Management Directive 715 Report

Fiscal Year 2020

U.S. Environmental Protection Agency

Protecting Human Health & the Environment

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EEOC FORM 715-01 PARTS A-J	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM EPA STATUS REPORT FY2020

Part A – Agency Identifying Information

Agency	Address	City	State	Zip Code	Agency Code	FIPS Code
U.S. Environmental Protection Agency	1200 Pennsylvania Avenue NW	Washington	DC	20460	EP00	6800

Part B – Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Total Workforce
Number of employees reported between October 1, 2019 and September 30, 2020	14,095	915	15,010

Part C – Head of Agency and Agency Officials

Part C.1 - Head of Agency and Head of Agency Designee

Agency Leadership	Name	Title
Head of Agency	Andrew Wheeler	Administrator
Head of Agency Designee	Wesley Carpenter	Acting Deputy Chief of Staff

Part C.2 - Agency Officials Responsible for Oversight of EEO Programs

EEO Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Principal EEO Director/Official	Vicki Simons Kevin J Bailey	Director, Office of Civil Rights (OCR) Acting Director, Office of Civil Rights (OCR)	0905 0260	SES GS-15	202-564-7272 202-564-2998	Simons.Vicki@epa.gov KevinJ.Bailey@epa.gov
Principal EEO Official	Kevin J Bailey	Deputy Director, OCR	0260	GS-15	202-564-2998	KevinJ.Bailey@epa.gov
Affirmative Employment Program Manager	Michael Nieves	Assistant Director, Affirmative Employment, Analysis, & Accountability Staff (AEAA), OCR	0260	GS-15	202-566-1478	Nieves.Michael@epa.gov
Complaint Processing Program Manager	Cynthia Darden	Assistant Director Employee Complaint Resolution Staff (ECRS), OCR	0260	GS-15	202-564-1587	Darden.Cynthia@epa.gov
Diversity & Inclusion Officer	Linda Datcher	Director, Diversity, Outreach and Employee Services Division, Office of Human Resources (OHR), Office of Mission Support (OMS)	0201	GS-15	202-564-2101	Datcher.Linda@epa.gov
Hispanic Program Manager (SEPM)	Christopher Emanuel	EEO Manager/ National Hispanic Employment Program	0260	GS-14	202-564-7286	Emanuel.Christopher@epa.gov

EEO Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Women's Programs Manager (SEPM)	Margaret Gérardin	EEO Manager / National Federal Women's Employment Program, Women in Science and Engineering	0343	GS-13	202-564-5491	Gerardin.Margaret@epa.gov
Disability Program Manager (SEPM)	Christopher Emanuel	EEO Manager/ National Disability Employment Program	0260	GS-14	202-564-7286	Emanuel.Christopher@epa.gov
Special Placement Program Coordinator (Individuals with Disabilities)	Christopher Emanuel	EEO Manager/ National Disability Employment Program	0260	GS-14	202-564-7287	Emanuel.Christopher@epa.gov
Reasonable Accommodation Program Manager	Amanda Sweda	Senior National Reasonable Accommodations Coordinator	0260	GS-14	202-566-0678	Sweda.Amanda@epa.gov
Anti-Harassment Program Manager	Randolph Ferrell	Program Manager, "Order 4711" Anti-Harassment, Labor and Employee Relations, OHR	0201	GS-14	202-564-1927	Ferrell.Randolph@epa.gov
ADR Program Manager	Norwood Dennis	OCR ADR Coordinator	0260	GS-14	919-541-4249	Dennis.Norwood@epa.gov
Principal MD-715 Preparer	Michael Nieves	Assistant Director, Affirmative Employment, Analysis, & Accountability Staff	0260	GS-15	202-566-1478	Nieves.Michael@epa.gov

EEO Program Staff	Name	Title	Occupational Series	Pay Plan and Grade	Phone Number	Email Address
Other EEO Staff	Kristin Tropp	National Reasonable Accommodations Coordinator	0343	GS-13	202-559-0006	Tropp.Kristin@epa.gov
	Renee Clark	EEO Specialist/Team Lead, Title VII	0260	GS-14	202-564-7269	Clark.Renee@epa.gov

Part D – Components and Mandatory Documents

Part D.1 – List of Subordinate Components Covered in this Report

Subordinate Component	City	State	Agency Code	FIPS Codes
Headquarters Program Offices				
Office of the Administrator	Washington	DC	EP00AM	**6800**
Office of Mission Support	Washington	DC	EP00HG	**6800**
Office of Air and Radiation	Washington	DC	EP00LA	**6800**
Office of the Chief Financial Officer	Washington	DC	EP00FJ	**6800**
Office of Enforcement and Compliance Assurance	Washington	DC	EP00BE	**6800**
Office of General Counsel	Washington	DC	EP00CN	**6800**

Subordinate Component	City	State	Agency Code	FIPS Codes
Office of the Inspector General	Washington	DC	EP00DP	**6800**
Office of International and Tribal Affairs	Washington	DC	EP00EL	**6800**
Office of Chemical, Safety and Pollution Prevention	Washington	DC	EP00MC	**6800**
Office of Research and Development	Washington	DC	EP00NF	**6800**
Office of Land and Emergency Management	Washington	DC	EP00KD	**6800**
Office of Water	Washington	DC	EP00JB	**6800**
Regional Offices				
Region 1	Boston	MA	EP00Q1	**6800**
Region 2	New York	NY	EP00R2	**6800**
Region 3	Philadelphia	PA	EP00S3	**6800**
Region 4	Atlanta	GA	EP00T4	**6800**
Region 5	Chicago	IL	EP00U5	**6800**
Region 6	Dallas	TX	EP00V6	**6800**
Region 7	Lenexa	KS	EP00W7	**6800**

Subordinate Component	City	State	Agency Code	FIPS Codes
Region 8	Denver	CO	EP00X8	**6800**
Region 9	San Francisco	CA	EP00Y9	**6800**
Region 10	Seattle	WA	EP00ZX	**6800**

Part D.2 – Mandatory and Optional Documents for this Report

Did the Agency submit the following *mandatory* documents?	Please respond Yes or No	Comments
Organizational Chart	YES	https://www.epa.gov/aboutepa/epa-organization-chart
EEO Policy Statement	YES	FY20 EEO Policy Statement was issued September 30, 2020: https://www.epa.gov/ocr/eeo-policy-statement-2020
Agency's Strategic Plan	YES	FY 2018 – FY 2022 EPA Strategic Plan was issued February 12, 2018: https://www.epa.gov/planandbudget/strategicplan
Anti-Harassment Policy and Procedures	YES	FY20 Anti-Harassment Policy Statement was issued September 30, 2020: https://www.epa.gov/ocr/anti-harassment-policy-statement-2020
Reasonable Accommodation (RA) Procedures	YES	EPA's Reasonable Accommodation Procedures are posted: https://www.epa.gov/ocr/reasonable-accommodation#raprocedures
Personal Assistance Services (PAS) Procedures	YES	EPA's PAS Procedures are contained in the Reasonable Accommodations Procedures, above. EPA also created EPA's PAS Reference Guide September 22, 2020: https://www.epa.gov/sites/production/files/2020-09/documents/pas_reference_guide_final_september_22_2020.pdf
Alternative Dispute Resolution (ADR) Procedures	YES	ADR and Workplace Resolution are posted to EPA's public website: https://www.epa.gov/ocr/employment-complaint-resolutions

Did the Agency submit the following *optional* documents?	Please respond Yes or No	Comments
Federal Equal Opportunity Recruitment Program (FEORP) Report	YES	FY2020 FEORP is included in the Appendices.
Disabled Veterans Affirmative Action Program (DVAAP) Report	YES	FY2020 DVAAP is included in the Appendices.
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	NO	The Agency is finalizing a Barrier Analysis on Schedule A, which will include recommendations for increasing employment of individuals with disabilities under Executive Order 13458. The Agency also utilizes alternatives for increasing awareness of employment opportunities for individuals with disabilities. Examples include: Diversity and Inclusion Strategic Plan (DISP) and Agency Memoranda of Understanding (MOUs) (e.g., MOU for Rochester Institute of Technology/National Technical Institute for the Deaf (RIT/NTID), etc.
Diversity and Inclusion Plan (DISP) under Executive Order 13583	YES	The FY2017-2021 DISP is posted to EPA's Intranet and is included in the Appendices: https://intranet.epa.gov/ohr/diversity_and_inclusion/disp.html
Diversity Policy Statement	NO	The Agency issues several Diversity Policy Statements throughout the year that recognize diversity and commemorate monthly Special Emphasis Programs.
Human Capital Strategic Plan (HCSP)	YES	Human Capital Operating Plan (HCOP) FY2019 is included in the Appendices.
EEO Strategic Plan	YES	EEO Strategic Plan FY2019-2021 is included in the Appendices.
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	YES	EPA's FEVS Results and Analysis are posted: https://www.epa.gov/careers/federal-employee-viewpoint-survey-results-and-analysis

Part E – Executive Summary

Introduction

This Equal Employment Opportunity (EEO) program report outlines the status of the U.S. Environmental Protection Agency's (EPA or Agency) FY2020 (FY20) Equal Employment Opportunity Program activities, as required by the U.S. Equal Employment Opportunity Commission's (EEOC) Management Directive 715 (MD-715). This report highlights EPA's accomplishments in establishing and maintaining a model EEO program based on the six essential elements outlined by the EEOC:

- Demonstrated Commitment from Agency Leadership
- Integration of EEO into the Agency's Strategic Plan
- Management and Program Accountability
- Proactive Prevention of Unlawful Discrimination
- Efficiency
- Responsiveness and Legal Compliance

EPA reviewed its FY20 program activities against these six essential elements. Where it identified deficiencies, it developed planned activities to address them.

The U.S. Environmental Protection Agency

The mission of the EPA is, "To protect human health and the environment." Fostering and maintaining a diverse, highly skilled, and engaged workforce consistent with EEO and merit system principles is essential to fulfilling EPA's mission. EPA works to deliver a cleaner, safer, and healthier environment by administering and enforcing federal laws passed by Congress. The Agency works to achieve its environmental and human health objectives through collaboration with its external partners, such as states, tribal governments, and the regulated community.

The Office of Civil Rights

EPA's Office of Civil Rights (OCR) provides leadership, direction, and guidance in carrying out the Agency's EEO program. OCR ensures compliance with federal nondiscrimination employment laws, regulations, and executive orders. EPA's senior leadership has established EEO as one of its top priorities by recognizing the importance of building and supporting a diverse and talented workforce as part of the Agency's mission. OCR's mission statement is, "To create a model civil rights program that improves the employment experience at EPA." To fulfill this mission, OCR utilizes five guiding principles:

- Timeliness of Regulatory Deliverables and Services
- Customer Service
- Collaboration/Cooperation
- Innovation
- Expertise

OCR developed these principles as guideposts for it to follow. These principles reflect the commitment of the program to achieve its various objectives.

Model EEO Program – Essential Elements

As noted above, the Agency reviewed its program activities from FY20 against the six essential elements of a model civil rights program as prescribed by the EEOC. The sections below provide examples of EPA's accomplishments under each of the six elements. Additional information can be found in Part G, the Agency's self-assessment towards a model EEO program.

Essential Element A – Demonstrated Commitment from Agency Leadership

In FY20, the EPA Administrator issued both the Agency's EEO Policy Statement and Anti-Harassment Statement to all Agency employees. The statements served to reaffirm the Agency leadership's commitment to EEO and to a workplace free of discrimination. The Agency posted the statements on its public internet website. The OCR Director delivered the Agency's annual "State of EEO" briefing to the Administrator and senior leadership. The briefing presented information on the Agency's workforce demographics and progress reports on several national priority efforts OCR managed. Throughout FY20, OCR leadership provided progress reports to senior leadership on EEO activities and initiatives.

Additional details and examples of demonstrated commitment from Agency leadership to EEO include:

- The Deputy Civil Rights Officials (DCROs) continued to be fully engaged in the Agency's EEO efforts. The DCRO role, established through EPA Order 4700 in 2013, created collateral-duty civil rights responsibilities for Senior Executive Service (SES) members within the various programs and regions. Examples of DCROs engagement throughout FY20 include spearheading listening sessions with Agency staff on a variety of issues such as racism, civility in the workplace, and diversity and inclusion; DCROs served as National Executive Champions for EPA's ten Special Emphasis Programs (SEPs) and EPA's MD-715 national priorities: (i) Upward Mobility of Hispanics, (ii) Increased Use of the Schedule A Hiring Authority; (iii) Applicant Flow Data for Career Development Opportunities; and, (iv) Applicant Flow Data for the Attorney-Adviser Occupational Series.
- Several HQ office senior management teams invited OCR management to present "State of EEO" briefings tailored to their specific organizations. These "mini-technical assistance visits" allowed OCR to provide a granular level assessment of the organization's efforts to address EEO issues and allowed OCR to provide advice on how the organization's leadership could focus their EEO efforts on the Agency's national priorities.
- The OCR Director received an invitation to speak at an SES orientation training session for newly-hired executives. The training session focused on the "State of EEO" and profiled several SES leaders actively supporting the Agency's EEO activities. The presentation profiles highlighted the SES member, their office, and their national priority project.
- OCR continued to have a standing portion of the Agency's Executive Management Council (EMC) meeting agenda. The EMC is comprised of the most senior EPA career leadership and meets throughout the year on management and policy matters. OCR provided EMC members with progress updates on the national priorities and guidance on conducting listening sessions on racial and socio-economic issues.
- Awarding of the *Suzanne E. Olive Award for Exemplary Leadership in National EEO*. This is the Agency's highest award honoring EEO. The award recognizes individuals and/or groups for their

significant contributions to EEO, civil rights, and diversity and inclusion. Additionally, individual offices recognized and presented EEO/diversity and inclusion awards at their respective employee awards ceremonies.

Essential Element B – Integration of EEO into the Agency's Strategic Mission

EPA integrated EEO into its strategic mission through the support of Agency leadership and their engagement in the EEO program. The OCR Director is a member of the Agency's senior leadership cadre, and, at senior level meetings, the OCR Director discussed EEO issues, advised senior Agency leadership (including the Administrator) on EEO matters, and requested that senior leadership engage in EEO activities, which they did.

Further, several functions within EEO align with Goal 3, Objective 3.5 of the Agency's Strategic Plan, 2018-2022: *Improve Efficiency and Effectiveness.* The focus of Objective 3.5 is operational improvement. Additional examples of how the Agency has integrated EEO into its strategic mission include the following:

- OCR Director provided "State of EEO" briefings to key audiences including the Administrator, senior leadership, OCR key partners (i.e., the Office of Mission Support (OMS) and the Office of General Counsel), and new-SES. The briefings provided information on the Agency's demographics and national priorities efforts.
- OCR included EPA senior leadership and other management in the implementation of the EEO program. Specifically, OCR sought input from DCROs on high-level policy decisions. DCRO's also supported OCR's EEO national priorities efforts, led listening sessions, and supported the SEPs. Consistent with Strategic Goal 3, Objective 3.5, to improve efficiency and effectiveness, OCR also provided training to managers on the EEO complaints process.
- OCR consulted with the Agency's EEO Officers, full-time civil rights employees stationed in each of EPA's ten regions who report directly to their respective DCRO, on several priorities and programmatic improvements. The EEO Officers provided advice to OCR management on how to improve the efficiency and effectiveness of Agency-wide EEO efforts throughout the Agency's region offices.
- OCR, OMS, and the Office of Human Resources (OHR) senior managers routinely met to identify areas of collaboration on EEO and diversity and inclusion efforts, including outreach and recruitment strategies. OCR provided OHR with in-depth analysis of EEO workforce demographics to support OHR efforts to prioritize its program activities.
- Implementation of EPA's Diversity and Inclusion Strategic Plan FY17-FY21 (DISP). The DISP has specific goals and objectives aimed at meeting the Agency's EEO and diversity and inclusion objectives to foster and maintain a diverse, highly skilled, and engaged workforce. OHR and OCR collaborated to develop an annual workplan and identified specific DISP activities where both offices could work synergistically to improve the workplace environment.
- The OCR Director is an ex-officio member of the Agency's Diversity and Inclusion Advisory Committee (DIAC). EPA established the DIAC as part of the National Human Resources Council (HRC). The primary role of the DIAC is to provide advice and recommendations to the HRC on the effectiveness of the Agency's efforts to expand workplace diversity and inclusion. The OCR Director and OCR staff attended, presented, and participated at the monthly DIAC meetings.
- EPA continued to focus on building partnerships with professional organizations and minority-serving institutions (MSIs). In FY20, the Agency established a Memorandum of Understanding (MOU) with the Texas School for the Deaf. Through the Agency's MSI program, the Agency

continued to establish strong ties with MSIs as part of its broad-based outreach efforts to raise awareness of the Agency's mission and to potentially increase the diversity of the future Agency applicant pool.

Essential Element C – Management and Program Accountability

OCR remained clear in its messaging to Agency management on their responsibilities to support the Agency's EEO program. OCR informed Agency leadership and management on the Agency's EEO Program activities and offered opportunities to actively participate in activities, which included training sessions, listening sessions, and presentations on workplace demographics. Other ways OCR demonstrated management and program accountability include the following:

- The SEPM training workgroup delivered the Special Emphasis Program Managers (SEPM) Training, "SEPM Best Practices," to 100+ EEO practitioners, managers, supervisors, and OHR diversity and inclusion staff. The SEPM training workgroup (membership includes EEO Officers, OCR, and OHR staff and SEPs) continued to develop training sessions to be delivered to all Agency SEPMs via the use of videoconference software such as Microsoft Teams.
- OCR launched the *SEPM 100 Initiative* that seeks to fill all the vacant SEPM slots. The Agency launched the initiative late in the third quarter of FY20, when 30% of the SEPM slots were vacant; and, by the end of the fourth quarter of FY20 vacancies had dropped to 20%. The Agency continued this initiative in FY21.
- In FY20, the Agency posted its *Affirmative Action Plan for People with Disabilities* (Part J - Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities) to the EPA's public internet site. The posting was a required action item that satisfied an EEOC identified deficiency in the Agency's EEO program.
- In FY20, OCR processed 108 reasonable accommodation requests from FY19. Of the FY19 requests that concluded in FY20, OCR processed 102 of the 108 requests (94.4%) within the time frames identified in EPA's Reasonable Accommodation (RA) Procedures. In FY20, OCR also received 498 new reasonable accommodation requests; it completed 470 of these requests in FY20. The Agency carried over the other 28 new requests (generally requests that came at the end of the fiscal year) into FY21 for timely processing. Of the 470 requests, OCR processed 469 of them (99.7%) within the time frames identified in EPA's Reasonable Accommodation (RA) Procedures. The average processing time was 16.4 days. The Agency has attained a 90% or greater processing rate for ten consecutive years.
- OCR conducted trainings for five new Local Reasonable Accommodation Coordinators (LORACs) in May 2020 and recertification training for all twenty-four LORACs in September 2020.
- The Agency's "Hispanic Initiatives" workgroup, which consists of Hispanic Senior Executive Service (SES), OCR/OHR staff, and SEPMs, continued to address issues impacting Hispanic employment throughout FY20. The workgroup also successfully hosted a half-day program: "Hispanic Forum 2020." The program was open to all EPA employees. At the forum, OCR presented a "State of EEO" that focused on the Agency's Hispanic employment demographics. Another session included Hispanic SES engaging in a flash mentoring session with forum participants.
- In FY20, the Agency established an MOU with the Texas School for the Deaf. The Agency has entered into several MOUs with institutions of higher education, most of which are MSIs. The Agency provides students of these schools with notice of publicly available career opportunities at EPA, including paid and unpaid internships.

- During FY20, OCR and the Personal Assistance Services (PAS) Workgroup developed the PAS Reference Guide and posted the document to the Agency website on September 2020. The Reference Guide provides clear guidelines to assist decisionmakers and others involved in the PAS processing to ensure greater efficiency and efficacy in delivering PAS. Also, all Reasonable Accommodation trainings address PAS and include references on where to find PAS information.
- EPA has had an MOU with the Department of Defense and the Computer/Electronics Accommodation Program (CAP) since September 20, 2001. During FY20, CAP provided 35 reasonable accommodations (assistive technology, training, needs assessments, etc.) to 20 EPA employees. The total costs of the accommodations were $12,165.12. CAP has provided 1,732 reasonable accommodations to EPA totaling $1,210,535.16 during this 19-year partnership.
- OCR made the increased use of the Schedule A Hiring Authority a national priority and through this effort has communicated the hiring goals to Agency management thorough a combination of briefings and training sessions. OHR and OCR provided eleven training sessions to approximately 700 managers and employees. The training session focused on two topics, the "Effective Use of the Schedule A Hiring Authority" and "How to Utilize the Workforce Recruitment Program (WRP) Database."
- EPA re-issued policies and procedures related to EEO, anti-harassment, and reasonable accommodations. The Agency made EEO information widely available on its intranet and internet sites. In addition, the Agency posted materials throughout EPA headquarters, regions, and labs. OCR regularly provided information about its programs, policies, and practices to all new employees during New Employee Orientations.

Essential Element D – Proactive Prevention of Unlawful Discrimination

The EEO Policy Statement released in September 2020, reiterated the Agency's unequivocal commitment to a workplace free of discrimination and to the principles of EEO. The Agency provided No FEAR Act training. Agency senior management issued weekly updates in advance of the No FEAR Act training deadline that reminded employees to complete the mandatory training. The Agency finished with a 97% completion rate. EPA also required all newly hired employees to complete the No FEAR Act training within their first 90 days of employment at the Agency. Additional proactive prevention efforts included:

- The Agency developed and posted the PAS Reference Guide on its public website to provide additional information on PAS. The Reference Guide supplements the EPA Reasonable Accommodation Procedures and explains who can request PAS, the process for requesting it, and who can provide it.
- OCR trained supervisors and managers on the procedures associated with providing accommodations to qualified Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD).
- The National Reasonable Accommodation Coordinators (NRACs) delivered 12 training sessions to a total of 280 participants. The 12 training sessions included Agency-wide trainings delivered in person and virtually, as well as trainings for the following offices:

    - Region 3 (Philadelphia)
    - Region 6 (Dallas)
    - Office of Inspector General (OIG)
    - Office of Mission Services – Office of Acquisition Solutions (OAS)
    - Office of the Chief Financial Officer (OCFO)

- OCR and its HQ/regional offices reviewed Employment Viewpoint Survey (EVS) reports to identify and address areas of concern. Several managers used EVS results to initiate diversity and inclusion activities in their offices.
- The Agency posted information on its public website regarding the Architectural Barriers Act (ABA) that included the Agency's ABA point of contact and information on employee and applicant rights under the ABA, which included a description of how to file a complaint.

Essential Element E – Efficiency

The Agency successfully resolved a deficiency identified under compliance indicator E.4.a.4, which required the Agency to have effective and accurate data collection systems in place to collect, monitor, and analyze data. As background, EPA's program offices posted attorney adviser (0905 series) positions on USAJobs, but its regional offices did not; this resulted in a data gap for collecting applicant-flow data for the attorney adviser position. To correct this deficiency, on July 23, 2020, the Agency issued a policy that required regional offices to post all attorney adviser (0905 series) positions on USAJOBS.gov. As a result of this directive, the Agency now collects all attorney adviser applicant flow data, which includes race, national origin, sex, and disability information.

EPA sustained a 92% timeliness completion rate for EEO investigations in FY20. The Agency continued to utilize EPA's Lean Management System (ELMS) methodology to track investigations and implemented mitigating procedures to reduce processing times and decrease the number of untimely investigations.

In addition, the Agency used ELMS to evaluate and streamline the final agency decision (FAD) issuance process. The creation of templates and development of process milestones helped reduce FAD processing time by 12%. EEOC also provided guidance to federal agencies on how to issue FADs during the national pandemic, which impacted EPA's efforts. In FY20, OCR also sought to add an attorney adviser to its Employee Complaint Resolutions Staff (ECRS); it expects to have the attorney adviser onboard in FY21.

In FY20, OCR processed 108 reasonable accommodation requests from FY19. Of the FY2019 requests that concluded in FY2020, OCR processed 102 of the 108 requests (94.4%) within the time frames identified in EPA's Reasonable Accommodation (RA) Procedures. In FY20, OCR also received 498 new reasonable accommodation requests; it completed 470 of these requests in FY20. The Agency carried over the other 28 new requests (generally requests that came at the end of the fiscal year) into FY21 for timely processing. Of the 470 requests, OCR processed 469 of them (99.7%) within the time frames identified in EPA's Reasonable Accommodation (RA) Procedures. The average processing time was 16.4 days. The Agency has attained a 90% or greater processing rate for ten consecutive years. Additional improvements include:

- OCR continued to work towards improving the participation rate in the Alternative Dispute Resolution (ADR) program. In FY20, ECRS made 75 offers for ADR in 92 informal EEO complaints. There were 42 acceptances, which is a 56% participation rate. EPA's participation rate continues to remain above the EEOC target rate of 50%. Agency managers are required to participate in Agency-approved ADR efforts to resolve EEO complaints, absent extraordinary circumstances, as determined by the OCR Director or the OCR Director's designee.
- OCR and OHR management teams held regular meetings to discuss and collaborate on intersecting projects focused on EEO and diversity and inclusion efforts. OCR attended, presented, and participated in the monthly OHR DIAC meetings.

Essential Element F – Responsiveness and Legal Compliance

EPA remained focused on compliance with EEOC regulations, policies, and directives. Further, OCR remained committed to creating efficiencies that maintain and/or improve its timeliness rate for investigations.

- Of the 46 EEO complaint investigations in FY20, EPA completed 42 timely. The average time to complete unamended complaint investigations was 154 days. The average time to complete amended complaint investigations was 241 days. Both rates are below the EEOC regulatory target.
- The Agency hosted a technical assistance meeting with the EEOC. The EEOC had requested the meeting to review the Agency's progress towards addressing previously identified deficiencies in the Agency's EEO Program. OCR was able to demonstrate that it had addressed the majority of the deficiencies including significant progress toward reducing FAD processing times.

Workforce Analysis

The overall Agency demographics did not change significantly between FY19 and FY20.

Overall Agency Workforce for FY19

Total Workforce:		
Permanent Workforce	13,584	
Temporary Workforce	808	
Total Workforce	14,392	
Gender Breakdown:		
Males	7,025	(49%)
Females	7,367	(51%)

Overall Agency Workforce for FY20

Total Workforce:		
Permanent Workforce	14,095	
Temporary Workforce	915	
Total Workforce	15,010	
Gender Breakdown:		
Males	7,259	(48%)
Females	7,751	(52%)

Table 1: Overall Agency Demographics – Comparison of FY20 to FY19

Race / National Origin	FY19	FY20	Difference FY19 to FY20
White	66.7%	66.4%	- 0.3%
Black or African American	16.9%	16.6%	- 0.3%
Asian	7.4%	7.8%	+ 0.4%
Hispanic	7.2%	7.3%	+ 0.1%
American Indian / Alaska Native	1.00%	0.9%	- 0.1%
Two or More Races	0.6%	0.6%	0.0%
Native Hawaiian / Pacific Islander	0.1%	0.2%	+ 0.1%

Analysis of FY20 workforce data continued to focus on established priorities: (1) Upward Mobility of Hispanics; and, (2) the Increased Use of the Schedule A Hiring Authority.

Upward Mobility of Hispanics, GS-13 through SES

In FY19, OCR conducted an in-depth analysis of workforce data for FY17 through FY19 on Hispanic participation in the Agency's workforce. The Agency identified the upward mobility of Hispanics as a national priority; therefore, the primary focus of the analysis has been on Hispanic participation in the senior grades (GS-13 to SES).

The majority of the Agency's permanent workforce is clustered at the GS-13 grade level. This is also the case for Hispanic male employees and Hispanic female employees. When reviewing progression from one grade to the next grade, the benchmark is the internal feeder pool of employees in the lower grade.

The participation rates for Hispanic females at the GS-14 has been a focus of concern since the Agency conducted a three-year trend analysis for FY17 to FY19. The current gap (FY20 data) of less than 1% between the Hispanic Females GS-13 and GS-14 population demonstrates an increase in the potential applicant pool. The Agency will continue to monitor this applicant pool to determine if it is sustained. In addition, the Agency expects to review policies, practices, and procedures to determine whether they may have caused a reduction in the gap between Hispanic females in GS-13 and GS-14 grade levels.

A review of Hispanic representation in the executive leadership ranks of the SES demonstrates that the Hispanic male SES participation rate is 4.35%. When compared to the GS-15 feeder pool, which is 2.84%, the SES participation rate is 1.51% higher. The Hispanic female SES participation rate is 2.54%. When compared to the GS-15 feeder pool, which is 2.75%, the SES participation is 0.21% below, indicating a minor trigger.

Table 2: FY20 Permanent Hispanic Employment in Grades 13 through SES

Grade	Total EPA Employees (in Grade)	Number of Hispanic Males	Percentage of Hispanic Males	Number of Hispanic Females	Percentage of Hispanic Females
GS 13	5,605	215	3.84%	226	4.03%
GS 14	2,616	88	3.36%	82	3.13%
GS 15	2,111	60	2.84%	58	2.75%
SES	276	12	4.35%	7	2.54%

PWD and PWTD in the Major Occupations

As part of the national priority on the Increased Use of the Schedule A Hiring Authority, OCR has been conducting a barrier analysis on the participation rates of PWD and PWTD in the major occupations. This priority originated from triggers identified from an analysis of FY18 workforce data. FY20 participation rates for PWD and PWTD in the total workforce (permanent and temporary) were as follows:

- PWD: 8.9%, up from 8.2% in FY19
- PWTD: 2.3%, up from 2.2% in FY19

Although the Agency did not meet the EEOC target of 12% for PWD, EPA continued to exceed the target of 2% for PWTD in FY20. As part of the Agency's national priority, OCR and OHR promoted the increased use of the Schedule A Hiring Authority through a series of training sessions which focused on two topics, the "Effective Use of the Schedule A Hiring Authority" and "How to Utilize the Workforce Recruitment Program (WRP) Database," Agency-wide.

Table 3: Permanent Employees with Disabilities – Comparison of FY20 to FY19

PWD Major Occupations	FY19 # PWD	FY19 % PWD	FY20 # PWD	FY20 % PWD	% Difference FY19-FY20
Environmental Protection Specialist (0028)	143	8.14%	150	8.98%	+ 0.84%
General Administrative Analyst (0301)	54	12.05%	63	13.79%	+ 1.74%
Management Analyst (0343)	118	9.08%	140	10.09%	+ 1.01%
Biologist (0401)	87	7.47%	111	8.12%	+ 0.65%
Environmental Engineer (0819)	100	6.62%	103	6.85%	+ 0.23%
Attorney / Adviser (0905)	50	5.23%	52	5.26%	+ 0.03%
General Physical Scientist (1301)	121	6.00%	141	6.77%	+ 0.77%

Analysis comparing the participation rates in FY19 and FY20 indicated that PWD had increased participation rates in all seven of the major occupations. This is a significant change from the FY19 report, which indicated an increase in participation rates (from FY18) for only three occupations: 0401, 0905, and 1301.

Table 4: Persons with Targeted Disabilities – Comparison of FY20 to FY19

PWTD Major Occupations	FY19 # PWTD	FY19 % PWTD	FY20 # PWTD	FY20 % PWTD	% Difference FY19 - FY120
Environmental Protection Specialist (0028)	46	2.62%	45	2.69%	+ 0.07%
General Administrative Analyst (0301)	13	2.90%	15	3.28%	+ 0.38%
Management Analyst (0343)	41	3.16%	45	3.24%	+ 0.08%
Biologist (0401)	12	1.03%	19	1.39%	+ 0.36%
Environmental Engineer (0819)	28	1.85%	29	1.93%	+ 0.08%
Attorney / Adviser (0905)	11	1.15%	12	1.21%	+0.06%
General Physical Scientist (1301)	29	1.44%	31	1.49%	+ 0.05%

Analysis comparing the participation rates in fiscal years 2019 and 2020 indicated that PWTD had increased participation rates in all seven of the major occupations. FY20 marks the second consecutive fiscal year the Agency reports increased participation rates for PWTD in the major occupations. Details regarding EPA's affirmative action plan for PWD and PWTD is part of the full report and can be found in Part J. Due to length, the Agency has not included that section in the Executive Summary.

Part F – Certification of Establishment of Continuing Equal Employment Opportunity Programs

Certification of Establishment of
Continuing Equal Employment Opportunity Programs

I, JuanCarlos M. Hunt, Director of the Office of Civil Rights, am the Principal EEO Director/Official for the U.S. Environmental Protection Agency.

The Agency has completed its annual self-assessment of its programs relative to Section 717 of the Civil Rights Act of 1964 and Section 501 of the Rehabilitation Act of 1973 against the essential elements, as prescribed by the Management Directive 715 (MD-715). Where an essential element was not fully compliant with MD-715 standards, the Agency conducted a subsequent evaluation. As appropriate, the Agency has included its plans for attaining the essential elements of a model EEO program with this Federal Agency Annual EEO Program Status Report.

The Agency has also analyzed its workforce profiles and will conduct 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. The Agency has included EEO Plans to eliminate identified barriers, as appropriate, with this federal agency annual EEO Program Status Report.

I certify that the Agency has proper documentation of this assessment in place, which it maintains for U.S. Equal Employment Opportunity Commission (EEOC) review upon request.

