

National Oceanic and Atmospheric Administration's

National Weather Service



FY 2004 Management Directive – 715

Equal Employment Opportunity Program Status Report

**National Weather Service
FY 2004 MD-715**

EEO PROGRAM STATUS REPORT

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U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
THE DIRECTOR

FEB 28 2005

MEMORANDUM FOR: All NWS Employees

FROM: David L. Johnson 

SUBJECT: Equal Employment Opportunity Policy Statement

The NOAA's National Weather Service (NWS) serves the people of the United States every day. We are the sole U.S. official voice for issuing warnings during life-threatening weather situations. Today's NWS was built by our workforce; a workforce that needs an environment where everybody can contribute to the maximum of their ability. Therefore it is the policy of NOAA's NWS to provide equal access to employment regardless of race, color, religion, sex, national origin, age, sexual orientation, or physical or mental disability.

As the NWS Assistant Administrator, I am committed to EEO and its goals. During my administration, the NWS will enforce a zero tolerance policy for any form of discrimination or harassment. Discrimination may be displayed through disparate treatment, disparate impact, or retaliation. Disparate treatment occurs when an employee is intentionally treated differently than others who hold or are applying for similar jobs. Disparate treatment can occur in any area of employment including hiring, discipline, performance appraisal, termination, working conditions, or benefits. Disparate impact occurs when employment policies or procedures appear neutral but have a negative effect on a group with a common race, color, religion, sex, national origin, age, sexual orientation, or disability status. Retaliation occurs when management takes action against an employee because the employee participated in the Equal Employment Opportunity (EEO) complaint process or opposed agency actions believed to be discriminatory.

As an employee, it is important to understand, and utilize when necessary, the discrimination-complaint process and seek the assistance of an EEO representative without fear of retaliation. Should you believe you have been the victim of unlawful discrimination, you may contact the NOAA Office of Civil Rights at (voice) 301-713-0500 or 1-800-452-6728, (TDD) 301-713-0982, or (fax) 301-713-0983.

For more information on what constitutes a violation of EEO, visit the NOAA Civil Rights Office's web site at <http://www.ofa.noaa.gov/~civilr/eeopol.htm>.

*We Need all
Members of our team
working to the best
of their ability.*


U.S. DEPARTMENT OF COMMERCE
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NATIONAL WEATHER SERVICE
1325 East-West Highway
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THE DIRECTOR

FEB 28 2005

MEMORANDUM FOR: All NWS Employees


FROM: David L. Johnson 

SUBJECT: Sexual Harassment Policy Statement

NOAA's National Weather Service is committed to creating an environment where everybody can share ideas freely without fear and contribute to the maximum of their ability. Anything, which erodes the respect and confidence that employees have in our agency, is a serious problem for the NWS. Sexual harassment is one such problem. Therefore, it is the policy of NOAA's NWS is to provide a work environment free of sexual harassment where all employees are treated with respect. Sexual harassment is defined as deliberate or repeated unsolicited and unwelcome verbal comments, gestures, or physical contacts of a sexual nature. Harassment of any type which leads to a hostile work environment will not be tolerated. At the NWS, we have a zero tolerance policy against harassment in the workplace. NWS managers and supervisors are required to take immediate corrective actions to demonstrate the zero tolerance for any behavior which creates an intimidating, hostile, or offensive work environment

I am committed to the goal of a work environment free of sexual harassment. If you believe you are a victim of sexual harassment, you should seek guidance from an Equal Employment Opportunity (EEO) Manager or contact an EEO Counselor in the NOAA Civil Rights Office at (voice) 301-713-0500 or 1-800-452-6728, (TDD) 301-713-0982, or (fax) 301-713-0983.

You can exercise your rights through the discrimination-complaint process and seek the assistance of an EEO representative without fear of retaliation. For more information on what constitutes sexual harassment, visit the NOAA Civil Rights Office web site at <http://www.ofa.noaa.gov/civilr/eeopol.htm>.

*Professionals in NOAA's
National Weather Service
are committed to the
policy.* 

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

For period covering October 1, 2003 , to September 30, 2004.

