

NATIONAL WEATHER
SERVICE
OFFICE OF EQUAL
OPPORTUNITY AND
DIVERSITY MANAGEMENT

Annual Report

October 1, 2010 - October 1, 2011

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(OEODM)

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Office of Equal Opportunity and Diversity Management (OEODM)

Mission Statement

The Office of Equal Opportunity and Diversity Management staff advises and assists the Assistant Administrator for Weather Services in carrying out NWS' responsibilities relative to Titles VI and VII of the Civil Rights Act of 1964, as amended; as well as Executive Orders, regulatory guidelines, and other non-discrimination laws within the Federal Government including Equal Employment Opportunity (EEO), Diversity Management and/or affirmative action policy recommendations, objectives, and progress in meeting goals. The staff provides leadership, direction, and policy guidance for EEO/Diversity Management Program Development. It monitors and evaluates the NWS-wide self assessment (Affirmative Employment Program Plan) to promote equal employment and diversity management opportunities. The staff conducts studies on systemic employment problems, assesses the effect of policies and practices on equal employment, identifies employment barriers, recommends solutions and develops written guidance for management. The staff provides guidance to all NWS officials and managers concerning all aspects of NWS EEO/Diversity management programs. The Office provides resolution of discriminatory allegations by working toward eradicating prejudice and discrimination from the agency's personnel policies, practices, and diversity management as it applies to the work environment and working conditions. The EEO/Diversity Management Program office serves as the NWS education outreach coordinator for area schools and coordinates the student intern program.

Each NWS region has an EEO Manager who oversees the EEO Program and Diversity Management process.



National Weather Service
Equal Employment Opportunity



Diversity Management
Strategic Plans
FY2011 – FY2013

NWS EEO Program Strategic Goals

The strength of the NWS is our workforce, a workforce that needs an environment where every employee can contribute to the maximum of their ability. Therefore, it is the policy of the NWS to provide equal access to employment regardless of race, color, religion, sex, national origin, age, sexual orientation, or physical or mental disability.

Goal 1: Develop a Model EEO Program

Comply with MD-715 and develop a model EEO Program Management Directive - 715 requires each department, agency, and instrumentality in the Executive Branch of the Federal Government to establish and maintain a Model EEO Program to provide the infrastructure necessary to achieve the ultimate goal of a discrimination free work environment characterized by an atmosphere of inclusion and free and open competition for employment opportunities.

Objective: Comply with EEOC's Management Directive 715

Strategies for Achieving Goals

- Obtain NWS senior management's support of EEO programs and its goals and responsibilities
- Meet with senior management on a regular basis to discuss OEODM's mission, goals and plans; obtain senior management commitment with approvals and signatures
- Conduct MD-715's self-assessment checklist annually
- Conduct barrier analysis of the NWS personnel policies to hiring, retaining, and promoting employees
- Conduct and analyze workforce statistics, in collaboration with WFMO and the NOAA Civil Rights Office, to determine if barriers to hiring and retention exist and develop corrective actions
- Ensure that NWS reasonable accommodation procedures are distributed to all NWS employees, especially to managers and supervisors
- Improve recruitment strategies to ensure future workforce skills align with NWS vision, including hiring university-trained hydrologists, space weather forecasters, forecasters with training in social sciences and economics or other multidisciplinary skills
- Conduct 2 Technical Assistant Visits per year. These visits are used to maintain and strengthen the EEO program requirements and promote the Diversity Management process
- Continue to encourage the use of the NWS Cline Award to recognize superior accomplishments in EEO and Diversity Management
- Keep the Cline Award active by keeping it within OEODM's quarterly and annual Plans. Advertise Cline Award via e mail to encourage employee's participation in EEO and DM activities
- Keep employees informed of current EEO related news
- Publicize to all employees complete contact information for the NWS EEO Director; EEO Officer(s); Special Emphasis Program Managers; EEO Counselors and the complaint process
- Monitor the hiring, advancement, and training of minorities, women, and individuals with disabilities which are underrepresented in the targeted occupations; examine any barriers that may hinder recruitment, hiring, placement, and promotion of minorities and women and individuals with disabilities.

Goal 2: Sustain a highly-skilled, professional workforce equipped with the training, tools, and to meet the NWS EEO Program needs and requirements