JuanCarlos Hunt

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

4/27/21

Date

Michael S Regan

Signature of Agency Head or Agency Head Designee

4-27-21

Date

Part G – FY-2020 Self-Assessment Checklist, Towards a Model Civil Rights Program

Essential Element A:
Demonstrated Commitment from Agency Leadership

A.1		The Agency issues an effective, up-to-date EEO policy statement.	Measure Met?	Comments
1	**A.1.a**	Does the Agency annually reissue the signed and dated EEO policy statement 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)]	Yes	September 30, 2020
2	**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)]	Yes	
A.2		**The Agency has communicated EEO policies and procedures to all employees.**	**Measure Met?**	**Comments**
3	**A.2.a**	Does the Agency disseminate the following policies and procedures to all employees:		
4	**A.2.a.1**	Anti-harassment policy? [see MD 715, II(A)]	Yes	
5	**A.2.a.2**	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	
6	**A.2.b**	Does the Agency prominently post the following information throughout the workplace and on its public website:		

7	**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)]	Yes	
8	**A.2.b.2**	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes	
9	**A.2.b.3**	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the Comments' column.	Yes	https://www.epa.gov/ocr/reasonable-accommodation#raprocedures
10	**A.2.c**	Does the Agency inform its employees about the following topics:		
11	**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.	Yes	Annually. The Agency distributes EPA's EEO and Anti-Harassment Policy Statements to all employees, which addresses the EEO complaint process. The Agency also provides the EEO complaint process on its internet and intranet pages and discusses it at Agency EEO trainings. See for example, https://www.epa.gov/ocr/employment-complaint-resolutions
12	**A.2.c.2**	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	Annually. The Agency distributes the EEO policy to all employees, which addresses ADR. The Agency also addresses ADR on its intranet and internet pages and discusses ADR in EEO trainings. See for example, https://www.epa.gov/ocr/employment-complaint-resolutions##alternative
13	**A.2.c.3**	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	The Agency offers training on the reasonable accommodation program several times throughout the year. The Agency also provides reasonable accommodation information on its intranet and internet pages. See for example, https://www.epa.gov/ocr/reasonable-accommodation
14	**A.2.c.4**	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer	Yes	Annually. The Agency distributes the Anti-Harassment policy to all employees. The Agency also provides on its website both the

		Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.		policy and the procedures for addressing workplace harassment: https://www.epa.gov/ocr/anti-harassment-policy-statement-2020 and https://www.epa.gov/sites/production/files/2016-01/documents/epa_order_4711_workplace_harassment_final.pdf Also, the Agency's Labor Employee Relations (LER) division provides an All-Day Basic LER Training for Supervisors and Managers that specifically addresses workplace harassment.
15	**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.	Yes	Annually. In addition to the policies and trainings referenced above, the Agency requires all employees take Ethics Training that addresses behaviors that are inappropriate in the workplace and could result in disciplinary action. EPA provides detailed information on conduct and discipline and EPA Order 3120.1, which provides guidance to determine penalties, on its intranet page: https://intranet.epa.gov/ohr/ler/index.htm and https://intranet.epa.gov/ohr/rmpolicy/ads/orders/3120-1.pdf See Appendix.
A.3		**The Agency assesses and ensures EEO principles are part of its culture.**	**Measure Met?**	**Comments**
16	**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.	Yes	The Agency recognizes the EEO accomplishments of employees, supervisors, managers, and units in a number of different ways including issuing awards in region and program offices for demonstrated EEO leadership. At the national level, EPA also recognizes distinguished EEO leadership with awards, such as the Susan E. Olive National Award for Exemplary Leadership in Equal Employment Opportunity. Further, the Agency recognizes superior EEO accomplishments with monetary and time off awards. Finally, the Agency recognizes employee, supervisor, manager, and unit EEO accomplishments during meetings and programs.
17	**A.3.b**	Does the Agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO	Yes	

		principles within the workforce? [see 5 CFR Part 250]		

Essential Element B:

Integration of EEO into the Agency's Strategic Mission

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.	Measure Met?	Comments
18	**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)]	Yes	
19	**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.	N/A	See indicator B.1.a (#18).
20	**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)]	Yes	https://www.epa.gov/aboutepa/epa-organization-chart
21	**B.1.b**	Does the EEO Director (DCRO) have a regular and effective means of advising the Agency's 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]	Yes	

22	**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 EEO" 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.	Yes	March 31, 2020.
23	**B.1.d**	Does the EEO Director (DCRO) regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	Yes	
B.2		**The EEO Director controls all aspects of the EEO program.**	**Measure Met?**	**Comments**
24	**B.2.a**	Is the EEO Director (DCRO) 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)]	Yes	
25	**B.2.b**	Is the EEO Director/EEO Official responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	
26	**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.]	Yes	
27	**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.]	Yes	
28	**B.2.e**	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	

29	**B.2.f**	Is the EEO Director responsible for periodically evaluating their EEO program and providing recommendations for improvement to the Agency head? [see 29 CFR §1614.102(c)(2)]	Yes	
30	**B.2.g**	Does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes	
B.3		**The EEO Director and other EEO professional staff are involved in, and consulted on, management/ personnel actions.**	**Measure Met?**	**Comments**
31	**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)]	Yes	
32	**B.3.b**	Do strategic plans 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.	Yes	EPA's Strategic Plan 2018-2022 does not reference EEO or diversity and inclusion. The EEO office intends to advocate for such references in EPA's next Strategic Plan. The EEO office modeled its 2019-2021 Strategic Plan after the EEOC's six essential elements of a model civil rights program. Finally, EPA's 2017-2021 Diversity and Inclusion Plan (DISP) contains three main goals: Goal 1 – diversify the workforce through active engagement of leadership; Goal 2 – include and engage everyone in the workplace; Goal 3 – optimize inclusive diversity efforts using data-driven approaches.
B.4		**The Agency has sufficient budget and staffing to support the success of its EEO program.**	**Measure Met?**	**Comments**

33	**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:		
34	**B.4.a.1**	To conduct a self-assessment for possible program deficiencies? [see MD-715, II(D)]	Yes	
35	**B.4.a.2**	To enable thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	
36	**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)]	Yes	
37	**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.	Yes	
38	**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)]	Yes	
39	**B.4.a.6**	To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	
40	**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.	Yes	

41	**B.4.a.8**	To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, People with Disabilities Program Manager, etc.)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	Yes	
42	**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]	Yes	
43	**B.4.a.10**	To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	
44	**B.4.a.11**	To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	
45	**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)]	Yes	
46	**B.4.c**	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	
47	**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?	Yes	
48	**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?	Yes	
B.5		**The Agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.**	**Measure Met?**	**Comments**

49	**B.5.a**	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the Agency EEO program:		
50	**B.5.a.1**	EEO Complaint Process? [see MD-715(II)(B)]	Yes	
51	**B.5.a.2**	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	
52	**B.5.a.3**	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	
53	**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)]	Yes	
54	**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)]	Yes	
B.6		**The Agency involves managers in the implementation of its EEO program.**	**Measure Met?**	**Comments**
55	**B.6.a**	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	Yes	
56	**B.6.b**	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes	EPA is in the process of completing its first two formal national barrier analyses. Both have Executive Champions, who are members of the Senior Executive Service (SES).
57	**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]	N/A	EPA has not finalized a formal national barrier analysis. It is in the process of finalizing its first of two. As stated above, both have Executive Champions, who are members of the SES. Senior managers will assist in developing Agency EEO action plans.

58	**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)]	Yes	During the reporting period, following the civil rights issues that played out last Spring and Summer, the EEO office tasked each Region and Program Office at EPA to finalize its own EEO Action Plan by March 1, 2021, which will be included in next year's MD-715.

Essential Element C:

Management and Program Accountability

C.1		**The Agency conducts regular internal audits of its component and field offices.**	**Measure Met?**	**Comments**
59	**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.	Yes	Agency components are required to complete Parts G and H of the MD-715 annual report. OCR conducts periodic technical assistance visits to program and regional offices to evaluate their EEO programs.
60	**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.	N/A	The Agency engages all program and regional offices during the annual self-assessment process to identify any potential triggers in the workplace. The Agency has not identified any barriers, but is in the process of completing two formal, national barrier analysis reviews. Should the Agency identify barriers it will regularly assess its component and field offices on their efforts to remove them from the workplace.
61	**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)]	Yes	
C.2		**The Agency has established procedures to prevent all forms of EEO discrimination.**	**Measure Met?**	**Comments**

62	**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)]	Yes	
63	**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]	Yes	
64	**C.2.a.2**	Has the Agency established a firewall between the Anti-Harassment Coordinator and the EEO Director/ EEO Official? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006]	Yes	
65	**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)]	Yes	

66	**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.]	Yes	
67	**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.	Yes	
68	**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)]	Yes	
69	**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)]	Yes	
70	**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)]	Yes	
71	**C.2.b.2**	Has the Agency established disability reasonable accommodation procedures	Yes	

		that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]		
72	**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)]	Yes	
73	**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)]	Yes	
74	**C.2.b.5**	Does the Agency process all accommodation requests 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 in the comment's column.	Yes	
75	**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)]	Yes	

76	**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 comment's column.	Yes	https://www.epa.gov/ocr/reasonable-accommodation-procedures-and-form-reasonable-accommodation-requests The Agency also posted a PAS reference guide: https://www.epa.gov/sites/production/files/2020-09/documents/pas_reference_guide_final_september_22_2020.pdf
C.3		**The Agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.**	**Measure Met?**	**Comments**
77	**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?	Yes	
78	**C.3.b**	Does the Agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		
79	**C.3.b.1**	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	
80	**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)]	Yes	
81	**C.3.b.3**	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	

82	**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]	Yes	
83	**C.3.b.5**	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	
84	**C.3.b.6**	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	
85	**C.3.b.7**	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	
86	**C.3.b.8**	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	
87	**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)]	Yes	
88	**C.3.c**	Does the EEO Director/EEO Official recommend to the Agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed	Yes	

		in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		
89	**C.3.d**	When the EEO Director/EEO Official recommends remedial or disciplinary actions, are the recommendations regularly implemented by the Agency and senior leadership? [see 29 CFR §1614.102(c)(2)]	Yes	
C.4		**The Agency ensures effective coordination between its EEO programs and Human Resources (HR) program.**	**Measure Met?**	**Comments**
90	**C.4.a**	Do the HR Director and the EEO Director/EEO Official 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)]	Yes	
91	**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]	Yes	
92	**C.4.c**	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.)	No	See H-4.

		required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		
93	**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)]	Yes	
94	**C.4.e**	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:		
95	**C.4.e.1**	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes	
96	**C.4.e.2**	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes	
97	**C.4.e.3**	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	
98	**C.4.e.4**	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes	
99	**C.4.e.5**	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	
C.5		**Following a finding of discrimination, the Agency explores whether it should take a disciplinary action.**	**Measure Met?**	**Comments**
100	**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)]	Yes	

101	**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.	Yes	No managers or employees were found to have engaged in discriminatory conduct; therefore, no managers were disciplined/sanctioned during FY 2020 for discriminatory conduct.
102	**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? [see MD-715, II(C)]	Yes	Information is provided to the appropriate Agency management.
C.6		**The EEO office advises managers/supervisors on EEO matters.**	**Measure Met?**	**Comments**
103	**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.	Yes	Annually. The EEO office also provides management/supervisory officials with EEO updates during site visits and trainings.
104	**C.6.b**	Are EEO officials (EEOOs/PMOs) readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	

Essential Element D:
Proactive Prevention

D.1		The Agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met?	Comments
105	**D.1.a**	Does the Agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	
106	**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; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes	
107	**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)]	Yes	
D.2		**The Agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)**	**Measure Met?**	**Comments**
108	**D.2.a**	Does the Agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	
109	**D.2.b**	Does the Agency regularly examine the impact of management/personnel policies, procedures, and	Yes	

		practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]		
110	**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)]	Yes	
111	**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, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]. If "yes", please identify the data sources in the comment's column.	Yes	The Agency uses a number of sources to identify potential barriers, such as FEVS, EPA Form 462, discrimination complaint data, reasonable accommodation program data, special emphasis programs, advisory councils, affinity groups, and program evaluations.
D.3		**The Agency establishes appropriate action plans to remove identified barriers.**	**Measure Met?**	**Comments**
112	**D.3.a**	Does the Agency effectively tailor action plans to address the identified barriers, policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	N/A	Action plans will be developed as appropriate if/when barriers are identified.
113	**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)]	N/A	
114	**D.3.c**	Does the Agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	N/A	
D.4		**The Agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.**	**Measure Met?**	**Comments**

115	**D.4.a**	Does the Agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)]. Please provide the internet address in the comments.	Yes	https://www.epa.gov/sites/production/files/2020-09/documents/affirmative_action_plan_fy2019.pdf See Part H-1 for close-out. For information on the Architectural Barriers Act (ABA), see: https://www.epa.gov/ocr/affirmative-employment-analysis-and-accountability#architectural
116	**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)]	Yes	
117	**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)]	Yes	
118	**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)]	Yes	

Essential Element E:

Efficiency

E.1		**The Agency maintains an efficient, fair, and impartial complaint resolution process.**	**Measure Met?**	**Comments**
119	**E.1.a**	Does the Agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	
120	**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)?	Yes	

121	**E.1.c**	Does the Agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	
122	**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.	Yes	Acceptance/dismissal letters are issued an average 38 days after receipt of the written EEO Counselor report.
123	**E.1.e**	Does the Agency ensure 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)?	Yes	
124	**E.1.f**	Does the Agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	
125	**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)?	Yes	
126	**E.1.h**	When the complainant does not request a hearing, does the Agency timely issue the Final Agency Decision, pursuant to 29 CFR §1614.110(b)?	No	See Part H-2. However, timeframes are trending downward due to the practices identified in H-2.
127	**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)?	Yes	
128	**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	Yes	If the Agency receives a work product deemed of poor quality, the Agency returns it for further rework. The contractor is requested to address any noted deficiencies. The Agency also meets with contract representatives quarterly and

		MD-110, Ch. 5(V)(A)]. If "yes", please describe how in the Comments' column.		addresses concerns as appropriate. The Agency also has identified certain contract investigators that have repeatedly provided deficient work product and directed the contractor not to assign them EPA work.
129	**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)]	Yes	
130	**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)]	Yes	
E.2		**The Agency has a neutral EEO process.**	**Measure Met?**	**Comments**
131	**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)]	Yes	
132	**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 comment's column.	Yes	During the reporting period, the EEO office began the hiring process for an additional Attorney Adviser. Also, the Civil Rights Law Practice Group in the Civil Rights and Finance Law Office, in the Office of General Counsel, conducts legal sufficiency reviews.
133	**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)]	N/A	
134	**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)]	Yes	

135	**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)]	Yes	
E.3		**The Agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.**	**Measure Met?**	**Comments**
136	**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)]	Yes	
137	**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)]	Yes	
138	**E.3.c**	Does the Agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	
139	**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)]	Yes	
140	**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)]	Yes	
141	**E.3.f**	Does the Agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	
E.4		**The Agency has effective and accurate data collection systems in place to evaluate its EEO program.**	**Measure Met?**	**Comments**
142	**E.4.a**	Does the Agency have systems in place to accurately collect, monitor, and analyze the following data:		

143	**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)]	Yes	
144	**E.4.a.2**	The race, national origin, sex, and disability status of Agency employees? [see 29 CFR §1614.601(a)]	Yes	
145	**E.4.a.3**	Recruitment activities? [see MD-715, II(E)]	Yes	
146	**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)]	Yes	See Part H-3 for close-out.
147	**E.4.a.5**	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
148	**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]	Yes	
149	**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]	Yes	
E.5		**The Agency identifies and disseminates significant trends and best practices in its EEO program.**	**Measure Met?**	**Comments**
150	**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.	Yes	The Agency annually submits the EEO Form 462 Report. The Form 462 Report summarizes the details of each EEO complaint processed. FY20 complaint trends: 62% of the complaints included allegations of harassment and 78% of the complaints included allegations of retaliation. These data points alert the EEO office to potential issues in the workplace.
151	**E.5.b**	Does the Agency review other agencies' best practices and adopt them, where appropriate, to improve the	Yes	For example, in FY20, the EEO office benchmarked several other federal EEO Offices relative to their implementation of EEOC's Final

		effectiveness of its EEO program? [see MD-715, II(E)]. If "yes", provide an example in the comments.		Rule on Affirmative Action for Individuals with Disabilities in Federal Employment. The EEO office looked at the procedures and guidance for providing Personal Assistance Services (PAS) in an effort to inform the development of EPA guidance for PAS.
152	**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)]	Yes	

Essential Element F:

Responsiveness and Legal Compliance

F.1		**The Agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.**	**Measure Met?**	**Comments**
153	**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)]	Yes	
154	**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)]	Yes	
155	**F.1.c**	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	
156	**F.1.d**	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	
157	**F.1.e**	When EEOC issues an order requiring compliance by the Agency, does the Agency hold its compliance officer(s)	Yes	

		accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]		
F.2		**The Agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.**	**Measure Met?**	**Comments**
158	**F.2.a**	Does the Agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
159	**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)]	Yes	
160	**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]	Yes	
161	**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)]	Yes	
162	**F.2.a.4**	Pursuant to 29 CFR §1614.502, does the Agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
F.3		**The Agency reports to EEOC its program efforts and accomplishments.**	**Measure Met?**	**Comments**
163	**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)]	Yes	
164	**F.3.b**	Does the Agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes	

Part H – Plan to Correct Deficiencies

Part H-1	**Essential Element D: Proactive Prevention.** **Compliance Indicator D.4: The Agency has an Affirmative Action Plan for people with disabilities, including those with targeted disabilities.**
Statement of Model Program Essential Element Deficiency:	*Part G Compliance Indicator **D.4.a**: Does the Agency post its Affirmative Action Plan for People with Disabilities on its public website? [See 29 CFR 1614.203(d)(4)]*
	The Agency will post the *Affirmative Action Plan for People with Disabilities*, developed from Part J, on the public website in FY20.
Objective:	To post the Agency's *Affirmative Action Plan for People with Disabilities* to the public website.
Responsible Official:	Vicki Simons, Director, Office of Civil Rights (OCR)
Date Objective Initiated:	December 28, 2018
Target Date for Completion of Objective:	March 31, 2020
Planned Activities Toward Completion of Objective	Target Date
OCR will post the *Affirmative Action Plan for People with Disabilities* on the Agency's public website.	Completed: March 31, 2020
Report of Accomplishments and Modifications to Objective:	
OCR posted the FY19 Affirmative Action Plan on EPA's public site on September 11, 2020: https://www.epa.gov/ocr/affirmative-employment-analysis-and-accountability#affirmative. Information on the Architectural Barriers Act (ABA) and how to file an ABA complaint are found on EPA's public website: https://www.epa.gov/ocr/affirmative-employment-analysis-and-accountability#architectural.	

Part H-2	**Essential Element E: Efficiency.** **Compliance Indicator E.1: The Agency maintains an efficient, fair, and impartial complaint resolution process.**
Statement of Model Program Essential Element Deficiency:	*Part G Compliance Indicator **E.1.h** (formerly Part G: Q. 119):- When the complainant does not request a hearing, does the Agency timely issue the Final Agency Decision (FAD), pursuant to 29 CFR §1614.110(b)?*
	Some FADs were not timely issued.
Objective:	To ensure EPA completes timely and legally sufficient FADs.
Responsible Official:	Kevin J. Bailey, Acting Director, Office of Civil Rights (OCR)
Date Objective Initiated:	March 1, 2011
Target Date for Completion of Objective:	September 30, 2021
Planned Activities Toward Completion of Objective	Target Date
1. OCR will continue to look for opportunities to improve the timeliness of issuing FADs to reduce processing time by 25% by the end of FY21.	September 30, 2021
Report of Accomplishments and Modifications to Objective:	
OCR uses EPA Lean Management System (ELMS) tools to evaluate and streamline the FAD issuance process. OCR created templates and processing milestones that allowed it to reduce its FAD processing time by 12% from FY19. The processing time reduction percentage would have been significantly greater, but due to the pandemic, agencies were directed not to issue final agency decisions and full dismissal letters between April 6, 2020 and July 27, 2020. Pursuant to ELMS, this year, the OCR Director's performance plan includes an A3 to reduce the processing time of FADs by 25%. OCR is striving to meet that reduction; however, it has only one Attorney Adviser, down from the two we recently had and the three we once had. This Attorney Adviser has numerous duties in addition to drafting FADs. OCR has sought assistance from other Agency attorneys, but they are facing their own workload constraints. To further address this issue, the Director recently approved using its EEO contractor to assist with FADs. Finally, OCR has been seeking to add an Attorney Adviser. It recently made a hire, and the selectee will join EPA on March 28, 2021.	

Part H-3	**Essential Element E: Efficiency.** **Compliance Indicator E.4: The Agency has effective and accurate data collection systems in place to evaluate its EEO program.**
Statement of Model Program Essential Element Deficiency:	*Part G Compliance Indicator **E.4.a.4**: Does the Agency have effective and accurate data collection systems in place to collect, monitor, and analyze data including: recruitment activities; external and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status?*
	EPA does not capture applicant flow data for attorney adviser (Series 0905) positions in the regional offices, which means EPA's applicant flow data for the attorney adviser position is incomplete.
Objective:	To put in place an effective and accurate data collection system to evaluate the Agency's EEO program with respect to the attorney adviser (Series 0905) position.
Responsible Official:	Elise Packard, Deputy General Counsel for Operations, Office of General Council (OGC)
	Rafael DeLeon, Deputy Director, Office of Site Remediation Enforcement (OSRE), Office of Compliance Assurance (OECA)
Date Objective Initiated:	November 1, 2013
Target Date for Completion of Objective:	September 30, 2021
Planned Activities Toward Completion of Objective	Target Date
EPA will issue an SOP that will require the Agency to post all regional attorney adviser (Series 0905) positions on USAJobs, which will allow EPA to collect the missing applicant flow data for this position.	September 30, 2021 Completed: July 23, 2020
Report of Accomplishments and Modifications to Objective:	
In FY16, EPA began a pilot to collect applicant flow data and assist OCR in analyzing associated recruitment efforts. The pilot was OGC-specific, rather than EPA-wide; it yielded incomplete data, and EPA could not determine triggers.	

In FY16-18, OGC collected application qualification rates, but not selection rates due to a technical processing issue. Through an interim workaround, OGC retroactively applied the selection rates and created a complete data set. This step began the process for capturing applicant flow data for the attorney adviser position.
In FY19, EPA identified Deputy Civil Rights Official (DCRO) Executive Champions and established a benchmark for assessing EPA regions' hiring practices of attorney advisers.
On May 7, 2020, OECA and OGC issued a memorandum to the regional offices announcing a forthcoming SOP that would require regional offices to post attorney adviser positions on USAJobs and to request voluntary race, national origin, sex, and disability information from applicants. This effort would allow the Agency to collect the missing attorney adviser demographic applicant flow data.
On July 23, 2020, OECA and OGC issued an SOP that required regional offices to post attorney adviser positions on USAJobs, which has closed the data gap for collecting applicant flow data for the attorney advisor position.

Part H-4	**Essential Element C: Management and Program Accountability. Compliance Indicator C.4.c: The Agency ensures effective coordination between its EEO programs and Human Resources (HR) program.**
Statement of Model Program Essential Element Deficiency:	*Part G Compliance Indicator **C.4.c**: Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables?*
	The current human resources data management system used by EPA does not capture all the required data to prepare the MD-715 workforce data tables.
Objective:	Identify and address data deficiencies in the current human resources data management system.
Responsible Official:	JuanCarlos Hunt, Director, Office of Civil Rights (OCR)
Date Objective Initiated:	September 30, 2020
Target Date for Completion of Objective:	September 30, 2023
Planned Activities Toward Completion of Objective	Target Date
OCR staff to join the Department of the Interior Business Center (IBC) workgroup, which addresses HR data management issues.	October 20, 2020
Identify data gaps in EPA's MD-715 tables that EPA needs to complete for the annual MD-715 report.	April 30, 2021
Coordinate with IBC and EEOC to ensure that the Agency is collecting the required MD-715 data.	September 30, 2022
Report of Accomplishments and Modifications to Objective:	
OCR has initiated discussions with the Department of the Interior to coordinate OCR joining the IBC workgroup.	

Part I – Agency EEO Plan to Eliminate Identified Barriers

ANALYSIS I:
Statement of Condition that was a Trigger for a Potential Barrier

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A4-1	A review of the FY20 workforce data (table A4-1) indicates lower than expected participation rates in certain categories (gender/RNO) in the Senior Executive Service (SES).

EEO Group(s) Affected by Trigger

EEO Group
Females
Hispanic/Latina Females
Black/African American Females
Asian Males and Females
Native Hawaiian/Pacific Islander Males and Females
Two or More Races Males and Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	A review of FY20 data (Table A4-1) provided information on the SES levels at EPA. Data analysis demonstrated the following: • Total Females have a less than expected participation rate at the SES level (44.93%) when compared to the G15 feeder pool (47.66%) • Hispanic/Latino Females have a less than expected participation rate at the SES level (2.54%) when compared to the GS-15 feeder pool (2.75%) • Black/African American Females have a less than expected participation rate at the SES level (5.43%) when compared to the GS-15 feeder pool (7.72%)

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
		• Asian Females have a less than expected participation rate at the SES level (1.81%) when compared to the GS-15 feeder pool (3.41%) • Asian Males have a less than expected participation rate at the SES level (2.17%) when compared to the GS-15 feeder pool (2.75%) • Native Hawaiian/Pacific Islander Females have a less than expected participation rate at the SES level (0.00%) when compared when compared to the GS-15 feeder pool (0.05%) • Native Hawaiian/Pacific Islander Males have a less than expected participation rate at the SES level (0.00%) when compared when compared to the GS-15 feeder pool (0.09%) • Two or More Races Females have a less than expected participation rate at the SES level (0.00%) when compared when compared to the GS-15 feeder pool (0.28%) • Two or More Races Males have a less than expected participation rate at the SES level (0.00%) when compared when compared to the GS-15 feeder pool (0.09%)

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	N/A

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
N/A

Objective(s) and Dates of EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Date Completed
Conduct analysis of Agency policies, practices, or procedures that may create potential barriers to the upward mobility of affected EEO groups from GS-15 to SES.	03/01/19	09/30/22	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Civil Rights (OCR)	Vicki Simons / Kevin J. Bailey	No
Director, Office of Human Resources (OHR)	Mara Kamen	No

Planned Activities Towards Completion of Objectives

Target Date	Planned Activities	Modified Date	Completion Date
09/30/20	Complete review of FY17 to FY19 EPA SES demographics.		03/10/20
04/30/20	Initiate discussion with OMS Shared Service Center to examine availability of Applicant Flow Data on SES.		06/24/20
11/30/20	Complete review of FY20 EPA SES total workforce population demographics.		12/02/20
09/01/20	Review FEVS, complaints, and additional data sources (e.g., survey data) to identify potential barriers to SES upward mobility.	09/30/21	
09/01/20	Establish process for collecting Applicant Flow Data on SES.	09/30/21	

Report of Accomplishments

Fiscal Year	Accomplishments
FY20	FY17 to FY19 EPA SES Demographics Trend Analysis.
FY20	Initiated discussion with OMS Shared Service Center to examine availability of Applicant Flow Data on SES.

ANALYSIS II:
Statement of Condition that was a Trigger for a Potential Barrier

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	A4-1	A review of the FY20 workforce data (Table A4-1) indicates lower than expected participation rates for Hispanic/Latino employees (Males and Females) in certain categories in the senior grades (GS-13 through SES levels). This barrier analysis is a national priority based on a memorandum issued by EEOC and OPM on Hispanic employment. https://www.eeoc.gov/federal-sector/management-directive/memorandum-heads-executive-departments-and-agencies

EEO Group(s) Affected by Trigger

EEO Group
Hispanic/Latino Males and Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	A review of FY20 data (Table A4-1) provided information on the upward mobility of Hispanics/Latinos at EPA. Data analysis demonstrated the following: • Hispanic/Latina Females at GS-14 have a less than expected participation rate (3.13%) when compared to the feeder pool of GS-13 Hispanic/Latina Females (4.03%) • Hispanic/Latina Females at GS-15 have a less than expected participation rate (2.75%) when compared to the feeder pool of GS-14 Hispanic/Latina Females (3.13%) • Hispanic/Latina Females at SES level have a less than expected participation rate (2.54%) when compared to the feeder pool of GS-15 Hispanic/Latino Females (2.75%) • Hispanic/Latino Males at GS-14 have a less than expected participation rate (3.36%) when compared to the feeder pool of GS-13 Hispanic/Latino Males (3.84%) • Hispanic/Latino Males at GS-15 have a less than expected participation rate (2.84%) when compared to the feeder pool of GS-14 Hispanic/Latino Males (3.36%)
Complaints Data	Yes	Review of EPA's EEO complaints data (FY17-FY19) demonstrated Hispanic employees filed four complaints regarding this issue.
FY19 FEVS Report	Yes	Review of the FY19 Ethnicity FEVS report did not indicate issues for Hispanic employees regarding upward mobility.
FY21 Upward Mobility Survey	No	Upward Mobility Survey launched in FY21. Data to be reviewed by 9/30/2021.

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
N/A

Objective(s) and Dates for EEO Plan

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing?	Modified Date	Date Completed
Conduct analysis of Agency policies, practices, or procedures that may create potential barriers to the upward mobility of Hispanic/Latino employees from GS-13 through SES.	03/01/19	09/30/21	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, Office of Civil Rights (OCR)	Vicki Simons / Kevin J. Bailey	No
Director, Office of Human Resources (OHR)	Mara Kamen	No

Planned Activities Towards Completion of Objectives

Target Date	Planned Activities	Modified Date	Completion Date
09/30/20	Identify an Executive Champion who will participate in an intra-agency committee focusing on the issue of Hispanic/Latino upward mobility.		04/11/2019
09/30/20	Conduct internal employee survey with employees at EPA to solicit input on their experiences with hiring and career development opportunities. Survey results will allow for analysis of responses from Hispanic employees.	03/31/21	
09/30/20	Review FEVS data, complaints data, and Upward Mobility Survey results to identify potential barriers to upward mobility.	9/30/21	

Report of Accomplishments

Fiscal Year	Accomplishments
FY19	• A National Executive Champion was identified to provide guidance on the Agency's efforts to review the upward mobility of Hispanics from the GS-13 to GS-15 levels into the Senior Executive Service. • Subject Matter Experts were identified from the Office of Human Resources, Hispanic Special Emphasis Program, and the Office of General Counsel to provide advice and guidance on the upward mobility analysis. • The Office of Civil Rights began analysis of workforce data from fiscal years 2017, 2018, and 2019 to conduct trend analysis on the upward mobility of Hispanics in the GS-13 to SES levels and in the Major Occupations that can lead to SES.
FY20	The Office of Civil Rights created an Upward Mobility Survey to issue to all Agency employees in FY21.

Part J – Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

Section I: Efforts to Reach Regulatory Goals

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

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

Table B-4 Participation Rates for General Schedule Grades - Permanent
PWD in GS-11 to SES cluster of the permanent workforce participate at 8.37% or 1085 PWD employees out of 12961 Total Workforce. 8.37% is lower than the expected 12% benchmark, indicating a trigger.

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

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

No triggers identified.

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

The Agency utilizes EEOC's 12% PWD and 2% PWTD benchmarks as the hiring goals. The Office of Civil Rights (OCR) made the increased use of the Schedule A Hiring Authority a national priority and through this effort has communicated the hiring goals to Agency management. Engagement on the hiring goals has happened at all management levels including EPA senior leadership. Additionally, the Office of Human Resources (OHR) and OCR provided a series of trainings and presentations on the "Effective use of the Schedule A Hiring Authority and How to Utilize the Workforce Recruitment Program (WRP) Database" to managers and employees Agency-wide. The total estimate of attendees ranged between 650 and 700.

Section II: Model Disability Program

A. Plan to Provide Sufficient and Competent Staffing for the Disability Program

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

Yes X No

N/A

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	30			Jerome Bonner, Director, Cincinnati Shared Service Center, OMS bonner.jerome@epa.gov Jeremy Taylor, Director, Research Triangle Park Shared Service Center, OMS taylor.jeremy@epa.gov The 30 full-time employees include staff within the Shared Service Centers who are responsible for processing applications.
Answering questions from the public about hiring authorities that take disability into account	13		12	Anthony Napoli, Diversity and Inclusion Manager, DRESD, OHR napoli.anthony@epa.gov Christopher Emanuel, EEO Manager, National Disability Employment Program Manager, OCR emanuel.christopher@epa.gov The 13 full-time employees include 10 EEO Officers (EEOOs), one in each EPA regional office throughout the nation. There are also 12 collateral duty Program Management Officers (PMOs), one for each program office at headquarters, who perform this function among other duties.
Processing reasonable accommodation requests from applicants and employees	2		24	Amanda Sweda, Senior National Reasonable Accommodation Coordinator, OCR sweda.amanda@epa.gov Kristin Tropp, National Reasonable Accommodation Coordinator, OCR tropp.kristin@epa.gov

				This includes 24 collateral duty Local Reasonable Accommodations Coordinators (LORACs) in EPA's regional offices.
Section 508 Compliance	4		58	Giselle Jasmin, Section 508, Program Manager, OMS jasmin.giselle@epa.gov Sarah Sorathia, 508 Coordinator, Assistant Program Manager, OMS sorathia.sarah@epa.gov Psyche Lewis, 508 Coordinator, Training Lead, OMS lewis.psyche@epa.gov Bruce Franklin, Section 508, OMS franklin.bruce@epa.gov This includes 58 collateral duty 508 Liaisons Agency-wide: program offices (39) and regions (19).
Architectural Barriers Act Compliance	1			Cynthia Simbanin, Deputy Director Facilities Management, OMS simbanin.cynthia@epa.gov
Special Emphasis Program for PWD and PWTD	2		25	Christopher Emanuel, National Disability Program Manager, OCR emanuel.christopher@epa.gov Anthony Napoli, Diversity and Inclusion Manager, DRESD, OHR napoli.anthony@epa.gov This includes 25 collateral duty Special Emphasis Program Managers (SEPMs).

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.

Yes X No

In FY20, EPA provided ongoing disability training to its disability program staff using various educational methods, such as online training, on-the-job training, and engagement on EEOC-facilitated Federal Exchange on Employment and Disability (FEED) calls.

Training topics included:

- EEO and Preventing Discrimination in the Workplace
- SEPM training (three presentations): How to Use the Workforce Recruitment Program (WRP) database, State of Disability Hiring at the EPA, and the Computer/Electronic Accommodation Program (CAP)
- Section 508 training on assistive technologies
- Effective Use of Schedule A and Workforce Recruitment Program trainings (11 training sessions)

B. Plan to Ensure Sufficient Funding for the Disability Program

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

Yes X No

N/A

Section III: Plan to Recruit and Hire Individuals with Disabilities

A. Plan to Identify Job Applicants with Disabilities

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

In FY20, the Agency utilized a variety of programs and resources to identify qualified job applicants with disabilities, including those with targeted disabilities. These included, but were not limited to:

- Office of Personnel Management's Blanket Purchase Agreement with Bender Consulting firm that maintains a list of Schedule A applicants
- Veteran Employment Programs (e.g., Operations Warfighter, Wounded Warrior, Safe Harbor)
- Workforce Recruitment Program for college students with disabilities
- Special Emphasis Program Managers (SEPMs) and Disability Employment Advisory Council
- Disability Employment Program Managers
- Careers and Disability Job Fairs
- Pathways-Presidential Management Fellows (PMF) Program
- Green Interns Program
- Pathways-Interns/Recent Graduates
- Office of Environmental Information, Section 508 – Assistive Technology Program
- Disability Employment Program Advisory Council Monthly Meetings
- Memorandum of Understanding (MOU) Partnerships
- Internal/External Outreach Programs/Activities and Career Fairs

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.