PART A Department or Agency Identifying Information	1. Agency		1. Department of Commerce	
	1.a. 2 nd level reporting component		National Oceanic and Atmospheric Administration (NOAA)	
	1.b. 3 rd level reporting component		National Weather Service (NWS)	
	1.c. 4 th level reporting component			
	2. Address		2. 1325 East-West Hwy	
	3. City, State, Zip Code		3. Silver Spring, MD 20910	
	4. CPDF Code	5. FIPS code(s)	4.	5.
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 4846	
	2. Enter total number of temporary employees		2.	
	3. Enter total number employees paid from non-appropriated funds		3.	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		4. 4846	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. David L. Johnson Assistant Administrator for Weather Services	
	2. Agency Head Designee		2. John E. Jones, Jr. Deputy Assistant Administrator for Weather Services	
	3. Principal EEO Director/Official Official Title/series/grade		3. Charly L. Wells Director, Office of Equal Opportunity and Diversity Management	
	4. Title VII Affirmative EEO Program Official		4. N/A	

5. Section 501 Affirmative Action Program Official	5. N/A
6. Complaint Processing Program Manager	6. N/A
7. Other Responsible EEO Staff	7. N/A

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

PART D	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
List of Subordinate Components Covered in This Report	NWS Headquarters Offices		
	NWS Eastern Region		
	NWS Western Region		
	NWS Southern Region		
	NWS Central Region		
	NWS Alaska Region		
	NWS Pacific Region		
	NWS National Centers of Environmental Prediction		

EEOC FORMS and Documents Included With This Report

*Executive Summary [FORM 715-01 PART E], that includes:	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	
Brief paragraph describing the agency's mission and mission-related functions	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	

Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
Summary of EEO Plan action items implemented or accomplished	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects.	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	*Organizational Chart	

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

Name of Agency or Reporting Component:

NOAA's National Weather Service (NWS)

For Period Covering October 1, 2003 to September 30, 2004.

EXECUTIVE SUMMARY

The National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) serves the people of the United States every day. The NWS provides weather, water, and climate forecasts and warnings for the United States, its territories, adjacent waters, and ocean areas for the protection of life and property and the enhancement of the national economy. NWS data and products form a national information data base and infrastructure which can be used by other government agencies, the private sector, and the global community.

Approximately 4,800 dedicated NWS employees in 122 weather forecast offices, 21 center weather service units, 13 river forecast centers, 9 national centers and other support offices around the country carry out the NWS mission. Our annual budget of approximately \$780 million in 2005 supports a national infrastructure to gather and process data worldwide from the land, sea, and air and feed sophisticated computer models running on high-speed supercomputers. Our highly trained and skilled workforce maintains our infrastructure and uses powerful workstations to analyze all of these data and issue forecasts and warnings.

The Office of Equal Opportunity and Diversity Management (OEODM) develops national Equal Employment Opportunity (EEO) policy and program guidance, as well as annual EEO reports. NWS has a full-time staff of 4 individuals at the headquarters offices in Silver Spring, Maryland as well as full-time regional EEO managers at all but one regional headquarters office.

This report addresses management support of the Affirmative Employment Program; the EEO critical element in employee performance plans; activities for hiring, retaining and promoting minorities, women, and people with disabilities; and, the development of minority and women initiatives and activities. It is a compilation of the progress and effectiveness of the Affirmative Employment Program at NWS. It has been prepared for inclusion into a consolidated NOAA report in response to a request from the Equal Employment Opportunity Commission.

**ASSESSMENT OF THE STRENGTHS AND WEAKNESSES OF NWS EEO PROGRAM
COMPARED TO THE SIX ESSENTIAL ELEMENTS OF A MODEL TITLE VII AND
REHABILITATION ACT PROGRAM**

Essential Element A: Demonstrated Commitment from Agency Leadership

The NWS strengths in this element include:

- EEO policy statements are up-to-date.
- EEO policy statements have been communicated to all employees.
- Information informing applicants and employees of EEO programs, administrative and judicial remedial procedures is available to employees on the agency's internal website.

NWS weaknesses in this element include:

- New employees and new supervisors are not provided a copy of the EEO policy statement during orientation.
- DOC/NOAA, thus NWS, does not have a reasonable accommodation policy.

The OEODM is working with the NWS Workforce Management Office to include the EEO and Sexual Harassment Policy statements in the new employee and new supervisor orientation packages. The NOAA Civil Rights Office is responsible for completing a reasonable accommodation policy for NOAA. OEODM has offered assistance in helping NOAA complete the policy. Also, OEODM has written a policy for NWS, however, it can't be passed until DOC and NOAA have done so.

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

The NWS strengths in this element include:

- OEODM staff has the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions.
- The agency has committed sufficient funding, staffing, and resources to manage an effective EEO program.

The NWS weaknesses in this element include:

- OEODM Director is not under the direct supervision of the agency head.
- Ensure that EEO officials are present during agency deliberations prior to decisions on personnel matters.
- Ensure that EEO issues/concerns are considered in the agency's strategic planning process.