Objective: Enhance knowledge and skills of our dedicated workforce

Strategies for Achieving Goals

- Annually train the workforce in federal sector EEO laws and mandates
- Enhance development and training programs to improve and expand core competencies of all employees, including headquarters and regional EEO staff.
- Implement new and enhanced methods and technologies for training delivery, and such as simulations and on-demand training into other systems
- Provide OEODM Director with the appropriate resources to ensure that NWS managers and supervisors obtain initial and regular refresher training to understand their responsibilities under civil rights laws, including ADR, and how those responsibilities figure into the success of the agency's EEO program and overall mission
- Obtain senior management support to continue annual EEO/Diversity training. This support would include approval of funds and taking a leading role in making sure all NWS managers and supervisors attend training. Monitor and track participation. Design a training MOU for senior management full comment.
- Develop a tracking tool; include Executive Officers in the employee training tracking process.
- Ensure EEO training/educational programs are made available to all managers, supervisors and employees; with senior management concurrence continue to provide EEO/Diversity training at regional managers' meetings.
- OEODM Director or other staff member will attend regional conferences and provide training when needed
- Ensure all field EEO managers have sufficient knowledge and qualifications in the GS-260/360 series for EEOC compliance
- Utilize online training to reference all EEO/Diversity Management training
- Monitor and track NWS employee training in EEO and Diversity Management
- Ensure that NOAA/NWS sponsored Special Observances programs held at Headquarters level are shared with NWS field employees. Share programs through electronic media (e.g. DVD, CD, webinar, etc).
- Ensure designated OEODM staff is certified as NOAA collateral duty EEO Counselors.

Goal 3: Coordinate with Partners

Objective: Strengthen relationships with key partners such as NWS Workforce and Human Capital Committee and the OCWWS Training Division

Strategies for Achieving Goals

- Meet with NWS affinity group leadership on a regular basis
- Establish EEO committee comprised of headquarters and regional employees to address relevant EEO/Diversity Management concerns
- OEODM will revamp the EEO committee by providing employees the opportunity to apply to become a committee member via Memorandum of Understanding endorsed by the Assistant Administrator
- Share relevant EEO Program and Diversity Management goals with WHCC committee on frequent basis
- The Chair of the WHCC committee receives all OEODM Strategic Plans
- Support the NOAA Corporate Recruitment efforts
- OEODM will continue to adhere to objectives within the AEP Strategic Plans. NWS has partnered with NOAA Office of Civil Rights to support the hosting of Cultural Awareness Programs
- Submit annual Federal Equal Opportunity Recruitment Program (FEORP) Plan which will be aligned with the NOAA plan

Goal 4: Strengthen NWS Community Outreach

Objective: Become a leader in providing employment opportunities to US citizens, particularly women, minorities, and individuals with disabilities.

Strategies for Achieving Goals

- Encourage and track NWS participation with schools and universities and other public and private groups to improve employment opportunities and community conditions that affect employability 29 C.F.R. 1614.102) (a) (14)
- Develop a “school visitation sheet” to submit to all employees via e mail. Employees can report their school visitations by submitting the report to the OEODM. Executive Officers will get involved by soliciting participation from their individual offices create accurate tracking system for student programs.

APPENDIX:

The goals and objectives of the NWS EEO program were developed in accordance with Federal sector EEO laws and mandates. Please see the following for more information if needed:

- Equal Employment Opportunity Commission's Management Directive 110
- Equal Employment Opportunity Commission's Management Directive 715
- 29 C.F.R. Part 1614
- Title VII of the Civil Rights Act of 1964, as amended
- Executive Order 11478 Equal Employment Opportunity Act of 1972 Rehabilitation Act of 1973, Sections 501, 504 and 508
- Title 5 US Code, Title 29 Code of Federal Regulations (CFR) 1608, Title 29 CFR 1614, Title 5 CFR 720, Subpart C
- Americans with Disabilities Act of 1990 Civil Rights Act of 1991
- No FEAR Act
- Special Emphasis Program: Executive Orders: Hispanics 13171; Asian American/Pacific Islanders 13515; People with Disabilities 12066; African Americans 11478; Federal Women 11478; American Indian/Alaskan Natives 13336; Veterans 11582, GBTL and other designated groups (Collateral duty) within the NWS EEO infrastructure as required in 29 C.F.R 1614.102(b)(3)

Office of Equal Opportunity and Diversity Management (OEODM)

Accomplishments

FY 2011

Technical Assistance Visits (TVA) - On January 25-28, 2011, three members of the NWS's Office of Equal Opportunity and Diversity Management conducted a Technical Assistance Visit to the National Weather Service's Southern Region. The purpose of the (TAV) was to ensure consistent compliance with MD-715 requirements and the essentials for a Model EEO Program, described in MD-715 as it relates to EEO policy/program guidance, barrier identification/removal and Diversity Management implementation. These visits are also utilized to determine the effectiveness of our Diversity Management process and Diversity implementation plans throughout the organization.

Special Hiring Authorities Training - On May 17, 2011; the NWS hosted a webinar, *Using Special Hiring Authorities to Expand and Diversify your Applicant Pool*. Jennifer Croft from NOAA's Workforce Management Office, provided in depth information on Executive Order 13548, increasing Federal Employment of Individual with Disabilities, and the DOC Operational Plan which supports this executive order. Participants received step-by-step procedures on hiring people with disabilities, as well as other non-competitive hires. Ms. Croft also introduced a new tool for NOAA hiring managements, the NOAA "Resume Bank" of qualified applicants eligible for Schedule A, or one of the Disabled Veterans hiring authorities. The webinar provided training to approximately 20 NWS managers and supervisors.