The Agency uses all available and appropriate hiring authorities to recruit and hire including:

- Excepted Service, Schedule A: 5 Code of Federal Regulations (C.F.R.) section 213.3102(u)
- Disabled Veterans Affirmative Action Program (DVAAP)
- Veterans Recruitment Appointments (VRA)
- Pathways Programs

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.

EPA determines eligibility for individuals who apply using special hiring authorities, such as Schedule A and the 30% or More Disabled Veteran Authority using the following processes:

Schedule A Hiring

- Shared Service Centers (SSCs) review all incoming applicants who submit documentation designating their disability status pursuant to special hiring authority Schedule A (5 C.F.R. § 213.3102(u)).
- SSCs screen all applicants seeking to be hired through Schedule A for minimum qualifications/selective factors to determine eligibility for noncompetitive, Schedule A appointments.
- A qualified person must have an intellectual disability, a severe physical disability, or a psychiatric disability. The Agency accepts, as proof of disability, appropriate documentation (e.g., records, statements, or other appropriate information) issued by a licensed medical professional (e.g., a physician or other medical professional duly certified by a state, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (state or private); or, any federal agency, state agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.
- For permanent or time-limited appointments, EPA also determines whether the individual is likely to succeed in the performance of the duties of the position for which he or she is applying.
- Individuals who apply and are certified for a Merit Promotion (MP) External announcement (i.e., open government-wide) are referred to the hiring official through the EZHire/Monster platform. Certificates of qualified individuals are reviewed electronically.
- Candidates are appointed in accordance with SSC onboarding procedures. After a tentative offer is extended, the selectee is processed through Personnel Security for background investigations (if applicable) and suitability determinations. Once Personnel Security has approved the candidate for employment, the SSC establishes a start date, issues a firm offer letter, and provides new hire documentation for the candidate to complete prior to onboarding.

Veterans Hiring

Eligibility is determined based on the guidelines provided in OPM's Vet Guide for HR Professionals. Candidates are referred on the appropriate certificate of eligibles, after their eligibility is determined, and their qualifications are verified.

Individuals who apply and are certified for Delegated Examining (DE) announcement (i.e., open to the public) and are found to have veterans' preference are referred to the hiring official through the EZHire/Monster platform.

Individuals who apply and are certified for a Merit Promotion (MP) External announcement (i.e., open government-wide) are referred to the hiring official through the EZHire/Monster platform. The certificate that they are referred on is determined by their veteran authority eligibility (e.g., Compensable Disability Preference (CPS) eligible veterans are referred on the CPS-30% disabled certificate, while Veterans Readjustment Appointment (VRA) eligible individuals are referred on the VRA certificate). Certificates of qualified individuals are reviewed electronically.

Hiring managers may receive non-competitive appointments, meaning the applicant is eligible for a hiring authority that does not require public notice (i.e., an announcement on USAJobs) and provide those selections to the SSC for review. In this case, the hiring manager is providing the application to the SSC who then determines eligibility and qualifications.

- **Disabled veterans with disability ratings of 30%** or more may be considered under 30% or More Disabled Veteran Authority (5 CFR § 315.707)).
  - Once eligibility for the 30% or More Disabled Veteran Authority is determined, the HR specialist notifies the hiring manager in accordance with applicable regulations for further consideration. SSC and HR specialists, along with Selective Placement Program Coordinators (SPPC), work closely with each hiring manager to ensure that all pre- and post-appointment procedures are carried out and that applicants meet all legal and regulatory requirements for EPA position(s).
  - Candidates may be selected and appointed with or without the typical formal interview process.
  - A hiring manager may fill the position based on the applicant's ability to perform the duties of the position as described in the position description. Applicants can be hired on 1) a temporary position with a Not to Exceed (NTE) date; 2) a non-temporary position with an NTE date; or 3) a non-temporary excepted service position. After two years of successful performance on the job, they may be non-competitively converted to a permanent appointment.
  - The hiring manager notifies SSC of their selection. SSC extends an official offer based on the vacancy's selection factors and determines a start date based on dialogue with the manager and selectee. Prior to the entry-on-duty, a manager discusses and verifies the need for any accommodation with the selected individual.

- **Veterans Readjustment Act (VRA) Authority** (5 CFR Part 307) (5 CFR Part 307, 752.401 (c) (3)) is a special hiring authority that allows for the appointment of eligible veterans without competition to positions at any grade level through GS-11 or equivalent (reference 5 CFR Part 307.752.401 (c)(3)).

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

Yes X No N/A

In FY20, the Agency hosted seven Agency-wide training sessions and four trainings to management in the various EPA region and program offices. OHR and OCR provided trainings and presentations on the "Effective use of the Schedule A Hiring Authority and How to Utilize the Workforce Recruitment Program (WRP) Database" to managers and employees.

Initially, the training sessions were conducted in-person, then virtually and recorded because of the Covid-19 pandemic. The videos are currently available on the Agency intranet site and on Microsoft Teams video system for all EPA employees to view. In addition, EPA regions and program offices conduct their own Disability Employment Awareness, Reasonable Accommodation and Schedule A hiring trainings and recognition activities.

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.

- The Agency continued to implement established Memoranda of Understanding (MOU) with Gallaudet University (GU) and the Rochester Institute of Technology/National Technical Institute for the Deaf (RIT/NTID).
- In FY20, the Agency signed a new MOU with Texas School for the Deaf (TSD).
- Through the MOUs, EPA continues to collaborate on the advancement of environmental education to improve awareness of national employment opportunities and other opportunities for individuals with disabilities. Through the established MOUs with the institutions, students are given notice of publicly available career opportunities at EPA, through paid and unpaid internships. In FY20, the Agency conducted mock in-person and virtual interviews with GU, RIT/NTID and TSD students.
- OMS encourages the use of the Workforce Recruitment Program (WRP) and shares information on the WRP with the region and program offices.
- In FY20, EPA hosted a panel discussion facilitated by the Agency's National Disability Employment Program Manager for the observance of the 2020 National Disability Employment Awareness Month. The event provided an opportunity to share with EPA employees an in-depth learning experience on how the Agency taps into the talent of Persons with Disabilities. Participants were able to hear from officials from federal agencies, including the U.S. Department of Defense's Computer/Electronic Accommodations Program; U.S. Office of Personnel Management, Outreach, Diversity and Inclusion Center of Employee Services; and, EPA's National Reasonable Accommodation Coordinator. The panel also included the Chief Executive Officer of Access Interpreting, Inc., who spoke on promising practices of accommodation needs to allow employees to perform work duties.

C. Progress Towards Goals (Recruitment and Hiring)

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

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

Table B-8: NEW HIRES - Permanent Workforce
No triggers identified.

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)	Yes X	No	N/A
b. New Hires for MCO (PWTD)	Yes X	No	N/A

For FY20, EPA utilized **Table B-7 Monster**: Application and Hires for Major Occupations by Disability. The Agency continues its efforts to collect complete applicant flow data for the Attorney Adviser (GS 0905) positions.

In FY20, the Agency issued an SOP that required headquarters and regional Attorney Adviser positions in legal offices to be posted on USAJobs. However, the Agency has yet to issue an SOP requiring Attorney Adviser positions in non-legal offices to be posted on USAJobs. OCR continues to work with OGC and OMS to issue an SOP requiring Attorney Adviser positions in non-legal offices to be posted in USAJobs. Once that SOP is issued, EPA will be able to collect complete applicant flow data for the 0905 series.

PWD triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028)**: Selection at 7.02% is less than expected compared to the qualified applicant pool rate of 12.93%.
- **Misc. Administration and Program Specialist (0301)**: Selection at 3.13% is less than expected compared to the qualified applicant pool rate of 13.87%.
- **Management/Program Analyst (0343)**: Selection at 10.14% is less than expected compared to the qualified applicant pool rate of 13.40%.
- **General Biological Science (0401)**: Selection at 4.89% is less than expected compared to the qualified applicant pool rate of 7.31%.
- **Environmental Engineer (1301)**: Selection at 3.37% is less than expected compared to the qualified applicant pool rate of 5.78%.

PWTD triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028)**: Selection at 3.51% is less than expected compared to the qualified applicant pool rate of 6.61%.
- **Misc. Administration and Program Specialist (0301)**: Selection at 0.00% is less than expected compared to the qualified applicant pool rate of 6.67%.
- **Management/Program Analyst (0343)**: Selection at 1.45% is less than expected compared to the qualified applicant pool rate of 6.19%.
- **General Biological Science (0401)**: Selection at 1.33% is less than expected compared to the qualified applicant pool rate of 3.38%.
- **Environmental Engineer (0819)**: Selection at 3.51% is less than expected compared to the qualified applicant pool rate of 3.76%.
- **Physical/Environmental Scientist (1301)**: Selection at 1.12% is less than expected compared to the qualified applicant pool rate of 2.97%.

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)	Yes X	No	N/A
b.	Qualified Applicants for MCO (PWTD)	Yes X	No	N/A

Table B-9 Monster – Selections for Internal Competitive Promotions for Major Occupations by Disability

PWD triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028)**: PWD Qualified Internal Applicants at 3.25% is less than expected compared to the PWD Applications Received at 3.80%.
- **Misc. Administration and Program Specialist (0301)**: PWD Qualified Internal Applicants at 3.09% is less than expected compared to the PWD Applications Received at 3.39%.
- **Management/Program Analyst (0343)**: PWD Qualified Internal Applicants at 3.30% is less than expected compared to PWD Applications Received at 7.14%.
- **Environmental Engineer (0819)**: PWD Qualified Internal Applicants at 2.80% is less than expected compared to the PWD Applications Received at 3.87%.
- **Physical Scientist/Environmental Scientist (1301)**: PWD Qualified Internal Applicants at 1.53% is less than expected compared to the PWD Applications Received at 2.02%.

PWTD triggers were identified in the following Major Occupation series:

- **Environmental Protection Specialist (0028)**: PWTD Qualified Internal Applicants at 0.36% is less than expected compared to the PWTD Applications Received at 0.95%.
- **Misc. Administration and Program Specialist (0301)**: PWTD Qualified Internal Applicants at 1.03%is less than expected compared to the PWTD Applications Received at 1.13%.
- **Management/Program Analyst (0343)**: PWTD Qualified Internal Applicants at 0.00% is less than expected compared to PWTD Applications Received at 2.72%.
- **General Biological Science (0401)**: PWTD Qualified Internal Applicants at 0.40% is less than expected compared to the PWTD Applications Received at 0.67%.

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)	Yes X	No	N/A
b.	Promotions for MCO (PWTD)	Yes X	No	N/A

Table B-9 Monster– Selections for Internal Competitive Promotions for Major Occupations by Disability: QUALIFIED APPLICANT POOL for Major Occupations by Disability

EPA utilized Table B9: Promoted for Internal Competitive Promotions for MCO. The qualified applicant pool was used as the benchmark for the following.

PWD, triggers were identified in the following Major Occupation series:

- **Misc. Administration and Program Specialist (0301)**: PWD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 3.09%. This is a trigger.
- **Management Analyst (0343)**: PWD Promoted at 2.63% is less than expected compared to Qualified Benchmark of 3.30%. This is a trigger.
- **Biologist (0401)**: PWD Promoted at 2.21% is less than expected compared to Qualified Benchmark of 3.39%. This is a trigger.

PWTD, triggers were identified in the following Major Occupation series:

- **Misc. Administration and Program Specialist (0301)**: PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 1.03%. This is a trigger.
- **Physical Scientist/Environmental Scientist (1301)**: PWTD Promoted at 0.00% is less than expected compared to Qualified Benchmark of 0.76%. This is a trigger.

Section IV: Plan 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.

Increased communication. EPA informs all employees of advancement opportunities through 1) the Talent Hub website (a centralized experiential learning resource that promotes a range of career development opportunities available across the Agency); 2) broadcasting open vacancy announcements; and, 3) fee/non-fee based in-person/ online training. Opportunities are marketed through email to all users, office announcements, intranet postings, and newsletters. Employees are encouraged to participate in skill-building trainings and courses related to federal employment such as how to search through USAJOBS, resume writing, and improving interviewing skills.

Technical Assistance Visits: OCR plans to schedule visits to several region and program offices in FY21. These visits will serve, in part, to educate managers on how to support opportunities for advancement and retention of employees with disabilities, provide information on the Schedule A hiring authority, and stress the importance of timely conversion for those participating in the program.

Diversity and Inclusion Strategic Plan: EPA's 2017-2021 Diversity and Inclusion Strategic Plan (DISP) guides the Agency's efforts in sustaining EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year plan outlines goals, priorities, specific action items and measures that were developed by senior leadership and the EPA Human Resources community. The DISP received

concurrence from EPA's Diversity and Inclusion Advisory Committee (DIAC), a subcommittee of the Human Resources Council. DISP goals are outlined below.

- **Goal 1**: Diversify the federal workforce through active engagement of leadership: a) senior leaders conducted regular informational sessions open to all employees to share information on training and career development opportunities and resources; b) OMS ensured that all hiring managers received training on the use of appropriate hiring authorities and flexibilities.
- **Goal 2**: Include and engage all Agency employees: senior leadership and managers used Talent Hub to promote and encourage all employees to apply for temporary, full-time detail assignments, part-time projects/special assignments, temporary promotions, SES rotations, and other developmental assignments.
- **Goal 3**: Optimize inclusive diversity efforts using data-driven approaches: a) utilized the MD-715 reports, applicant flow data, and focus groups to identify actions that could be taken to address any potential barriers to career development and advancement identified by the Agency; b) senior leaders used the results of the annual Employee Viewpoint Surveys and other workforce feedback to respond to employee concerns regarding opportunities for employee training, development, and advancement.

The DISP expires at the end of this fiscal year, and the Agency is in the process of drafting a new DISP. OCR has proposed that the new DISP specifically address the Agency's underrepresentation of persons with disabilities.

Stepping Up to Supervision: This training is designed for all employees interested in learning about the roles and responsibilities of formal leadership. Each participant receives formal feedback through a multi-rater 360 assessment and is encouraged to build a development plan to help map their learning plans towards their career goals and objectives. Due to COVID-19, the Agency is redesigning the course so that it may be offered in a virtual format beginning FY21.

EPA's Successful Leader's Program: Mandatory classroom-based program for newly promoted or hired supervisors and managers. The program contains information regarding the various hiring authorities (such as Schedule A) to reach a wide range of candidates training on the Disability Hiring Tool such as the WRP, CAP, as well as training on how to manage Reasonable Accommodation requests. The Agency is restructuring the course so that it may be offered in a virtual format beginning FY21.
Miscellaneous: The Agency launched Fed Talent in FY18 and continues to use this learning management system that interfaces with the Agency's HR system of record (FPPS). The interface allows EPA to track selectees in its training and coaching programs and allow offices to provide information on the robust learning opportunities afforded on career development within the Fed Talent course library.

B. Career Development Opportunities

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

Employee career development is available through a variety of programs. Training is designed to promote professional and personal development. EPA provides the following programs and resources designated for career development:

- Fellowship Programs
- Mentoring Programs
- Coaching Programs
- Training Programs
- Detail Programs

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

EPA does not currently capture data for Career Development Opportunities (CDOs) that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	**Total Participants**		**PWD**		**PWTD**	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

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) Yes No N/A X
b. Selections (PWD) Yes No N/A X

Data is not available for FY20. OCR is coordinating with OMS to create a process that will collect the required data.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. 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)	Yes	No	N/A X
b. Selections (PWTD)	Yes	No	N/A X

Data is not available for FY20. OCR is coordinating with OMS to create a process that will collect the required data.

C. Awards (Includes Time Off Awards and Cash Awards)

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

a. Awards, Bonuses, & Incentives (PWD)	Yes X	No
b. Awards, Bonuses, & Incentives (PWTD)	Yes X	No

Comparing Time-off Awards of 1-9 hours for PWD/PWTD (**Table B-13)** to Total Workforce for PWD/PWTD **(Table B1),** there are triggers in the following Awards, Bonuses, and Incentives categories.

PWD
Time-off Awards 1-9 hours: PWD received awards at 26.40%, which is less than expected compared to people without disabilities at 26.59%. This is a trigger.

PWTD
Time-off Awards 1-9 hours: PWTD received awards at 23.05%, which is less than expected compared to people without disabilities at 26.65%. This is a trigger.

PWTD
Time-off Awards 9+ hours: PWTD received awards at 26.35%, which is less than expected compared to people without disabilities at 27.51%. This is a trigger.

Comparing Cash Awards $100 -$500 for PWD/PWTD (Table 13) to Total Workforce for PWOD (Table B1), there are triggers in the following Awards, Bonuses and Incentives categories.

Cash Awards $100 - $500:
- PWD received awards at 19.81%, which is less than expected compared to people without disabilities at 22.44%. This is a trigger.

Cash Awards $100 - $500:
- PWTD received awards at 20.96%, which is less than expected compared to people without disabilities at 22.24%. This is a trigger.

Cash Awards $501+:
- PWD received awards at 88.25%, which is less than expected compared to people without disabilities at 95.55%. This is a trigger.

Cash Awards $501+:
- PWTD received awards at 88.02%, which is less than expected compared to people without disabilities at 95.06%. This is a trigger.

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

a.	Pay Increases (PWD)	Yes X	No
b.	Pay Increases (PWTD)	Yes	No X

Comparing Employee Recognition and Awards for PWD/PWTD **(Table B-13 Employee Recognition Awards)** to Total Workforce for PWOD **(Table B1 - Total Workforce - Permanent)**, there are triggers in the following Awards, Bonuses and Incentives categories:

PWD Qualify Step Increase (QSI): PWD received awards at 1.64%, which is less than expected compared to people without disabilities at 2.46%. This is a trigger.

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

a.	Other Types of Recognition (PWD)	Yes X	No	N/A
b.	Other Types of Recognition (PWTD)	Yes X	No	N/A

The **Other Awards** category is broad-based and includes a variety of awards (see list below).

PWD Other Awards: PWD received awards at 0.08%, which is less than expected compared to people without disabilities at 0.15%. This is a trigger.

- Other Awards for PWD consist of (code-award):
  - 815/ Recruitment
  - 816/ Relocation Incentive
  - 825/ Separation Incentive
  - 827/ Retention Incentive
  - 889/ Group Award

PWTD Other Awards: PWTD received awards at 0.00%, which is less than expected compared to people without disabilities at 0.15%. This is a trigger.

- Other Awards for PWTD consist of (code-award):
  - 815/ Recruitment
  - 816/ Relocation Incentive
  - 825/ Separation Incentive
  - 827/ Retention Incentive
  - 889/ Group Award

D. Promotions

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

a. SES			
i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X
b. Grade GS-15			
i. Qualified Internal Applicants (PWD)	Yes X	No	N/A
ii. Internal Selections (PWD)	Yes X	No	N/A
c. Grade GS-14			
i. Qualified Internal Applicants (PWD)	Yes X	No	N/A
ii. Internal Selections (PWD	Yes X	No	N/A
d. Grade GS-13			
i. Qualified Internal Applicants (PWD)	Yes X	No	N/A
ii. Internal Selections (PWD)	Yes	No X	N/A

SES PWD promotion data is not available for FY20. OCR is coordinating with OMS to create a process to collect the required data.

For FY20, EPA utilized **Monster Table B11 – Internal Selections for Senior Level Positions**. Using the PWD Applications Received when analyzing the applicant flow of internal applicants and/or selections for promotions by grade (Table B11), the following triggers are identified for GS-13 thru GS 15.

PWD

GS-13:

- Qualified Internal Applicants at 4.97% is less than expected compared to the PWD Applicants Received at 6.16%. This is a trigger.

GS-14:

- PWD Qualified Internal Applications at 3.24% is less than expected compared to the PWD Applications Received at 3.85%. This is a trigger.
- PWD Selected Internal Applicants at 3.14% is less than expected compared to the Qualified Applicants at 3.24%. This is a trigger.

GS-15:

- PWD Qualified Internal Applicants at 1.34% is less than expected compared to the PWD Applicants Received at 3.38%. This is a trigger.
- PWD Selected Internal Applicants at 1.20% is less than expected compared to the Qualified Applicants at 1.34%. This is a trigger.

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)	Yes	No	N/A X
ii. Internal Selections (PWTD)	Yes	No	N/A X
b. Grade GS-15			
i. Qualified Internal Applicants (PWTD)	Yes X	No	N/A
ii. Internal Selections (PWTD)	Yes X	No	N/A
c. Grade GS-14			
i. Qualified Internal Applicants (PWTD)	Yes X	No	N/A
ii. Internal Selections (PWTD)	Yes	No X	N/A
d. Grade GS-13			
i. Qualified Internal Applicants (PWTD)	Yes X	No	N/A
ii. Internal Selections (PWTD)	Yes	No X	N/A

SES PWTD promotion data is not available for FY20. OCR is coordinating with OMS to create a process to collect the required data.

In FY20, EPA used **Monster Table B11 – Internal Selections for Senior Level Positions**: Internal Selections for Senior Level Positions, to analyze the applicant flow of internal applicants and/or selections for promotions by grade for PWTD. The senior level analysis includes grades 13-15. The SES is excluded from this analysis because relevant data was not collected for this series in FY20. OCR has submitted a request to OHR to capture SES applicant flow data for Qualified Internal Applicants and Internal Selections.

GS-13: PWTD

- Qualified Internal Applicants at 1.47% is less than expected compared to the PWD Applicants Received at 1.90%. This is a trigger.

GS-14: PWTD

- Qualified Internal Applicants at 0.71% is less than expected compared to the PWTD Applicants Received at 1.15%. This is a trigger.

GS-15: PWTD

- Qualified Internal Applicants at 0.34% is less than expected compared to the PWTD Applicants Received at 1.07%. This is a trigger.
- PWTD Selected Internal Applicants at 0.00% is less than expected compared to the Qualified Applicants at 1.07%. This is a trigger.

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. (Table B11 and B8)

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

EPA's FY20 workforce tables do not provide information on New Hires of PWD in the senior grades of GS-13, 14, 15 and SES. OCR is coordinating with OMS to create a process to collect the required data.

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.

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

EPA's FY20 workforce tables do not provide information on New Hires of PWTD in the senior grades of GS-13, 14, 15 and SES. OCR is coordinating with OMS to create a process to collect the required data.

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)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X
b. Managers			
i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X
c. Supervisors			
i. Qualified Internal Applicants (PWD)	Yes	No	N/A X
ii. Internal Selections (PWD)	Yes	No	N/A X

EPA's FY20 workforce tables do not provide promotion data on PWD for executives, managers, and supervisors. OCR is coordinating with OMS to create a process to collect the required data.

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) Yes No N/A X
   ii. Internal Selections (PWTD) Yes No N/A X
b. Managers
   i. Qualified Internal Applicants (PWTD) Yes No N/A X
   ii. Internal Selections (PWTD) Yes No N/A X
c. Supervisors
   i. Qualified Internal Applicants (PWTD) Yes No N/A X
   ii. Internal Selections (PWTD) Yes No N/A X

EPA's FY20 workforce tables do not provide promotion data on PWTD for executives, managers, and supervisors. OCR is coordinating with OMS to create a process to collect the required data.

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) Yes No N/A X
b. New Hires for Managers (PWD) Yes No N/A X
c. New Hires for Supervisors (PWD) Yes No N/A X

EPA's FY20 workforce tables do not provide information on New Hires of PWD for executives, managers, and supervisors. OCR is coordinating with OMS to create a process that will collect the required data.

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) Yes No N/A X
b. New Hires for Managers (PWTD) Yes No N/A X
c. New Hires for Supervisors (PWTD) Yes No N/A X

EPA's FY20 workforce tables do not provide information on New Hires of PWTD for executives, managers, and supervisors. OCR is coordinating with OMS to create a process that will collect the required data.

Section V: Plan to Improve Retention of Persons with Disabilities

A. Voluntary and Involuntary Separations

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

Yes X No N/A

In FY20, EPA converted all eight (8) of its eligible Schedule A employees into the competitive service.

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

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

PWD Voluntary Separations (Table B1 and B14):

- The PWD inclusion rate for Voluntary Separations is 6.50%.
- The People Without Disabilities inclusion rate for Voluntary Separations is 5.98%.
- The PWD inclusion rate is greater than the People Without Disability inclusion rate. This indicates a trigger.

PWD Involuntary Separations (Tables B1 and B14):

- The PWD inclusion rate for Involuntary Separations is 0.86%.
- The People Without Disabilities inclusion rate for Involuntary Separations is 0.17%.
- The PWD inclusion rate is greater than the People Without Disability inclusion rate. This indicates a trigger.

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

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

PWTD Voluntary Separations (Table B1 and B14):

- The PWTD inclusion rate for Voluntary Separations is 8.14%.
- The People Without Disabilities inclusion rate for Voluntary Separations is 5.97%.
- The PWTD inclusion rate is greater than the People Without Disability inclusion rate. This indicates a trigger.

PWTD Involuntary Separations (Tables B1 and B14):

- The PWTD inclusion rate for Involuntary Separations is 0.60%.
- The People Without Disabilities inclusion rate for Involuntary Separations is 0.23%.
- The PWD inclusion rate is greater than the People Without Disability inclusion rate. This indicates a trigger.

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*.

Based on information available in FPPS:

- Of the 94 PWD Separations in FY20, 83 were voluntary and 11 were involuntary.
- Of the 30 PWTD Separations in FY20, 28 were voluntary and 2 were involuntary.

OCR and OHR are collaborating to update the exit survey to include a question regarding separations due to the perception of disabilities affecting career development. OHR is developing a process to review exit survey results.

B. Accessibility of Technology and Facilities

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.

The Accessibility Statement explains employees' and applicants' rights under Section 508 of the Rehabilitation Act. EPA's Accessibility Statement can be found on EPA's website: https://www.epa.gov/accessibility/epa-accessibility-statement

EPA follows the same process for Section 508 complaints as for other complaints related to disability discrimination. Details can be found on EPA's website: https://www.epa.gov/ocr/employment-complaint-resolutions

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.

EPA's website: https://www.epa.gov/ocr/affirmative-employment-analysis-and-accountability#architectural provides a link to the United States Access Board (https://www.access-board.gov/enforcement/), which provides information on employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

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.

EPA Section 508 Governance: Revision of Section 508 Policy and Procedures for compliance to address the Section 508 Refresh. In FY20, the policy received Agency-wide review by the Section 508 staff, but has not yet been finalized. Section 508 expects to finalize the policy in FY21.

Section 508 Training Campaign: In FY20, the 508 Program conducted market research to expand the training curriculum to include specific web-based role-based training. In FY21, the Section 508 Team will target this training to employees who play roles in acquiring, developing, using, or maintaining Information Communications Technology (ICT). The Agency expects to award a suitable vendor and award a contract that will assist with strategic planning, Section 508 program support, and training in FY21.

EPA Compliance Assessment and Remediation Plan: EPA's Compliance Assessment and Remediation Plan (CARP) aims to:

- Assess and enhance the accessibility of EPA's ICT,
- Develop a baseline to measure improvements, and
- Report bi-annually to the OMB on Section 508 Program Maturity.

Activities include:

- Conduct an inventory of EPA's ICT and prioritize ICT for assessments.
- Assess the inventoried ICT's compliance.
- Develop and implement remediation plans to address concerns identified during the assessments.
- Report compliance within EPA to OMB.

Initially, the CARP focused on a phased approach towards inventorying systems based on the type of internal and external system or application. Due to the global pandemic, changes in the operating environment presented challenges in maintaining the inventory phased approach. The Agency has increased communications with system owners and shifted from a phased approach to compliance reporting that includes new and decommissioned ICT regardless of audience. Through FY21, EPA will continue the inventory of internal non-enterprise systems and applications and evaluate system documentation.

As part of the CARP effort, the EPA Section 508 Program has developed and enhanced the formal process for reviewing Accessible Conformance Reports (ACR). System owners use this process to assess the conformance level to Section 508 claimed by the vendors before purchasing.

The following are FY21 high-level Section 508 tasks at the Agency:

- In FY21, the Agency plans to assess the maturity of the Section 508 Program with offices to integrate 508:
  - Acquisition
  - System Lifecycle and processes
  - Testing
  - Complaints Process
  - Training

- Publish EPA Information Directives: Section 508 Policy and Procedures
- Provide hands-on consultation, clear instructions, and information resources to advise on Section 508 requirements for all users, raise awareness, and increase the level of conformance
- Promote proven industry and Federal best practices to improve the accessibility or functionality of Enterprise ICT and components
- Listen to users and develop resources per business and user needs
- Train EPA 508 Team, EPA Section 508 Liaisons, System Owners, Acquisition professionals, management, and staff on their responsibilities
- Provide E-Learning training modules in EPA Enterprise Learning Management System and monitor and improve their effectiveness

C. Reasonable Accommodation Program

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.)

In FY19, 108 requests were not concluded at the end of FY19 and were concluded in FY20. Of the 498 FY20 new requests, 470 were initiated, processed, and concluded in FY20. There were 28 requests pending at the end of FY20 that were carried over to FY21 for continued processing. In FY20, the Agency processed and concluded 469 of the 470 completed requests (or 99.7%) within the time frames identified in EPA Reasonable Accommodation (RA) Procedures with an average processing time of 16.4 days. The Agency has attained a 90% or greater processing rate for ten consecutive years.

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.

The following is a summary and analysis of the RA requests that were initiated in FY20.

Of the 470 requests that were initiated, processed, and concluded in FY20:

- 392 requests were approved
- 6 requests were denied
- 7 requests were denied under reasonable accommodation (RA) but were offered some relief outside of the RA process
- 35 requests were withdrawn by the employee
- 30 requests were closed (employee resigned, retired, or separated from the Agency or in some cases passed away; therefore, a decision for the request was no longer needed and was closed without a final decision)

There was no noticeable change to the type of reasonable accommodation requests that were made from the previous two fiscal years. In FY20, the most requested items or types of accommodations were:

1. Telework (full-time, additional day, episodic, etc.): 205 requests
2. Assistive technology (AT) equipment, including equipment such as ergonomic keyboards: 78 requests
3. Sit/stand desks: 74 requests
4. Computer equipment, such as larger monitor, mouse, etc.: 61 requests
5. Modified work schedule (start/end times): 31 requests
6. Facilities related requests such as small refrigerators, space heaters, workspace modification, and changes to lighting: 35 requests

The National Reasonable Accommodation Coordinators (NRACs) delivered 12 training sessions to a total of 280 participants. The 12 training sessions included Agency-wide trainings delivered in person and virtually and trainings for the below offices:

- Region 3 (Philadelphia)
- Region 6 (Dallas)
- Office of Inspector General (OIG)
- Office of Mission Services – Office of Acquisition Solutions (OAS)
- Office of the Chief Financial Officer (OCFO)

Trainings were also conducted for 5 new Local Reasonable Accommodation Coordinators (LORACs) and recertification training for all 24 LORACs.

In understanding the following chart, please note that in FY20, the National Reasonable Accommodation Coordinator (NRAC) started using the title Senior NRAC as indicated on the position description and the Assistant NRAC position was updated to NRAC.

Trainer	Date	Audience	Locations Included	Method	Number Attended
NRAC	10/2/2019	Employees	Region 6 - Dallas	In Person in Dallas	20
NRAC	10/2/2019	Managers/Supervisors	Region 6 - Dallas	In Person in Dallas	10

NRAC / Assistant NRAC	10/28/2019	Managers/Supervisors	Office of Inspector General (OIG)	In Person at HQ	15
NRAC	10/30/2019	Headquarters	Headquarters (HQ)	In Person at HQ	30
NRAC	12/17-12/18/2019	New LORACs	Region 3 - Philadelphia, Region 8 - Denver	In Person at HQ	2
Senior NRAC / NRAC	3/5/2020	Managers/Supervisors	Office of Mission Services (OMS) – Office of Acquisition Solutions (OAS)	In Person at HQ	20
Senior NRAC / NRAC	5/5-5/7/2020	New LORACs	Region 1 - Boston, Region 9 - San Francisco, OIG, Cincinnati, Research Triangle Park (RTP)	Virtual	6
NRACs	6/18/2020	Managers/Supervisors	Region 3 - Philadelphia	Virtual	103
NRACs	7/30/2020	Disability Employment Program Advisory Council (DEPAC)	All	Virtual	18
SNRAC/NRAC	9/15-9/17/2020	LORACs	All	Virtual	20
SNRAC/NRAC	9/22/2020	Managers/Supervisors	Office of the Chief Financial Officer (OCFO)	Virtual	20
SNRAC/NRAC	9/24/2020	Managers/Supervisors	OCFO	Virtual	16
FY20 Total Trainings Sessions: 12					
Total Number of Persons Trained: 280					

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

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.

There were no PAS requests made in FY2020. However, the Agency included Frequently Asked Questions (FAQS) about PAS on the Reasonable Accommodation website: https://www.epa.gov/ocr/reasonable-accommodation#FAQPAS.

During FY20, the Office of Civil Rights and the PAS Workgroup developed the Personal Assistance Services (PAS) Reference Guide and posted the document to the Agency website in September 2020 (https://www.epa.gov/sites/production/files/2020-09/documents/pas_reference_guide_final_september_22_2020.pdf).

The Reference Guide provides clear guidelines to assist decision makers and others involved in the PAS processing to ensure greater efficient and efficacy in delivering PAS.

All Reasonable Accommodation trainings also mention PAS and include references to where to find PAS information.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint Data Involving Harassment

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

Yes No X N/A

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

Yes No X N/A

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

N/A

B. EEO Complaint Data Involving Reasonable Accommodation

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

Yes No X N/A

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

Yes No X N/A

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

N/A

Section VII: Identification and Removal of Barriers

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

Yes No X

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

Yes No N/A X

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.

