more likely to be in the NSF temporary workforce than to be in the permanent workforce.

**FY 2019 NSF Permanent Workforce to FY 2019 NSF Temporary Workforce and 2010 Civilian Labor Force**

NSF's 1,290 permanent employees in FY 2019 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, with the following key findings:

- Overall, 62% of NSF's employees were female, which is higher than the 2010 Civilian Labor Force percentages (48% female);
- Females accounted for at least half of all employees in all of NSF's directorates (Table A2);
- The Mathematics and Physical Sciences (MPS) directorate had the lowest relative number of female employees: 50% (Table A2);

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

- Females accounted for more than 68% of employees in the Office of the Director (O/D) and over 74% of employees in the Education and Human Resources (EHR) directorate (Table A2).

**Racial/Ethnic Composition of the FY 2019 NSF Permanent Workforce Compared to the 2010 U.S. Civilian Labor Force (CLF)**

2010 Civilian Labor Force (CLF)	2019 NSF Permanent Workforce	Race/Ethnicity
1.76%	1.40%	All Others
3.90%	8.60%	Asians
12.02%	30.23%	African-Americans
9.96%	4.57%	Hispanics/Latino (a)
72.36%	55.19%	White

Source: Workforce Data Table A1

Table A1 of the Workforce Data Tables show the racial/ethnic composition of the FY 2019 NSF permanent workforce. Overall, the NSF workforce had a relatively higher percentage of employees of color (45%) than the comparable U.S. civilian labor force (28%).

Key findings (Table A2):

- Racial/ethnicity composition varied greatly across NSF's components, for example:
  - 65% of the directorate of Biological Sciences total workforce were White, with relatively small representations of Blacks/African Americans (19%) when compared to other offices and directorates;
  - Blacks/African Americans accounted for more than 30% of the total workforce in five components: Education and Human Resources (EHR) 54%, Computer and Information Science and Engineering (CISE) 43%, Information and Resource Management (IRM) 35%, Budget, Finance, and Awards Management (BFA) 32%, and Engineering (ENG) 34%.
  - While Asian employees accounted for ~9% of NSF's overall total workforce and 4% of the Civilian Labor Force, Asians accounted for more than 10% of the permanent workforce in three components: Engineering (ENG) 11%, Social, Behavioral, and Economic Sciences (SBE) 13%, and Computer and Information Science and Engineering (CISE) 11%.
- Hispanics/Latinos accounted for 4.5% of the NSF total workforce, a rate lower than the Civilian Labor Force of 10%; the MPS and OIG components had the highest representation of Hispanic/Latino permanent employees (~6% and 10% respectively).

NSF Workforce by Disability Status

As shown in Data Table B2, NSF's total workforce included 9.46% People with Disabilities (PWDs) and 2.40% People with Targeted Disabilities (PWTDs) in FY 2019. According to the Office of Personnel Management (OPM), in FY 2015, PWDs accounted for 9.40% and PWTDs accounted for 1.11% of onboard career employees in the federal workforce. NSF's representation of PWDs and PWTDs are



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above those of the federal government.

Among NSF's new hires (permanent and temporary, averages) in FY 2019, 12.43% were PWDs, 3.25% were PWTDs and 78% reported having no disability status as reported in Table B8.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

*Essential Element A: Demonstrated Commitment from Agency Leadership àFully Met*

In FY 2019, 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 when attending NSF's Federal Supervision Training.
- 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.
- Finally, all NSF SES members' performance plans include a D&I element.

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

NSF continued to meet all measures under Essential Element B.

- Participated 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 has developed a strategic plan for FY 2018-2022. The importance of Equal Employment Opportunity at NSF is reflected by the inclusion of Ms. Rhonda J. Davis, Head of the Office of Diversity and Inclusion.
- 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.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

*Essential Element C: Management and Program Accountability àFully 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; New Inclusive Quotient Course; and Conflict Resolution Course.
- Agency staff participated on inter-agency councils and groups, including the 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, Alternative Dispute Resolution Working Group, and the Renewing NSF 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 àFully 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 FY2019.
- Continued to meet its requirement under the America COMPETES Act Reauthorization, to complete Title IX Compliance Site Visit Reviews.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

- Continued to work with senior managers in identifying and implementing action plans to eliminate identified barriers. ODI established a standing collaboration with the NSF Academy staff to identify training and professional development opportunities that will support the agency having a Model EEO Program.
- Encouraged the use of ADR to all employees via the EEO Complaints Program, inclusive of supervisors and managers.
- Conducted workforce analyses regarding 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.