Diversity Training at NWS La Crosse, Wisconsin – On May 4-5, 2011, Charly Wells, Director of the OEODM participated in a Leadership and Diversity Conference at the NWS La Crosse, Wisconsin office. Mr. Wells provided EEO and Diversity Management training to approximately 25 employees. The training covered the following areas:

- What are the demographics of the NWS, How has it changed, Where is it going?
- How has diversity improved our mission over the years? Examples and Stories.
- How has our awareness of diversity changed over the years? How has it improved our agency and mission?

Web Based Diversity Management Clearing House Toolbox - On June 1, 2011 the NWS announced the Web-Based Diversity Management Clearing House Toolbox. The Toolbox is designed to provide information on a number of diversity management topics. These topics include: diversity inquiries, electronic resources, diversity videos, and other useful subjects. It also has links to relevant training presentations and data.

Diversity Management Training Curriculum - On January 2011 the NWS unveiled a new Diversity Management Training Curriculum on the Commerce Learning Center (CLC) website. Chartered by the NWS Diversity Council, the Diversity Management Curriculum was developed to

provide a recommended training curriculum to those NWS employees wishing to improve communication and promote an inclusive and innovative work environment by understanding and managing diversity.

Student Intern - The OEODM hosted two student interns through the Student Temporary Employment Program (STEP).

Standard Operating Plans (SOP) for EEO Managers and Focal Points - An Standard Operating Plan was created to aid the Regional EEO Managers and Focal Points in implementing a “Model EEO Program”, within their region. The Model EEO Program is in compliance with EEOC’s Management Directive 110.

NOAA “Take Our Daughters and Sons to Work Day”- On April 28, 2011; the OEODM assisted with hosting NOAA’s “Take Our Daughters and Sons to Work” Day event. The program was designed to create an opportunity for girls and boys to share and communicate their aspirations for the future. Over 500 kids participated in this event.

2011 NOAA Women’s History Month Observance - On March 9, 2011; the OEODM assisted in hosting the 2011 NOAA Women’s History Month observance. The event took place in the NOAA Science Center. Twelve NOAA female employees represented different ethnic groups from across the world, including: Korean, Chinese, Japanese, Russian, Indian, Italian, French, African, Irish, and Hispanic descent. Each table representative dressed in her native/ethnic clothing; each table had music, posters/photos, and artifacts affiliated with that group or culture.

OEODM Newsletter - The OEODM completed the *He Kumu Mea Hou - New Beginnings*, quarterly newsletter. The Newsletter will be posted to the OEODM website.

Student Tour - The OEODM arranged for a high school student to take a tour of NCEP.

NOAA Northwest Indian College two-day Career Fair and Training Symposium in Bellingham, WA - Two OEODM staff members participated in the NOAA Northwest Indian College two-day Career Fair and Training Symposium in Bellingham, WA. The career fair and symposium took place, May 3-4, 2011. This educational event, cosponsored by NOAA, featured not only networking opportunities for employers and students, but also presenters, speakers and workshops. Our goal was to promote student success by joining forces with NWIC.

Mediation Certifications – August 16-18, 2011 two OEODM staff members (Patricia Taylor and Mary Dunbar) were certified as Mediators.

EEO Counseling - The OEODM continued to support NOAA’s Civil Rights Office by providing collateral duty EEO Counseling to NOAA employees. Two staff members received EEO refresher training and one staff member was certificated as a new EEO Counselor.

Special Emphasis Program Manager (SEPM) Training - The newest OEODM staff member received Special Emphasis Program Manager training and was certified as an SEPM.

Women's Equality Day Program - On August 26, 2011 the NWS took the lead in hosting the NOAA Women's Equality Day Event. The Deputy Assistant Administrator, for Weather Services participated as the opening speaker.

Martin Luther King, Jr. Day – The OEODM in collaboration with the NOAA Civil Rights Office and National Marine Fisheries Service, hosted the NOAA MLK Day program, January 13, 2011, in the NOAA Science Center. The Keynote speaker was Mr. Hilary O. Shelton, Director, NAACP Washington Bureau Senior Vice President for Advocacy. Performances were by “The Richard Payne Trio” and Guest Opera Soloist- Renee Barnes-McSwain.

NOAA Black History Program - OEODM supported NOAA's Black History Program. The guest speaker was Dr. Frank Smith, Jr., Director, African American Civil War Memorial & Museum. Performance was by “Female RE-Enactor of Distinction” (FREED).

Myers Briggs Training for NCEP - On February 25, 2011 (WFO Salt Lake City) and June 7, 2011 (NCEP) OEODM staff members (Sabrina Johnson and Hope Hasberry) provided MBTI training for NWS employees.