N/A

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

N/A

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

Appendix A.1 – Workforce Data Tables (A) FY20

Table A-1: Total Workforce - Ratios

10/01/2019 to 09/30/2020

				1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
	TOTAL	Males	Females	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Workforce																			
#	15,010	7,259	7,751	495	606	5,327	4,634	763	1,730	552	618	9	11	66	76	32	59	15	17
%	100%	48.36%	51.64%	3.30%	4.04%	35.50%	30.87%	5.08%	11.5%	3.68%	4.12%	0.06%	0.07%	0.44%	0.50%	0.21%	0.39%	0.09%	0.11%
Permanent Workforce																			
#	14,095	6,688	7,407	482	593	4,849	4,358	736	1,711	513	590	7	11	65	73	31	59	5	12
%	100%	47.4%	52.6%	3.4%	4.2%	34.4%	30.9%	5.2%	12.1%	3.6%	4.2%	0.0%	0.1%	0.5%	0.5%	0.2%	0.4%	0.0%	0.1%
Temporary Workforce																			
#	915	571	344	13	13	478	276	27	19	39	28	2		1	3	1		10	5
%	100%	62.4%	37.6%	1.4%	1.4%	52.2%	30.2%	3.0%	2.1%	4.3%	3.1%	0.2%		0.1%	0.3%	0.1%		1.1%	0.5%

Source: OBIEE v1/v2
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-3: Occupational Categories - Distribution by Race/Ethnicity & Sex

10/01/19 to 09/30/2020

Permanent Workforce						1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
Occupational Categories			Total	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Managers	Executive/Senior Level (Grades 15+)	#	1,371	716	655	49	37	566	450	62	119	32	43	1		5	5	1	1		
		%	9.73%	10.71%	8.84%	3.57%	2.70%	41.28%	32.82%	4.52%	8.68%	2.33%	3.14%	0.07%		0.36%	0.36%	0.07%	0.07%		
	Mid-Level (Grades 13-14)	#	472	236	236	20	17	177	152	28	44	10	23			1					
		%	3.35%	3.53%	3.19%	4.24%	3.60%	37.50%	32.20%	5.93%	9.32%	2.12%	4.87%			0.21%					
	First-Level (Grades 12 &	#	1		1						1										
		%	0.01%		0.01%						100.00%										
	Other	#	2,776	950	1,826	69	136	581	751	216	803	63	87		4	9	16	10	25	2	4
		%	19.69%	14.20%	24.65%	2.49%	4.90%	20.93%	27.05%	7.78%	28.93%	2.27%	3.13%		0.14%	0.32%	0.58%	0.36%	0.90%	0.07%	0.14%
Officials & Managers	Total #		4,620	1,902	2,718	138	190	1,324	1,353	306	967	105	153	1	4	15	21	11	26	2	4
	Total %		32.78%	28.44%	36.70%	2.99%	4.11%	28.66%	29.29%	6.62%	20.93%	2.27%	3.31%	0.02%	0.09%	0.32%	0.45%	0.24%	0.56%	0.04%	0.09%
OTHER	7. Operatives	#	2	2						2											
		%	0.01%	0.03%						100.00%											
	8. Laborers & Helpers	#	1	1						1											
		%	0.01%	0.01%						100.00%											
	9. Service Workers	#	180	142	38	8	2	109	28	14	4	7	2		1	4			1		
		%	1.28%	2.12%	0.51%	4.44%	1.11%	60.56%	15.56%	7.78%	2.22%	3.89%	1.11%		0.56%	2.22%			0.56%		
	2. Professionals	#	8,866	4,527	4,339	329	367	3,339	2,860	391	602	396	423	6	5	45	49	18	26	3	7
		%	62.90%	67.69%	58.58%	3.71%	4.14%	37.66%	32.26%	4.41%	6.79%	4.47%	4.77%	0.07%	0.06%	0.51%	0.55%	0.20%	0.29%	0.03%	0.08%
	3. Technicians	#	104	61	43		1	49	31	5	8	4	2			1	1	2			
		%	0.74%	0.91%	0.58%		0.96%	47.12%	29.81%	4.81%	7.69%	3.85%	1.92%			0.96%	0.96%	1.92%			
	5. Administrative Support Workers	#	283	43	240	6	29	20	79	16	112	1	10		1		2		6		1
		%	2.01%	0.64%	3.24%	2.12%	10.25%	7.07%	27.92%	5.65%	39.58%	0.35%	3.53%		0.35%		0.71%		2.12%		0.35%
	6. Craft Workers	#	1	1				1													
		%	0.01%	0.01%				100.00%													
	NONE	#	38	9	29	1	4	7	7	1	18										
		%	0.27%	0.13%	0.39%	2.63%	10.53%	18.42%	18.42%	2.63%	47.37%										
OTHER	Total #		9,475	4,786	4,689	344	403	3,525	3,005	430	744	408	437	6	7	50	52	20	33	3	8
	Total %		67.22%	71.56%	63.30%	3.63%	4.25%	37.20%	31.72%	4.54%	7.85%	4.31%	4.61%	0.06%	0.07%	0.53%	0.55%	0.21%	0.35%	0.03%	0.08%
GRAND TOTAL #			14,095	6,688	7,407	482	593	4,849	4,358	736	1,711	513	590	7	11	65	73	31	59	5	12
GRAND TOTAL %			100.00%	100.00%	100.00%	3.42%	4.21%	34.40%	30.92%	5.22%	12.14%	3.64%	4.19%	0.05%	0.08%	0.46%	0.52%	0.22%	0.42%	0.04%	0.09%

Temporary Workforce						1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
Occupational Categories			Total	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Managers	Executive/Senior Level (Grades 15+)	#	9	7	2			6	2							1					
		%	0.98%	1.23%	0.58%			66.67%	22.22%							11.11%					
	Mid-Level (Grades 13-14)	#	1	1				1													
		%	0.11%	0.18%				100.00%													
	Other	#	87	43	44	2	3	34	36	4	1	1	3	1						1	1
		%	9.51%	7.53%	12.79%	2.30%	3.45%	39.08%	41.38%	4.60%	1.15%	1.15%	3.45%	1.15%						1.15%	1.15%
Officials & Managers	Total #		97	51	46	2	3	41	38	4	1	1	3	1		1				1	1
	Total %		10.60%	8.93%	13.37%	2.06%	3.09%	42.27%	39.18%	4.12%	1.03%	1.03%	3.09%	1.03%		1.03%				1.03%	1.03%
OTHER	2. Professionals	#	776	496	280	9	7	421	227	19	16	36	23	1			3	1		9	4
		%	84.81%	86.87%	81.40%	1.16%	0.90%	54.25%	29.25%	2.45%	2.06%	4.64%	2.96%	0.13%			0.39%	0.13%		1.16%	0.52%
	3. Technicians	#	9	6	3		1	5	2	1											
		%	0.98%	1.05%	0.87%		11.11%	55.56%	22.22%	11.11%											
	5. Administrative Support Workers	#	21	8	13	1	1	3	8	3	2	1	2								
		%	2.30%	1.40%	3.78%	4.76%	4.76%	14.29%	38.10%	14.29%	9.52%	4.76%	9.52%								
	NONE	#	12	10	2	1	1	8	1			1									
		%	1.31%	1.75%	0.58%	8.33%	8.33%	66.67%	8.33%			8.33%									
OTHER	Total #		818	520	298	11	10	437	238	23	18	38	25	1			3	1		9	4
	Total %		89.40%	91.07%	86.63%	1.34%	1.22%	53.42%	29.10%	2.81%	2.20%	4.65%	3.06%	0.12%			0.37%	0.12%		1.10%	0.49%
GRAND TOTAL #			915	571	344	13	13	478	276	27	19	39	28	2		1	3	1		10	5
GRAND TOTAL %			100.00%	100.00%	100.00%	1.42%	1.42%	52.24%	30.16%	2.95%	2.08%	4.26%	3.06%	0.22%		0.11%	0.33%	0.11%		1.09%	0.55%

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-4.1: Participation Rates for General Schedule Grades

10/01/19 to 09/30/2020

Permanent Workforce																					
GS/GM/GL GRADES		All	Total Males	Total Females	HISPANIC OR LATINO		WHITE		BLACK OR AFRICAN AMERICAN		ASIAN		NATIVE HAWAIIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKA NATIVE		TWO OR MORE RACES		NONE SPECIFIED	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
GS-02	#	1	1						1											
	%	100.00%	100.00%						100.00%											
GS-03	#	12	3	9	1		1	7	1	1						1				
	%	100.00%	25.00%	75.00%	8.33%		8.33%	58.33%	8.33%	8.33%						8.33%				
GS-04	#	78	33	45	4	2	20	28	5	7	3	7					1			1
	%	100.00%	42.31%	57.69%	5.13%	2.56%	25.64%	35.90%	6.41%	8.97%	3.85%	8.97%					1.28%			1.28%
GS-05	#	42	15	27	1	3	7	13	5	6	2	5								
	%	100.00%	35.71%	64.29%	2.38%	7.14%	16.67%	30.95%	11.90%	14.29%	4.76%	11.90%								
GS-06	#	11	2	9		2	2	3		4										
	%	100.00%	18.18%	81.82%		18.18%	18.18%	27.27%		36.36%										
GS-07	#	310	113	197	11	24	72	106	19	47	10	16				1		1	1	2
	%	100.00%	36.45%	63.55%	3.55%	7.74%	23.23%	34.19%	6.13%	15.16%	3.23%	5.16%				0.32%		0.32%	0.32%	0.65%
GS-08	#	73	6	67		6	3	16	3	38		3						3		1
	%	100.00%	8.22%	91.78%		8.22%	4.11%	21.92%	4.11%	52.05%		4.11%						4.11%		1.37%
GS-09	#	566	195	371	17	37	132	194	28	103	18	27		1		4		4		1
	%	100.00%	34.45%	65.55%	3.00%	6.54%	23.32%	34.28%	4.95%	18.20%	3.18%	4.77%		0.18%		0.71%		0.71%		0.18%
GS-10	#	35	19	16			14	11	3	3	1	1			1	1				
	%	100.00%	54.29%	45.71%			40.00%	31.43%	8.57%	8.57%	2.86%	2.86%			2.86%	2.86%				
GS-11	#	547	225	322	17	37	144	169	41	84	20	22		1	1	1	1	5	1	3
	%	100.00%	41.13%	58.87%	3.11%	6.76%	26.33%	30.90%	7.50%	15.36%	3.66%	4.02%		0.18%	0.18%	0.18%	0.18%	0.91%	0.18%	0.55%
GS-12	#	1,758	678	1,080	55	109	425	537	115	326	73	74	2	3	4	16	3	13	1	2
	%	100.00%	38.57%	61.43%	3.13%	6.20%	24.18%	30.55%	6.54%	18.54%	4.15%	4.21%	0.11%	0.17%	0.23%	0.91%	0.17%	0.74%	0.06%	0.11%
GS-13	#	5,605	2,811	2,794	215	226	1,981	1,620	305	643	247	252	2	5	40	26	19	20	2	2
	%	100.00%	50.15%	49.85%	3.84%	4.03%	35.34%	28.90%	5.44%	11.47%	4.41%	4.50%	0.04%	0.09%	0.71%	0.46%	0.34%	0.36%	0.04%	0.04%
GS-14	#	2,616	1,292	1,324	88	82	991	845	123	271	72	104	1		12	15	5	7		
	%	100.00%	49.39%	50.61%	3.36%	3.13%	37.88%	32.30%	4.70%	10.36%	2.75%	3.98%	0.04%		0.46%	0.57%	0.19%	0.27%		
GS-15	#	2,111	1,105	1,006	60	58	905	699	72	163	58	72	2	1	6	7	2	6		
	%	100.00%	52.34%	47.66%	2.84%	2.75%	42.87%	33.11%	3.41%	7.72%	2.75%	3.41%	0.09%	0.05%	0.28%	0.33%	0.09%	0.28%		
Other (unspecified)	#	54	38	16	1		31	14	3		3	2								
	%	100.00%	70.37%	29.63%	1.85%		57.41%	25.93%	5.55%		5.55%	3.70%								
SES	#	276	152	124	12	7	121	96	12	15	6	5			1	1				
	%	100.00%	55.07%	44.93%	4.35%	2.54%	43.84%	34.78%	4.35%	5.43%	2.17%	1.81%			0.36%	0.36%				
Total	#	14,095	6,688	7,407	482	593	4,849	4,358	736	1,711	513	590	7	11	65	73	31	59	5	12
	%	100.00%	47.45%	52.55%	3.42%	4.21%	34.40%	30.92%	5.22%	12.14%	3.64%	4.19%	0.05%	0.08%	0.46%	0.52%	0.22%	0.42%	0.04%	0.09%

Temporary Workforce																					
GS/GM/GL GRADES		All	Total Males	Total Females	HISPANIC OR LATINO		WHITE		BLACK OR AFRICAN AMERICAN		ASIAN		NATIVE HAWAIIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKA NATIVE		TWO OR MORE RACES		NONE SPECIFIED	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
GS-04	#	31	12	19	2	3	5	12	2	1	3	3								
	%	100.00%	38.71%	61.29%	6.45%	9.68%	16.13%	38.71%	6.45%	3.23%	9.68%	9.68%								
GS-05	#	3	1	2			1	2												
	%	100.00%	33.33%	66.67%			33.33%	66.67%												
GS-07	#	18	7	11	1	1	2	6	2	2	2	2								
	%	100.00%	38.89%	61.11%	5.56%	5.56%	11.11%	33.33%	11.11%	11.11%	11.11%	11.11%								
GS-09	#	9	5	4			3	2	2			1								1
	%	100.00%	55.56%	44.44%			33.33%	22.22%	22.22%			11.11%								11.11%
GS-11	#	18	11	7			8	7	2										1	
	%	100.00%	61.11%	38.89%			44.44%	38.89%	11.11%										5.56%	
GS-12	#	80	32	48	2		26	37	2	5	2	4				1				1
	%	100.00%	40.00%	60.00%	2.50%		32.50%	46.25%	2.50%	6.25%	2.50%	5.00%				1.25%				1.25%
GS-13	#	15	12	3	1	2	7		3			1	1							
	%	100.00%	80.00%	20.00%	6.67%	13.33%	46.67%		20.00%			6.67%	6.67%							
GS-14	#	10	4	6			4	5		1										
	%	100.00%	40.00%	60.00%			40.00%	50.00%		10.00%										
GS-15	#	24	11	13			9	12			1	1			1					
	%	100.00%	45.83%	54.17%			37.50%	50.00%			4.17%	4.17%			4.17%					
Other (unspecified)	#	701	472	229	7	7	409	191	14	10	31	16	1			2	1		9	3
	%	100%	67.33%	32.67%	1.00%	1.00%	58.35%	27.25%	2.00%	1.43%	4.42%	2.28%	0.14%			0.29%	0.14%		1.28%	0.43%
Other Senior Pay Plan	#	6	4	2			4	2												
	%	100.00%	66.67%	33.33%			66.67%	33.33%												
Total	#	915	571	344	13	13	478	276	27	19	39	28	2		1	3	1		10	5
	%	100.00%	62.40%	37.60%	1.42%	1.42%	52.24%	30.16%	2.95%	2.08%	4.26%	3.06%	0.22%		0.11%	0.33%	0.11%		1.09%	0.55%

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020
Permanent Workforce

						1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
Occupational Series	Occupational Series Desc		TOTAL	Males	Females	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
28	ENVIRONMENTAL PROTECTION SPECIALIST(0028)	#	1,670	651	1,019	55	91	481	629	62	213	30	68		1	16	16	7	1		
		%	100.00%	38.98%	61.02%	3.29%	5.45%	28.80%	37.66%	3.71%	12.75%	1.80%	4.07%		0.06%	0.96%	0.96%	0.42%	0.06%		
301	MISCELLANEOUS ADMIN & PROGRAM(0301)	#	457	151	306	14	34	98	114	26	142	11	6			2	4		5		1
		%	100.00%	33.04%	66.96%	3.06%	7.44%	21.44%	24.95%	5.69%	31.07%	2.41%	1.31%			0.44%	0.88%		1.09%		0.22%
343	MANAGEMENT & PROGRAM ANALYSIS(0343)	#	1,388	449	939	28	52	308	435	75	387	27	46		1	5	8	5	9	1	1
		%	100.00%	32.35%	67.65%	2.02%	3.75%	22.19%	31.34%	5.40%	27.88%	1.95%	3.31%		0.07%	0.36%	0.58%	0.36%	0.65%	0.07%	0.07%
401	GENERAL NATURAL RESOURCES MANAGEMENT(0401)	#	1,367	606	761	40	50	478	555	39	79	45	62			3	7	1	5		3
		%	100.00%	44.33%	55.67%	2.93%	3.66%	34.97%	40.60%	2.85%	5.78%	3.29%	4.54%			0.22%	0.51%	0.07%	0.37%		0.22%
819	ENVIRONMENTAL ENGINEERING(0819)	#	1,503	898	605	98	69	611	374	68	69	109	85	1	2	8	3	3	3		
		%	100.00%	59.75%	40.25%	6.52%	4.59%	40.65%	24.88%	4.52%	4.59%	7.25%	5.66%	0.07%	0.13%	0.53%	0.20%	0.20%	0.20%		
905	GENERAL ATTORNEY(0905)	#	989	445	544	32	40	365	386	21	52	22	55	1		3	6		5	1	
		%	100.00%	44.99%	55.01%	3.24%	4.04%	36.91%	39.03%	2.12%	5.26%	2.22%	5.56%	0.10%		0.30%	0.61%		0.51%	0.10%	
1301	GENERAL PHYSICAL SCIENCE(1301)	#	2,084	1,139	945	75	76	917	700	57	76	77	81			12	9	1	2		1
		%	100.00%	54.65%	45.35%	3.60%	3.65%	44.00%	33.59%	2.74%	3.65%	3.69%	3.89%			0.58%	0.43%	0.05%	0.10%		0.05%
1320	CHEMISTRY(1320)	#	374	224	150	8	11	164	106	16	16	32	13			2	2	2			2
		%	100.00%	59.89%	40.11%	2.14%	2.94%	43.85%	28.34%	4.28%	4.28%	8.56%	3.48%			0.53%	0.53%	0.53%			0.53%
1811	CRIMINAL INVESTIGATING(1811)	#	200	159	41	9	1	125	32	14	3	7	3		1	4			1		
		%	100.00%	79.50%	20.50%	4.50%	0.50%	62.50%	16.00%	7.00%	1.50%	3.50%	1.50%		0.50%	2.00%			0.50%		
Total #			10,032	4,722	5,310	359	424	3,547	3,331	378	1,037	360	419	2	5	55	55	19	31	2	8
Total %			100.00%	47.07%	52.93%	3.58%	4.23%	35.36%	33.20%	3.77%	10.34%	3.59%	4.18%	0.02%	0.05%	0.55%	0.55%	0.19%	0.31%	0.02%	0.08%

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-7: Applicants & Hires for Major Occupations by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020

Permanent Workforce

					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races	
		TOTAL	Males	Females	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Job Title/Series: 0028 Environmental Protection Specialist																		
Total Received	#	5018																
Voluntarily Identified	#	3740	1922	1818	195	219	1079	929	418	477	171	144	6	3	40	26	13	20
	%	100%	51.39%	48.61%	5.21%	5.86%	28.85%	24.84%	11.18%	12.75%	4.57%	3.85%	.16%	.08%	1.07%	.70%	.35%	.53%
Qualified of those Identified	#	2609	1276	1333	124	147	723	711	264	323	124	113	4	2	28	21	9	16
	%	100%	48.91%	51.09%	4.75%	5.63%	27.71%	27.25%	10.12%	12.38%	4.75%	4.33%	.15%	.08%	1.07%	.80%	.34%	.61%
Selected of those Identified	#	75	26	49	3	8	14	25	5	15	4	0	0	0	0	1	0	0
	%	100%	34.67%	65.33%	4.00%	10.67%	18.67%	33.33%	6.67%	20.00%	5.33%	.00%	.00%	.00%	.00%	1.33%	.00%	.00%
CLF			71.82%	28.18%	2.22%	1.34%	64.84%	23.87%	2.02%	1.58%	1.79%	1.03%	.11%	.01%	.60%	.31%	.23%	.05%
Job Title/Series: 0301 Misc Administration and Program Specialist																		
Total Received	#	2299																
Voluntarily Identified	#	1673	635	1038	84	143	296	358	192	433	55	57	0	2	4	14	4	31
	%	100%	37.96%	62.04%	5.02%	8.55%	17.69%	21.40%	11.48%	25.88%	3.29%	3.41%	.00%	.12%	.24%	.84%	.24%	1.85%
Qualified of those Identified	#	1109	386	723	46	100	192	250	113	302	28	36	0	1	4	11	3	23
	%	100%	34.81%	65.19%	4.15%	9.02%	17.31%	22.54%	10.19%	27.23%	2.52%	3.25%	.00%	.09%	.36%	.99%	.27%	2.07%
Selected of those Identified	#	42	14	28	1	7	8	9	3	8	1	0	0	0	0	2	1	2
	%	100%	33.33%	66.67%	2.38%	16.67%	19.05%	21.43%	7.14%	19.05%	2.38%	.00%	.00%	.00%	.00%	4.76%	2.38%	4.76%
CLF			36.71%	63.29%	2.86%	5.87%	27.06%	43.84%	3.60%	8.89%	2.57%	3.64%	.03%	.05%	.33%	.62%	.26%	.39%
Job Title/Series: 0343 Management/Program Analyst																		
Total Received	#	10487																
Voluntarily Identified	#	7833	3620	4213	356	396	1689	1237	1177	2109	322	305	9	25	38	33	29	108
	%	100%	46.21%	53.79%	4.54%	5.06%	21.56%	15.79%	15.03%	26.92%	4.11%	3.89%	.11%	.32%	.49%	.42%	.37%	1.38%
Qualified of those Identified	#	5602	2513	3089	262	280	1191	948	784	1505	230	233	8	22	21	23	17	78
	%	100%	44.86%	55.14%	4.68%	5.00%	21.26%	16.92%	14.00%	26.87%	4.11%	4.16%	.14%	.39%	.37%	.41%	.30%	1.39%
Selected of those Identified	#	95	32	63	1	7	21	23	7	31	2	2	1	0	0	0	0	0
	%	100%	33.68%	66.32%	1.05%	7.37%	22.11%	24.21%	7.37%	32.63%	2.11%	2.11%	1.05%	.00%	.00%	.00%	.00%	.00%
CLF			58.45%	41.55%	2.46%	2.14%	49.01%	32.56%	3.03%	3.80%	3.33%	2.46%	.02%	.04%	.31%	.32%	.27%	.24%
Job Title/Series: 0401 General Biological Science (RESEARCH)																		
Total Received	#	18084																
Voluntarily Identified	#	13299	7012	6287	692	640	3657	3198	1006	1437	1580	861	8	5	39	80	30	66
	%	100%	52.73%	47.27%	5.20%	4.81%	27.50%	24.05%	7.56%	10.81%	11.88%	6.47%	.06%	.04%	.29%	.60%	.23%	.50%
Qualified of those Identified	#	11540	5921	5619	587	568	3122	2891	814	1245	1342	789	6	4	26	67	24	55
	%	100%	51.31%	48.69%	5.09%	4.92%	27.05%	25.05%	7.05%	10.79%	11.63%	6.84%	.05%	.03%	.23%	.58%	.21%	.48%
Selected of those Identified	#	300	127	173	11	18	81	108	14	18	19	25	1	0	1	1	0	3
	%	100%	42.33%	57.67%	3.67%	6.00%	27.00%	36.00%	4.67%	6.00%	6.33%	8.33%	.33%	.00%	.33%	.33%	.00%	1.00%
CLF			52.01%	47.99%	2.44%	2.17%	44.27%	39.48%	1.39%	1.59%	3.17%	4.15%	.05%	.05%	.48%	.35%	.19%	.20%

Job Title/Series: 0819 Environmental Engineer (RESEARCH)																		
Total Received	#	4797																
Voluntarily Identified	#	3441	2080	1361	224	133	1205	845	315	275	290	82	7	2	34	13	5	11
	%	100%	60.45%	39.55%	6.51%	3.87%	35.02%	24.56%	9.15%	7.99%	8.43%	2.38%	.20%	.06%	.99%	.38%	.15%	.32%
Qualified of those Identified	#	2628	1534	1094	172	110	898	691	217	208	216	66	4	2	25	10	2	7
	%	100%	58.37%	41.63%	6.54%	4.19%	34.17%	26.29%	8.26%	7.91%	8.22%	2.51%	.15%	.08%	.95%	.38%	.08%	.27%
Selected of those Identified	#	75	38	37	7	4	26	29	3	2	1	2	0	0	1	0	0	0
	%	100%	50.67%	49.33%	9.33%	5.33%	34.67%	38.67%	4.00%	2.67%	1.33%	2.67%	.00%	.00%	1.33%	.00%	.00%	.00%
CLF			75.80%	24.20%	2.90%	.90%	62.80%	19.10%	4.20%	1.70%	4.70%	1.90%	.00%	.10%	.30%	.10%	.50%	.20%
Job Title/Series: 0905 Attorney																		
Total Received	#	2199																
Voluntarily Identified	#	1449	775	674	82	64	514	354	107	150	52	89	2	0	17	17	1	0
	%	100%	53.49%	46.51%	5.66%	4.42%	35.47%	24.43%	7.38%	10.35%	3.59%	6.14%	.14%	.00%	1.17%	1.17%	.07%	.00%
Qualified of those Identified	#	1226	646	580	63	53	438	308	89	128	41	76	2	0	12	15	1	0
	%	100%	52.69%	47.31%	5.14%	4.32%	35.73%	25.12%	7.26%	10.44%	3.34%	6.20%	.16%	.00%	.98%	1.22%	.08%	.00%
Selected of those Identified	#	22	8	14	2	0	6	6	0	4	0	4	0	0	0	0	0	0
	%	100%	36.36%	63.64%	9.09%	.00%	27.27%	27.27%	.00%	18.18%	.00%	18.18%	.00%	.00%	.00%	.00%	.00%	.00%
CLF			66.70%	33.30%	2.52%	1.85%	59.68%	26.68%	2.13%	2.60%	1.82%	1.74%	.02%	.01%	.31%	.23%	.22%	.18%
Job Title/Series: 1301 Physical/Environmental Scientist (RESEARCH)																		
Total Received	#	6357																
Voluntarily Identified	#	4483	2580	1903	292	201	1498	1110	309	354	434	191	3	5	30	16	14	26
	%	100%	57.55%	42.45%	6.51%	4.48%	33.42%	24.76%	6.89%	7.90%	9.68%	4.26%	.07%	.11%	.67%	.36%	.31%	.58%
Qualified of those Identified	#	3914	2235	1679	248	188	1312	975	260	298	375	172	3	5	28	15	9	26
	%	100%	57.10%	42.90%	6.34%	4.80%	33.52%	24.91%	6.64%	7.61%	9.58%	4.39%	.08%	.13%	.72%	.38%	.23%	.66%
Selected of those Identified	#	126	53	73	5	15	40	49	3	4	4	5	0	0	1	0	0	0
	%	100%	42.06%	57.94%	3.97%	11.90%	31.75%	38.89%	2.38%	3.17%	3.17%	3.97%	.00%	.00%	.79%	.00%	.00%	.00%
CLF			60.89%	39.11%	2.36%	1.92%	48.14%	27.82%	1.41%	2.21%	8.20%	6.74%	.03%	.00%	.44%	.18%	.30%	.24%

Source: Monster
Date: 10/26/2020
U.S. EPA

Table A-8: New Hires - Distribution by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020
Total Workforce

					1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN OR PACIFIC ISLANDER		6) AMERICAN INDIAN OR ALASKA NATIVE		7) TWO OR MORE RACES		8) NONE	
Employment Tenure		**TOTAL**	**Males**	**Females**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**
Permanent Workforce	#	**1303**	589	714	51	63	389	442	86	114	55	72	1	1		6	3	4	4	12
	%	**100.00%**	45.20%	54.80%	3.91%	4.83%	29.85%	33.92%	6.60%	8.75%	4.22%	5.53%	0.08%	0.08%		0.46%	0.23%	0.31%	0.31%	0.92%
Temporary Workforce	#	**245**	119	126	6	10	84	84	16	15	10	13	1					1	2	3
	%	**100.00%**	48.57%	51.43%	2.45%	4.08%	34.29%	34.29%	6.53%	6.12%	4.08%	5.31%	0.41%					0.41%	0.82%	1.22%
Total #		**1548**	**708**	**840**	**57**	**73**	**473**	**526**	**102**	**129**	**65**	**85**	**2**	**1**		**6**	**3**	**5**	**6**	**15**
Total %		**100.00%**	**45.74%**	**54.26%**	**3.68%**	**4.72%**	**30.56%**	**33.98%**	**6.59%**	**8.33%**	**4.20%**	**5.49%**	**0.13%**	**0.06%**		**0.39%**	**0.19%**	**0.32%**	**0.39%**	**0.97%**

Source: OBIEE v1
Pya Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-9: Selections for Internal Competitive Promotions for Major Occupations by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020

Permanent Workforce					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races	
		All	Males	Females	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Job Series of Vacancy: 0028 Environmental Protection Specialist																		
Total Applications Received	#	372	168	204	31	41	88	92	25	52	18	15	1	0	2	2	3	2
	%	100%	45.16%	54.84%	8.33%	11.02%	23.65%	24.73%	6.72%	13.98%	4.84%	4.03%	0.27%	0.00%	0.54%	0.54%	0.81%	0.54%
Qualified	#	186	79	107	15	15	46	58	8	24	9	8	0	0	0	2	1	0
	%	100%	42.47%	57.53%	8.06%	8.06%	24.73%	31.18%	4.30%	12.90%	4.84%	4.30%	0.00%	0.00%	0.00%	1.08%	0.54%	0.00%
Selected	#	43	14	29	1	4	10	12	2	10	1	2	0	0	0	1	0	0
	%	100%	32.56%	67.44%	2.33%	9.30%	23.26%	27.91%	4.65%	23.26%	2.33%	4.65%	0.00%	0.00%	0.00%	2.33%	0.00%	0.00%
Job Series of Vacancy: 0301 Misc Administration and Program Specialist																		
Total Applications Received	#	132	51	81	6	13	23	34	15	23	6	4	0	0	0	2	1	5
	%	100%	38.64%	61.36%	4.55%	9.85%	17.42%	25.76%	11.36%	17.42%	4.54%	3.03%	0.00%	0.00%	0.00%	1.52%	0.76%	3.79%
Qualified	#	72	28	44	4	9	12	22	8	8	4	0	0	0	0	1	0	4
	%	100%	38.89%	61.11%	5.56%	12.50%	16.67%	30.56%	11.11%	11.11%	5.56%	0.00%	0.00%	0.00%	0.00%	1.39%	0.00%	5.56%
Selected	#	16	7	9	1	1	5	5	1	1	0	0	0	0	0	1	0	1
	%	100%	43.75%	56.25%	6.25%	6.25%	31.25%	31.25%	6.25%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	6.25%	0.00%	6.25%
Job Series of Vacancy: 0343 Management/Program Analyst																		
Total Applications Received	#	455	170	285	14	34	86	86	51	129	16	26	0	0	3	3	0	7
	%	100%	37.36%	62.64%	3.08%	7.47%	18.90%	18.90%	11.21%	28.35%	3.52%	5.71%	0.00%	0.00%	0.66%	0.66%	0.00%	1.54%
Qualified	#	188	53	135	7	14	31	46	8	57	7	13	0	0	0	2	0	3
	%	100%	28.19%	71.81%	3.72%	7.45%	16.49%	24.47%	4.26%	30.32%	3.72%	6.91%	0.00%	0.00%	0.00%	1.06%	0.00%	1.60%
Selected	#	54	11	43	0	3	9	18	2	21	0	0	0	0	0	1	0	0
	%	100%	20.37%	79.63%	0.00%	5.56%	16.67%	33.33%	3.70%	38.89%	0.00%	0.00%	0.00%	0.00%	0.00%	1.85%	0.00%	0.00%
Job Series of Vacancy: 0401 General Biological Science (RESEARCH)																		
Total Applications Received	#	664	341	323	32	42	197	186	44	60	60	22	2	1	2	3	4	9
	%	100%	51.36%	48.64%	4.82%	6.33%	29.67%	28.01%	6.62%	9.04%	9.04%	3.31%	0.30%	0.15%	0.30%	0.45%	0.60%	1.36%
Qualified	#	386	180	206	14	24	113	126	20	30	28	19	1	0	2	2	2	5
	%	100%	46.63%	53.37%	3.63%	6.22%	29.27%	32.64%	5.18%	7.77%	7.25%	4.92%	0.26%	0.00%	0.52%	0.52%	0.52%	1.30%
Selected	#	100	37	63	1	7	27	39	1	6	7	11	0	0	1	0	0	0
	%	100%	37.00%	63.00%	1.00%	7.00%	27.00%	39.00%	1.00%	6.00%	7.00%	11.00%	0.00%	0.00%	1.00%	0.00%	0.00%	0.00%
Job Series of Vacancy: 0819 Environmental Engineer																		
Total Applications Received	#	211	116	95	20	9	65	60	15	20	13	5	1	0	1	1	1	0
	%	100%	54.98%	45.02%	9.48%	4.27%	30.81%	28.44%	7.11%	9.48%	6.16%	2.37%	0.47%	0%	0.47%	0.47%	0.47%	0%
Qualified	#	128	71	57	13	4	42	42	6	8	10	3	0	0	0	0	0	0
	%	100%	55.47%	44.53%	10.16%	3.13%	32.81%	32.81%	4.69%	6.25%	7.81%	2.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	37	22	15	1	1	17	12	3	2	1	0	0	0	0	0	0	0
	%	100%	59.46%	40.54%	2.70%	2.70%	45.95%	32.43%	8.11%	5.41%	2.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Job Series of Vacancy: 0905 Attorney																		
Total Applications Received	#	**14**	**10**	**4**	1	0	6	3	3	1	0	0	0	0	0	0	0	0
	%	**100%**	**71.43%**	**28.57%**	7.14%	0.00%	42.86%	21.43%	21.43%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#	**14**	**10**	**4**	1	0	6	3	3	1	0	0	0	0	0	0	0	0
	%	**100%**	**71.43%**	**28.57%**	7.14%	0.00%	42.86%	21.43%	21.43%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100%**	**0.00%**	**0.00%**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Series of Vacancy: 1301 Physical/Environmental Scientist (RESEARCH)																		
Total Applications Received	#	**123**	**71**	**52**	9	8	45	35	5	6	10	3	0	0	0	0	2	0
	%	**100%**	**57.72%**	**42.28%**	7.32%	6.50%	36.59%	28.45%	4.06%	4.88%	8.13%	2.44%	0.00%	0.00%	0.00%	0.00%	1.63%	0.00%
Qualified	#	**90**	**50**	**40**	6	8	35	29	3	2	4	1	0	0	0	0	2	0
	%	**100%**	**55.56%**	**44.44%**	6.67%	8.89%	38.89%	32.22%	3.33%	2.22%	4.44%	1.11%	0.00%	0.00%	0.00%	0.00%	2.22%	0.00%
Selected	#	**28**	**14**	**14**	1	1	13	13	0	0	0	0	0	0	0	0	0	0
	%	**100%**	**50.00%**	**50.00%**	3.57%	3.57%	46.43%	46.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Monster
Date: 10/26/2020
U.S. EPA