### NSF Complaint Activity Analysis

During this period there were 9 complaints filed with a total of 25 bases.

- Age, sex, and race together were the bases for 68% of the 25 bases filed during FY-2019 (n=17).
- Age, sex, and race were tied for the most common complaint basis, accounting for 20% respectively (n=5). The 5 race complaint bases shown included 4 from Black/African American employees (1 repeat filer), and 1 from a White employee.
- Disability was the second most common basis of complaints made to EEO.

### *Essential Element E: Efficiency à 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 complaint activity throughout the complaints process via iComplaints and other means. 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.
- 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 aggrieved individuals, as appropriate, during the pre- and formal complaint stages of the EEO process.
- Once ADR is elected, all managers are required to participate. Participating managers are required to have the applicable settlement authority.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

*Essential Element F: Responsiveness and Legal Compliance àFully 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.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

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

For this report, NSF focused on the following five areas: (1) Schedule A hires; (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 hires

In FY 2019, NSF hired five employees with Schedule A Hiring Authority.

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.

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 2019 there were 34 accommodations provided, in FY 2018 there were 20 accommodations.

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. 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.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Anti-Harassment Program

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

- Harassment
- Inclusion and belonging
- 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 Equal Opportunity and The Prevention of Harassment policies and EEO complaints processes in compliance with Title VII 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.

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 2019*

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.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Barrier Analysis Results, NSF Permanent Workforce, FY 2019

RACE/ETHNICITY

Total #

Hispanic or Latino

NSF PERM 1290 2.09%

SES 74 1.35%

GS-15 103 2.91%

GS-14 203 1.97%

GS-13 158 0.63%

Gaps - Differences

SES - GS15 -1.56%

GS15 - GS14 0.94%

GS14 - GS13 1.34%

Gaps - Ratios

SES - GS15 0.46

GS15 - GS14 1.48

GS14 - GS13 2.94

Source: Data for this table were extracted from Table A4 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



EXECUTIVE SUMMARY: PLANNED ACTIVITIES

those over 1 indicate overrepresentation at the higher grade relative to the lower grade. Key findings include:

- There are few Hispanic/Latino employees at the GS-13-14-15 levels, suggesting this to be a potential source of a barrier for Hispanic/Latino employees;
- The GS-13-14-15 pathway to the SES suggests that white males and females are advantaged towards upward career movement, representing proportionately more employees at each subsequent step along the GS-pathway to the SES; and
- While African American females are overrepresented in comparison to the CLF at the GS-13 level (32%) compared to their overall NSF workforce participation (41%), their proportionate representation significantly declines at the GS-15 level (13%), suggesting this level to be a potential source of a barrier for African American females.

Leadership / Career Development Programs

NSF launched its first Leadership Development Program (LDP) as defined by OPM. The inaugural cohort is comprised of 17 aspiring supervisors and 13 aspiring executives. The program focuses on the development of NSF employees who want to evolve as leaders as executives and senior managers. The LDP develops high-potential employees' leadership capabilities through a combination of on-the-job learning, coaching, mentoring, networking, and classroom training. While the program's goals also include strengthening NSF's internal supply of diverse candidates positioned to be competitive for future supervisory and executive positions, we recognized the need for a more diverse Leadership Development candidate pool.

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EXECUTIVE SUMMARY: PLANNED ACTIVITIES

**Leadership Development Program Demographics FY 2019**

	<b>Aspiring Supervisor</b>	
	<b>Applicants</b>	
	<b>Female</b>	<b>Male</b>
Total Number	39	14
American Indian or Alaska Native	0	0
Asian	3	1
Black or African American	8	3
Hispanic or Latino	2	1
Native Hawaiian or Other Pacific Islander	0	0
White	22	7
Two or more races	2	0
Unknown/ Unidentified	2	2

Source: NSF Division of Human Resource Management.