Resume Writing Workshop - The OEODM Director conducted a resume writing workshop for NOAA employees, entitled “*Resume Writing and Workplace Conversation*”.

Presentation on Representation of Women, Minorities, and Individuals with Disabilities

On August 16, 2011 the OEODM provided a presentation, (*Equal Opportunity: What's Happening with the Representation of Women, Minorities, and Individuals with Disabilities in the Weather Services' Workforce?*) to NWS Headquarters employees. The briefing was provided by Hope Hasberry. During the briefing, she talked about the NWS EEO Program and changes in the NWS workforce over the past 5 years.

Supported the following National Conferences - Federal Dispute Resolution (FDR), Equal Employment Opportunity Commission's (Examining Conflicts in Employment Laws (EXCEL) Conference (EXECEL), Blacks in Government (BIG), Federally Employed Women (FEW), Society for the Advancement of Chicanos Native Americans in Science (SACNAS), American Indian Science and Engineering Society (AISES), the National Conference on Lesbian Gay Bisexual Transgender (LGBT) and the Federal Asian Pacific American Conference (FAPAC).

Diversity Management Presentation - The OEODM Director provided a presentation on Diversity Management for the New Orleans Federal Executive Board. This was an annual Federal Employees Training Conference and EEO Leadership Awards Luncheon.

Defense Equal Opportunity Management Institute (DEOMI) On August 19, 2011 the OEODM Director provided a workshop on diversity Management at the DEOMI at Patrick Air Force Base, FL.

ADA Webinar - Attended EEOC's Final Regulations on the implementation of the ADA Amendments Act of 2008 Webinar (June 2011).

Regional EEO and Diversity Management Accomplishments FY 2011

NWS Headquarters

Office of Climate, Water, & Weather Services

The Climate Services Division (OS4) hired one female Physical Scientist.

The Fire & Public Weather Services Branch (OS22) hired one female Physical Scientist.

The OCWWS Director served as the Technical Monitor for the NOAA Center for Atmospheric Science (NCAS), Howard University. NCAS strengthens NWS ties with minority serving institutions through their academic partnerships with Howard University, Jackson State University (JSU), University of Puerto Rico, and University of Texas at El Paso.

OS1 employee worked as an exhibitor at the Advancing Hispanics/Chicanos and Native Americans in Science (SACNAS) conference in Anaheim, California.

An OS51 employee conducted a school visit at the Thomson Elementary School located at 12th & L, Street NW in Washington, D.C. Thomson Elementary School has high English as a Second Language population.

OCWWS Resource Management (OSx1) employees attended and participated in the NWS/NOAA 2010 Hispanic Heritage Month program on October 5, 2010 at the NOAA Auditorium.

On October 4, 2010, OSx1 employees created and distributed activities for OCWWS employees in recognition of the 2010 Hispanic Heritage Month.

The Office of Services (OS) hired one female employee to serve as the Space Weather Center Liaison. The Meteorological Services Division hired a female employee to serve as the Tsunami Program Manager. OS hired a female employee to serve as the NWS-FEMA Liaison. Hydrologic Services Branch (OS31) hired a female employee to serve as the new National Hydrologic Outreach and Inter-agency Coordinator. An African-American female employee on the Resources Management Team (OSx1) was promoted to the GS-13 level. OSx1 hired a University of District of Columbia to serve as a summer student intern.

On June 20, 2011, Performance and Awareness Branch (OS51) hired two African-American STEP students.

Performance & Awareness Division (OS5) and the Operations and Requirements Division (OS1) employees assisted and planned for the Take Your Sons/Daughters to Work Day activities.

OS51 held NWS presentations at Calvin Coolidge High School in Washington, D.C.

On May 13, 2011, OS1 and OS5 employees hosted introductory sessions to 17 Community Academy students (NW Washington, DC) about lightning safety, the history of NWS, and NWS careers.

Marine and Coastal Weather Services Branch employees attended the NOAA LGBT PRIDE Brown Bag Seminar on June 30, 2011.

OS1, OS5, and OS21 employees attended and participated in the Blacks in Government Scholarship awards banquet on May 26, 2011.

Office of Hydrologic Development

Working in the 21st Century Workplace: Understanding Culture, Gender, and

Generations: Beatrice Ross of RCO Communication Corporation provided diversity training to 72 OHD employees and contractors from at least 16 different countries. The training was titled “Working in the 21st Century Workplace: Understanding Culture, Gender, and Generations”.

Central Region

CWSU Olathe, Kansas - On May 17, 2011 Rich Webber participated in “Using Special Hiring Authorities to Expand and Diversify Your Applicant Pool” (Webinar)

WFO Omaha, Nebraska - WCM Brian Smith provided storm spotter training to the Winnebago tribe (fireman, law enforcement and paramedics) on May 9th.