Table A-10: Non-Competitive Promotions

10/01/2019 to 09/30/2020
Permanent Workforce

			1) HISPANIC OR LATINO		2) WHITE		3) BLACK or AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN or PACIFIC ISLANDER		6) AMERICAN INDIAN or ALASKA NATIVE		7) TWO OR MORE RACES		NONE SPECIFIED	
		TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Grand Total	#	1557	51	88	461	539	95	130	67	97		1	2	9	3	2	3	9
	%	100.00%	3.28%	5.65%	29.61%	34.62%	6.10%	8.35%	4.30%	6.23%		0.06%	0.13%	0.58%	0.19%	0.13%	0.19%	0.58%
Time In Excess Of Minimum																		
1-12 months	#	39	2	4	12	5	7	3	2	4								
	%	100.00%	5.13%	10.26%	30.77%	12.82%	17.95%	7.69%	5.13%	10.26%								
13-24 months	#	6	1	1		2			1					1				
	%	100.00%	16.67%	16.67%		33.33%			16.67%					16.67%				
25 + months	#	14		1	5	4	2	1	1									
	%	100.00%		7.14%	35.71%	28.57%	14.29%	7.14%	7.14%									
< 1 month	#	1498	48	82	444	528	86	126	63	93		1	2	8	3	2	3	9
	%	100.00%	3.20%	5.47%	29.64%	35.25%	5.74%	8.41%	4.21%	6.21%		0.07%	0.13%	0.53%	0.20%	0.13%	0.20%	0.60%

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-11: Internal Selections for Senior Level Positions (GS 13/14, GS 15, & SES) by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020
Permanent Workforce

					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Pacific Islander		American Indian or Alaska Native		Two or More Races	
		TOTAL	Males	Females	M	F	M	F	M	F	M	F	M	F	M	F	M	F
GS-13																		
Total Applications Received	#	683	323	360	53	41	162	186	56	104	38	22	4	2	8	5	2	0
	%	100%	47.29%	52.71%	7.76%	6.00%	23.72%	27.23%	8.20%	15.23%	5.56%	3.22%	0.59%	0.29%	1.17%	0.73%	0.29%	0.00%
Qualified	#	359	148	211	25	21	87	121	18	52	16	14	1	1	1	2	0	0
	%	100%	41.23%	58.77%	6.96%	5.85%	24.23%	33.70%	5.01%	14.48%	4.46%	3.90%	0.28%	0.28%	0.28%	0.56%	0.00%	0.00%
Selected	#	143	60	83	5	7	40	42	8	26	6	5	0	1	1	2	0	0
	%	100%	41.96%	58.04%	3.50%	4.90%	27.97%	29.37%	5.59%	18.18%	4.20%	3.50%	0.00%	0.70%	0.70%	1.40%	0.00%	0.00%
GS-14																		
Total Applications Received	#	1246	642	604	66	91	338	283	127	164	98	54	0	0	5	4	8	8
	%	100%	51.52%	48.48%	5.30%	7.30%	27.13%	22.71%	10.19%	13.16%	7.87%	4.33%	0.00%	0.00%	0.40%	0.32%	0.64%	0.64%
Qualified	#	673	330	343	36	45	193	189	47	73	47	29	0	0	2	3	5	4
	%	100%	49.03%	50.97%	5.35%	6.69%	28.68%	28.08%	6.98%	10.85%	6.98%	4.31%	0.00%	0.00%	0.30%	0.45%	0.74%	0.59%
Selected	#	132	51	81	4	8	40	51	5	14	1	8	0	0	1	0	0	0
	%	100%	38.64%	61.36%	3.03%	6.06%	30.30%	38.64%	3.79%	10.61%	0.76%	6.06%	0.00%	0.00%	0.76%	0.00%	0.00%	0.00%
GS-15																		
Total Applications Received	#	385	185	200	18	29	103	72	45	75	14	15	0	0	2	1	3	8
	%	100%	48.05%	51.95%	4.68%	7.53%	26.75%	18.70%	11.69%	19.48%	3.64%	3.90%	0.00%	0.00%	0.52%	0.26%	0.78%	2.08%
Qualified	#	194	82	112	9	14	52	44	14	38	7	10	0	0	0	1	0	5
	%	100%	42.27%	57.73%	4.64%	7.22%	26.80%	22.68%	7.22%	19.59%	3.61%	5.15%	0.00%	0.00%	0.00%	0.52%	0.00%	2.58%
Selected	#	55	26	29	2	2	18	14	3	7	3	5	0	0	0	0	0	1
	%	100%	47.27%	52.73%	3.64%	3.64%	32.73%	25.45%	5.45%	12.73%	5.45%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	1.82%

Source: Monster
Data: 10/26/2020
U.S. EPA

Table A-13: Employee Recognition & Awards - Distribution by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020

Permanent Workforce

			1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN OR PACIFIC ISLANDER		6) AMERICAN INDIAN OR ALASKA NATIVE		7) TWO OR MORE RACES		8) NONE	
Type of Award		**TOTAL**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**
Cash Awards: $100 - $500	**Total #**	**3085**	**89**	**126**	**965**	**1065**	**147**	**361**	**97**	**174**	**1**	**3**	**13**	**23**	**9**	**9**	**2**	**1**
	Total %	**100.00%**	**2.88%**	**4.08%**	**31.28%**	**34.52%**	**4.76%**	**11.70%**	**3.14%**	**5.64%**	**0.03%**	**0.10%**	**0.42%**	**0.75%**	**0.29%**	**0.29%**	**0.06%**	**0.03%**
	Total Amount	**$8,597,340**	$220,925	$314,302	$2,804,336	$3,053,197	$372,123	$913,608	$265,282	$479,688	$2,575	$11,000	$36,339	$65,508	$31,965	$22,096	$2,400	$1,996
	Average Amount	**$2,787**	$2,482	$2,494	$2,906	$2,867	$2,531	$2,531	$2,735	$2,757	$2,575	$3,667	$2,795	$2,848	$3,552	$2,455	$1,200	$1,996
	Total Hours	**25,960**	590	1,032	7,284	10,697	974	3,126	541	1,281	0	8	96	158	13	96	40	24
	Average Hours	**8**	7	8	8	10	7	9	6	7	0	3	7	7	1	11	20	24
	Total Benefit	**$444,831**	$10,002	$10,368	$85,285	$202,402	$0	$89,932	$15,892	$21,996	$0	$2,802	$0	$6,152	$0	$0	$0	$0
	Average Benefit	**$37**	$22	$21	$25	$46	$0	$59	$51	$51	$0	$234	$0	$80	$0	$0	$0	$0
Cash Awards: $501 +	**Total #**	**13241**	**433**	**552**	**4578**	**4119**	**647**	**1655**	**466**	**548**	**6**	**8**	**65**	**72**	**30**	**52**	**4**	**6**
	Total %	**100.00%**	**3.27%**	**4.17%**	**34.57%**	**31.11%**	**4.89%**	**12.50%**	**3.52%**	**4.14%**	**0.05%**	**0.06%**	**0.49%**	**0.54%**	**0.23%**	**0.39%**	**0.03%**	**0.05%**
	Total Amount	**$38,751,631**	$1,233,473	$1,458,238	$13,992,817	$12,492,875	$1,710,590	$4,443,652	$1,263,694	$1,535,911	$11,535	$24,950	$170,850	$190,242	$79,597	$128,836	$5,375	$8,996
	Average Amount	**$2,927**	$2,849	$2,642	$3,057	$3,033	$2,644	$2,685	$2,712	$2,803	$1,923	$3,119	$2,628	$2,642	$2,653	$2,478	$1,344	$1,499
	Total Hours	**97,775**	2,344	4,483	29,212	35,940	4,230	12,860	2,948	4,150	56	46	366	401	191	442	49	57
	Average Hours	**7**	5	8	6	9	7	8	6	8	9	6	6	6	6	9	12	10
	Total Benefit	**$867,102**	$14,286	$19,870	$253,824	$394,542	$15,295	$106,303	$18,264	$24,534	$0	$2,802	$0	$13,338	$0	$4,044	$0	$0
	Average Benefit	**$23**	$19	$12	$23	$29	$12	$21	$14	$20	$0	$88	$0	$59	$0	$26	$0	$0
Cash Awards: < $100	**Total #**	**32**		**1**	**10**	**13**	**1**	**7**										
	Total %	**100.00%**		**3.13%**	**31.25%**	**40.63%**	**3.13%**	**21.88%**										
	Total Amount	**$85,732**		$4,710	$26,488	$30,655	$3,050	$20,829										
	Average Amount	**$2,679**		$4,710	$2,649	$2,358	$3,050	$2,976										
	Total Hours	**411**		8	110	231	0	62										
	Average Hours	**13**		8	11	18	0	9										
	Total Benefit	**$10,889**		$0	$4,043	$6,846	$0	$0										
	Average Benefit	**$85**		$0	$135	$105	$0	$0										
Other Award Type	**Total #**	**20**	**2**	**3**	**7**	**4**		**2**	**2**									
	Total %	**100.00%**	**10.00%**	**15.00%**	**35.00%**	**20.00%**		**10.00%**	**10.00%**									
	Total Amount	**$50,090**	$1,000	$425	$30,265	$18,400		$0	$0									
	Average Amount	**$2,505**	$500	$142	$4,324	$4,600		$0	$0									
	Total Hours	**92**	0	28	44	20		0	0									
	Average Hours	**5**	0	9	6	5		0	0									
	Total Benefit	**$0**	$0	$0	$0	$0		$0	$0									
	Average Benefit	**$0**	$0	$0	$0	$0		$0	$0									
Quality Step Increase (QSI)	**Total #**	**347**	**6**	**14**	**100**	**148**	**10**	**37**	**12**	**10**		**1**	**2**	**3**	**1**	**3**		
	Total %	**100.00%**	**1.73%**	**4.03%**	**28.82%**	**42.65%**	**2.88%**	**10.66%**	**3.46%**	**2.88%**		**0.29%**	**0.58%**	**0.86%**	**0.29%**	**0.86%**		
	Total Amount	**$499,402**	$7,555	$16,725	$132,595	$228,969	$9,910	$71,049	$12,649	$7,800		$3,000	$0	$8,050	$0	$1,100		
	Average Amount	**$1,439**	$1,259	$1,195	$1,326	$1,547	$991	$1,920	$1,054	$780		$3,000	$0	$2,683	$0	$367		
	Total Hours	**2,907**	31	182	815	1,454	20	206	118	16		8	8	40	0	9		
	Average Hours	**8**	5	13	8	10	2	6	10	2		8	4	13	0	3		
	Total Benefit	**$1,254,955**	$21,164	$45,328	$365,630	$533,880	$35,804	$133,430	$44,487	$40,094		$2,802	$6,586	$9,745	$3,279	$12,726		
	Average Benefit	**$1,857**	$1,485	$1,416	$1,873	$1,807	$2,658	$1,713	$1,848	$2,665		$701	$2,415	$1,012	$3,279	$3,343		

Senior Executive Service Performance Awards	**Total #**	**218**	**8**	**6**	**94**	**78**	**9**	**15**	**3**	**3**			**1**	**1**				
	Total %	**100.00%**	**3.67%**	**2.75%**	**43.12%**	**35.78%**	**4.13%**	**6.88%**	**1.38%**	**1.38%**			**0.46%**	**0.46%**				
	Total Amount	**$2,980,511**	$83,437	$75,916	$1,312,652	$1,098,211	$120,520	$183,051	$41,730	$37,974			$11,000	$16,020				
	Average Amount	**$13,672**	$10,430	$12,653	$13,964	$14,080	$13,391	$12,203	$13,910	$12,658			$11,000	$16,020				
	Total Hours	**382**	20	27	95	168	40	8	24	0			0	0				
	Average Hours	**2**	3	5	1	2	4	1	8	0			0	0				
	Total Benefit	**$0**	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0				
	Average Benefit	**$0**	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0				
Time-Off Awards: 1-9 hours	**Total #**	**3682**	**157**	**180**	**1157**	**1095**	**219**	**492**	**142**	**164**		**6**	**19**	**23**	**11**	**14**	**1**	**2**
	Total %	**100.00%**	**4.26%**	**4.89%**	**31.42%**	**29.74%**	**5.95%**	**13.36%**	**3.86%**	**4.45%**		**0.16%**	**0.52%**	**0.62%**	**0.30%**	**0.38%**	**0.03%**	**0.05%**
	Total Amount	**$9,180,257**	$369,395	$437,396	$3,065,810	$2,750,978	$485,697	$1,166,430	$331,998	$398,516		$16,200	$42,549	$52,747	$24,945	$31,796	$2,300	$3,500
	Average Amount	**$2,493**	$2,353	$2,430	$2,650	$2,512	$2,218	$2,371	$2,338	$2,430		$2,700	$2,239	$2,293	$2,268	$2,271	$2,300	$1,750
	Total Hours	**36,624**	1,213	1,654	11,716	12,272	1,844	4,241	1,301	1,693		98	139	187	98	144	9	15
	Average Hours	**10**	8	9	10	11	8	9	9	10		16	7	8	9	10	9	8
	Total Benefit	**$333,178**	$10,363	$16,842	$114,559	$145,714	$0	$15,777	$11,602	$7,961		$2,802	$3,514	$0	$0	$4,044	$0	$0
	Average Benefit	**$29**	$27	$34	$33	$39	$0	$11	$24	$19		$117	$92	$0	$0	$96	$0	$0
Time-Off Awards: 9+ hours	**Total #**	**3820**	**97**	**172**	**1188**	**1397**	**148**	**483**	**116**	**161**	**2**	**2**	**13**	**11**	**6**	**20**	**2**	**2**
	Total %	**100.00%**	**2.54%**	**4.50%**	**31.10%**	**36.57%**	**3.87%**	**12.64%**	**3.04%**	**4.21%**	**0.05%**	**0.05%**	**0.34%**	**0.29%**	**0.16%**	**0.52%**	**0.05%**	**0.05%**
	Total Amount	**$8,044,649**	$199,201	$332,195	$2,479,065	$2,942,070	$336,126	$1,066,713	$249,788	$330,582	$2,320	$0	$22,743	$25,825	$13,550	$38,575	$2,400	$3,496
	Average Amount	**$2,106**	$2,054	$1,931	$2,087	$2,106	$2,271	$2,209	$2,153	$2,053	$1,160	$0	$1,749	$2,348	$2,258	$1,929	$1,200	$1,748
	Total Hours	**95,603**	2,188	4,272	30,012	37,189	3,012	10,694	2,664	4,204	112	56	257	253	102	506	40	42
	Average Hours	**25**	23	25	25	27	20	22	23	26	56	28	20	23	17	25	20	21
	Total Benefit	**$381,916**	$4,044	$25,568	$106,477	$188,772	$3,161	$33,508	$17,828	$0	$0	$0	$0	$2,558	$0	$0	$0	$0
	Average Benefit	**$33**	$14	$57	$31	$40	$11	$25	$62	$0	$0	$0	$0	$58	$0	$0	$0	$0

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table A-14: Separations - Distribution by Race/Ethnicity & Sex

10/01/2019 to 09/30/2020

Permanent Workforce

Type Of Separation		TOTAL	Male	Female	1) HISPANIC OR LATINO		2) WHITE		3) BLACK OR AFRICAN AMERICAN		4) ASIAN		5) NATIVE HAWAIIAN OR PACIFIC ISLANDER		6) AMERICAN INDIAN OR ALASKA NATIVE		7) TWO OR MORE RACES	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F
Voluntary	#	**850**	**437**	**413**	29	24	324	247	50	112	30	20		1	1	6	3	3
	%	**100.00%**	**51.41%**	**48.59%**	3.41%	2.82%	38.12%	29.06%	5.88%	13.18%	3.53%	2.35%		0.12%	0.12%	0.71%	0.35%	0.35%
Involuntary	#	**33**	**18**	**15**	4	4	4	4	8	6	2							1
	%	**100.00%**	**54.55%**	**45.45%**	12.12%	12.12%	12.12%	12.12%	24.24%	18.18%	6.06%							3.03%
Total #		**883**	**455**	**428**	**33**	**28**	**328**	**251**	**58**	**118**	**32**	**20**		**1**	**1**	**6**	**3**	**4**
Total %		**100.00%**	**51.53%**	**48.47%**	**3.74%**	**3.17%**	**37.15%**	**28.43%**	**6.57%**	**13.36%**	**3.62%**	**2.27%**		**0.11%**	**0.11%**	**0.68%**	**0.34%**	**0.45%**

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Appendix A.2 – Workforce Data Tables (B) FY20

Table B-1: Total Workforce - Ratios

10/01/2019 to 09/30/2020

		TOTAL BY DISABILITY STATUS				TARGETED DISABILITY											
Total Workforce	TOTAL	Not Identified Total	Non-Targeted Disability Total	No Disability Total	Targeted Disability Total	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DISFIGURE-MENT
	15,010	644	986	13,036	344	4	8	69	41	6	21	75	24	5	85	1	5
	100.0%	4.3%	6.6%	86.8%	2.3%	0.0%	0.1%	0.5%	0.3%	0.0%	0.1%	0.5%	0.2%	0.0%	0.6%	0.0%	0.0%

Permanent Workforce	TOTAL	Not Identified Total	Non-Targeted Disability Total	No Disability Total	Targeted Disability Total	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DISFIGURE-MENT
	14,095	537	943	12,281	334	4	8	68	40	6	21	74	23	5	79	1	5
	100.0%	3.8%	6.7%	87.1%	2.4%	0.0%	0.1%	0.5%	0.3%	0.0%	0.1%	0.5%	0.2%	0.0%	0.6%	0.0%	0.0%

Temporary Workforce	TOTAL	Not Identified Total	Non-Targeted Disability Total	No Disability Total	Targeted Disability Total	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DISFIGURE-MENT
	915	107	43	755	10			1	1			1	1		6		
	100.0%	11.7%	4.7%	82.5%	1.1%			0.1%	0.1%			0.1%	0.1%		0.7%		

Source: OBIEE v1 & v2
Pay Period: 202021
Date: 10/26/2020
U. S. EPA

Table B-3: Occupational Categories - Distribution by Disability

10/01/2019 to
Permanent Workforce

Occupational Categories		TOTAL	TOTAL BY DISABILITY STATUS				TARGETED DISABILITY											
			Not Identified Total	Non-Targeted Disability Total	No Disability Total	Targeted Disability Total	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DIFIGURE-MENT
1a. Executive/Senior Level	#	2,430	54	107	2,237	32			7	5	2	3	10	4		1		
(Grades 15 & Above)	%	17.2%	10.1%	11.3%	18.2%	9.6%			10.3%	12.5%	33.3%	14.3%	13.5%	17.4%		1.3%		
1b. Managers/Mid-Level	#	472	8	20	437	7			2	1	1		1			2		
(Grades 13-14)	%	3.3%	1.5%	2.1%	3.6%	2.1%			2.9%	2.5%	16.7%		1.4%			2.5%		
1c. Supervisors/First-Level	#	1			1													
(Grades 12 & Below)	%	0.0%			0.0%													
2. Professionals	#	10,527	443	760	9,056	268	4	8	51	31	3	16	61	16	2	70	1	5
	%	74.7%	82.5%	80.6%	73.7%	80.2%	100.0%	100.0%	75.0%	77.5%	50.0%	76.2%	82.4%	69.6%	40.0%	88.6%	100.0%	100.0%
3. Technicians	#	176	8	15	152	1			1									
	%	1.2%	1.5%	1.6%	1.2%	0.3%			1.5%									
4. Sales Workers	#	1			1													
	%	0.0%			0.0%													
5. Administrative Support	#	305	15	36	229	25			7	3		2	1	3	3	6		
Workers	%	2.2%	2.8%	3.8%	1.9%	7.5%			10.3%	7.5%		9.5%	1.4%	13.0%	60.0%	7.6%		
7. Operatives	#	2			2													
	%	0.0%			0.0%													
8. Laborers and Helpers	#	1			1													
	%	0.0%			0.0%													
9.Service Workers	#	178	9	4	164	1							1					
	%	1.3%	1.7%	0.4%	1.3%	0.3%							1.4%					
Not Crosswalked	#	2		1	1													
	%	0.0%		0.1%	0.0%													
Total #		14,095	537	943	12,281	334	4	8	68	40	6	21	74	23	5	79	1	5
Total %		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Source: OBIEE v2
Date: 10/26/2020
U.S. EPA

Table B-4.1: Participation Rates for General Schedule Grades - Distribution by Disability

10/01/2019 to 09/30/2020
Permanent Workforce

GS/GM, SES, & RELATED GRADES			TOTAL	TOTAL BY DISABILITY STATUS				TARGETED DISABILITY											
				Not Identified	No Disability	Targeted Disability	Disability Total (Includes Targeted Disability)	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DIS-FIGUREMENT
GS Equiv Pay Plan	GS-02	#	1		1														
		%	100.00%		100.00%														
	GS-03	#	12		12														
		%	100.00%		100.00%														
	GS-04	#	78	5	64	3	9				1					2			
		%	100.00%	6.41%	82.05%	3.85%	100.00%				1.28%					2.56%			
	GS-05	#	42	2	29	4	11			1						1	2		
		%	100.00%	4.76%	69.05%	9.52%	100.00%			2.38%						2.38%	4.76%		
	GS-06	#	11	1	4	3	6			1	1				1				
		%	100.00%	9.09%	36.36%	27.27%	100.00%			9.09%	9.09%				9.09%				
	GS-07	#	310	22	244	14	44	1		4	2		1	1		1	4		
		%	100.00%	7.10%	78.71%	4.52%	100.00%	0.32%		1.29%	0.65%		0.32%	0.32%		0.32%	1.29%		
	GS-08	#	73	3	49	6	21			1			1		2		2		
		%	100.00%	4.11%	67.12%	8.22%	100.00%			1.37%			1.37%		2.74%		2.74%		
	GS-09	#	568	62	410	18	96		2	5			3		1		7		
		%	100.00%	10.92%	72.18%	3.17%	100.00%		0.35%	0.88%			0.53%		0.18%		1.23%		
	GS-10	#	35	1	29		5												
		%	100.00%	2.86%	82.86%		100.00%												
	GS-11	#	547	39	438	13	70		1	2	2		1	2			5		
		%	100.00%	7.13%	80.07%	2.38%	100.00%		0.18%	0.37%	0.37%		0.18%	0.37%			0.91%		
	GS-12	#	1,758	82	1,451	57	225	2	3	6	12		1	13	4	1	14		1
		%	100.00%	4.66%	82.54%	3.24%	100.00%	0.11%	0.17%	0.34%	0.68%		0.06%	0.74%	0.23%	0.06%	0.80%		0.06%
	GS-13	#	5,605	205	4,891	149	509		2	34	14	3	9	40	7		36	1	3
		%	100.00%	3.66%	87.26%	2.66%	100.00%		0.04%	0.61%	0.25%	0.05%	0.16%	0.71%	0.12%		0.64%	0.02%	0.05%
	GS-14	#	2,620	61	2,417	35	142	1		7	3	1	2	8	4		8		1
		%	100.00%	2.33%	92.25%	1.34%	100.00%	0.04%		0.27%	0.11%	0.04%	0.08%	0.31%	0.15%		0.31%		0.04%
	GS-15	#	2,116	46	1,953	25	117			4	3	2	2	10	3		1		
		%	100.00%	2.17%	92.30%	1.18%	100.00%			0.19%	0.14%	0.09%	0.09%	0.47%	0.14%		0.05%		
GS Other Pay Plan	All other (unspecified GS)	#	39	2	34	2	3				1				1				
		%	100.00%	5.13%	87.18%	5.13%	100.00%				2.56%				2.56%				
Executive Pay Plan	Senior Executive Service	#	276	6	251	5	19			3	1		1						
		%	100.00%	2.17%	90.94%	1.81%	100.00%			1.09%	0.36%		0.36%						
Total #			14,091	537	12,277	334	1,277	4	8	68	40	6	21	74	23	5	79	1	5
Total %			100.00%	3.81%	87.13%	2.37%	100.00%	0.03%	0.06%	0.48%	0.28%	0.04%	0.15%	0.53%	0.16%	0.04%	0.56%	0.01%	0.04%

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table B-6: Participation Rates for Major Occupations

10/01/2019 to 09/30/2020
Permanent Workforce

Occupational Series	Occupational Series Desc		TOTAL	TOTAL BY DISABILITY CATEGORY				TARGETED DISABILITY											
				Not Identified	No Disability	Targeted Disability	Disability Total (Includes Targeted Disability)	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIFICANT DISFIGURE-MENT
28	ENVIRONMENTAL PROTECTION SPECIALIST(0028)	#	**1,670**	40	1,480	45	150	1	1	10	10	2	1	9	3	1	7		
		%	**100.00%**	2.40%	88.62%	2.69%	8.98%	0.06%	0.06%	0.60%	0.60%	0.12%	0.06%	0.54%	0.18%	0.06%	0.42%		
301	MISCELLANEOUS ADMIN & PROGRAM (0301)	#	**457**	27	367	15	63		1	1	1		2	3	1		6		
		%	**100.00%**	5.91%	80.31%	3.28%	13.78%		0.22%	0.22%	0.22%		0.44%	0.66%	0.22%		1.31%		
343	MANAGEMENT AND PROGRAM ANALYSIS(0343)	#	**1,388**	62	1,186	45	140			6	8		3	10	6		10	1	1
		%	**100.00%**	4.47%	85.45%	3.24%	10.09%			0.43%	0.58%		0.22%	0.72%	0.43%		0.72%	0.07%	0.07%
401	GENERAL NATURAL RESOURCES	#	**1,367**	77	1,179	19	111		2	4	3	1	1	3			5		
		%	**100.00%**	5.63%	86.25%	1.39%	8.12%		0.15%	0.29%	0.22%	0.07%	0.07%	0.22%			0.37%		
819	ENVIRONMENTAL ENGINEERING(0819)	#	**1,503**	26	1,374	29	103			11	2		2	10			4		
		%	**100.00%**	1.73%	91.42%	1.93%	6.85%			0.73%	0.13%		0.13%	0.67%			0.27%		
905	GENERAL ATTORNEY(0905)	#	**989**	21	916	12	52			2			2	5	3				
		%	**100.00%**	2.12%	92.62%	1.21%	5.26%			0.20%			0.20%	0.51%	0.30%				
1301	GENERAL PHYSICAL SCIENCE (1301)	#	**2,084**	58	1,885	31	141			4	4	1	2	11	3		6		
		%	**100.00%**	2.78%	90.45%	1.49%	6.76%			0.19%	0.19%	0.05%	0.10%	0.53%	0.14%		0.29%		
1320	CHEMISTRY(1320)	#	**374**	16	317	12	41			3	1	1		1	1		3		2
		%	**100.00%**	4.28%	84.76%	3.21%	10.96%			0.80%	0.27%	0.27%		0.27%	0.27%		0.80%		0.53%
1811	CRIMINAL INVESTIGATING (1811)	#	**200**	10	187	1	3							1					
		%	**100.00%**	5.00%	93.50%	0.50%	1.50%							0.50%					
Total #			**10,032**	**337**	**8,891**	**209**	**804**	**1**	**4**	**41**	**29**	**5**	**13**	**53**	**17**	**1**	**41**	**1**	**3**
Total %			**100.00%**	**3.36%**	**88.63%**	**2.08%**	**8.01%**	**0.01%**	**0.04%**	**0.41%**	**0.29%**	**0.05%**	**0.13%**	**0.53%**	**0.17%**	**0.01%**	**0.41%**	**0.01%**	**0.03%**

Source: OBIEE v1
Date: 10/26/2020
U.S. EPA

Table B-7: Applicant Flow Data & Hires for Major Occupations - Distribution by Disability

10/01/19 to 09/30/2020
Permanent Workforce

		Total	TOTAL BY DISABILITY STATUS				DETAIL FOR TARGETED DISABILITIES											
			No Disability	Not Identified	Disability (Includes Targeted Disability)	Targeted Disability	Develop-mental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extre-mities [31]	Significant Mobility Impair-ment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intel-lectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigure-ment [93]
Schedule A																		
Applications	#	**0**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**0.00%**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hires	#	**0**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**0.00%**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Voluntarily Identified (Outside of Schedule A Applicants)																		
Applications	#	**16776**	14202	845	1729	817	62	91	148	47	4	60	30	78	17	355	2	16
	%	**100.00%**	84.66%	5.04%	10.31%	4.87%	0.37%	0.54%	0.88%	0.28%	0.02%	0.36%	0.18%	0.46%	0.10%	2.12%	0.01%	0.10%
Hires	#	**526**	445	52	29	9	1	2	1	1	0	0	0	0	0	5	0	0
	%	**100.00%**	84.60%	9.89%	5.51%	1.71%	0.19%	0.38%	0.19%	0.19%	0.00%	0.00%	0.00%	0.00%	0.00%	0.95%	0.00%	0.00%
Job Title/Series: 0028 Environmental Protection Specialist																		
Total Received	#	**3783**																
Voluntarily Identified	#	**1558**	1285	73	200	100	6	10	21	9	0	9	3	14	0	35	1	0
	%	**100.00%**	82.48%	4.69%	12.84%	6.42%	0.39%	0.64%	1.35%	0.58%	0.00%	0.58%	0.19%	0.90%	0.00%	2.25%	0.06%	0.00%
Qualified of those Identifi	#	**1013**	842	40	131	67	4	7	16	7	0	6	2	5	0	26	1	0
	%	**100.00%**	83.12%	3.95%	12.93%	6.61%	0.39%	0.69%	1.58%	0.69%	0.00%	0.59%	0.20%	0.49%	0.00%	2.57%	0.10%	0.00%
Selected of those Identifie	#	**57**	47	6	4	2	0	0	1	1	0	0	0	0	0	0	0	0
	%	**100.00%**	82.46%	10.53%	7.02%	3.51%	0.00%	0.00%	1.75%	1.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Title/Series: 0301 Misc Administration and Program Specialist																		
Total Received	#	**2065**																
Voluntarily Identified	#	**992**	778	68	146	69	1	7	10	8	1	4	6	5	3	31	1	1
	%	**100.00%**	78.43%	6.85%	14.72%	6.96%	0.10%	0.71%	1.01%	0.81%	0.10%	0.40%	0.60%	0.50%	0.30%	3.13%	0.10%	0.10%
Qualified of those Identifi	#	**750**	604	42	104	50	1	5	8	7	0	4	5	4	3	20	1	1
	%	**100.00%**	80.53%	5.60%	13.87%	6.67%	0.13%	0.67%	1.07%	0.93%	0.00%	0.53%	0.67%	0.53%	0.40%	2.67%	0.13%	0.13%
Selected of those Identifie	#	**32**	26	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100.00%**	81.25%	15.63%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Title/Series: 0343 Management/Program Analyst																		
Total Received	#	**8468**																
Voluntarily Identified	#	**4156**	3276	264	616	280	15	43	51	25	2	19	10	19	7	108	0	11
	%	**100.00%**	78.83%	6.35%	14.82%	6.74%	0.36%	1.03%	1.23%	0.60%	0.05%	0.46%	0.24%	0.46%	0.17%	2.60%	0.00%	0.26%
Qualified of those Identifi	#	**2940**	2371	175	394	182	10	28	34	19	2	10	6	12	5	67	0	7
	%	**100.00%**	80.65%	5.95%	13.40%	6.19%	0.34%	0.95%	1.16%	0.65%	0.07%	0.34%	0.20%	0.41%	0.17%	2.28%	0.00%	0.24%
Selected of those Identifie	#	**69**	52	10	7	1	0	0	0	0	0	0	0	0	0	1	0	0
	%	**100.00%**	75.36%	14.49%	10.14%	1.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.45%	0.00%	0.00%

Job Title/Series: 0401 General Biological Science (RESEARCH)																			
Total Received	#	12872																	
Voluntarily Identified	#	5836	5158	232	446	208		24	15	48	2	0	14	7	18	2	108	0	1
	%	100.00%	88.38%	3.98%	7.64%	3.56%		0.41%	0.26%	0.82%	0.03%	0.00%	0.24%	0.12%	0.31%	0.03%	1.85%	0.00%	0.02%
Qualified of those Identifi	#	5086	4524	190	372	172		23	9	41	1	0	11	5	16	2	89	0	1
	%	100.00%	88.95%	3.74%	7.31%	3.38%		0.45%	0.18%	0.81%	0.02%	0.00%	0.22%	0.10%	0.31%	0.04%	1.75%	0.00%	0.02%
Selected of those Identifie	#	225	199	15	11	3		1	0	0	0	0	0	0	0	0	3	0	0
	%	100.00%	88.44%	6.67%	4.89%	1.33%		0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.33%	0.00%	0.00%
Job Title/Series: 0819 Environmental Engineer (RESEARCH)																			
Total Received	#	3604																	
Voluntarily Identified	#	1658	1437	93	128	69		8	6	9	0	0	3	1	6	4	37	0	0
	%	100.00%	86.67%	5.61%	7.72%	4.16%		0.48%	0.36%	0.54%	0.00%	0.00%	0.18%	0.06%	0.36%	0.24%	2.23%	0.00%	0.00%
Qualified of those Identifi	#	1275	1122	67	86	48		5	5	5	0	0	1	1	5	2	27	0	0
	%	100.00%	88.00%	5.25%	6.75%	3.76%		0.39%	0.39%	0.39%	0.00%	0.00%	0.08%	0.08%	0.39%	0.16%	2.12%	0.00%	0.00%
Selected of those Identifie	#	57	47	6	4	2		0	1	0	0	0	0	0	0	0	1	0	0
	%	100.00%	82.46%	10.53%	7.02%	3.51%		0.00%	1.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.75%	0.00%	0.00%
Job Title/Series: 0905 Attorney																			
Total Received	#	1456																	
Voluntarily Identified	#	457	377	20	60	24		4	2	2	2	0	4	0	7	0	8	0	1
	%	100.00%	82.49%	4.38%	13.13%	5.25%		0.88%	0.44%	0.44%	0.44%	0.00%	0.88%	0.00%	1.53%	0.00%	1.75%	0.00%	0.22%
Qualified of those Identifi	#	355	288	16	51	22		3	2	1	2	0	4	0	7	0	8	0	1
	%	100.00%	81.13%	4.51%	14.37%	6.20%		0.85%	0.56%	0.28%	0.56%	0.00%	1.13%	0.00%	1.97%	0.00%	2.25%	0.00%	0.28%
Selected of those Identifie	#	17	15	2	0	0		0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	88.24%	11.76%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Title/Series: 1301 Physical/Environmental Scientist (RESEARCH)																			
Total Received	#	4604																	
Voluntarily Identified	#	2119	1891	95	133	67		4	8	7	1	1	7	3	9	1	28	0	2
	%	100.00%	89.24%	4.48%	6.28%	3.16%		0.19%	0.38%	0.33%	0.05%	0.05%	0.33%	0.14%	0.42%	0.05%	1.32%	0.00%	0.09%
Qualified of those Identifi	#	1818	1630	83	105	54		1	5	6	1	1	6	3	9	1	22	0	1
	%	100.00%	89.66%	4.57%	5.78%	2.97%		0.06%	0.28%	0.33%	0.06%	0.06%	0.33%	0.17%	0.50%	0.06%	1.21%	0.00%	0.06%
Selected of those Identifie	#	89	81	5	3	1		0	1	0	0	0	0	0	0	0	0	0	0
	%	100.00%	91.01%	5.62%	3.37%	1.12%		0.00%	1.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Monster
Date: 10:/26/2020
U.S. EPA