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

[Redacted] am the  
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee

\_\_\_\_\_  
Date

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CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

Rhonda J. Davis, Office Head, ES-260-00

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.

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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

Date

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

Davis, Rhonda J

Digitally signed by Davis, Rhonda J  
Date: 2020.09.29 11:42:07 -04'00'

Signature of Agency Head or Agency Head Designee

Date



member: 173407BF-  
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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			October 22, 2018 (Updated Policy Statement Released on 8/6/20)
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			<a href="https://www.nsf.gov/od/odi/reasonable_accom">https://www.nsf.gov/od/odi/reasonable_accom</a>
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Annually, onboarding and during ongoing educational activities
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Annually, onboarding and during ongoing educational activities
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Annually, onboarding and during ongoing educational activities
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			Annually, onboarding and during ongoing educational activities
	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.	X			Annually

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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
	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .	X			Director's Award for Equal Opportunity and Nominations for Presidential Rank Awards
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X			

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Essential Element: B Integration of EEO into the agency's Strategic Mission



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.1. 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.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.			X	The agency head is Dr. France Cordova The agency head designee is Rhonda Davis
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X			September 5, 2018 and frequent ongoing meetings
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X			



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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]			X	We don't have subordinate level components.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			The effectiveness of NSF's investments to contribute to the Nation's STEM workforce through research training depends on the inclusion of people who traditionally are underrepresented in the scientific enterprise.

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 Compliance Indicator	Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]			X	N/A
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.				
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X			Semi Annually
	C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X			Annually
	C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]			X	The agency doesn't have field offices

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 Compliance Indicator	Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			N/A
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			
	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.		X		Was posted in FY-20

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
	C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
	C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]	X			
	C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
	C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
	C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
	C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			
	C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			

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 <b>Compliance Indicator</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
		Yes	No	N/A	
 <b>Measures</b>	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			
 <b>Compliance Indicator</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
 <b>Measures</b>	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			No managers or employees were disciplined for discriminatory conduct during the reporting period
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			



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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			Annually
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		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	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			All excluding affinity groups and external special interest groups

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.	Yes	No	N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		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	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			<a href="https://www.nsf.gov/od/odi/reports.jsp">https://www.nsf.gov/od/odi/reports.jsp</a>
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist





Essential Element: E Efficiency

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			30
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			The contractors are held accountable in accordance with the statement of work which has a quality commitment clause
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.			N/A	
	E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.	X			The EEO complaints program is provided with sufficient resources to carry out the necessary program functions to include legal sufficiency reviews.
	E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	X			Contractor/USPS
	E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]	X			
 Compliance Indicator		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	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.			N/A	
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:					
E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]		X			
E.4.a.3. Recruitment activities? [see MD-715, II(E)]		X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X			
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X			

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Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			EEO Director reviews complaint trends to identify areas of concerns to address via training/briefings.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			EEO Director attends multiple working group meetings (Diversity in Government and the EEO Small Agency Council). Best practices are shared during those sessions for review and possible implementation.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist

Essential Element: F Responsiveness and Legal Compliance



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			



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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			

Essential Element:  Other

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Plan to Attain Essential Elements

PART H.1

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.

PAS procedures were not posted during the reporting period

<b>OBJECTIVE:</b>	<i>Date Objective Initiated:</i>	<i>Target Date For Completion Of Initiative:</i>
	Jun 4, 2020	Jun 4, 2020

Post PAS procedures

**Responsible Official**

**Planned Activities**

<i>Target Date</i>	<i>Planned Activity</i>
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**Report of Accomplishments  
and Modifications to  
Objective**

National Science Foundation

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Plan to Eliminate Identified Barriers

PART I.1

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

Provide a brief narrative describing the condition at issue.  
How was the condition recognized as a potential barrier?