WFO Chicago, Illinois - Monthly Diversity Reading: April—“Annoying Work Habits” from NWS Office of Equal Employment and Diversity Management archived newsletter. Monthly Diversity Reading: May—Older American’s Month and Asian-Pacific American Heritage Month. Monthly Diversity Reading: June—“Silent Beats” video examining stereotypes/prejudices & presidential proclamations for Lesbian, Gay, Bisexual, and Transgender Pride Month, National Caribbean-American Heritage Month, and African-American Music Appreciation Month.

WFO Milwaukee/Sullivan, Wisconsin – Ashlie Sears conducted a formal training session for WFO MKX employees on “Trust and Teamwork” on May 19, 2011. The first part of the training consisted of showing the latest CR LEAD 2010 Diversity video.

WFO Bismarck and Williston, North Dakota - Several human capital hours have been dedicated to EEO/Diversity focal point (Joshua Scheck) participation and leadership on the NWS Diversity Management Curriculum Team, which implemented the first NWS diversity management curriculum for NWS employee training via the Commerce Learning Center.

WFO Pueblo, Colorado - MIC, Jennifer Stark, worked with several members of a NWS Diversity Management training team to complete a Diversity training PowerPoint.

Southern Region

WFO Jackson, MS celebrated Cinco De Mayo with a luncheon and presentation.

RFC Slidell staff took the LMS course “People Soft” topics. Gina Tillis-Nash presented via Webinar for the Tampa Bay Diversity Workshop. Gina’s topic was Political Do’s and Don’ts of Political Diversity in the Workplace.

WFO Tallahassee staff took three EEO/Diversity courses via DOC LMS offerings. Ron Block,

Lead Forecaster, conducted several activities in Spanish during Hispanic Heritage Month.

National Centers for Environmental Prediction

SPC participation in the 2011 NOAA Hollings Scholar Program - SPC mentored two Hollings Scholars.

SPC SCEP employee gave a presentation at a Professional Development Workshop held at Jackson State University during the Meteorology Program's 35th Anniversary.

Aviation Weather Center hired Amy Harless to the AWC Aviation Support Branch as a research meteorologist. Amy was in the Student Career Employment Program (SCEP) at the Storm Prediction Center in Norman, Oklahoma and completed her Master's degree in meteorology at the University of Oklahoma.

Space Weather Prediction Center - Several chairs and workstations were replaced with ergonomic chairs and workstations to provide hours of comfort and productivity for Space Weather Forecast Office employees.

NCEP Central Operations - held training opportunities in-house for staff: 2nd Conflict Resolution Training – February 17, 2011.

SPC provided a severe weather presentation to individuals with disabilities. SPC Operations Chief gave a severe weather presentation to 20 individuals at the Dale Rogers Training Center (vocational training and employment center for individuals with disabilities).

The SPC will mentor two Hollings Scholars for the 2011 Session. They are Ms. Sarah Lynagh from Cornell University, and Ms. Sarah Stough from the University of Oklahoma.

Storm Prediction Center provides diversity and cultural awareness training at its quarterly staff meetings. To kick off the January 20 staff meeting, a video entitled “Diane and Kathy” was shown to the staff followed by a short discussion.

NCEP's Environmental Modeling Center hired a minority female (Indian) into the Marine Modeling and Analysis Branch.

Boulder Labs Diversity Council has been planning and arranging a presentation called “Windows to the Universe,” about el ninos and las ninas and the importance of diversity in science in support of Hispanic Heritage Month.

Rosemary Pettis from NESDIS EEO gave a presentation to all employees at NOAA Boulder on June 16, 2011. The two-hour presentation provided information on service dogs for the disabled.

Through the CAP (Computer/Electronic Accommodations Program), NCEP's AWC received and installed accommodations for a disabled employee.

On June 7, 2011 the NCEP Central Operations held the Myers-Briggs Type Indicator training session conducted by Sabrina Johnson, and Hope Hasberry from the NOAA/NWS Office of

Equal Opportunity and Diversity Management and Melissa Johnson-Baily from NOAA/NOS Office of Equal Opportunity and Diversity Management office. This training, offered to all NCO staff had fifteen participants.

May 26, 2011, the Boulder Diversity Council held a presentation called, Lessons from the Herd, presented by Christina Haxton offering a HorseSense Team Building & Leadership Development workshop. Christina shared some personal lessons on how horses communicate and how we have to learn to understand their communication style to have a good relationship (which also applies to human interactions too!).

NCEP's SPC provides diversity and cultural awareness training at its quarterly staff meetings.

Eastern Region

May was National Asian/Pacific American Heritage Month. ERH in Bohemia, NY had guest speaker Arthur Lee who spoke about his experiences growing up in China and his career in the U.S. as a customs broker. Mr. Lee demonstrated his unusual talent of singing Italian opera.