Table B-8: New Hires - Distribution by Disability

10/01/2019 to 09/30/2020

Type of Appointment		TOTAL	TOTAL BY DISABILITY CATEGORY				TARGETED DISABILITY								
			Not Identified	No Disability	Targeted Disability	Disability Total (Includes Targeted Disability)	DEVELOP-MENTAL DISABILITY	TRAUMATIC BRAIN INJURY	DEAF OR SERIOUS DIFFICULTY HEARING	BLIND OR SERIOUS DIFFICULTY SEEING	SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER
Permanent Workforce	#	1303	126	1013	34	164	1	3	8	1	3	1	2	2	13
	%	100.00%	9.67%	77.74%	2.61%	12.59%	0.08%	0.23%	0.61%	0.08%	0.23%	0.08%	0.15%	0.15%	1.00%
Temporary Workforce	#	245	23	195	7	27							1		6
	%	100.00%	9.39%	79.59%	2.86%	100.00%							0.41%		2.45%
Total #		1548	149	1208	41	191	1	3	8	1	3	1	3	2	19
Total %		100.00%	9.63%	78.04%	2.65%	100.00%	0.06%	0.19%	0.52%	0.06%	0.19%	0.06%	0.19%	0.13%	1.23%

Source: OBIEE v1
Date: 10/26/2020
U.S. EPA

Table B-9: Selection for Internal Competitive Promotions for Major Occupations by Disability

10/01/2019 to 09/30/2020

		TOTAL	TOTAL BY DISABILITY STATUS				DETAIL FOR TARGETED DISABILITY											
			Not Identified	No Disability	Disability Total (Includes Targeted Disability Total)	Targeted Disability Total	Develop-mental Disability	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extre-mities [31]	Significant Mobility Impair-ment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorder [82]	Severe Intel-lectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigure-ment [93]
Series: 0028 Environmental Protection Specialist																		
Total Applications Received	#	**527**	187	320	20	5	0	0	2	0	0	1	1	1	0	1	0	0
	%	**100.00%**	35.48%	60.72%	3.80%	0.95%	0.00%	0.00%	0.38%	0.00%	0.00%	0.19%	0.19%	0.19%	0.00%	0.19%	0.00%	0.00%
Qualified	#	**277**	83	185	9	1	0	0	1	0	0	0	0	0	0	0	0	0
	%	**100.00%**	29.96%	66.79%	3.25%	0.36%	0.00%	0.00%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	**67**	26	38	3	1	0	0	0	1	0	0	0	0	0	0	0	0
	%	**100.00%**	38.81%	56.72%	4.48%	1.49%	0.00%	0.00%	0.00%	1.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Series: 0301 Misc Administration and Program Specialist																		
Total Applications Received	#	**177**	52	119	6	2	0	0	1	0	0	0	0	0	0	1	0	0
	%	**100.00%**	29.38%	67.23%	3.39%	1.13%	0.00%	0.00%	0.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.56%	0.00%	0.00%
Qualified	#	**97**	35	59	3	1	0	0	0	0	0	0	0	0	0	1	0	0
	%	**100.00%**	36.08%	60.82%	3.09%	1.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.03%	0.00%	0.00%
Selected	#	**20**	12	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100.00%**	60.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Series: 0343 Management/Program Analyst																		
Total Applications Received	#	**588**	169	377	42	16	0	2	4	2	0	1	0	1	0	7	0	1
	%	**100.00%**	28.74%	64.12%	7.14%	2.72%	0.00%	0.34%	0.68%	0.34%	0.00%	0.17%	0.00%	0.17%	0.00%	1.19%	0.00%	0.17%
Qualified	#	**273**	70	194	9	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100.00%**	25.64%	71.06%	3.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	**76**	31	43	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100.00%**	40.79%	56.58%	2.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Series: 0401 General Biological Science (RESEARCH)																		
Total Applications Received	#	**895**	318	549	28	6	1	0	2	0	0	1	0	0	0	4	0	0
	%	**100.00%**	35.53%	61.34%	3.13%	0.67%	0.11%	0.00%	0.22%	0.00%	0.00%	0.11%	0.00%	0.00%	0.00%	0.45%	0.00%	0.00%
Qualified	#	**502**	162	323	17	2	0	0	0	0	0	0	0	0	0	2	0	0
	%	**100.00%**	32.27%	64.34%	3.39%	0.40%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.40%	0.00%	0.00%
Selected	#	**136**	63	70	3	1	0	0	0	0	0	0	0	0	0	1	0	0
	%	**100.00%**	46.32%	51.47%	2.21%	0.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.74%	0.00%	0.00%

Series: 0819 Environmental Engineer																		
Total Applications Received	#	**362**	100	248	14	5	0	0	2	0	0	1	1	0	0	2	0	0
	%	**100.00%**	27.62%	68.51%	3.87%	1.38%	0.00%	0.00%	0.55%	0.00%	0.00%	0.28%	0.28%	0.00%	0.00%	0.55%	0.00%	0.00%
Qualified	#	**214**	58	150	6	3	0	0	1	0	0	1	1	0	0	1	0	0
	%	**100.00%**	27.10%	70.09%	2.80%	1.40%	0.00%	0.00%	0.47%	0.00%	0.00%	0.47%	0.47%	0.00%	0.00%	0.47%	0.00%	0.00%
Selected	#	**61**	20	37	4	2	0	0	0	0	0	1	1	0	0	1	0	0
	%	**100.00%**	32.79%	60.66%	6.56%	3.28%	0.00%	0.00%	0.00%	0.00%	0.00%	1.64%	1.64%	0.00%	0.00%	1.64%	0.00%	0.00%
Series: 0905 Attorney																		
Total Applications Received	#	**9**	0	6	3	1	0	0	0	0	0	0	0	1	0	0	0	0
	%	**100.00%**	0.00%	66.67%	33.33%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	0.00%	0.00%	0.00%	0.00%
Qualified	#	**9**	0	6	3	1	0	0	0	0	0	0	0	1	0	0	0	0
	%	**100.00%**	0.00%	66.67%	33.33%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	0.00%	0.00%	0.00%	0.00%
Selected	#	**0**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**0.00%**	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Series: 1301 Physical/Environmental Scientist (RESEARCH)																		
Total Applications Received	#	**198**	55	139	4	1	0	0	0	0	0	0	0	0	0	1	0	0
	%	**100.00%**	27.78%	70.20%	2.02%	0.51%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.51%	0.00%	0.00%
Qualified	#	**131**	36	93	2	1	0	0	0	0	0	0	0	0	0	1	0	0
	%	**100.00%**	27.48%	70.99%	1.53%	0.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.76%	0.00%	0.00%
Selected	#	**35**	11	23	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100.00%**	31.43%	65.71%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Monster
Date: 10/26/2020
U.S. EPA

Table B-10: Non-Competitive Promotions - Distribution by Disability

10/01/2019 to 09/30/2020
Permanent Workforce

		TOTAL	TOTAL BY DISABILITY STATUS				TARGETED DISABILITIES								
			Not Identified Total	Non-Targeted Disability Total	No Disability Total	Targeted Disability Total	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(40) SIGNIFICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER
	#	1557	124	159	1231	43	2	3	7	3	5	3	2	1	17
	%	100.00%	7.96%	10.21%	79.06%	2.76%	0.13%	0.19%	0.45%	0.19%	0.32%	0.19%	0.13%	0.06%	1.09%
Time In Excess Of Minimum															
1-12 months	#	39	4	7	27	1									1
	%	100.00%	10.26%	17.95%	69.23%	2.56%									2.56%
13-24 months	#	6		1	5										
	%	100.00%		16.67%	83.33%										
25 + months	#	14	1	3	10										
	%	100.00%	7.14%	21.43%	71.43%										
< 1 month	#	1498	119	148	1189	42	2	3	7	3	5	3	2	1	16
	%	100.00%	7.94%	9.88%	79.37%	2.80%	0.13%	0.20%	0.47%	0.20%	0.33%	0.20%	0.13%	0.07%	1.07%

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Table B-11: Internal Selections for Senior Level (GS 13/14, GS 15, & SES) Positions by Disability

10/01/2019 to 09/30/2020

			Total by Disability Status				Detail for Targeted Disabilities											
		TOTAL	No Disability	Not Identified	Disability Total (Includes Targeted Disability)	Targeted Disability	Develop-mental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extre-mities [31]	Sign-ificant Mobility Impair-ment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intel-lectual Disability [90]	Sign-ificant Psychiatri c Disorder [91]	Dwarfism [92]	Sign-ificant Disfigure-ment [93]
Grade: 13																		
Total Applications Received	#	**1055**	332	658	65	20	1	3	5	0	0	3	2	3	0	9	0	0
	%	**100.00%**	31.47%	62.37%	6.16%	1.90%	0.09%	0.28%	0.47%	0.00%	0.00%	0.28%	0.19%	0.28%	0.00%	0.85%	0.00%	0.00%
Qualified	#	**543**	172	344	27	8	0	1	2	0	0	1	2	2	0	3	0	0
	%	**100.00%**	31.68%	63.35%	4.97%	1.47%	0.00%	0.18%	0.37%	0.00%	0.00%	0.18%	0.37%	0.37%	0.00%	0.55%	0.00%	0.00%
Selected	#	**203**	79	113	11	5	0	1	0	1	0	1	2	1	0	2	0	0
	%	**100.00%**	38.92%	55.67%	5.42%	2.46%	0.00%	0.49%	0.00%	0.49%	0.00%	0.00%	0.99%	0.49%	0.00%	0.99%	0.00%	0.00%
Grade: 14																		
Total Applications Received	#	**1820**	620	1130	70	21	0	2	6	2	0	3	0	1	0	7	0	0
	%	**100.00%**	34.07%	62.09%	3.85%	1.15%	0.00%	0.11%	0.33%	0.11%	0.00%	0.16%	0.00%	0.05%	0.00%	0.38%	0.00%	0.00%
Qualified	#	**988**	307	649	32	7	0	0	3	0	0	1	0	0	0	3	0	0
	%	**100.00%**	31.07%	65.69%	3.24%	0.71%	0.00%	0.00%	0.30%	0.00%	0.00%	0.10%	0.00%	0.00%	0.00%	0.30%	0.00%	0.00%
Selected	#	**191**	77	108	6	2	0	0	1	0	0	0	0	0	0	1	0	0
	%	**100.00%**	40.31%	56.54%	3.14%	1.05%	0.00%	0.00%	0.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.52%	0.00%	0.00%
Grade: 15																		
Total Applications Received	#	**562**	193	350	19	6	1	1	2	0	0	0	0	0	0	4	0	0
	%	**100.00%**	34.34%	62.28%	3.38%	1.07%	0.18%	0.18%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.71%	0.00%	0.00%
Qualified	#	**298**	97	197	4	1	0	0	0	0	0	0	0	0	0	1	0	0
	%	**100.00%**	32.55%	66.11%	1.34%	0.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.34%	0.00%	0.00%
Selected	#	**83**	35	47	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	**100.00%**	42.17%	56.63%	1.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Source: Monster
Date: 10/26/2020
U.S. EPA

Table B-13: Employee Recognition and Awards - Distribution by Disability

10/01/2019 to 09/30/2020
Permanent Workforce

			TOTAL DISABILITY BY TYPE				TARGETED DISABILITIES													
Type of Award		TOTAL	Not Identified	No Disability	Targeted Disability	Disability Total (Includes Targeted Disability)	(01) NOT IDENTIFIED	(04, 05) NO DISABILITY	(02) DEVELOP-MENTAL DISABILITY	(03) TRAUMATIC BRAIN INJURY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(31) MISSING EXTREMITIES	(40) SIGNIF-ICANT MOBILITY IMPAIRMENT	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIF-ICANT PSYCHIATRIC DISORDER	(92) DWARFISM	(93) SIGNIF-ICANT DISFIGURE-MENT
Cash Awards: $100 - $500	Total	3130	103	2774	70	253	103	2774	1		16	4		3	22	5	1	16		2
	Total Amount	$8,816,011	$263,973	$7,900,525	$171,381	$651,513	$263,973	$7,900,525	$500		$40,677	$7,970		$8,100	$66,001	$10,000	$300	$32,533		$5,300
	Average Amount	$2,817	$2,563	$2,848	$2,448	$2,575	$2,563	$2,848	$500		$2,542	$1,993		$2,700	$3,000	$2,000	$300	$2,033		$2,650
	Total Hours	26,980	974	23,907	472	2,099	974	23,907	6		110	24		0	103	45	0	160		24
	Average Hours	9	9	9	7	8	9	9	6		7	6		0	5	9	0	10		12
	Total Benefit	$455,373	$6,844	$448,529	$0	$0	$6,844	$448,529	$0		$0	$0		$0	$0	$0	$0	$0		$0
	Average Benefit	$37	$9	$41	$0	$0	$9	$41	$0		$0	$0		$0	$0	$0	$0	$0		$0
Cash Awards: $501 +	Total	13375	436	11812	294	1127	436	11812	4	4	64	36	5	17	72	25	2	61	1	3
	Total Amount	$39,852,075	$1,207,325	$35,565,806	$779,729	$3,078,944	$1,207,325	$35,565,806	$8,450	$4,675	$191,239	$100,206	$13,950	$41,140	$185,826	$74,910	$4,900	$144,944	$2,517	$6,972
	Average Amount	$2,980	$2,769	$3,011	$2,652	$2,732	$2,769	$3,011	$2,113	$1,169	$2,988	$2,784	$2,790	$2,420	$2,581	$2,996	$2,450	$2,376	$2,517	$2,324
	Total Hours	101,037	3,395	88,688	2,082	8,954	3,395	88,688	68	36	346	336	17	71	449	216	24	487	0	32
	Average Hours	8	8	8	7	8	8	8	17	9	5	9	3	4	6	9	12	8	0	11
	Total Benefit	$887,547	$27,645	$821,737	$20,830	$38,165	$27,645	$821,737	$0	$0	$9,514	$3,710	$0	$0	$0	$4,300	$0	$3,306	$0	$0
	Average Benefit	$23	$26	$24	$33	$17	$26	$24	$0	$0	$37	$52	$0	$0	$0	$172	$0	$18	$0	$0
Cash Awards: <$100	Total	32	1	27	2	4	1	27												2
	Total Amount	$85,732	$3,050	$75,952	$5,300	$6,730	$3,050	$75,952												$5,300
	Average Amount	$2,679	$3,050	$2,813	$2,650	$1,683	$3,050	$2,813												$2,650
	Total Hours	411	0	345	24	66	0	345												24
	Average Hours	13	0	13	12	17	0	13												12
	Total Benefit	$10,889	$0	$10,889	$0	$0	$0	$10,889												$0
	Average Benefit	$85	$0	$101	$0	$0	$0	$101												$0
Other Award Type	Total	20		19		1		19												
	Total Amount	$50,090		$49,665		$425		$49,665												
	Average Amount	$2,505		$2,614		$425		$2,614												
	Total Hours	92		64		28		64												
	Average Hours	5		3		28		3												
	Total Benefit	$0		$0		$0		$0												
	Average Benefit	$0		$0		$0		$0												
Quality Step Increase (QSI)	Total	348	11	316	9	21	11	316			3	1			1			4		
	Total Amount	$507,821	$11,650	$481,713	$4,250	$14,458	$11,650	$481,713			$1,750	$1,500			$0			$1,000		
	Average Amount	$1,459	$1,059	$1,524	$472	$688	$1,059	$1,524			$583	$1,500			$0			$250		
	Total Hours	3,029	137	2,721	33	171	137	2,721			10	0			8			15		
	Average Hours	9	12	9	4	8	12	9			3	0			8			4		
	Total Benefit	$1,265,497	$37,150	$1,157,452	$32,306	$70,895	$37,150	$1,157,452			$12,005	$3,710			$3,205			$13,386		
	Average Benefit	$1,839	$1,862	$1,815	$2,411	$2,183	$1,862	$1,815			$2,812	$1,855			$1,603			$2,451		

Senior Executive Service Performance Awards	Total	230	4	210	5	16	4	210			3	1		1						
	Total Amount	$3,498,261	$57,447	$3,207,975	$74,347	$232,839	$57,447	$3,207,975			$45,430	$11,417		$17,500						
	Average Amount	$15,210	$14,362	$15,276	$14,869	$14,552	$14,362	$15,276			$15,143	$11,417		$17,500						
	Total Hours	493	40	453	0	0	40	453			0	0		0						
	Average Hours	2	10	2	0	0	10	2			0	0		0						
	Total Benefit	$0	$0	$0	$0	$0	$0	$0			$0	$0		$0						
	Average Benefit	$0	$0	$0	$0	$0	$0	$0			$0	$0		$0						
Time-Off Awards: 1-9 hours	Total	3745	142	3266	77	337	142	3266	1	1	15	6	2	5	17	6	1	22		1
	Total Amount	$9,487,301	$293,586	$8,500,976	$141,626	$692,739	$293,586	$8,500,976	$500	$800	$28,677	$10,802	$5,900	$8,850	$30,695	$10,700	$800	$41,802		$2,100
	Average Amount	$2,533	$2,068	$2,603	$1,839	$2,056	$2,068	$2,603	$500	$800	$1,912	$1,800	$2,950	$1,770	$1,806	$1,783	$800	$1,900		$2,100
	Total Hours	38,637	1,889	33,540	621	3,208	1,889	33,540	6	6	132	37	17	39	131	46	8	190		9
	Average Hours	10	13	10	8	10	13	10	6	6	9	6	9	8	8	8	8	9		9
	Total Benefit	$351,070	$3,205	$328,603	$9,268	$19,262	$3,205	$328,603	$0	$0	$0	$0	$0	$0	$3,205	$0	$0	$6,063		$0
	Average Benefit	$29	$8	$31	$53	$25	$8	$31	$0	$0	$0	$0	$0	$0	$94	$0	$0	$113		$0
Time-Off Awards: 9+ hours	Total	3874	156	3365	88	353	156	3365	2	3	17	14		1	18	6	1	23		3
	Total Amount	$8,348,318	$283,871	$7,349,449	$165,696	$714,998	$283,871	$7,349,449	$5,700	$2,925	$36,654	$26,597		$3,135	$34,023	$13,550	$4,100	$34,140		$4,872
	Average Amount	$2,155	$1,820	$2,184	$1,883	$2,025	$1,820	$2,184	$2,850	$975	$2,156	$1,900		$3,135	$1,890	$2,258	$4,100	$1,484		$1,624
	Total Hours	99,321	4,057	87,157	1,889	8,107	4,057	87,157	68	54	297	389		40	363	113	16	494		55
	Average Hours	26	26	26	21	23	26	26	34	18	17	28		40	20	19	16	21		18
	Total Benefit	$394,741	$23,677	$346,343	$4,757	$24,721	$23,677	$346,343	$0	$0	$4,757	$0		$0	$0	$0	$0	$0		$0
	Average Benefit	$33	$55	$33	$14	$21	$55	$33	$0	$0	$70	$0		$0	$0	$0	$0	$0		$0

Source: OBIEE v1
Date: 10/26/2020
U.S. EPA

Table B-14: Separations - Distribution by Disability

10/01/2019 to 09/30/2020
Permanent Workforce

Type Of Separation		TOTAL	TOTAL BY DISABILITY				TARGETED DISABILITY						
			Not Identified	No Disability	Targeted Disability	Disability Total (Includes Targeted Disability)	(02) DEVELOP-MENTAL DISABILITY	(19) DEAF OR SERIOUS DIFFICULTY HEARING	(20) BLIND OR SERIOUS DIFFICULTY SEEING	(60) PARTIAL OR COMPLETE PARALYSIS	(82) EPILEPSY OR OTHER SEIZURE DISORDERS	(90) INTEL-LECTUAL DISABILITY	(91) SIGNIFICANT PSYCHIATRIC DISORDER
Voluntary	#	850	40	727	28	83	1	2	2	11	1	2	9
	%	100.00%	4.71%	85.53%	3.29%	100.00%	0.12%	0.24%	0.24%	1.29%	0.12%	0.24%	1.06%
Involuntary	#	33	2	20	2	11		1		1			
	%	100.00%	6.06%	60.61%	6.06%	100.00%		3.03%		3.03%			
Total #		**883**	**42**	**747**	**30**	**94**	**1**	**3**	**2**	**12**	**1**	**2**	**9**
Total %		**100.00%**	**4.76%**	**84.60%**	**3.40%**	**100.00%**	**0.11%**	**0.34%**	**0.23%**	**1.36%**	**0.11%**	**0.23%**	**1.02%**

Source: OBIEE v1
Pay Period: 202021
Date: 10/26/2020
U.S. EPA

Appendix B – Federal Equal Opportunity Recruitment (FEORP) Plan Certification FY20

ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2020

A. Name and Address of Agency:

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

B. Name and Title of Designated FEORP Official *(Include e-mail address, telephone and fax numbers. In addition, please include address)*:

Linda Datcher, Director, Diversity, Recruitment & Employee Services Division, Office of Human Resources, 202-564-2101 (phone), 202-564-8121 (fax), Datcher.Linda@epa.gov, U.S. Environmental Protection Agency, William Jefferson Clinton North Building, Room 1402 Y/Z, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 (MC3601A)

C. Name and Title of Contact Person *(Include e-mail address, telephone and fax number. In addition, please include address)*:

Tania Allen, Chief, Diversity and Recruitment Branch, Office of Human Resources, 202-564-0290 (phone), 202-564-8121 (fax), Allen.Tania@epa.gov, U.S. Environmental Protection Agency, William Jefferson Clinton North Building, Room 1402 Y/Z, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 (MC3601A)

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

Print Name Mara Kamen Signature _____ Date 11·26·19
Title: Director, Office of Human Resources
(Chief Human Capital Officer or Head of Human Resources)
Email Address: Kamen.Mara@epa.gov
Telephone: 202-564-7159

Print Name Vicki Simons Signature _____ for Vicki Simons Date 11/26/2019
Director, Equal Employment Opportunity - Director, Office of Civil Rights
Email Address: Simons.Vicki@epa.gov
Telephone: 202-564-5724

Print Name Linda Datcher Signature _____ for Linda Datcher Date 11/26/19
Director, Diversity and Inclusion
Email Address: Datcher.Linda@epa.gov
Telephone: 202-564-2101

Appendix C – Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report FY20

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report			
1. Agency	U.S. Environmental Protection Agency	2. FY	2020
3. POC Name	Lester C. Facey, Ph.D.	4. Phone	202-566-1321

5. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)

During FY 2020, despite the global pandemic, the agency saw an increase in its workforce by 1,560 employees (15,071 employees compared to 13,511 total employees in 2019). This increase was also reflected in several veteran employee categories compared to FY 2019:

FY19	FY20	% Difference
30% or More Disabled Veterans= 391	30% or More Disabled Veterans= 510	+30.4%
Total Disabled Veterans= 552	Total Disabled Veterans= 683	+23.7%
Total Veterans= 1,301	Total Veterans= 1,462	+12.4%

Since the creation and establishment of a Veterans Employment Program in response to Executive Order, *Increasing the Opportunities for Veterans to be Employed by the Federal Government*, the EPA continues to maintain the hiring of veterans and disabled veterans as an agency priority. The number of veterans and disabled veterans within the EPA workforce consistently increases over time based on agency efforts.

Recruitment methods to seek out disabled veterans include:

- Creation of a fillable template flyer advertising positions seeking 30 percent or more disabled veterans on Facebook (Feds Hire Vets page) and through Twitter;
- Cooperation with selective placement program staffs concerned with affirmative action for the disabled, the Veteran's Employee Service of the Department of Labor, state and local employment agencies, private veteran assistance centers, outreach units from defense organizations and other federal agencies;
- Work with the Veterans Administration Vocational Rehabilitation and Employment Program to create career opportunities and explore on-the-job training programs for disabled veterans and spouses;
- Skills banks and applicant pools;
- Outreach efforts and the distribution of veteran resumes to program offices and regions;
- Use of re-employment priority lists; and
- Use of EPA databases and mailing lists focusing on veteran organizations.

6. OPM DVAAP Manager Official Use Only: Is there an explanation of the recruitment and employment methods they have used?

Yes	Somewhat	No	

Page 1

7. Methods used to provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)
The EPA is dedicated to selecting the best qualified candidates, including disabled veterans, for its internal advancement opportunities. Internal and external training sessions, both in person and online, are available to all employees including disabled veterans. These trainings are used to increase knowledge associated with current positions and with changes in careers. Additionally, there are courses related to finding federal employment, resume writing and improving interviewing skills. The EPA's new Diversity Dashboard (Qlik) was launched in 2019. To date, Qlik tracks veteran data on a monthly basis, including veterans with disabilities. This information is open and available to hiring managers, providing strategic veteran data access and more effective recruitment. Qlik has been an asset to the veteran employment program manager to track data and analyze trends.

8. OPM DVAAP Manager Official Use Only: Does agency explain the career advancement methods they have used?			
Yes	Somewhat	No	

9. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated (Attach supporting addendums if needed)

The Veterans Employment Program Manager, within the Office of Human Resources, did the following in working with major EPA operating components and field installations:
• Provided guidance and instructions on the use of the Schedule A hiring authority to program and regional offices (local levels);
• Devoted available resources to the program;
• Informed local level officials of their program responsibilities;
• Submitted the annual accomplishments report and plan for the agency to OPM; and
• Reinvigorated the vet-to-vet mentorship program.
 	
In addition, Human Resources Officers and Program Management Officers throughout the agency, where appropriate:
• Conducted successful local recruitment/outreach fairs specifically for Veterans and Disabled Veterans;
• Developed local recruiting programs and plans based on guidelines and expectations set by the agency Veteran's Employment Program;
• Interpreted legislation, regulations and policy pertinent to affirmative action, and selective placement to explain and support the use of competitive procedures and special appointing authorities to employ qualified disabled veterans;
• Utilized both internal and external recruiting sources to increase hiring of disabled veterans;
• Ensured vacancy announcements contain the required veterans' preference, the Veterans Employment Opportunities Act, and reasonable accommodations statements as appropriate;
• Evaluated local progress in meeting goals and submitted appropriate reports to the Director of the Diversity, Recruitment and Employee Services Division and other OHR Division Directors;
• Created awareness among all managers and supervisors of their affirmative action responsibilities under the provisions of this program and special appointing authorities available for use; and
• Appointed or designated a Selective Placement or Veterans Coordinator on a full-time or collateral basis, who:
  ○ Advocated hiring, placement, and advancement of qualified disabled veterans; and
  ○ Responded to requests for information on the DVAAP Plan and related activities from OHR and to requests from external customers.

10. OPM DVAAP Manager Official Use Only: Does agency describe how they monitored, reviewed and evaluated their DVAAP Activities? (If applicable as well as for major operating components and field installations)			
Yes	Somewhat	No	

11. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress (Attach supporting addendums if needed)
The U.S. Environmental Protection Agency's 2017 – 2021 Diversity & Inclusion Strategic Plan guides the agency's efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce by embracing diversity and inclusion and empowering all employees to achieve their full potential. The multi-year plan outlines goals, priorities, and specific action items and measures developed by senior leadership and the EPA Human Resources community and concurred upon by the EPA's Diversity & Inclusion Advisory Council, a subcommittee of the Human Resources Council. The following goals are included in the agency's plan: Goal 1 of the Plan is to diversity the federal workforce through active engagement of leadership. Goal 2 of the Plan is to include and engage everyone in the workforce. Goal 3 of the Plan is to optimize inclusive diversity efforts using data-driven approaches. The annual Roadmap Implementation Plan tracks the implementation of the diversity and inclusion initiatives outlined within the strategic plan. Local human resources offices provided advice and assistance as needed and supplied their managers with the following fact sheets: • Veteran Preference • Veterans and Merit Promotion • Special Appointing Authorities for Veterans • Qlik – Data Visualization and Analytics The EPA operates a data visualization software platform available to all agency employees as a collaborative shared service. This powerful business intelligence software allows EPA users to transform data into actionable intelligence and automate workflows by analyzing thousands of data sources. The EPA Qlik Diversity Dashboard provides a quick and easy way to monitor veteran's data, including: • Allowing EPA employees to share visualizations across the agency; • Providing drag-and-drop tools to load data from many sources; • Providing a focal point to integrate and analyze multiple data sources and file types; and • Offering a centralized "hub" for EPA teams to discover and share trends across vast amounts of data. Qlik allows the agency to track veteran data on a monthly basis and analyze the information to assist EPA's recruitment efforts.

12. OPM DVAAP Manager Official Use Only: Does agency explain the progress in implementing DVAAP? If there was no progress, were there reasons for the lack of progress or challenges and specific plans for overcoming their challenges?			
Yes	Somewhat	No	

13. POC's Name, Email, and Phone Number of Operating Components and Field Installations (If Applicable)	
VEPO	Lester C. Facey, Ph.D. 202-566-1321 facey.lester@epa.gov
Region 1	Stephen Griffin 617-918-1194 griffin.stephen@epa.gov
Region 2	James Yarberry 212-637-4149 yarberry.james@epa.gov
Region 3	Catheryn Blankenbiller 215-814-3464 blankenbiller.catheryn@epa.gov
Region 4	Delphine Williams 404-562-8148 williams.delphine@epa.gov
Region 5	Shiloh Yard 312-886-0141 yard.shiloh@epa.gov
Region 6	Kendrick Young 214-665-7466 young.kendrick@epa.gov
Region 7	Gina Grier 913-551-7078 grier.gina@epa.gov
Region 8	Elaine M. Robles 303-312-6194 robles.elaine@epa.gov
Region 9	Heidi Acquisti 415-972-3836 acquisti.heidi@epa.gov
Region 10	Shawn Drummond 206-553-0125 drummond.shawn@epa.gov
OA	Tracy Hunt 202-564-3082 hunt.tracy@epa.gov
OAR	Scott Monroe 202-564-1271 monroe.scott@epa.gov
OCFO	John Wright 202-564-2123 wright.john@epa.gov
OCSPP	Shawna Gray 202-564-2441 gray.shawna@epa.gov
OECA	Simona Foster 202-564-3382 foster.simona@epa.gov
OGC	Terry Lee, 202-564-3352, lee.terry@epa.gov
OIG	Deana Kennedy 202-566-1376 kennedy.deana@epa.gov
OITA	Dennis Cunningham 202-564-6622 cunningham.dennis@epa.gov
OLEM	Dawn Datcher 202-564-9911 datcher.dawn@epa.gov
OMS	Keith Schenkel 202-564-8009 schenkel.keith@epa.gov
ORD	Danielle Pope 202-564-6022 pope.danielle@epa.gov
OW	Kaitlin Gray 202-564-3261 gray.kaitlin@epa.gov

Agency Disabled Veterans Affirmative Action Program Accomplishment Report Electronic Reporting Instructions

General Instructions:

1. Complete all items and questions in the forms field.
2. Electronic Requirements – Agency should only submit data for what they have accomplished the previous Fiscal Year in accordance with the minimal requirements of the accomplishment report content from Title 5 CFR Part 720 Subpart C, which is provided on this form.
3. Collection of accomplishment data requires a completed accomplishment report data element that has been recorded throughout the previous Fiscal Year. Accomplishment reports may vary from agency to agency. This form provides conformity and standardization for the minimal required core data. The forms have limited characters so agency may attach addendums when needed, if the form does not allow you to capture the data completely.

DVAAP Accomplishment Report Information

1. **Agency** – Provide the name of the agency.
2. **FY** – Provide the Fiscal Year of which the accomplishment report will be covered under. Examples: 2016.
3. **POC Name** – Provide the name of the point of contact.
4. **Phone** – Provide the phone number of point of contact.
5. **Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled** – Provide methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.
6. **Is there an explanation of the recruitment and employment methods they have used?** – OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided an explanation of the recruitment and employment methods they have used.
7. **Methods used to provide or improve internal advancement opportunities for disabled veterans** – Provide methods used to offer or improve internal advancement opportunities for disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement.
8. **Does agency explain the career advancement methods they have used?** - OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency explains the career advancement methods they have used.
9. **A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated** – Provide a description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated. You may attach supporting addendums if the information provided pertains to the requirement.
10. **Does agency describe how they monitored, reviewed and evaluated their DVAAP Activities?** - OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided a description of how they monitored, reviewed and evaluated their DVAAP Activities. If applicable, indicate as well for major operating components and field installations.
11. **An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress** - Provide an

explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report should cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress. You may attach supporting addendums if the information provided pertains to the requirement.

12. **Did agency explain the progress in implementing DVAAP? If there was no progress, were there reasons for the lack of progress or challenges and specific plans for overcoming their challenges?** - OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency explained the progress in implementing DVAAP. If there was no progress, were there reasons for the lack of progress or challenges and specific plans to overcoming their challenges?
13. **POC's Name, Email, and Phone Number of Operating Components and Field Installations** – If applicable provide Point of contact's name, email, and phone number of operating components and field installations.

Appendix D – Diversity and Inclusion Strategic Plan (DISP) FY17-21

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 13 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Ms. Beth F. Cobert
Acting Director
U.S. Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415

Dear Ms. Cobert:

On behalf of the EPA Administrator, I am pleased to submit the enclosed agency's Diversity and Inclusion Strategic Plan (2017-2021). This Plan serves as a road map to guide our efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan builds on the *EPA's 2012 – 2016 Diversity and Inclusion Strategic Plan* and reflects guidance provided by the OPM.

If you have any questions, please contact Linda R. Gray, director, EPA's Office of Human Resources, at (202) 564-4606 or gray.linda@epa.gov.