The OEODM Director has asked to be and has been given permission to sit in on one NWS senior management meeting. The OEODM has started interacting with the NWS Training Division. The Director now serves on the national training committee for NWS. The OEODM Director has spoken with the Director of the NWS Strategic Planning Office and found him receptive to including EEO and Diversity Management goals and objectives in the NWS Strategic Plan. These issues have already been incorporated into the NWS Human Capital Strategic Plan.

Essential Element C: Management and Program Accountability

Strengths in this element are:

- NWS has a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination or harassment in the workplace.

Weaknesses in the element are:

- No system for deciding, tracking and monitoring reasonable accommodation issues.
- No regular meetings with senior level managers to provide updates on the EEO program.

Once DOC and NOAA have passed their reasonable accommodation policies and we initiate the NWS policy, we will start monitoring and tracking reasonable accommodation issues. These activities are included in our draft reasonable accommodation policy.

In the past 8 months, regularly scheduled meetings with senior level managers have not taken place. Previously, EEO staff would meet almost monthly with management. However, with the former director leaving, new requirements for Management Directive-715, and restructuring of the EEO office to include Diversity Management, some initiatives have been put on hold. We are now discussing the possibility of initiating bi-monthly meetings, in addition to the monthly meeting the Director now has with the NWS Deputy Assistant Administrator.

Essential Element D: Proactive Prevention

Strengths in the element are:

- Employees and managers are encouraged to use Alternative Dispute Resolution.
- Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.

Weaknesses in this element are:

- Trend analyses of the effects of management/personnel policies, procedures and practices are not conducted by race, national origin, sex and disability.

Currently, there is no tracking system that we know of in NOAA that will allow us to do this type of analysis and OEODM has not been called in to perform any type of impact analyses. We are working with NWS senior management to ensure that OEODM is involved in any discussion of personnel issues. Also, the OEODM is currently working with the other NOAA Line Offices to initiate the use of a statistical program that will allow NOAA to complete this type of analysis.

Essential Element E: Efficiency

Strengths:

- NWS has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.

Weaknesses:

- NWS doesn't consult with agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas.

Essential Element F: Responsiveness and Legal Compliance

The NOAA Office of Civil Rights coordinates the NWS compliant activities.

NWS WORKFORCE ANALYSIS

During FY 2004, NWS's workforce decreased by 2 individuals. Women increased by 0.2% and men decreased by 0.2%. The 0.2% increase for women was predominantly in the number of White women. Black and Hispanic men each decreased by 0.1%.

Women

During FY 2004, women were substantially underrepresented in the NWS workforce. Women represent 46.8% of the National Civilian Labor Force (NCLF); however, women only represent 18.1% of the NWS workforce. Women are also underrepresented in all of the NWS core mission occupations (Meteorologist, Meteorologist Technician, Electronic Engineer, Electronic Technician, Physical Scientist, Hydrologist, and Information Technology Specialist).

Hispanics

In FY 2004, Hispanics were vastly underrepresented in the NWS workforce. Hispanics were underrepresented in all of NWS mission-related occupations. Hispanics represent 10.7% of the NCLF; however, Hispanics represent only 2.7% of the NWS workforce.

African Americans

In an assessment done by OEODM in FY 2004, African American men and women were underrepresented in the NWS workforce. African American men represent 2.6% of the NWS workforce and 4.8% of the NCLF. African American women represent 2.7% of the NWS workforce and 5.7% of the NCLF. African American men are underrepresented in 4 of 7 NWS mission related occupations. They are underrepresented in the Meteorologist, Meteorologist Technician, Electronics Technician, and Physical Scientist series. African American women are underrepresented in 3 of 7 NWS mission related occupations: Meteorologist Technician, Electronics Technician, and Information Technology series.

Asian American/Pacific Islander (AA/PI)

During FY 2004, AA/PIs were underrepresented in the NWS workforce. AA/PIs represent 3.6% of the National Civilian Labor Force (NCLF), but only 3.2% of the NWS workforce. AA/PI males have reached parity with the NCLF; however, AA/PI women have not. AA/PI women represent 1.7% of the NCLF and 0.9% of the NWS workforce. AA/PI males are underrepresented in all seven mission-related occupations and AA/PI women are

underrepresented in 6 out of 7 occupations. AA/PI women have reached parity in the Electronic Engineer series.

American Indian/Alaskan Native (AI/AN)

During FY 2004, AI/AN women were underrepresented in 6 of 7 NWS mission-related occupations. The 6 occupations were: Meteorologist, Electronic Engineers, Physical Scientist Information Technology, Electronic Technician and Meteorologist Technicians. AI/AN men are underrepresented in the Meteorologist, Electronic Engineers, and Physical Scientist job series.