WFO State College, PA and MARFC conducted a Cinco de Mayo luncheon celebrating the diversity of the Mexican culture.

At least six field offices participated in the Diversity PowerPoint presentation webinar.

WFO Pittsburgh, PA and WFO Caribou, ME participated in a diversity webinar "Mentoring the Four Generation Workforce."

WFO Pittsburgh, PA celebrated a belated National Women's History Month by viewing the video "Dreams of Equality: A Century of Women and Work."

Several of our Eastern Region employees are participating on the NOAA Diversity Workforce and NOAA Diversity Workplace teams. Offices include WFO Pittsburgh, PA, and WFO Albany, NY.

ERH Bohemia, NY has added the following video to their resource library: ***A Funny Thing Happened On The Way to Diversity.***

A female Weather Coordination Meteorologist (WCM) was hired at WFO Charleston, WV
A female Weather Coordination Meteorologist (WCM) was hired at WFO Caribou, ME.
A female was promoted to General Forecaster at WFO Caribou, ME. A female met Intern was hired at WFO Raleigh, NC. A promotion to senior forecaster was given to a Hispanic employee at WFO New York, NY. A promotion to general forecaster was given to a transfer employee at WFO Wakefield, VA. A conversion of a female SCEP student to Met Intern took place at WFO Wilmington, NC. A promotion of a female to Journeyman Meteorologist took place in WFO Pittsburgh, PA. A promotion of a female to Met Intern took place in WFO Charleston, SC. A conversion of an Asian male SCEP student to Met Intern took place in WFO Pittsburgh, PA (student came from WFO Albany). A minority female intern was hired in 12/10 in WFO Gray, ME. A minority male was hired as Administrative Support Assistant in WFO Charleston, SC.

A female was promoted to senior service hydrologist in 12/10 in WFO Albany, NY.

October 15th , National Hispanic Heritage Month. ERH Bohemia, NY, in conjunction with WFO New York, NY, hosted a Hispanic male high school student who is interested in the sciences.

October was National Disability Employment Awareness Month. ERH Bohemia, NY featured guest speakers from Clubhouse of Suffolk, an organization that provides various services to persons with mental disabilities.

November was National American Indian Heritage Month. ERH Bohemia, NY hosted a guest speaker Robert Vetter, a professor and anthropologist who has been “adopted” by several Native American families and takes non-Native Americans on journeys into Native American territories.

ERH Bohemia, NY added *Shirts & Skins* and *White Face: A Serious Comedy About Racism* video to their resource library:

In honor of Dr. Martin Luther King Jr. Day ERH had a diversity luncheon and showed the video “A Class Divided” which documented the experiment of a teacher who separated the students by eye color in her classroom.

February featured National African American History Month. History was brought to life when guest speaker Joseph McNeil, one of the original Greensboro Four, gave his personal remembrances of four North Carolina A&T University students peacefully sitting-in at the “white only” lunch counter at F.W. Woolworth, for refusing to leave until they were served.

At WFO Caribou, ME a video was shown about George Washington Carver in honor of National African American History Month. In March they chose to show a video on the “Ten Commandments of Communicating with People with Disabilities”.

March was National Women’s History Month. WFO Pittsburgh showed “A Sense of Wonder” video which detailed the work of former NOAA employee Rachel Carson.

WFO Raleigh had several diversity and cultural activities. They also conducted a “Native American Indian Heritage week” with a table display of Native American artifacts courtesy of staff ET Karl Lenzen.

(Original signed on April 22, 2010)

Memorandum For: Director, NWS Southern Region
Deputy Director, NWS Southern Region
NWS EEO Manager, Southern Region

From: Charly Wells, Director, Office of Equal Opportunity
and Diversity Management (OEODM)

Subject: Technical Assistance Visit (TAV)

This fiscal year the OEODM will begin its Technical Assistance Visits (TAV) to two of the NWS FMC's beginning with the Southern Region in May over a two and one half-day period. The onsite program review is in accordance with Management Directive-715 (MD-715). The TAV will provide us with an opportunity to survey our best practices and provide guidance to maintaining the EEO program integrity and accountability in our Diversity Management Implementation process.

After discussions with your EEO Manager, we have determined that May 11-13, 2010 are available days to conduct the TAV. If this is not possible or has changed, please contact Hope Hasberry at 301 713-0692 x 200, or Sabrina Cook at 301 713-0692 x196 to discuss rescheduling

Under the MD-715's description of Model Agency Title VII and Rehabilitation Act Programs, agencies should incorporate a structure for effective management, accountability, and self-analysis. It is under this premise, which includes the implementation of the Diversity Management initiative, that we pursue a consistent level of competency in both EEO and Diversity Management.