Sincerely,

for Donna J. Vizian
Principal Deputy Assistant Administrator

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 13 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Mr. Andrew Mayock
Acting Deputy Director for Management
The Office of Management and Budget
725 17th Street, N.W.
Washington, D.C. 20503

Dear Mr. Mayock:

On behalf of the EPA Administrator, I am pleased to submit the enclosed agency's Diversity and Inclusion Strategic Plan (2017-2021). This Plan serves as a road map to guide our efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan builds on the *EPA's 2012 – 2016 Diversity and Inclusion Strategic Plan* and reflects guidance provided by the OPM.

If you have any questions, please contact Linda R. Gray, director, EPA's Office of Human Resources, at (202) 564-4606 or gray.linda@epa.gov.

Sincerely,

for Donna J. Vizian
Principal Deputy Assistant Administrator

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U.S. Environmental Protection Agency

Diversity and Inclusion Strategic Plan (2017 – 2021)

December 2016

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Introduction

Background

As one of the nation's largest employers, the federal government has an obligation to lead by example. On August 18, 2011, President Obama issued Executive Order 13583 – *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*. The EO directs executive departments and agencies to develop and implement a more comprehensive, integrated and strategic focus on diversity and inclusion as a key component of their human resources strategies. Agency approaches are to include a continuing effort to identify and adopt best practices, implemented in an integrated manner, to promote diversity and remove barriers to equal employment opportunity, consistent with merit system principles and applicable law. Further, the head of each executive department and agency is required to develop and submit to the U.S. Office of Personnel Management and Office of Management and Budget an agency-specific Diversity and Inclusion Strategic Plan.

Purpose and Scope

This Plan serves as a road map to guide our efforts in sustaining the EPA as a leader in creating and maintaining a high-performing workforce that embraces diversity and inclusion and empowers all employees to achieve their full potential. The multi-year Plan builds on the EPA's *2012 – 2016 Diversity and Inclusion Strategic Plan* and reflects guidance provided by the OPM.

The EPA's Plan incorporates the three goals and eight priorities delineated in OPM's *2016 Government-wide Inclusive Diversity Strategic Plan*, and sets forth the approaches and actions for advancing diversity and inclusion at the EPA. The Plan addresses human capital functions including the development and implementation of recruitment, professional development, and engagement strategies critical to maintaining a more diverse workforce. Furthermore, it focuses on factors important to creating and sustaining an inclusive culture that encourages and enables individuals to participate to their full potential. The Plan also serves to communicate that diversity and inclusion are agency values and reflect a key management strategy.

The Plan will be reviewed annually to assess our progress and incorporate revisions as necessary. Progress in achieving desired organizational outcomes will be evaluated through the monitoring of identified systems of measurement and metrics. On a five-year cycle, we will initiate a full update of the *Diversity and Inclusion Strategic Plan* that will include, as applicable, revising and/or establishing new goals, priorities, strategies or actions.

Definitions

In order to ensure that all agencies are operating with the same frame of reference, the OPM provided definitions for the following terms:

Workforce Diversity – is defined as a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively.

Inclusion – is defined as a set of behaviors (culture) that encourages employees to feel valued for their unique qualities and experience a sense of belonging.

Inclusive Diversity – is defined as a set of behaviors that promote collaboration amongst a diverse group.

Mission

The mission of the EPA is to protect public health and the environment. One of the EPA's cross-cutting strategies is *Embracing EPA as a High Performing Organization*. To support this priority, the EPA must recruit, develop and retain a diverse, high-performing workforce and maintain a work environment where the uniqueness of individuals is respected and leveraged so that all employees are able to participate and contribute to the mission.

Vision

It is the EPA's vision to serve as a model federal agency by leveraging diversity and fostering inclusion to deliver the best public service. We strive to demonstrate diversity and inclusion in all aspects of the agency's management practices.

Strategic Goals and Measures

The EPA's diversity and inclusion efforts are guided by the following goals that emphasize workforce diversity, workforce inclusiveness and accountability:

1. **Diversify the Federal Workforce through Active Engagement of Leadership**
   The EPA shall foster a diverse, high-performing workforce drawn from all segments of American society, in conformance with merit principles.

2. **Include and Engage Everyone in the Workplace**
   The EPA shall foster a culture that encourage employees to feel uniquely valued and experience a sense of belonging.

3. **Optimize Inclusive Diversity Efforts Using Data-Driven Approaches**
   The EPA shall continue to improve inclusive diversity communication efforts and comply in a timely fashion with Federal Equal Opportunity Recruitment Program requirements.

Goals, Actions and Measures

Goal 1: Diversify the Federal Workforce through Active Engagement of Leadership

Agency leaders shall continue their efforts to attract, recruit, retain, and cultivate diverse leaders by frequently communicating, accounting for, and modeling inclusive diversity behaviors that attract and reflect the broad diversity of American society.

Priority 1.1: Leaders shall emphasize the importance of their inclusive diversity efforts by utilizing a wide range of communication strategies and tools that demonstrate their support for these initiatives. Specifically, leaders shall provide resources and support to identify and overcome potential barriers that inhibit inclusive diversity efforts.

Actions:

1. The EPA Administrator will issue an annual message reaffirming the agency leadership's commitment to diversity, inclusion and inclusive diversity efforts.

2. EPA leaders will ensure the development and implementation of a comprehensive communication strategy to reinforce the agency's diversity and inclusion principles and provide information concerning inclusive diversity efforts throughout the agency.

    - Ensure that all EPA managers and employees have access to the agency's *Diversity and Inclusion Strategic Plan* as well as diversity and inclusion resources and training materials.

    - Expand efforts to educate and share information with the workforce concerning EEO, diversity and inclusion issues, including details regarding specific strategies and initiatives that the EPA is pursuing.

    - Utilize all available communication vehicles, including social media platforms and the EPA.gov website, to provide potential applicants with information concerning diversity and inclusion at the EPA.

    - Administer a robust orientation process for new employees and new members of the Senior Executive Service to introduce them to the agency's mission, values and culture.

3. EPA leaders and senior managers will sponsor, participate and encourage employees to participate in town hall meetings, brown bag sessions and events organized to promote inclusive diversity.

4. The EPA's Office of Civil Rights and Office of Administration and Resources Management will conduct customer service visits with program office and region senior management and encourage them to develop diversity and inclusion action plans.

5. Share best practices with program office and regional senior management in developing diversity and inclusion action plans. For example, the EPA will include Special Emphasis

Program Managers in the workgroup development of diversity and inclusion action plans.

Measures:

- The EPA Administrator issues an annual inclusive diversity policy statement to the agency's workforce.
- The EPA will develop a strategic communication plan and disseminate information concerning the EPA's inclusive diversity efforts.
- The EPA's quarterly Diversity Dashboard report is made accessible to all employees along with guidance on how to interpret the data in the report.
- The EPA's Office of Human Resources website provides current information and resources concerning agency diversity and inclusion initiatives.
- Diversity and inclusion events are scheduled, promoted and held throughout the year.

Priority 1.2: Leaders shall review the wide range of policies, programs, systems, and techniques currently in use and determine specific initiatives that should be enhanced and improved. The evaluation should include diversity, inclusion, and engagement elements in performance plans; employee resource groups; mentoring and coaching; and inclusive diversity training.

Actions:

1. The EPA will re-invigorate the agency's Special Emphasis Program to include encouraging employees to volunteer to fill SEPM positions.
2. The EPA's senior leaders will conduct regular informational sessions with employees to share information on training and career development opportunities and resources.
3. The EPA's senior leaders will encourage and support SEPM and Employee Resources Group initiatives to facilitate training on diversity and inclusion topics.
4. The EPA's senior leaders will use the results of the annual Employee Viewpoint Surveys and other workforce feedback to take action responsive to employee concerns.
5. The EPA's senior leaders will ensure that all SES members, managers and supervisors continue to have a performance plan measure addressing diversity and inclusion.
6. The EPA's OCR and OARM will develop a mechanism to voluntarily collect demographic information on participants in the agency's mentoring and coaching programs and use the information to address any potential barriers to participation caused by an agency policy, practice or procedure.

Measures:

- SEPM vacancies are filled timely and all SEPMs are provided appropriate training and support.
- The EPA develops an inclusive diversity SharePoint website, accessible to all employees, to host diversity and inclusion resources.
- Plans are in place to increase the percentage of positive responses to the EVS question concerning agency policies and programs to promote diversity in the workplace.

Priority 1.3: Leaders shall develop and implement broad outreach strategies to attract leaders from diverse sources to the organization, consistent with merit system principles, through strategic partnerships with affinity organizations, diverse postsecondary educational institutions, professional associations, and public, private and non-profit sectors.

Actions:

1. The EPA will coordinate outreach and recruitment strategies to maximize its broad-based efforts, including its ability to recruit from a diverse, broad spectrum of potential applicants, including a variety of geographic regions, academic sources and professional disciplines.
2. The EPA's recruitment calendar will reflect the various events recruiters and other personnel will participate in to share information concerning agency career opportunities.
3. The EPA will maintain and further establish strategic partnerships with various colleges, universities, other academic institutions and professional organizations.
4. The EPA's Minority Servicing Institutions program will ensure collaborative relationships with Historically Black Colleges and Universities, Hispanic-Serving Institutions, Tribal Colleges and Universities, and American Indian and Alaska Native-Serving Institutions.
5. The EPA's human resources personnel and hiring managers will continue to collaborate concerning outreach, recruiting and hiring initiatives.
6. The EPA's OARM will ensure that hiring managers receive training on the use of appropriate hiring authorities and flexibilities.
7. The EPA's OARM and OCR will monitor national applicant flow and workforce demographic data against the National and Relevant Civilian Labor Force participation

rates, and as applicable, implement strategies to address the lower than anticipated participation rates identified as appropriate.

8. The EPA will review participation in leadership development programs and develop strategies to eliminate any barriers to participation.

Measures:

- The EPA maintains an online recruitment activities calendar that includes points of contact for upcoming events.
- SEPMs and Employee Resource Groups schedule presentations by guest speakers from local universities and professional organizations.
- EPA MSI coordinators receive training and a "toolkit" of resources to assist them to reinforce the agency's diversity and inclusion efforts.
- The EPA's OARM will measure the use of Schedule A and Veteran Special Appointing Authorities to appoint new employees.
- The EPA will utilize Management Directive - 715 reporting to monitor workforce demographics.

Goal 2: Include and Engage Everyone in the Workplace

The EPA shall intensify efforts to foster cultures that encourage employees to feel valued for their unique qualities and experience a sense of belonging, engagement, and connection to the mission of the agency.

Priority 2.1: Foster a culture of inclusion and engagement by employing culture change strategies such as the New Inclusion Quotient (New IQ) Initiative and Diversity and Inclusion Dialogues. Provide training and education on cultural competency, implicit bias awareness, and inclusion learning for all employees.

Actions:

1. The EPA will provide inclusive diversity training as part of the agency's comprehensive training program.
2. The EPA will apply OPM guidance concerning the New IQ initiative and solicit information from other agencies that have established New IQ techniques and training programs.

3. The EPA's leaders will sponsor, participate in and encourage employees to attend cultural awareness and heritage observances events, and support, as appropriate, employee efforts to invite guest speakers and host activities.

4. Each EPA program office and region will identify a diversity and inclusion lead who will serve as a point of contact for information on inclusive diversity initiatives.

5. The EPA's leaders will use annual EVS results and other workforce feedback to implement actions to enhance employee engagement and inclusion.

Measures:

- The EPA develops and deploys a New IQ training program.
- The EPA provides training on cultural competency, implicit and/or unconscious bias awareness, diversity and inclusion for all employees.
- The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions comprising the Employee Engagement Index and New IQ Index, and changes in the overall index scores to identify best practices and lessons learned.

Priority 2.2: Assess, redesign, and reengineer organizational structures and business processes to promote teamwork, collaboration, cross-functional operations, and transparency; and to deconstruct organizational silos that lead to exclusive cultures and to flawed decision-making.

Actions:

1. The EPA will incorporate inclusive diversity principles across all business functions and promote efforts to enhance leadership and team building skills important to leading and/or participating on diverse teams.

2. The EPA will educate and train senior executives, managers, supervisors and HR professionals concerning the importance of promoting workforce diversity and inclusion, including legal requirements pertinent to recruitment, interviewing and hiring decisions.

3. The EPA's leaders and managers will use the EPA Talent Hub to promote and solicit competitive service employees to apply for temporary full-time detail assignments, part-time projects/special assignments, temporary promotions, SES rotations and other developmental assignments.

4. EPA's leaders will implement the agency's Position Management Order (Order 3145) that requires managers to align the position management program with human capital planning activities and reporting, performance evaluation and the budget process.

5. The EPA's leaders will use annual EVS results and other workforce feedback to implement actions responsive to organizational practices and/or other areas of concern.

Measures:

- Measure the use and traffic to the Talent Hub website.
- Survey employee satisfaction of employees who have participated in an assignment posted on the EPA Talent Hub.
- The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions concerning management efforts to promote communication among different work units, support collaboration across work units, provide employees opportunities to demonstrate their leadership skills and support employee development to identify best practices and lessons learned.

Goal 3: Optimize Inclusive Diversity Efforts Using Data-Driven Approaches

The EPA shall intensify efforts to create and foster a diverse, high-performing workforce, utilizing data-driven approaches and optimizing policies, processes, and programs to drive inclusive diversity efforts and accomplish the agency's mission.

Priority 3.1: Create a diverse, high-performing workforce, utilizing data-driven approaches to recruitment, including analyzing applicant flow data; educating hiring managers; designing fair and effective recruitment and examining strategies for competitive examining and examining for the career Senior Executive Service that cast the broadest net possible and apply merit principles; utilizing applicable special hiring authorities (e.g., Schedule A authority for individuals with certain disabilities, veterans hiring authorities, etc.) as supplements to competitive hiring processes; partnering with diverse organizations and institutions to help recruitment draw from all segments of society, and generate cognitive diversity; and conducting a review of potential implicit biases within the organization.

Actions:

1. The EPA will review applicant flow data for SES and selected non-SES positions to identify potential barriers to equal employment opportunity, and as applicable, refine outreach and recruitment strategies to encourage submission of applications from all qualified segments of society, consistent with merit system principles.
2. The EPA will complete implementation of its multi-phased pilot to collect voluntary self-disclosed sexual orientation and gender identity data from employees and job applicants. These data will be used to help design effective outreach and recruitment strategies that will encourage submission of applications from all qualified segments of society, consistent with merit system principles.
3. The EPA's hiring managers (including recruiters) will be provided with current information on all relevant appointing authorities and hiring flexibilities.

4. The EPA will retain resumes for Schedule A applicants and disabled veterans in an automated and searchable database that will allow hiring managers to have access to qualified applicants in a timely and efficient manner.

5. The EPA will disseminate information to hiring managers regarding active internship programs and opportunities.

6. The EPA will collect and analyze information on internal applicants to SES vacancies consistent with the reporting requirements of MD-715.

Measures:

- The EPA develops and implements an agency-wide coordinated plan to participate in career fairs and other outreach events.

- Measure the number and percentage of new employees hired under special hiring authorities.

Priority 3.2: Foster a diverse, high-performing workforce by utilizing data-driven approaches to promotion opportunities and career development, including analyzing applicant flow data; developing career enhancement opportunities; utilizing appropriate collaborative practices and social media technologies; and collaborating with SEPMs, affinity groups and employee resource groups.

Actions:

1. The EPA will utilize the MD-715 reports including analysis of SOGI data, and applicant flow data and establish focus groups to identify actions that can be taken to address any potential barriers to career development and advancement identified by the agency.

2. The EPA's leaders will communicate the importance of employees upgrading their skills, improving their visibility and demonstrating leadership abilities as keys to advancing their career.

3. The EPA will evaluate the data from the Management Hiring Satisfaction Survey to determine whether there are any procedural barriers associated with EPA's outreach efforts and/or vacancy announcements.

4. The EPA's leaders will use annual EVS results and other feedback to address workforce concerns regarding opportunities for employee training, development and advancement.

Measures:

- Implementation of appropriate actions, including focus group suggestions, which address issues hindering career development and advancement.

- Revision of position descriptions for occupations where lower than anticipated application, qualification and selection rates are identified.

- The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions concerning career development and advancement to identify best practices and lessons learned.

Priority 3.3: Collect relevant performance data to establish a business case for diversity and inclusion for the agency; collaborate with other agencies and the Diversity and Inclusion in Government Council to create models for analyzing performance metrics in correlation with diversity and inclusion metrics.

Actions:

1. The EPA will revise the Diversity and Inclusion Dashboard to incorporate SOGI data and will continue to employ the Dashboard as a tool to support agency workforce planning and reporting.

2. The EPA will provide periodic reminders for employees to voluntarily verify the accuracy of their demographic information in the agency's employee self-service information system, Employee Express, including their voluntarily self-disclosed SOGI once captured in the system.

3. The EPA's leaders will use annual EVS results and other workforce feedback to implement actions responsive to areas of concern.

4. The EPA will develop and enhance relationships with diversity and inclusion officers from other agencies.

5. The EPA will evaluate and implement changes, as appropriate, to enhance the effectiveness of the Diversity and Inclusion Advisory Council.

6. The EPA's leaders will participate in the DIAC's work group meetings.

Measures:

- The EPA evaluates organizations with an increase in the percentage of positive responses to the EVS questions comprising the New IQ index and change in the overall New IQ index score to identify best practices and lessons learned.

- Implementation of inclusive diversity best practices identified through coordination with other agencies and recommendations from the DIAC.

Implementation Plan

Leadership Commitment: The EPA's leadership will play a key role in defining, championing and communicating the agency's *Diversity and Inclusion Strategic Plan*, and in annually monitoring the implementation of actions required to achieve the goals of the Plan.

- The Chief Human Capital Officer is responsible for implementing the goals of this Plan in collaboration with program offices and regions.
- The EPA's Executive Management Council, which is comprised of senior career leaders, will provide critical guidance on specific action plans and measures that will implement the goals and objectives of this Plan.
- The EPA's Human Resources Council and DIAC, comprised of representatives from a cross-section of the agency, with representatives from program and regional offices as well as SEPMs and the unions, will act as a strong platform of engagement for developing and recommending actions and initiatives that support diversity and inclusion as a means of conducting business, and for evaluating their effectiveness by identifying appropriate metrics to measure outcomes.
- The EPA's senior leaders and managers will ensure that inclusive diversity practices are integrated into communications, recruitment and retention, training and professional development and overall management practices.
- This Plan, consisting of goals, required activities, and best practices will be communicated throughout the agency by senior leaders.
- All EPA employees will improve their understanding of how a diverse and inclusive work environment can strengthen and enrich their ability to achieve the agency's mission.

Accountability: Measurement and accountability are essential components of this Plan, and will provide a way to track progress, identify achievements, and inform strategic decisions related to diversity and inclusion.

- The EPA will ensure senior leaders are responsible for implementing the goals and priorities of this Plan by linking them to their individual performance plans.
- The EPA will use the OPM Diversity and Inclusion Dashboard as the reporting mechanism to submit progress reports, as required, to OPM.
- To achieve the long-term goals and associated actions outlined in this Plan, the EPA will also track activities, outcomes and accomplishments through internal performance measures. These measures will take advantage of established information systems, surveys and reporting mechanisms, including the EPA's

Diversity Dashboard, OPM's Diversity Dashboard and the EVS, MD-715 and other measurement indices as determined over time.

- Within the five-year period covered by this Plan, the EPA's DIAC will review the Plan contents with appropriate parties to evaluate the effectiveness of its strategies and supporting actions.

Conclusion

The EPA's *2017-2021 Inclusive Diversity Strategic Plan* provides a framework of goals, required activities, and best practices that support the agency remaining an "employer of choice." The achievement of the goals and priorities in this Plan requires the strong support and collaboration of the EPA's leaders, managers, supervisors and staffs. The EPA's employees should be informed of the agency's ongoing efforts to create an inclusive and diverse workplace, and leadership's recognition that each employee plays a critical role in the success of the agency's mission and vision.

Appendix E – Human Capital Strategic Plan (HCSP) FY19

United States

Environmental Protection Agency

FISCAL YEAR 2019

Human Capital Operating Plan

December 2018

Human Capital Operating Plan

Overview

The U.S. Environmental Protection Agency's Human Capital Operating Plan details the specific actions the EPA will execute to achieve its overarching human capital goals. The actions are aligned with and help position the Agency to achieve the strategic goals and objectives outlined in the FY 2018-2022 EPA Strategic Plan.

Background

The Government Performance and Results Act Modernization Act of 2010 requires agencies to indicate how human capital management will support agency strategic goals within their Agency Strategic Plan. The revision of 5 CFR 250 established in April 2017 requires agencies to develop a Human Capital Operating Plan.

The HCOP is an agency's human capital implementation document, which describes how an agency will execute the human capital elements stated within its ASP and Annual Performance Plan. The Chief Human Capital Officer establishes the HCOP, in collaboration with the agency's senior management team. The HCOP provides CHCOs with ongoing opportunities to influence the agency's strategic human capital direction and to communicate with senior leaders about how best to implement that direction.

OPM established an annual update requirement for the HCOP, but prescribed biennial coverage for the first release. There will be internal quarterly reviews of the HCOP through EPA's HRStat review process. In addition, OPM will conduct annual human capital reviews through the CHCO. The HCOP not only displays the actions and goals of EPA, but aligns those actions and goals to the human capital framework and the Federal Workforce Priorities Report from OPM. The HCOP serves as a mechanism for strategically aligning agency-specific goals with federal-wide priorities. Further, it is a living document and subject to change based upon federal-wide and/or agency-specific strategic goals.

EPA's Mission: To Protect Human Health and the Environment

Goal 1: Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety.

Goal 2: Cooperative Federalism: Rebalance the power between Washington and the states to create tangible environmental results for the American people.

Goal 3: Rule of Law and Process: Administer the law, as Congress intended, to refocus the Agency on its statutory obligations under the law.

Objective 3.5 - Improve Efficiency and Effectiveness: Provide proper leadership and internal operations management to ensure that the Agency is fulfilling its mission.

Human Capital-Centered Strategies for Achieving Objective 3.5

EPA will modernize and improve business processes and operations to promote transparency, efficiency, and effectiveness; enhance collaborative, results-driven partnerships with internal and external business partners; recruit, develop, and maintain a highly-skilled, diverse, and engaged workforce; and improve the capabilities and cost-effectiveness of its information technology and information management systems.

EPA will ensure its workforce is positioned to accomplish the Agency's mission effectively by providing access to quality training and development opportunities that will improve staff and manager skills, knowledge, and performance, and prepare them to capitalize on opportunities that advance progress. EPA will improve its workforce planning and management, strengthen its Senior Executive Service, and focus on developing and maintaining a highly-skilled technical workforce.

To ensure that critical environmental and human health information is adequately protected, EPA will strengthen its cybersecurity posture. The Agency will focus on implementing two key cybersecurity priorities—the mandated federal-government-wide Continuous Diagnostics and Mitigation effort, and the complementary EPA-specific Cyber Risk Mitigation Projects. These two priorities introduce or improve upon dozens of cybersecurity capabilities, enhance the Agency's ability to respond to threats, and improve EPA's privacy posture via the Privacy Act of 1974. EPA will work closely with the Department of Homeland Security and other partners in implementing CDM capabilities.

Human-Capital Centered External Factors and Emerging Issues

The EPA faces many factors that may impede its ability to promote effective and efficient internal operations. The Agency's ability to attract and retain staff skilled in human resources, IT/IM, cybersecurity, and acquisition management and staff with scientific and technical expertise is a continuing challenge in improving Agency operations. A lack of category-focused skills and business acumen can negatively affect strategic sourcing decisions. Myriad federal acquisition and grant requirements, complex processes and varying levels of expertise across Agency programs often prevent the timely awarding of contract and grant vehicles to meet Agency demands. There is also great external competition in the federal sector for qualified acquisition specialists. The EPA must increase its competencies in these areas through a robust training program for staff and managers while also improving processes and mission critical competencies. In addition, the agency is actively participating in OPM's initiative to attract and retain cyber-security professionals.

EPA's Human Capital Operating Plan Goals

Given the EPA's mission, human capital strategies for achieving strategic Objective 3.5, and the external factors and emerging issues, the agency will concentrate its human capital actions on the following five categories:

- Technology
- Workforce Planning and Succession Management
- Talent Acquisition
- Talent Development
- Performance Management

Technology

Currently, the EPA relies on various human resources applications for its day-to-day functions. These applications are neither linked to nor aligned with one another, which has resulted in Agency staff having to learn and utilize disparate and sometimes redundant systems. Fixing this is a pressing priority. Over the course of fiscal years 2018- and 2022, the EPA intends to build and/or acquire cost-effective, efficient and user-friendly HR systems that are appropriate and responsive to the Agency's evolving human resources needs. Specifically, the Agency will:

- Improve Information Technology products and services for HR programs
- Develop a universal position description library
    - Create consistency across the enterprise for position descriptions
    - Speed up the classification process
    - Facilitate timely recruitment
- Improve accountability for Agency-wide HR products and services

Workforce Planning & Succession Management

During the last three fiscal years (FY15, FY16, and FY17) approximately 21% of EPA's staff was eligible for retirement (Table 1). Even though, on average, only 4.4% of employees actually retire each year, the Agency still must prepare for the possibility that more than a fifth of its workforce could retire at any given moment. This is where workforce planning and succession management come into play.

Table 1: Retirement Eligible Employees by Fiscal Year (FY)

	FY15	FY16	FY17	FY18
Retirement Eligible (numbers)	3,088	3,158	3,277	3,282
Retirement Eligible (percentage)	21%	21.4%	21.7%	24.1%
Actual Retirements (numbers)	644	500	789	514
Actual Retirement (percentage) permanents/ Actual Retirements	4.3%	3.4%	5.5%	3.8%

Workforce planning is a strategic process by which an agency can meet current and future workforce needs by ensuring its workforce maintains the competencies and proficiency levels needed to achieve optimal mission performance. Succession management is a component of workforce planning that focuses on the skills required for leadership and/or mission critical occupations (MCOs). EPA uses OPM's Workforce Planning Model and has a succession management framework that is aligned with that model. Both are shown below.

OPM's Workforce Planning Model (continued)

EPA's Succession Management Framework

To strengthen its workforce planning and succession management processes, the EPA will:

- Support workforce shaping efficiencies via established tools such as Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP) efforts, as circumstances, budgets, and priorities dictate.
    - Create a best-practices guide from previous VERA/VSIP efforts
    - Create standard VERA/VSIP templates and business cases

    - Refine the intake system for VERA/VSIP
    - Enhance post VERA/VSIP actions (tracking positions, restructures and eliminations)
- Identify our competency gaps across the enterprise
    - Secure a contract vehicle for a competency assessment tool
    - Pilot the tool with several program and regional offices
    - Evaluate and modify the competency tool
    - Update and deploy the tool based on user feedback from the pilot

Talent Acquisition

Talent acquisition is the process of recruiting and hiring highly skilled staff that meet the Agency's needs, including paid and unpaid employees, contractors, and volunteers. In recent years, hiring has slowed at the EPA due to budget constraints and funding reallocations. That, coupled with low unemployment rates across the country, has made it more important than ever for the Agency to attract and retain high performing individuals. To accomplish this, EPA will:

- Streamline the current recruitment processes
    - Minimize the time and/or money required of the current web-based talent acquisition system

Talent Development

All EPA employees contribute to the mission, vision, and goals of the Agency. This is especially true of supervisors and other leaders, who must have the ability to effectively manage people to sustain an environment that drives continuous improvement in performance. The EPA recognizes the need: 1) for increased employee development opportunities; and 2) to facilitate employee participation in those training and development activities. To address the first need, the EPA will initially Increase support for first-line supervisors by:

    - Updating curriculum for first-line supervisors
    - Rolling out a communication and implementation plan for the new curriculum

The agency will then expand support to the highest supervisory level by formalizing an executive rotation program. To facilitate overall employee participation in training and development activities regardless of supervisory status, the EPA will implement FedTalent as the Agency's enterprise learning management system.

Performance Management

The EPA has a very customer-focused mission that strives to ensure future generations inherit a cleaner, healthier environment that supports a thriving economy. That is a broad and tall order. With that in mind, it is essential that the Agency maintains a performance management system that effectively differentiates between high and low performance, and links individual/team/program/office performance to Agency goals and desired results. For this to occur, performance plans must include qualitative and quantitative measures that distinguish between various levels of performance. To accomplish this, the EPA will:

- Review and publish off-the-shelf tools for supervisors to use in conduct or performance matters
- Enhance the Agency's awards program

Complete details on each of the previously discussed human capital priorities can be found in Appendix A, Human Capital Operating Plan Matrix. The matrix includes action steps for each priority along with the corresponding key milestones, performance measures/quantifiable targets, and responsible parties and points of contact within the Agency.

HCOP Evaluation

The EPA will, on an on–going basis monitor, measure, analyze, and evaluate the effectiveness of its HCOP. The Agency will do this by aligning its quarterly HR-Statistics (HRStat) data reports with the priorities identified in the HCOP. The Plan will be modified and adjusted based on HRStat data and feedback from senior leaders, including but not limited to the: Director of Human Resources, Chief Human Capital Officer, and Principal Deputy Assistant Administrator for the Office of Mission Support. In addition, the EPA's human capital professionals will continue to work collaboratively with senior officials to carry out the HCOP and explore new approaches to human capital issues, challenges, and processes.

The EPA's Human Capital Operating Plan engages all organizational units in the management of their most important resources, our employees. It also establishes a more data-driven process for making human capital decisions in the future. EPA's senior leaders endorse this plan and look forward to working with all key stakeholders as the Agency creates a more efficient workplace through the effective management of our human capital.

Appendix F – EEO Strategic Plan FY19-21

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Message from the Director

The Office of Civil Rights (OCR) is critical to the Agency achieving its mission to protect human health and the environment. The mission of OCR is to *create a model civil rights program that improves the employment experience at EPA*. To do this OCR ensures that civil rights law, policies and procedures are followed by all EPA employees to create a work environment that maximizes their potential. We all have a role in building a model civil rights program. It is critical that every employee have a work environment that is free of discrimination on the basis of a person's race, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), disability, retaliation, and genetic information. It is also imperative that EPA promotes equal employment opportunity (EEO) in the workplace so that applicants and employees representing the diversity of our nation have equal access to employment and advancement. OCR is not exclusively responsible for promoting a workplace free of discrimination, we all have a role.

After assuming the role of Director in May 2018, I developed five guiding principles for OCR. The staff has been encouraged to adopt these principles as an approach to engage clients and work. The principles are:

- Timeliness of regulatory deliverables and services
- Customer Service – internally and externally, utilizing a user-based approach to all that we do
- Collaboration/Cooperation – build partnerships and engage stakeholders
- Innovation – bring creativity to the work we do and improve upon our successes
- Expertise – work daily to improve what we do. We own and stand by our work. We are accountable.

These guiding principles are meant to be a point of reflection for our staff as we engage the larger EPA community. Hopefully, you have already begun to see the impact of these principles. OCR has already implemented process improvements aimed at enhancing customer service. We have made significant strides in reducing the processing times of formal investigations under the Title VII program. We are looking to advance the Reasonable Accommodations (RA) program through the adoption of technology. We are also examining our MD-715 process to find efficiencies. And most importantly, we are building stronger and more productive relationships with our key internal and external stakeholders.

These are just the first few steps we intend to take, as we strive to build a model civil rights program. We recognize that we cannot achieve success alone. We welcome your contributions to our efforts.

United States Environmental Protection Agency Office of Civil Rights, FY2019 – 2021 Strategic Plan

Introduction

The EPA's Office of Civil Rights provides leadership, direction, and guidance in carrying out the Agency's equal EEO program. OCR ensures compliance with federal nondiscrimination employment laws, regulations, and executive orders (EO), involving informal and formal complaints of discrimination filed under Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967 (ADEA), as amended; the Rehabilitation Act of 1973, as amended; the Equal Pay Act of 1963, as amended; and Title II of the Genetic Information Nondiscrimination Act of 2008. Additionally, OCR ensures compliance with EO 11478, "Equal Employment Opportunity in the Federal Government," as amended. EPA leadership has established civil rights as one of its top priorities by recognizing that equal opportunity for employment and advancement supports a diverse and talented workforce, which is critical to the Agency's mission.

OCR is a national program that touches every employee of EPA. OCR's Strategic Plan, FYs 2019 – 2021 (The Plan) involves a comprehensive national approach that will provide guidance on how to promote fair and equitable treatment for all employees and applicants. The plan not only addresses current challenges but is forward looking and designed to support the future of the Agency. As it relates to the Agency's Strategic Plan, 2018-2022, OCR's primary nexus is with Goal 3, Objective 3.5 *Improve Efficiency and Effectiveness*. The focus of Objective 3.5 is operational improvement. Within the Employee Complaints and Resolution (ECRS/Title VII) program, OCR has worked to improve several processes through the EPA Lean Management System (ELMS). This includes investigations and Final Agency Decisions (FADs).

OCR will use this strategic plan as a management tool to guide OCR's path forward by tracking progress and addressing challenges. The strategic goals are supported with an objective, measures, and timeframes for implementation. Each of the three programs in OCR will have to develop plans to meet the overall objectives identified in the strategic plan.

Strategic Goals Overview/Framework

The goals within the Plan are derived from the six essential elements of a model EEO program as prescribed by the Equal Employment Opportunity Commission (EEOC). Per the EEOC, "These six essential elements serve as the foundation upon which each agency shall build an EEO program."[1] They are as follows:

- Demonstrated commitment from Agency leadership
- Integration of EEO into the Agency's strategic mission
- Management and program accountability
- Proactive prevention of unlawful discrimination
- Efficiency
- Responsiveness and legal compliance

[1] "Instructions to Federal Agencies for MD-715, Section I the Model EEO Program," https://www.eeoc.gov/federal/directives/md715/section1.cfm

For the purposes of the Plan, two essential elements were combined to form a goal, resulting in three overarching goals. The essential elements were combined based on their ability to mutually support the intent of the other. As a result, the three goals of the Plan are:

- Goal 1: Demonstrated commitment from Agency leadership; integration of EEO into the Agency's strategic mission
- Goal 2: Management and program accountability; efficiency
- Goal 3: Proactive prevention of unlawful discrimination; responsiveness and legal compliance

Each goal has associated objectives that are high-level activities that support the actualization of the goal. Each objective has associated strategic activities (SA) that serve as metrics that allow for determining progress on completion of the objective. These established goals will serve as the foundation for OCR's efforts to create a model civil rights program that improves the employment experience at EPA.