People with Disabilities (PWD)

In FY 2004, PWD represented four percent of the NWS workforce, however, they represented 6% of the NCLF. Employees with targeted disabilities represent only .72% of the NWS workforce.

**EEOC FORM
715-01 PART F
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I,

Charly L. Wells

am the

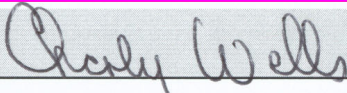
Principal EEO Director/Official for

NOAA's National Weather Service

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

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

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



Charly Wells

7/11/2005

Signature of Principal EEO Director/Official

Date

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






David L. Johnson




8/28/05

Signature of Agency Head or Agency Head Designee



Date



**EEOC FORM
715-01 PART G
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**



Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	EEO policy statements are up-to-date.			
	The Agency Head was installed on <u>January 2004</u> . The most recent EEO policy statement was issued on <u>02/28/2005</u> . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head?	X		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.	X		
	Are new employees provided a copy of the EEO policy statement during orientation?		X	
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X	Copy given in supervisory training.
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures,



 Measures		Yes	No	provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]	X		
 Compliance Indicator		Measure has been met		
 Measures	Agency EEO policy is vigorously enforced by agency management.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
	- resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		

- address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
- support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
- ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
- ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
- ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
- ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
- ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		EEO and Prevention of Sexual Harassment policy statements are distributed annually. Other policies are also disseminated annually, such as those on email abuse.
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X	

Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
 Compliance Indicator	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 has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Manager under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Manager report to the Regional Administrator?)		X	The EEO Director is not under the direct supervision of the agency head. Day-to-day supervision comes for the Deputy Director.	
Are the duties and responsibilities of EEO officials clearly defined?	X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X			
If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X	The organization does not have a chart that clearly shows the EEO reporting structure.	
If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		X	The subordinate components report to the head of their units, i.e., Regional Directors.	
If not, please describe how EEO program authority is delegated to subordinate reporting components.				




 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Does the EEO Director/Manager have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X	X	The EEO Director does not have regular briefings with the agency Director, however, he does have monthly meetings with senior managers. He also attends some staff meetings with the Deputy Director.
	Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Manager present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X	
	Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X	The EEO Director is not involved in these meetings.
	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X	
	Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]	X		




Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?	X	X	The EEO Manager is usually included in some activities.
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures			
		Yes	No
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?	X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?	X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?	X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204	X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204	X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709	X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X	

 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		<input checked="" type="checkbox"/>		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		<input checked="" type="checkbox"/>		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		<input checked="" type="checkbox"/>		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?			<input checked="" type="checkbox"/>	Most equipment is provided by the Dept. of Defense. Otherwise, each office is responsible for its own purchases.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		<input checked="" type="checkbox"/>		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		<input checked="" type="checkbox"/>		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		<input checked="" type="checkbox"/>		
Is there sufficient funding to ensure that all employees have access to this training and information?		<input checked="" type="checkbox"/>		

Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
- for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
- to provide religious accommodations?	X		
- to provide disability accommodations in accordance with the agency's written procedures?	X		
- in the EEO discrimination complaint process?	X		
- to participate in ADR?	X		



Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.





 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?			X	
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?			X	
 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel			For all unmet measures, provide a brief
			Measure has been met	



 Measures	programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Yes	No	explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			X	According to the NOAA Office of Civil Rights there has been no finding of discrimination over the past two years.



If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.			
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X	Currently, there is no policy in place that requires this type of analysis. According to NOAA, they are in the process of drafting a policy that would comply with EEOC requirements.





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



 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X	X	Regional EEO Managers, with the authority of their managers assist OEODM in identifying barriers.
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X	X	Same as above.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		

Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?			X	
Are trend analyses of the effects of management/ personnel policies, procedures and practices conducted by race, national origin, sex and disability?			X	
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?			X	It is strongly encouraged, but not required.
<p>Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</p>				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X	X	According to NOAA, most of the data required by MD-715 is available. However, the multiple race data and native Hawaiian is not collected.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	This information is not being tracked.
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?				N/A Complaints are handled by NOAA and the Department of Commerce





Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?				N/A
Does the agency hold contractors accountable for delay in counseling and investigation processing times?				N/A
If yes, briefly describe how:				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?				N/A
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?				N/A
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?				N/A
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?				N/A
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?				N/A
Does the agency complete the investigations within the applicable prescribed time frame?				N/A
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?				N/A