On the first day of the TAV, we would like to meet with the Southern Region's Director or his Deputy Director, and the EEO Manager. The afternoon will consist of visiting the SR's WFO/RFC Dallas, Ft. Worth. Day two will consist of visiting the WFO Shreveport LA. At these offices, we would like to meet with the MICs/HIC and any EEO/Diversity Management focal points. We will finalize the TAV during the last day by meeting with the SR's EEO Manager to asset the TAV.

During this visit, we will review the EEO Program and the Diversity Management process at each of the WFO's. These meetings will also give you the opportunity to let us know how we can assist you in improving your EEO and Diversity Management Programs. If scheduling allows, we are requesting that the EEO Manager accompanies us to the WFO's.

Attached for your review is the NWS Model EEO Program Requirements and the NWS Diversity Management Implementation Elements. Your EEO Manager can provide you with a copy of the TAV Checklist. Should you have comments or questions, please do not hesitate to give me, a call at 301-713-0692 x200.

Attachment

EEOC's Model EEO Program Requirements

There are six essential elements for a model EEO program as described in EEO-MD715, at PART A, II. A – F, and PART B, III. A –F and they are:

1. Demonstrate commitment from agency leadership;
2. Integration of EEO into the Agency's strategic mission;
3. Proactive prevention of unlawful discrimination;
4. Efficiency; and;
5. Responsiveness and legal compliance in both EEO program requirements and Diversity Management implementation.

NWS Model Diversity Management Implementation Elements

There are five essential elements of a model Diversity Management Implementation Process:

1. Senior Management buy-in
 - a. Is Senior management clear and actively supportive
 - b. Have resources been allocated to accomplish the goals identified in the Strategic Plan
2. Is there Strategic Plan for Diversity Management
 - a. Milestones and obtainable goals
3. Identification of Diversity Management Champions
 - a. Accountability
 - b. Supportive network
 - c. Diversity management committees
4. Assessment Tool
 - a. Identification of Best Practices
 - b. Identification of problematic areas
 - c. Corrective actions/initiatives
5. Recognition
 - a. Success stories
 - b. Rewarding our champions

Results from the TAV for Southern Region conducted January 25-28, 2011

National Weather Service Southern Region Technical Assistance Visit (TAV) *January 25 – 28, 2011*

Overview

The National Weather Service's Southern Region (SR) employs nearly 1,000 individual in 32 forecast offices; four river forecast centers; seven Center Weather Service Units; the Spaceflight Meteorology Group; the FAA Academy; and Southern Region Headquarters. SR is the most weather-active region in the nation. It encompasses approximately one-quarter of the contiguous United States, includes New Mexico, Texas, Oklahoma, Arkansas, Louisiana, Mississippi, Tennessee, Alabama, Georgia and Florida, as well as the Commonwealth of Puerto Rico and the U.S. Virgin Islands. It also provides river flood forecasting and flash flood guidance for portions of North and South Carolina and Virginia.

The Southern Region is located in one of the most ethnically diverse segments of the United States. It is the location of many of this countries biggest Minority Serving Institutions. SR is the NWS biggest supporter of the Student Career Experience Program. SR organized its own Equal Employment Opportunity and Diversity Inclusion Advisory Committee (EEODIAC). SR has its own leadership development program called BLAST (Building Leaders for a Solid Tomorrow), whose goal is to provide and enhance leadership skills to as many employees as possible.

The SR has developed regional diversity conferences called Diversity Cells. The primary focus of the Diversity Cells is to provide diversity training to small groups in a relatively inexpensive manner. At the beginning of each year, 6-7 offices around the region are ask to host a Diversity Cell. With the hosting of the diversity cell, the office puts together an agenda for diversity/training presentations, finds an outside facility, if needed, if not the office conference room is utilized. Offices surrounding the host office are invited to attend. This generally always allows the invited offices to use the government vehicle for travel and on occasion a one-night stay in a hotel. By utilizing this method, SR is able to reach out to all offices at relatively low costs. When travel is just not possible, generally the host office will set up a regional webinar so those who cannot attend in person are able to participate via webinar.

In 2005 Southern Region employed 943 individuals; 799 (85%) males and 144 (15%) females. Of these 943 employees, 112 (12%) were minorities. In 2010 Southern Region employed 963 individuals; 804 (83%) males and 159 (17%) females. Of these 963 employees, 111 (11%) were minorities. Over the past 5 years, Southern Region has experienced a net increase in women of 9% and a net decrease in minorities of .9%.

Introduction

The purpose of the technical assistance visit (TAV) is to ensure consistent compliance with MD-715 requirements and the essentials for a Model EEO Program, described in MD-715 as it relates to EEO policy/program guidance, barrier identification/removal and Diversity

Management implementation. These visits will also be utilized to determine the effectiveness of our Diversity management process and Diversity implementation plans throughout this organization.

On January 25-28, 2011, three members of the National Weather Service’s Office of Equal Opportunity and Diversity Management (Charly Wells, Mary Dunbar and Hope Hasberry) conducted its first Technical Assistance Visit to the National Weather Service’s Southern Region. The visit included meeting with Gena Morrison, from Southern Region Headquarters and visiting two Southern Region offices (WFO/RFC Fort Worth and WFO Shreveport).