Issue #1: Underrepresentation of Race and Sex in NSF's Total Workforce - The agency's total workforce (4.43%) is lower than Hispanics rate of availability in the civilian labor force (CLF) (9.96%) (Tab A1) - The agency's American Indian total workforce (0.47%) is lower than the Civilian Labor Force rate of (1.%) (Tab A1) - The agency's male total workforce (40.43%) is lower than the Civilian Labor Force rate of (51.84%) causing a variance of 11%. (Tab A1)  
Issue #2: Advancement of Black/African American (B/AA) female permanent staff - The workforce data indicates the participation rate of B/AA females in the agency's total workforce is 22%, which far exceeds their rate of 7% in the CLF (Tab A1). - B/A- B/AA females occupy 40% of all Management and Program Analysts (0343) positions in comparison to 17% for white males and 25% white females (A6P). A represent 27% of the permanent of workforce (Tab A1). - B/AA females represent 49% of grade GS 7 – 14 positions, in comparison to 9% for white males and 20% white females (A4P) - B/AA females are underrepresented in the permanent workforce at the GS-15 level at 13% in comparison to 36% for white males and 40% white females (Tab A4P) - B/AA females are underrepresented in the permanent workforce at the SES level at 5% in comparison to 40% for white males and 38% white females (Tab A4P) - B/AA females are underrepresented in the "other senior pay levels" (administratively determined) at 5% in comparison to 40% for white males and 35% white females. Issue #3: Lack of Diversity in SES ranks - Significantly less Black Male and Black Females (8%) in the permanent SES, in comparison to White males and females (78%). (Tab A4P) - 75% of the Executive Officials and Managers are White (Tab A3) - No representation of Native Americans, Alaskan and Pacific Islander  
Issue #4: Lack of Diversity in AD ranks - 73% of all AD positions are occupied by White employees

**STATEMENT OF BARRIER GROUPS:**

*Barrier Group*

- All Men
- Hispanic or Latino Males
- Hispanic or Latino Females
- Black or African American Males
- Black or African American Females
- American Indian or Alaska Native Males
- American Indian or Alaska Native Females

**BARRIER ANALYSIS:**

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

**STATEMENT OF IDENTIFIED BARRIER:**

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

Issue #1: 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 4.11% of Hispanics separated from the agency in comparison to the 4.7% that were hired in FY18, 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. Awareness of strategies to increase outreach and recruitment to Hispanic/Latinos necessary. Issue #2: 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. For both Issue #1 and Issue #2: Culture of inclusion and engagement.

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Plan to Eliminate Identified Barriers

Objective

Issue #1: Recruitment and retention of Hispanic/Latino permanent staff  
Use innovative recruitment and outreach initiatives for recruiting Hispanic/Latino employees, increase their participation and retention rates across the agency.

ODI will collaborate with HRM and EHR to develop specific recruitment strategies to target Hispanics/Latinos at all grade levels.

Identify and train at least one staff member to serve in the role of Hispanic/Latino Special Emphasis Manager

<b>Date Objective Initiated</b>	Oct 1, 2018
<b>Target Date For Completion Of Objective</b>	Sep 30, 2020

Issue #2: Advancement of Black/African American (B/AA) female permanent staff

Increase B/AA female participation in the Leadership Development Program to increase the candidate pool for higher graded positions.

Partner with the Strategic Human Capital Planning to assist with the review applicant flow and complete interview data.

Collaborate with Staffing and Classifications to develop recruitment strategies for the underrepresented group.

<b>Date Objective Initiated</b>	Sep 1, 2020
<b>Target Date For Completion Of Objective</b>	Sep 30, 2020

Issue #3: Increase Diversity levels in SES ranks

- Continue to track SES recruitment using the newly developed Monster recruitment tracking system that was established on February 2020
- Using the recruitment tracking data, recruiting strategies should be developed to appeal to underrepresented groups..