When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?				N/A
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?				N/A
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?				N/A
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?				N/A
Does the responsible management official directly involved in the dispute have settlement authority?				N/A
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?				N/A
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?				N/A
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?				N/A
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?			X	
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?				N/A.
Does the agency discrimination complaint process ensure a neutral adjudication function?				N/A
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?				N/A

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

 Compliance Indicator	<p>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</p>	<p>Measure has been met</p>		<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
 Measures		<p>Yes</p>	<p>No</p>	
	<p>Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?</p>			<p>N/A.</p>
 Compliance Indicator	<p>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</p>	<p>Measure has been met</p>		<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
 Measures		<p>Yes</p>	<p>No</p>	
<p>Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.</p>				<p>N/A</p>
<p>Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?</p>				<p>N/A</p>

Are procedures in place to promptly process other forms of ordered relief?				N/A
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?				N/A
If so, please identify the employees by title in the comments section, and state how performance is measured.				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?				N/A
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?				N/A
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				N/A
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?				N/A
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?				N/A

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

Footnotes:

1. See 29 C.F.R. § 1614.102.

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

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

FY 2005	
Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The EEO & Diversity Management performance element for SESers, managers, and supervisors are not consistent with EEOC recommendations. Managers are not rated on their performance as it relates to EEO and Diversity Management.
OBJECTIVE:	Develop performance elements for supervisors and managers which are performance based and comprehensive.
RESPONSIBLE OFFICIAL:	NWS Assistant Administrator (AA); Deputy Assistant Administrator (DAA); Director of OEODM
DATE OBJECTIVE INITIATED:	May 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Make recommendation to DAA on changing the current EEO and Diversity Management element.	April 2005
Develop EEO and Diversity Management performance elements for supervisors and managers.	May 2005
Work with NWS Workforce Management Office to ensure that elements meet OPM requirements.	June 2005
Brief supervisors and managers of the changes and provide guidelines on how they can meet the new FY 2006 requirements.	September 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
In April 2005, the OEODM Director spoke with DAA about improving the SESers and GS 12-15 supervisor's and manager's performance elements. DAA gave his approval. In May 2005, the OEODM Director provided the DAA with a draft of the new EEO and Diversity Management performance elements. The DAA gave is permission to proceed. In June 2005, the OEODM Director gave a copy of the draft elements to the NOAA Workforce Management Office. OEODM is still waiting on approval from NOAA Workforce Management.	

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Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO Program officials?
OBJECTIVE:	Ensure that senior managers are provided bi-monthly or quarterly updates on the status of the EEO program by EEO officials.
RESPONSIBLE OFFICIAL:	OEODM Director; NWS Senior Managers
DATE OBJECTIVE INITIATED:	July 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
When plan is completed, ensure that each senior manager receives a copy.	July 2005
EEO officials will organize regular meetings with senior managers to discuss EEO program.	September 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO is not always included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure the EEO concerns are integrated into the agency's strategic mission.
OBJECTIVE:	EEO and Diversity Management should be involved in and consulted on management/personnel actions.
RESPONSIBLE OFFICIAL:	AA; DAA; Director of Strategic Planning Office; Director of Office of Chief Financial Officer; Director of OEODM
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Meet with AA and DAA to discuss OEODM involvement in management and personnel meetings and discussions.	July 2005
Ensure that OEODM are a part of the Corporate Board.	September 2005
Ensure that OEODM are a part of the NWS training team.	September 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
The OEODM Director meets weekly with other senior managers under the direct supervision of the DAA. The OEODM Director has met with the Director of the Strategic Planning office to ensure that EEO and Diversity Management initiatives are included in the NWS Strategic Planning process. EEO and Diversity Management objectives have been added to the NWS Human Capital Strategic Plan.	

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Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Senior managers meet with EEO to solve barriers and implement plans.
OBJECTIVE:	Ensure that senior managers are involved with identifying, addressing, and resolving barriers.
RESPONSIBLE OFFICIAL:	Director of OEODM; NWS Senior Managers
DATE OBJECTIVE INITIATED:	September 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	On-going
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
When plan is completed, ensure that each senior manager receives a copy.	July 2005
Senior managers meet with EEO staff to identify barriers.	September 2005
When barriers are identified, plans to solve developed and implemented.	On-going
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The agency's reasonable accommodation program those not comply with MD-715 guidelines.
OBJECTIVE:	Establish a reasonable accommodation program that complies with the EEOC requirements.
RESPONSIBLE OFFICIAL:	NOAA Director of the Office Civil Rights; EEO Director
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Assist the NOAA Office of Civil Rights in developing a NOAA policy.	January 2005
Ensure that NWS follow the guidelines set-forward in the new policy.	September 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
The OEODM has provided assistance to the Office of Civil Rights in drafting the NOAA reasonable accommodation policy. The hold-up for NOAA is that DOC has not issued a reasonable accommodation policy. When DOC releases its policy, NOAA will release its own. The NWS OEODM has a draft ready for release to NWS offices. The Office of General Counsel will not allow OEODM to release its policy until the others are in place.	