Goal 1:

Demonstrated commitment from Agency leadership; integration of EEO into the Agency's strategic mission

Objective 1.1

Assess and ensure EEO principles are a part of EPA culture

The basis for creating a model civil rights program is a demonstrated commitment from EPA senior leadership. The commitment to EEO is evident at all levels of the Agency as demonstrated through Agency policy, strategic planning, messaging, and resource allocation. Overall, the commitment from Agency leadership conveys the importance of EEO and a workplace free of discrimination to mission success.

Strategic Activities

- SA-1: Institute quarterly meetings with the Administrator and/or Deputy – **FY 20 Q2**
- SA-2: Develop policy requiring programs and regions to amplify EEO policy and Anti-Harassment Statements released by Administrator – **FY 20 Q3**
- SA-3: Develop proposals for Senior Executive Service (SES) A3 projects (for use in FY21) – **FY 20 Q3**
- SA-4: Develop proposal to link EEO with the Agency's next strategic plan (FY 2022) – **FY 21 Q1**
- SA-5: Evaluate effectiveness of SES performance standards guidance on Leading People – **FY 21 Q1**

Objective 1.2

Ensure broader engagement with EPA programs/regions and senior leadership (DCROs)

It is important for the Agency's senior leadership and programs/regions to be actively engaged in the implementation of the EPA's civil rights program. This is ensured through effective means of communication and access to senior leadership and program officials.

Strategic Activities

- SA-1: Reestablish regular meetings with Director of OHR – **FY 20 Q3**
- SA-2: Establish regular meetings with the Shared Service Centers – **FY 20 Q2**
- SA-3: Conduct regional (4) and program (4) site visits – by **FY 20 Q4**
- SA-4: Reestablish relationship with the Project Management Officials (PMOs) – **FY 20 Q4**
- SA-5: Hold OCR/OHR policy summit – **FY 21 Q1**
- SA-6: Host conference for EEO Officers and PMOs – **FY 21 Q3**
- SA-7: Hold Lead Region transition meeting – **FY 21 Q4**

Objective 1.3

Involve mid-level management in the implementation of EEO

All levels of Agency management are essential to achieving a model civil rights program. The Plan will focus on engaging mid-level/hiring managers for the program's implementation.

Strategic Activities

- SA-1: Provide agency managers with a briefing on the Special Emphasis Programs (SEPs) – by **FY 20 Q3**
- SA-2: Create brown-bag series for mid-level management – **FY 20 Q3**
- SA-3: Engage the First Line Supervisors Group (FLAG) group and establish plan for continued coordination – **FY 20 Q4**
- SA-4: Review performance standard EEO requirements for all Agency management and revise as necessary to include measurable results – by end of **FY 21 Q3**

Considerations

It is critical for OCR to utilize its partners across the Agency to meet this strategic goal. OCR has not fully maximized the resources available to engage EPA's senior leadership, particularly the DCRO network. To complete the strategic measures associated with Goal 1, OCR must more regularly engage senior leadership and recognize them as partners in achieving the objectives of the program. Support from Agency leadership is essential; it will allow OCR to better engage and utilize the Special Emphasis Programs (SEPs), EEO Officers, and other collateral duty support as we build a model program and integrate EEO into the strategic mission.

Goal 2:

Management and program accountability; efficiency

Objective 2.1

Evaluate the Agency's EEO program

It is good practice for organizations to conduct periodic assessments of structure and staffing. OCR will conduct an evaluation of the current structure and staffing to determine if it is positioned well to meet the goals being laid out in this plan. The regions have been realigned to mirror the structure of headquarters' operations. Given the current FTE regions are provided, the realignment, sound position management and other factors, OCR will engage DRA and/or ARA's on this activity early and often.

Strategic Activities

- SA-1: Clarify roles and responsibilities of EEO program officials – **FY 20 Q4**
- SA-2: Benchmark structure of regional and program office support (i.e., EEO Officers and Program Management Officials (PMOs))– **FY 20 Q4**

Objective 2.2

Improve the Agency's Special Emphasis Programs (SEPs)

The Special Emphasis Programs (SEPs) have an essential role in the implementation of the Agency's civil rights program. Special Emphasis Program Managers (SEPMs) serve an important function as advisors to management in their programs and regions on civil rights matters. However, with the assistance of OCR, SEPMs can be better equipped to support EPA's civil rights objectives. Instituting a more formalized governance structure for the SEPs will help to better position them to support the civil rights program.

Strategic Activities

- SA-1: Meet with the SEP Council chairs to formally reengage SEP community – **FY 20 Q3**
- SA-2: Develop revised workplan template for SEPs – **FY 20 Q3**
- SA-3: Hold SEP chair one-day conference – **FY20 Q4**
- SA-4: Review SEP handbook and revise as necessary – **FY 21 Q1**
- SA-5: Fill vacant SEP chair roles – **FY 21 Q1**

Objective 2.3

Enhance the EPA's affirmative action plan for persons with disabilities

The EPA can enhance support for persons with disabilities (PWD) who are current employees or applicants for employment. Some services supporting PWD at the Agency are decentralized and not effectively promoted. To improve access to information and services for PWD, OCR will work to ensure clarity and guidance for available resources.

Strategic Activities

- SA-1: Post Agency's Affirmative Action Plan for PWD on website – **FY 20 Q3**
- SA-2: Finalize guidance on Personal Assistance Services (PAS) – **FY 20 Q3**
- SA-3: Hold Local Reasonable Accommodations Coordinator Training – **FY 20 Q3**
- SA-4: Review RA procedures/revise as necessary – **FY 20 Q4**
- SA-5: Evaluate effectiveness of PAS guidance – **FY 21 Q2**

Objective 2.4

Improve administrative and operational functions

To support the implementation of a model civil rights program, the administrative functions and operations will be evaluated. The evaluation will focus on efficiency and innovation. Emphasis on effective administrative and operational functions are the cornerstone of successful organizations.

Strategic Activities

- SA-1: Redevelop and launch new internet, intranet and SharePoint sites – by **FY 20 Q3**
- SA-2: Establish new correspondence and FOIA procedures – **FY 20 Q23**
- SA-3: Catalogue all administrative functions and develop SOPs for each – **FY20 Q3**
- SA-4: Bring online an electronic system for processing reasonable accommodations requests - **FY 20 Q3**
- SA-5: Develop visual management tool for the MD-715 development process – **FY 21 Q1**

Considerations

Organizations must be appropriately structured and staffed to effectively deliver on their mission. OCR is no exception and must examine its current structure and internal processes to achieve the goals and objectives highlighted in this plan. Additionally, OCR must ensure that its employees are equipped and supported to ensure high performance. This evaluation also includes benchmarking its performance against better performing and similarly situated agencies.

Goal 3:

Proactive prevention of unlawful discrimination; Responsiveness and legal compliance

Objective 3.1

Deliver EEO training to Agency managers and supervisors

Effective training can help to ensure compliance, understanding and accountability. Per the EEOC, "The agency provides managers and supervisors with initial and regular refresher training to understand their responsibilities under civil rights laws, and how these responsibilities figure into the success of the agency's EEO program and overall mission."[2] Although OCR regularly provides training in several areas, a more concerted effort to improve its effectiveness and delivery will be developed.

Strategic Activities

- SA-1: Achieve 100% completion rate for No FEAR training (2020) – end of **FY20 Q4**
- SA-2: Develop and provide training and policy dissemination on Personal Assistance Services, anti-harassment, retaliation, and religious and disability accommodations – **FY 20 Q4**
- SA-3: Develop revised Title VII training – **FY20 Q4**
- SA-4: Develop RA 2.0 training – **FY 21 Q1**
- SA-5: Provide 6 training sessions on the Title VII complaints process and Alternative Dispute Resolution (ADR) – by end of **FY 21 Q4**
- SA-6: Provide 4 training sessions of the 2.0 RA training – FY 21 Q4

[2] Ibid.

Objective 3.2

Achieving progress on national priority objectives

Barrier analysis is the foundation of the OCR's affirmative employment program and plays a vital role in helping to prevent unlawful discrimination in the workplace. Some forms of discrimination are not easily identifiable and may be buried in institutional structures and policies. Barrier analysis is a method to determine if any identified triggers are a result of discrimination.

Strategic Activities

Upward Mobility of Hispanics

- SA-1: Complete barrier analysis efforts (Hispanic and Disabilities) – **FY 20 Q3**
- SA-2: Finalize report of finding from barrier analysis efforts – **FY 20 Q4**
- SA-3: Implementation of findings – **FY 21 Q1**

Increased Use of Schedule A

- SA-1: Complete barrier analysis efforts – **FY 20 Q3**
- SA-2: Finalize report of finding from barrier analysis efforts – **FY 20 Q4**
- SA-3: Implementation of findings – **FY 21 Q4**

Applicant-flow for the Attorney-Advisor Series (0905)

- SA-1: Implementation of new hiring process for attorneys – **FY 20 Q4**
- SA-2: Analysis of data collected in FY 20 – **FY 21 Q1**

Applicant-flow for Career development Opportunities

- SA-1: Develop standard approach for offering CDO to EPA employees – **FY 20 Q4**

Objective 3.3

Achieving progress in meeting Title VII regulatory objectives

EPA's use of ADR must be improved. As of FY 2018, the Agency was below the EEOC's targeted ADR participation rate of 50% in the pre-complaint stage of Title VII. With increased awareness about ADR, resource allocation and the support of senior leadership, the Agency can improve ADR usage rates during the informal stage of the complaint process.

Strategic Activities

- SA-1: Assess current state of ADR program - **FY 20 Q3**
- SA-2: Benchmark best practices of ADR from other federal agencies - **FY 20 Q3**
- SA-2: Improve timeliness of FADs by 25% from 138 days (118) – by end of **FY 20 Q4**
- SA-3: Achieve investigation completion timeliness rate of 93% – by end of **FY 20 Q4**
- SA-5: Develop ADR guide - **FY 20 Q4**

Considerations

It is important for EPA managers and supervisors to understand their critical role in supporting EEO and building a model civil rights program. Managers and supervisors make hiring decisions, approve or deny reasonable accommodations requests, complete affidavits for Title VII investigations, and many more tasks that directly impact equal employment opportunities, diversity and inclusion, and civil rights. They must uphold and be held accountable for these functions. It is OCR's responsibility to ensure that managers have access to tools that can enable them to a complete their civil rights managerial functions.

EEOC has prioritized the use of ADR in the pre-complaint stage of Title VII. In the January 2018 Technical Assistance Visit Compliance letter, EEOC noted the Agency's falling ADR participation rate. EEOC's goal is for the Agency to have a 50% ADR participation rate during the pre-complaint stage. However, ADR is used throughout EPA for different purposes, which admittedly can be confusing. OCR must clearly define how ADR is implemented in the EEO process by providing tools to employees that explain the purpose and the benefits of using ADR.

Appendix G – EPA Employee Relations Information

U.S. Environmental Protection Agency

Office of Human Resources

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Appendix H – EPA Order 3120.1

EPA TRANSMITTAL

CLASSIFICATION NO.: 3120.1

APPROVAL DATE: 9/20/85

ADDRESSEE

CONDUCT AND DISCIPLINE

1. PURPOSE. This Transmittal provides an Order updating policies and procedures covering employee misconduct and corrective discipline actions in EPA.

2. EXPLANATION. This Order is replacing the Conduct and Discipline Manual, dated October 18, 1976. A new Manual is not needed because it would duplicate material in two recent issuances by the Office of General Counsel which covers general conduct and financial disclosures. The two issuances are entitled U.S. EPA Guidance on Ethics, and the 40 CFR Part 3 (EPA Responsibilities and Conduct).

3. SUPERSESSION. EPA Conduct and Discipline Manual, dated October 18, 1976 and Transmittals 1 and 2.

4. FILING INSTRUCTIONS. File the attached material in numerical order in a three-ring binder established for the EPA Directives System.

for Gary M. Katz, Director
Management and Organization Division

ORIGINATOR: Personnel Management Division/Office of Administration

EPA Form 1315-12 (Rev. 7-82) REPLACES EPA FORMS 1315-1A AND THE PREVIOUS EDITION OF 1315-12.

CONDUCT AND DISCIPLINE

1. PURPOSE. This Order prescribes policies governing employee conduct and corrective disciplinary actions in the Environmental Protection Agency.

2. REFERENCES.

a. Federal Personnel Manual, Chapter 751, "Discipline".

b. EPA Order 3120.3A, dated March 18, 1980, "Employee Alcoholism and Drug Abuse Program".

c. FPM Letter 751-2, dated February 4, 1983, "Taking Action on the Problem Employee".

d. FPM Letter 751-3, dated October 6, 1983, "Suggested Table of Actions for Correcting Employee Misconduct".

e. EPA Order 3110.6B, dated July 29, 1985, "Adverse Actions".

3. GENERAL. The Environmental Protection Agency requires all its employees to adhere to the Agency Regulations on Employee Responsibilities and Conduct (40 CFR, Part 3) and to maintain levels of behavior and efficiency which conform to the highest ethical standards and promote the best interests of EPA and the Federal Service. Likewise, all managers and supervisors are responsible for maintaining a climate of constructive discipline within their organizations by good example and practice, clear instruction, fair and equal treatment of all employees, and firm and decisive leadership.

4. POLICY. It is EPA policy that primary emphasis be placed on preventing situations requiring disciplinary actions through effective employee-management relations and that when work performance and/or conduct are not maintained at acceptable levels, constructive corrective action be taken by responsible supervisors on a timely basis.

5. DETERMINING CORRECTIVE ACTION TO BE TAKEN. All EPA supervisors and management officials are responsible for taking appropriate corrective actions for which they have been delegated authority and for recommending to higher level officials disciplinary action considered appropriate in other cases. Any supervisor or management official with supervisory duties may take informal corrective actions (paragraph 6 below) and issue official written reprimands (subparagraph 7a below) unless these authorities have been specifically withheld. The following principles will be observed in the exercise of both formal and informal corrective actions:

a. The action taken must be consistent with the precept of like penalties for like offenses, with mitigating or aggravating circumstances taken into consideration. The action taken should be fair and equitable; and if a penalty is warranted, it should be no more severe than sound judgment indicates is required to correct the situation and maintain discipline. The Appendix to this Order should serve as a guide to appropriate actions for most offenses.

b. No action may be taken against an employee on any basis prohibited by 5 U.S.C. 2302, "Prohibited Personnel Practices".

6. INFORMAL CORRECTIVE ACTIONS. When a supervisor decides that corrective action is necessary, he or she should first consider informal measures which are non-punitive in nature but which will adequately instruct offending employees and remedy problem situations. Supervisors are urged to review the facts of individual cases and consider one or more of the following informal measures before formal corrective actions, which are recorded in an employee's official personnel folder, are used.

a. Closer Supervision. The correction of employee misconduct may require nothing more than closer supervision. The supervisor should inform the employee of the reason for the closer supervision and encourage the employee to cooperate to remedy the problem.

b. Oral Admonishment. The most common corrective action is usually the face-to-face session between employee and supervisor. Such discussions should be conducted in private to avoid undue embarrassment to the employee. The tone should be informal and relaxed. The supervisor should advise the employee of the specific infraction or breach of conduct and encourage the employee to explain his or her side of the matter or offer any comment he or she wishes to make. After listening to the employee, the supervisor must decide if he or she should continue. If still warranted, the supervisor should administer the admonishment and outline what steps he or she feels are necessary to preclude its recurrence.

c. Written Warnings. A written warning should describe exactly what improper actions the employee is engaging in, outline positive corrective steps, and state what penalty might result if the actions continue. A copy of the written warning is not placed in the employee's official personnel folder, but a copy should be retained in the supervisor's personal files. Written warnings are often effective in influencing those employees who require a tangible expression of a supervisor's views. This kind of corrective action lacks the give and take of the oral interview and should usually be employed only if the supervisor has already tried an oral warning or feels that it would be inappropriate.

7. FORMAL DISCIPLINARY ACTIONS. A formal disciplinary action may be an official written reprimand, a suspension, a change to a lower grade, or removal from the civil service. Records of formal disciplinary actions become a part of the employee's official personnel folder. Supervisors should initiate such actions only after coordinating any proposed action with their servicing Personnel Offices. Detailed information concerning formal disciplinary actions is contained in the paragraphs below.

a. Official Written Reprimand. An official written reprimand is a letter or memorandum issued to an employee by an authorized supervisor or management official to correct an employee's conduct, attitude, work habits, or other factors which have a relationship to his or her employment, and to maintain the efficiency, discipline, and morale of the work force. It is filed in the employee's official personnel folder for a period of up to two years. This type of disciplinary action may be used for a situation or offense which is (1) serious and warrants more than an informal measure, or (2) in the case of repeated infractions of a minor nature. (It should not be confused with the written warning discussed in subparagraph 6c above.) Before issuing an official reprimand, the supervisor must fully discuss the incident with the employee to permit the employee to present his or her side of the situation. If after the employee presents his or her views, the supervisor considers a reprimand to be warranted, the supervisor should prepare the written reprimand in accordance with subparagraph 7a(1) below. (See sample in Figure 1.)

(1) Contents. The following information shall be incorporated in the body of an official reprimand:

(a) A description of the facts in sufficient detail to assure that the employee will fully understand the violation, infraction, misconduct, or other action or omission for which he or she is being reprimanded. The supervisor should include in the reprimand specifics as to times, places, dates, and events, and refer to the discussion mentioned in subparagraph 7a above.

(b) A statement that the document is an official reprimand and that it will be made a matter of record and filed in the employee's official personnel folder for a period not to exceed two years.

(c) A restatement of any former incidents if the reprimand is a follow-up of previous offenses and the action is a continuation of constructive discipline. If the employee failed to take any remedial action previously stipulated, that fact should also be included.

(d) A warning that any future similar occurrence or other misconduct may result in more severe disciplinary measures.

(e) Assistance which is available to the employee for remedial purposes or as a means of helping him or her overcome the deficiency and avoid future recurrence, and any action required of him or her.

(f) A statement that the employee may file a grievance under the Agency's Administrative Grievance System contained in EPA Order 3110.8 or under an applicable negotiated grievance procedure, whichever applies.

(2) Placement and Retention of Reprimand in Official Personnel Folder. The supervisor shall retain a copy of the reprimand and forward one copy to the servicing Personnel Office for filing in the employee's official personnel folder. If decided later through the grievance procedure that the reprimand is not warranted, the reprimand must be withdrawn by the Personnel Office from the personnel folder and the employee notified by the Personnel Office of such action. Once the reprimand is removed, it shall be destroyed and regarded as never having occurred. Reference may not be made to the withdrawn action as a previous official action, and the reprimand may not be used or relied upon to support a subsequent action. Unless withdrawn earlier, a written reprimand shall be removed from the official personnel folder no later than two years from the date of issuance. A reprimand which is removed from the OPF after two years may be referred to in a subsequent adverse action.

b. More Severe Disciplinary Actions. The following corrective actions are considered adverse personnel actions and require that the procedures in EPA Order 3110.6B, Adverse Actions, be followed. Supervisors must consult with their servicing Personnel Office in advance of any proposal to take an adverse action against an employee.

(1) Suspension. Suspension is placing an employee in an involuntary non-duty and non-pay status. Since suspensions result in a loss of productive capacity to the EPA and represent a financial loss to employees, they should be imposed as disciplinary actions only after admonitions or reprimands have been used without success or when the offense requires a more stringent corrective action.

(2) Reduction in Grade. While most actions to reduce compensation and most changes to lower grade will not be for the purpose of disciplining employees, a change to lower grade for cause is a valid disciplinary penalty. There may be instances in which the employee's conduct warrants demoting him or her from the position but not removing him or her from the service.

(3) Removal. Actions to remove employees from their positions are appropriate when an employee's misconduct, delinquency, carelessness, or negligence are such that a separation from the service must be effected in order to promote the efficiency of the service. Fighting, repeated or prolonged leave abuse, theft, falsification of official documents, repeated infractions involving less severe misconduct, or major violations of Agency codes of conduct are examples of conduct which may require removal from the Federal Service.

8. DISCUSSIONS WITH EMPLOYEES. Where a labor organization has been accorded exclusive recognition, it has the right to be represented at formal discussions between supervisors or management officials and employees concerning grievances, personnel policies and practices, or other matters affecting general working conditions of employees in the particular unit of recognition. Individual counseling sessions concerning individual problems, actions or work performance conducted by a supervisor with a unit employee are not formal discussions, and there is no requirement that the union be given the opportunity to be represented. However, if the situation involves questioning that the employee reasonably believes may result in disciplinary action against him or her, the employee may request union representation [5 U.S.C., 7114(a)(2)(B)]. Any questions about meetings with employees and invitations to exclusive union representatives to attend meetings should be discussed with the appropriate servicing Personnel Office prior to holding such meetings.

9. SPECIAL CONSIDERATIONS: ALCOHOL, DRUGS, AND OTHER PERSONAL PROBLEMS. In discussing a conduct or performance problem with an employee, he or she may introduce a problem with alcohol or drugs, or a personal situation which is affecting conduct or performance. In other cases, a supervisor may only suspect the existence of alcohol or drug abuse or a personal problem as the reason for a deficiency. In either of the above situations, supervisors should immediately contact their servicing Personnel Office for guidance and advice on the appropriate steps. In cases of alcohol and drug problems, the Agency is specifically required to offer rehabilitative assistance. Policies and procedures related to the Agency Employee Alcoholism and Drug Abuse Program are contained in EPA Order 3120.3A, dated March 18, 1980.

Howard M. Messner
Assistant Administrator
for Administration and
Resources Management

APPENDIX - GUIDANCE ON CORRECTIVE DISCIPLINE

Determining Appropriate Penalties

The Merit System Protection Board, in Douglas vs. Veterans Administration, MSPB Docket No. AT075299006 (April 10, 1981), has outlined a number of factors that should be considered in determining the appropriateness of a penalty. While not exhaustive, those generally recognized as relevant include the following:

(1) The nature and seriousness of the offense, and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical, or inadvertent, or was committed maliciously or for gain, or was frequently repeated;

(2) The employee's job level and type of employment, including supervisory or fiduciary role, contacts with the public, and the prominence of the position;

(3) The employee's past disciplinary record;

(4) The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;

(5) The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisors' confidence in the employee's ability to perform assigned duties;

(6) Consistency of the penalty with those imposed upon other employees for the same or similar offenses;

(7) Consistency of the penalty with any applicable agency table of penalties;

(8) The notoriety of the offense or its impact upon the reputation of the Agency;

(9) The clarity with which the employee was on notice of any rules that were violated in committing the offense, or had been warned about the conduct in question;

(10) Potential for the employee's rehabilitation;

(11) Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, mental impairment, harassment, or bad faith, malice or provocation on the part of others involved in the matter; and

(12) The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

Not all of these factors will be pertinent in every case, and frequently in an individual case some of the pertinent factors will weigh in the employee's favor while others may not, or may even constitute aggravating circumstances.

Table of Offenses and Penalties

This table should be used as a guide by supervisors in order to facilitate comparable action throughout the Agency in comparable cases. While penalties for offenses will usually fall within the ranges indicated, in unusual circumstances greater or lesser penalties may be applied unless otherwise provided by law. The list of offenses in this table is not meant to be all inclusive. For offenses not listed, penalties may be imposed which are consistent with penalties listed in the table for offenses of comparable gravity. Days always means calendar days.

Nature of Offense	1st Offense	2nd Offense	3rd Offense
1. Attendance-related offenses.			
a. Unexcused tardiness. This includes delay in reporting at the scheduled starting time, returning from lunch and returning after leaving work station on official business. 4th offense may warrant 5-day suspension to removal.	Oral admonishment	Oral admonishment to 1-day suspension	Oral admonishment to 5-day suspension

Nature of Offense	1st Offense	2nd Offense	3rd Offense
b. Absence without leave (AWOL). These penalties generally do not apply to AWOL charged for tardiness of 1/2 hour or less. (See 1a above.) This offense includes leaving the work station without permission. Penalty depends on length and frequency of absences. If absence exceeds 5 consecutive work days, employee may be removed at anytime.	Written reprimand to 5-day suspension	1-day to 14-day suspension	5-day suspension to removal
c. Failure to follow established leave procedures.	Written reprimand to 5-day suspension	1-day to 5-day suspension	5-day suspension to removal
2. Breach of safety regulations or practices.			
a. Where imminent danger to persons or property is not involved.	Written reprimand to 1-day suspension	1-day to 14-day suspension	5-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
b. Where imminent danger to persons or property is involved. "Persons" includes "self". Penalty depends on seriousness of injury or potential injury and extent or potential extent of damages to property.	Written reprimand to removal	14-day suspension to removal	Removal
3. Breach of security regulations or practice.			
a. Where restricted information is not compromised and breach is unintentional.	Oral admonishment to 5-day suspension	Written reprimand to 14-day suspension	5-day suspension to removal
b. Where restricted information is compromised and breach is unintentional.	Written reprimand to removal	14-day suspension to removal	Removal
c. Deliberate violation.	30-day suspension to removal	Removal	
4. Offenses related to intoxicants. Supervisors should follow the procedures			

Nature of Offense	1st Offense	2nd Offense	3rd Offense
outlined in EPA Order 3120.3A, Employee Alcoholism and Drug Abuse Program, prior to taking disciplinary action in these cases.			
a. Alcohol-related:			
(1) Unauthorized possession of alcoholic beverages on Government premises or in duty status.	Written reprimand to 5-day suspension	5-day to 14-day suspension	14-day suspension to removal
(2) Unauthorized use of alcoholic beverages while on Government premises or in duty status.	Written reprimand to 14-day suspension	10-day to 30-day suspension	30-day suspension to removal
(3) Reporting to or being on duty while under the influence of alcohol.	Written reprimand to 30-day suspension	14-day suspension to removal	Removal
(4) Sale or transfer of an alcoholic beverage while on Government premises or in a duty status or while any person involved is in a duty status.	Written reprimand to removal	Removal	
b. Drug-related:			
(1) Unauthorized possession of a drug or controlled substance while on Government premises or in a duty status.	5-day to 30-day suspension	14-day suspension to removal	Removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
(2) Unauthorized use of a drug or controlled substance while on Government premises or in a duty status.	14-day suspension to removal	30-day suspension to removal	Removal
(3) Reporting to or being on duty while under the influence of a drug or controlled substance.	30-day suspension to removal	Removal	
(4) Sale or transfer of a drug or controlled substance while on Government premises or in a duty status or while any person involved is in a duty status.	Removal		
5. Making false, malicious or unfounded statements against coworkers, supervisors, subordinates, or Government officials which tend to damage the reputation or undermine the authority of those concerned.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
6. Unhygienic practices which annoy or jeopardize the health of others.	Oral admonishment to 5-day suspension	Written reprimand to 14-day suspension	5-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
7. Conduct which is generally criminal, infamous, dishonest, immoral or notoriously disgraceful.	Written reprimand to removal	30-day suspension to removal	Removal
8. Abusive or offensive language, gestures, or other conduct. (Also see "Discourtesy", 9 below.)	Written reprimand to 10-day suspension	5-day suspension to removal	30-day suspension to removal
9. Discourtesy to the public.	Oral admonishment to 5-day suspension	Written reprimand to 10-day suspension	10-day suspension to removal
10. Stealing, actual or attempted; unauthorized possession of Government property or property of others.			
a. Where substantial value is not involved.	Written reprimand to 30-day suspension	14-day suspension to removal	Removal
b. Where substantial value is involved.	14-day suspension to removal	Removal	
11. Using Government property or Government employees in duty status for other than official purposes.	Written reprimand to removal	5-day suspension to removal	14-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
Penalty depends on the value of the property or amount of employee time involved, the nature of the position held by the offending employee, and other factors. (For misuse of Government vehicles, see 43 below.)			
12. Use of official authority or information for private gain.	14-day suspension to removal	Removal	
13. Failure to obtain required clearance of an official speech or article.	Written reprimand to 5-day suspension	5-day to 14-day suspension	14-day suspension to removal
14. Engaging in private business activities which result in or create the appearance of a conflict of interest.	Written reprimand to removal	20-day suspension to removal	Removal
15. Misuse of official Government credential.	Written reprimand to removal	5-day suspension to removal	10-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
16. Deliberate misrepresentation, falsification, concealment or withholding of a material fact, or refusal to testify or cooperate in an official proceeding.	Written reprimand to removal	5-day suspension to removal	14-day suspension to removal
17. Loss or damage to Government property, records, or information. (Also see 44.) Penalty depends on value of property or extent of damage, and degree of fault attributable to the employee.	Oral admonishment to removal	Written reprimand to removal	5-day suspension to removal
18. Offenses relating to fighting. Penalty depends on such factors as provocation, extent of injuries, and whether action was defensive or offensive in nature.			
a. Threatening or attempting to inflict bodily harm.	Written reprimand to 14-day suspension	14-day suspension to removal	30-day suspension to removal
b. Hitting, pushing, or other acts against another without causing injury.	Written reprimand to 30-day suspension	30-day suspension to removal	Removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
c. Hitting, pushing, or other acts against another causing injury.	14-day suspension to removal	Removal	
19. Delay in carrying out or failure to carry out instructions in a reasonable time.	Oral admonishment to removal	Written reprimand to removal	5-day suspension to removal
20. Insubordinate defiance of authority, disregard of directive, refusal to comply with proper order.	Written reprimand to 14-day suspension	5-day suspension to removal	Removal
21. Sleeping while on duty.			
a. Where no danger to persons or property is involved.	Oral reprimand to 1-day suspension	Written reprimand to 5-day suspension	5-day suspension to removal
b. Where danger to persons or property is involved.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
22. Negligent performance of duties.			
a. Where damage or waste to Government property is insubstantial.	Oral admonishment to 1-day suspension	Written reprimand to 5-day suspension	5-day suspension to removal
b. Where damage or waste to Government property is substantial.	Written reprimand to 10-day suspension	5-day suspension to removal	14-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
23. Offenses related to gambling.			
a. Participating in an unauthorized gambling activity while on Government premises or in duty status.	Oral admonishment to 1-day suspension	Written reprimand to 5-day suspension	10-day suspension to removal
b. Operating, assisting, or promoting an unauthorized gambling activity while on Government premises or in a duty status or while others involved are in a duty status.	Written reprimand to removal	Removal	
24. Unauthorized canvassing, soliciting or peddling on EPA premises.	Oral admonishment to 5-day suspension	Written reprimand to 14-day suspension	10-day suspension to removal
25. Participating in a strike, work stoppage, slowdown, sickout, or other job action.	Removal		
26. Indebtedness where operations or reputation of Agency or its employees are affected.	Oral admonishment to written reprimand	Written reprimand to 5-day suspension	5-day suspension to removal

Nature of Offense	1st Offense	2nd Offense	3rd Offense
27. Forging or falsifying official Government records or documents.	Written reprimand to removal	Removal	
28. Borrowing money or obtaining co-signatures from subordinates.	Written reprimand to removal	20-day suspension to removal	Removal
29. Unauthorized carrying of firearms while on EPA premises.	Written repri- to removal	30-day suspension to removal	Removal
30. Conducting personal affairs while in duty status.	Written reprimand to 1-day suspension	2-day to 10 day suspension	30-day suspension to removal
31. Falsifying time and attendance records for oneself or another employee.	Written reprimand to removal	10-day suspension to removal	Removal

OFFENSES RELATED TO OBSERVANCE OF EMPLOYEE RIGHTS

Nature of Offense	1st Offense	2nd Offense	3rd Offense
32. Sexual harassment.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
33. Discrimination based on race, color, sex, religion, national origin, age, marital status, political affiliation, or handicap.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
34. Interference with an employee's exercise of, or reprisal against an employee for exercising, a right to grieve, appeal, or file a complaint through established procedures.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
35. Reprisal against an employee for providing information to an Office of Inspector General (or equivalent) or the Office of Special Counsel, or to an EEO investigator, or for testifying in an official proceeding.	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal
36. Reprisal against an employee for exercising a right provided under 5 U.S.C. Chap 71 (governing Federal labor-management relations).	Written reprimand to removal	14-day suspension to removal	30-day suspension to removal

OFFENSES PROSCRIBED IN STATUTE

37. Finding by MSPB of refusal to comply with MSPB order or of violation of statute causing issuance of Special Counsel complaint. [5 U.S.C. 1206 (g) (1) and 1207 (b)]	Written reprimand to removal, debarment from Federal Servic not to exceed 5 years, or assessment of civil penalty not to exceed $1,000.
38. Directing or rendering services not covered by appropriations. [5 U.S.C. 3103]	Removal
39. Prohibited political activity.	
a. Violation of prohibition against political contributions. [5 U.S.C. 7323]	Removal
b. Violation of prohibition against campaigning or influencing elections. [5 U.S.C. 7324 and 7325]	30-day suspension to removal
40. Failure to deposit into the Treasury money accruing from lapsed salaries or from unused appropriations for salaries. [5 U.S.C. 5501]	Removal

41. Soliciting contributions for a gift for a superior; making a donation as a gift to a superior; accepting a gift from an employee receiving less pay. [5 U.S.C. 7351]	Removal
42. Action against national security. [5 U.S.C. 7532]	Suspension to removal
43. Willfully using or authorizing the use of a government passenger motor vehicle or aircraft for other than official purposes. [31 U.S.C. 1344]	30-day suspension to removal
44. Willful concealment, removal, mutilation or destruction of a public record. [18 U.S.C. 2071]	Removal

SAMPLE OFFICIAL REPRIMAND

MEMORANDUM

SUBJECT: Official Reprimand

FROM: (Official Authorized to Effect Action)

TO: (Name of Employee), (Title or Other Designation)

This is a notice that you are officially reprimanded for (offense). (The offense must be specifically described in sufficient detail so that the employee will fully understand the violation, infraction, or other action or omission for which he or she is being reprimanded. In support of the incident, such specifics as time, place, dates and events will be included.) The circumstances which make this reprimand necessary were discussed with you by me (or other individual) on (date).

(In the event the reprimand is a follow-up of previous offenses and the action is considered as a continuation of constructive discipline, the former incidents will be restated and if the employee failed to take any remedial action previously decided upon, that fact shall also be included.)

(The employee shall also be advised as to any specific action required of him or her.)

You may call upon me for any assistance which you may need to help you overcome this deficiency and to avoid future recurrence.

A copy of this reprimand will be filed in your official personnel folder for a period not to exceed two years.

You may file a grievance concerning this action through (Personnel Office will designate applicable grievance system and time limits for filing). You may obtain further information about Agency grievance procedures from _____ in the Personnel Office.

Figure 1

[END]