<b>Date Objective Initiated</b>	Sep 1, 2020
<b>Target Date For Completion Of Objective</b>	Sep 30, 2021

Issue #4 Increase Diversity in Administratively Determined (AD) Pay Plan

Update or revise the current source list

Confirm that external points of contact are receiving and distributing recruitment correspondence

<b>Date Objective Initiated</b>	Sep 1, 2020
<b>Target Date For Completion Of Objective</b>	Sep 30, 2020

Responsible Officials

Rhonda Davis Office Head  
Wonzie Gardner Office of Information and Resource Management  
Wonzie Gardner Chief Human Capital Officer

Planned Activities Toward Completion of Objective

Report of Accomplishments and Modifications to Objective

**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 affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

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

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with 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)	Answer	No
b.Cluster GS-11 to SES (PWD)	Answer	No

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

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)	Answer	No
b.Cluster GS-11 to SES (PWTD)	Answer	No

The Cluster for GS-11 to SES (PWTD) is less than 2% but this does not represent a trigger. NSF has attained the PWTD overall goal of at least 2%.

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 FY 2019 by the Office of Diversity & Inclusion and the Veteran's Employment Program Manager.

**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.

Answer 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	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Desiree Morehead Acting Branch Chief djoy@nsf.gov
Processing applications from PWD and PWTD	1	0	0	Desiree Morehead Acting Branch Chief djoy@nsf.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Sabrina Caraway Management and Program Analyst scaraway@nsf.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Pamela Smith Hall Disability Program Manager pjsmith@nsf.gov
Section 508 Compliance	1	0	0	Katherine Otts Section 508 Compliance Officer kotts@nsf.gov
Architectural Barriers Act Compliance	1	0	0	Barry Carlisle Safety Occupational Health Manager bcarlisl@nsf.gov

3. 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.

Answer Yes

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

Answer Yes

**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 APPLICATIONS 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.

Answer Yes

Hiring managers 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) Answer No
- b. New Hires for Permanent Workforce (PWTD) Answer No

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer No
- b. New Hires for MCO (PWTD) Answer No

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer No
- b. Qualified Applicants for MCO (PWTD) Answer No

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

### 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 plans to continue to offer multiple development programs for all staff leading to opportunities for advancement, please see the list below:  
 Reasonable Accommodations program  
 Informal Mentorship program  
 Leadership Development program

#### B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

Informal Mentoring Program  
 Pathway/Internship Program  
 Fellowship Program  
 Leadership Development Program

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Coaching Programs	N/A					
Mentoring Programs	N/A					
Fellowship Programs	N/A					
Detail Programs	N/A					
Internship Programs	N/A					
Training Programs	N/A					
Other Career Development Programs	109	29	0	10	0	0

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)	Answer	No
b. Selections (PWTD)	Answer	No

### 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)	Answer	No
b. Awards, Bonuses, & Incentives (PWTD)	Answer	No

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)	Answer	No
b. Pay Increases (PWTD)	Answer	No

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)	Answer	N/A
b. Other Types of Recognition (PWTD)	Answer	N/A

### 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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No



b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer No

b. New Hires to GS-15 (PWD) Answer No

c. New Hires to GS-14 (PWD) Answer No

d. New Hires to GS-13 (PWD) Answer No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD) Answer No

b. New Hires to GS-15 (PWTD) Answer No

c. New Hires to GS-14 (PWTD) Answer No

d. New Hires to GS-13 (PWTD) Answer No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Managers

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

b. Managers

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD)	Answer	No
b. New Hires for Managers (PWD)	Answer	No
c. New Hires for Supervisors (PWD)	Answer	No

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD)	Answer	No
b. New Hires for Managers (PWTD)	Answer	No
c. New Hires for Supervisors (PWTD)	Answer	No

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

To be 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 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 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

	Answer	Yes
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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)	Answer	No
b. Involuntary Separations (PWD)	Answer	No

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)	Answer	No
b. Involuntary Separations (PWTD)	Answer	No

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 CFR §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 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/policies/access.jsp>

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/od/odi/index.jsp>

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 CFR §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?

Answer No

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?

Answer No

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?

Answer No

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?

Answer No

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?

Answer No

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

Answer N/A

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

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).

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