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Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	New employees and supervisors are not provided a copy of the EEO and Prevention of Sexual Harassment policy statements.
OBJECTIVE:	Ensure that all new employees and supervisors are provided a copy of the EEO policy statement.
RESPONSIBLE OFFICIAL:	EEO Director and Workforce Management officers
DATE OBJECTIVE INITIATED:	July 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Policy statements will be provided to NWS Workforce Management Office for inclusion in employment orientation package.	August 2005
Policy statements will be provided to NWS Workforce Management Office for inclusion in supervisor orientation package.	August 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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FY 2005	
Name of Agency of Reporting Component: National Weather Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Low participation on women and minorities in Senior Executive Service positions.
OBJECTIVE:	Increase the number of women and minorities in the Senior Executive Service.
RESPONSIBLE OFFICIAL:	NWS Assistant Administrator (AA), Deputy Assistant Administrator (DAA), Headquarters and Regional Directors
DATE OBJECTIVE INITIATED:	June 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Give a copy of the EEO Statue report to senior managers.	July 2005
Establish a mentoring program for women and minorities.	December 2006
Review nomination process for participation in leadership, executive potential programs, and development programs.	September 2005
Review SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified women and minority candidates for senior-level positions.	December 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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EEO Plan To Eliminate Identified Barrier**

FY 2005	
Name of Agency of Reporting Component: National Weather Service	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Although employees have been exposed to EEO and Diversity Management training, there appears to be a continued need to heighten the awareness of EEO regulations and Diversity Management initiatives.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	The barrier was identified through input from Regional EEO managers and Diversity Focal Points.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Although information on EEO and Diversity Management is available on the intranet and through classroom training, employees still seem to be relatively unaware of their rights as they pertain to EEO laws and the programs that have been established to address their issues and concerns.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Create awareness of OEODM, develop comprehensive training for all employees, and create an EEO and Diversity Management Marketing Plan.
RESPONSIBLE OFFICIAL:	Director of the OEODM
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	On-going

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EEO Plan To Eliminate Identified Barrier**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop online EEO training for all employees.	December 2004
Develop Diversity Management Training for all employees.	February 2005
Promote NOAA E-Learning EEO and Diversity courses.	September 2005
Prepare and distribute EEO and Diversity Management brochures.	September 2005
Develop Special Emphasis Program and Diversity Management Strategic Plans.	April 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>Because of budgetary short falls, the online EEO and Diversity Management training for all employees has been put on hold. In April of 2005, the OEODM developed Special Emphasis Programs and Diversity Management Strategic Plans. These documents are available to all employees.</p>	

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EEO Plan To Eliminate Identified Barrier**

FY 2005	
Name of Agency of Reporting Component: National Weather Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The workforce age demographics show that more than 30 percent of the workforce is currently eligible for retirement.</p>
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Information obtained from a draft of the NWS Human Resource Strategic Plan and a retirement analysis done by the NOAA Human Resource Data System.</p>
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>There aren't enough opportunities to hire student interns, thus not enough women and minorities in the pipeline to fill vacant positions.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Greater emphasis should be placed on succession planning. When appropriate, vacancies should be announced at multiple grades. NWS should use its corporate recruiters, who were trained by the Department of Commerce, to visit schools and organizations with significant numbers of women and minorities.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>CFO; Deputy Assistant Administrator; OEODM Director</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>January 2005</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>December 2005</p>

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EEO Plan To Eliminate Identified Barrier**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Assist Strategic Planning office in developing the NWS Human Capital Strategic Plan.	December 2004
Develop a national recruitment strategy.	July 2005
Discuss with DAA possibility of making more internship positions available.	September 2005
Discuss with managers and supervisors the possibility of offering more career ladder/upward mobility positions.	December 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
The OEODM Director has met with the Strategic Planning office. Several EEO and Diversity Management initiatives have been included in the NWS Human Capital Strategic Plan.	

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EEO Plan To Eliminate Identified Barrier**

FY 2005	
Name of Agency of Reporting Component: National Weather Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Women and minorities are not well represented in the high-grade levels of the organization.</p>
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Reviewed workforce statistics for grades 13s and above.</p>
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The organization lacks a mentoring program that may facilitate the career and professional development of employees. Women and minorities may not be applying to participate in career development programs.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To establish a formal mentoring program which would give employees an opportunity to develop relationships for the purpose of enhancing ones own professional and personal development.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>NWS Training Division, NWS Workforce Management Office, NWS OEODM</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>July 2005</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>March 2006</p>

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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop formal mentoring program for employees in grades 9-12.	December 2006
Create awareness campaign that highlights the many career/professional development programs available to employees.	March 2006
Promote offering more career ladder positions.	April 2006
Ensure that there are no discriminatory practices in personnel procedures that would hinder the progress of women and minorities.	August 2005
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U.S. Equal Employment Opportunity Commission
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FY 2005	
Name of Agency of Reporting Component: National Weather Service	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The organization is underrepresented in women and minorities, especially in the professional field and higher-grade levels. Hispanics are especially underrepresented through out the organization.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	The NWS EEO office reviewed workforce statistical data, including major occupational data.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	NWS does not have a centralized recruitment program.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To develop a more centralized recruitment program. Create outreach programs that will generate a diverse pool of applicants.
RESPONSIBLE OFFICIAL:	OEODM Director; NWS Workforce Management Office
DATE OBJECTIVE INITIATED:	September 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005

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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop a national recruitment strategy.	July 2005
Encourage offices to participate in outreach activities, such as, career fairs.	On going
Develop programs with institutions with significant populations of women and minorities.	On going
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>FY 2004 and FY 2005, NWS continued to provide funding to several Minority Serving Institutions (MSIs) (Jackson State University, West Virginia State College, University of Puerto Rico, and Sojourner-Douglas College) through grants. The funding went to assist these institutions in developing and maintaining Atmospheric Science programs.</p> <p>NWS offices across the country continue to support there communities. NWS employees attend hundreds of career fairs, school activities, community functions, and conferences annually.</p>	

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FY 2005	
Name of Agency of Reporting Component: National Weather Service	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Regional EEO Managers, managers and supervisors continue to suggest that there are not an adequate number of women and minorities applying for our vacancy announcements.
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Analyzed statistics from prior EEO Quarterly and Affirmative Employment Plan Reports. The term "national average" is based on the National Civilian Labor Force (NCLF) statistics for each career field (includes both government and private sector). We compare our numbers for each career field to the NCLF because the recruitment pool for most of our vacancies is government-wide and/or nationwide if we advertise to the public through a delegated examining unit.
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<p>We cannot determine with any certainty what barriers exist that may be causing the undesired condition because we do not know if these under-represented groups are applying for our vacancies. Once an applicant is selected, one of the forms in the new hire packet is a self-identification of race and national origin. If they choose to fill the form out, it is at that point we are able to positively identify their race and national origin. That information is then available in our statistical reporting, but it does not really help us determine whether women and minorities are applying for our vacancies because we are only seeing the race and national origin of selectees, not applicants. There is currently no mechanism in place to track the race and national origin of candidates applying for our vacancies.</p> <p>We have heard from applicants that our application process is cumbersome and somewhat of a deterrent for potential applicants which could be another possible barrier.</p>
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase level of awareness of career opportunities in the National Weather Service.
RESPONSIBLE OFFICIAL:	OEODM Director, NWS Workforce Management Office, other relevant NWS officials
DATE OBJECTIVE INITIATED:	October 2004

TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
<ol style="list-style-type: none"> 1. One objective for tracking the race and national origin of applicants could be to develop a process which is included in the application process that asks applicants to voluntarily provide their race and national origin for statistical purposes only. Of course it must be optional on the applicants' part and some kind of measure needs to be implemented to secure this data. 2. Another objective is to continue to simplify our application process. That has been addressed to some degree with the implementation of Quickhire/ACES. Although we are having some administrative problems with Quickhire, applicants have said that it seems to have simplified the application process somewhat. 3. Continue to follow up with MSIs to assess interest in developing a cooperative program with the NWS. 4. Visit at least four MSIs annually. 5. Conduct annual recruitment trips or contact the following universities which have meteorological or atmospheric science programs: <ul style="list-style-type: none"> • University of Arizona • Howard University • Jackson State University • Arizona State University • University of California • Elizabeth City State College • West Virginia State College • University of Puerto Rico • University of Washington • University of North Dakota • University of Hawaii • San Francisco University 4. Conduct annual recruitment trips to local junior colleges to assess interest in pursuing further education in meteorology or atmospheric sciences. 5. Identify and encourage offices to attend career, science, trade, and job fairs – participate when possible. 6. Contact military organizations who assist with placement of men and women departing active duty military service. 7. Encourage NWS employees to serve on boards and committees for local schools and colleges that have science and technology programs (i.e., establish an Adopt-A-School Agreement with local schools). 8. Encourage employees to visit local primary and secondary schools to talk about careers in the NWS. 9. Encourage NWS offices to develop "Students in Science" programs similar to the Women in Science Program initiated by the MIC at the Weather Forecast Office in Cheyenne, Wyoming. 10. Purchase outreach items such as pens, key chains, magnets, etc., for educational purposes to distribute at career fairs. 	September 2005	Ongoing
	Ongoing	September 2005 September 2005
	September 2005	September 2005
	September 2005	September 2005
	September 2005	Ongoing
	Ongoing	September 2005
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Name of Agency of Reporting Component: National Weather Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<ol style="list-style-type: none"> 1. Many employees and managers within the NWS are not aware of Executive Order (EO) 13087 and DOC policy which prohibit discrimination based on sexual orientation and provide a formal redress for discrimination complaints via standard civil service relief avenues. 2. The NWS has many non-heterosexual employees and managers. Despite the growing visibility of diversity issues surrounding sexual orientation, the NWS has done little to address these concerns.
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In the NWS Western Region several employees have brought these barriers to the attention of our Regional Gay and Lesbian Representative.</p>
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>In 1996, the Department of Commerce issued a non-discrimination policy which prohibits discrimination based on sexual orientation. This further clarified the position of the Office of Personnel Management that such discrimination is prohibited by the Civil Service Reform Act of 1978. In 1998, Executive Order (EO) 13087 expanded the DOC policy to include all Executive Branch employees, and formally allowed redress of discrimination complaints via standard civil service relief avenues. Despite the recent change of administration and the fact that discrimination based on sexual orientation is not currently addressed in civil rights laws, EO 13087 remains in effect. Many employees and managers within the NWS are not aware of these non-discrimination policies, or that these policies remain in effect.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<ol style="list-style-type: none"> 1. Continue educating all NWS employees that discrimination based on sexual orientation is prohibited, and that redress is available to all employees who may have been the subject of such discrimination. 2. Include people of differing sexual orientation in NWS diversity programs, activities, and plans, and encourage use of orientation-neutral language in official correspondence.
<p>RESPONSIBLE</p>	<p>OEODM Director</p>

OFFICIAL:	
DATE OBJECTIVE INITIATED:	October 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2005

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1. Issue EEO policy to all NWS employees about DOC's policy on the prohibition of discrimination and harassment based on sexual orientation and where to find information on filing a complaint.	February 2005
2. Maintain contact with NWS/NOAA Gay and Lesbian diversity leaders to coordinate activities.	Ongoing
3. Encourage NWS regions and national-level centers to follow the lead of Western Region in including Gay/Lesbian representatives on their EEO/Diversity committees.	Ongoing
4. Publicize sexual orientation awareness activities.	Ongoing
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FY 2005	
Name of Agency of Reporting Component: National Weather Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Persons with disabilities in the Weather Service may not be receiving reasonable accommodations in the most efficient manner. This could be violating federal laws regarding reasonable accommodation, or causing the employee with the disability to not be working to their fullest potential, which would lower morale and/or their chances of promotion.</p>
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>NWS Eastern Region conducted an informal survey of how supervisors go about obtaining equipment as a reasonable accommodation to a person with a disability.</p>
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>DOC/NOAA/NWS has not issued a Reasonable Accommodation Policy.</p>
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>When NOAA issues its policy, we will ensure that the NWS is aware of it and follows its guidelines.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>NOAA Office of Civil Rights Director; OEODM Director; Regional EEO Managers</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>September 2005</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>On going</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Encourage supervisors and managers to obtain reasonable accommodation training.	September 2005
When DOC and/or NOAA policy is constructed regarding reasonable accommodation, it will be explained to the supervisors and the field personnel via email and/or conference calls.	December 2005
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Name of Agency of Reporting Component: National Weather Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	Develop Inclement Weather Policy for Persons with disabilities.
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	The OEODM conducted research via internet and also through the NWS Directive System to determine whether NWS has an Inclement Weather Policy.
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	NWS does not have a Inclement Weather Policy for its employees with disabilities.
<p>OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	Develop a Inclement Weather Policy for NWS employees with disabilities, so they will know what their responsibilities are in bad weather.
<p>RESPONSIBLE OFFICIAL:</p>	AA; DAA; OEODM Director

DATE OBJECTIVE INITIATED:	July 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	October 2005

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop Inclement Weather Policy.	August 2005
Send policy through official channels for approval by AA.	October 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	