TAV Process

The OEODM TAV team assesses the effectiveness and efficiency of the region’s EEO Program and Diversity Management initiative by visiting the region’s headquarters office, two regional field offices and when possible a CWSU.

If needed, appropriate barrier removers will be recommended and entered into MD-715 for follow-up and implementation. The OEODM Director and the NOAA CRO Director will serve as consultant/adviser for any recommendations and proposed changes suggested by the team conducting the TAV. The OEODM will consult with each affected Regional Director and EEO Manager regarding the findings and subsequent removal of any triggers/barriers found. Recommendations and other trend data will be approved by the OEODM Director, the Assistant Administrator and Deputy Assistant Administrator of Weather Services. Final findings will be submitted to the AA, DAA, as well as the affected region/office director.

Below is the action agenda chart for the follow-up of items identified during the TAV:

TAV Agenda	Responsible Parties
Follow-up Actions from Previous TAVs	OEODM Director
Strategic or Operational Changes that could affect the TAV	DAA for Weather Services
Review of MD-715, Model EEO Program	DAA/OEODM Director
Progress towards meeting specific improvement objectives	RDs, Division Chiefs, Senior Mgrs
Establishment of New or Changed Objectives	RDs, Division Chiefs, Senior Mgrs
Recommendations for improvement and required resources	DAA/OEODM Director

EEO Manager/Workforce Program Coordinator

The TAV team met with Gena Morrison on January 25, 2011. Gena is the SR’s Workforce Program Coordinator (WPC). In 2010, Gena’s title changed from EEO Manager to WPC. In this position, she works directly under Steven Cooper, Deputy Regional Director for SR. She’s still responsible for managing the regional EEO Program and Diversity Management Initiative. Gena has a working knowledge of MD-715, Management Directive 110, 29 CFR part 1614 and the DOC/NOAA reasonable accommodation policies. When asked if she preformed TAVs she stated no, that it was not something that she has ever done. Gena stated that she did not receive a budget this year (FY 2011) due to the current budget situation.

When asked if she ever met with SR’s managers and supervisors to discuss EEO/Diversity Management issues, she stated that she didn’t. The TAV leader, Charly Wells, mentioned that it

is a yearly requirement that managers receive prevention of sexual harassment training and ask Gena if this was occurring in the SR. Gena was not aware of this requirement but she stated that she would ensure that it gets done in the future.

Based on the complaint data from the SR, Gena believes that if employees are filing complaints they are not going through her or any regional personnel. She often finds out about complaints being filed through the NOAA Civil Rights Office (CRO) after the fact. She feels that if she knew about the issues before they went to NOAA OCR, she could probably resolve many of the issues at the lowest level possible, as mandated.

Ms. Morrison reports that:

- She is not currently tracking her EEO/Diversity work time in an official manner using the accounting codes established by OEODM, but she would start using the furnished accounting codes and report the time that she works on anything pertaining to EEO/Diversity.
- That all Southern Region employees have taken the No FEAR Act training. Ms. Morrison wasn't sure if new employees were trained within 90 days of arriving in the SR, however, she would ensure that this occurs in the future.
- She felt she could not accurately answer whether all SR employees had accepted the concept of diversity management. When asked if she could give an estimated percentage, she felt that at least 50%-60% probably more SR employees had accepted the concept of diversity management.
- Along with the Diversity Cells which have been held in the past few years, Gena uses the newest on the market DVDs she purchased in 2010 to provide training information to field offices on different subjects (i.e., Generational Differences; Harassment; Respect; Stereotype, etc) Offices use these DVDs for often for leaning lunches, etc. Some of these videos have been used in the Diversity Cells.

When asked what role she played on the EEODIAC, she stated that she was an executive member. Mr. Armando Garza is the Chair of the EEODIAC. She stated that the committee meets quarterly and that the committee is made up of the SR's special emphasis program managers and a few of its EEO/Diversity Management Focal Points. She stated that committee members were appointed by the SR's Regional Director. She mentioned that SR has EEO/Diversity Management Focal Points at each office.

The TAV team next discussed the SR's Diversity Cells with Gena. Mr. Garza and the EEODIAC began the Diversity Cell Concept within the NWS. The committee felt that it would be a good cost effective way to provide diversity training as well as the ability to share information in a group setting. Gena mentioned that due to the FY 2011 budget situation, the SR will not be holding actual onsite Diversity cell training in FY 2011 but possibly strive to organize 'virtual' cells using Webinar technology which has worked well in the past.

The last agenda item discussed with Ms. Morrison was the SR student internship participation. Gena believes that SR Student Career Employment Program (SCEP) is very efficient and works well in the placement of students. They currently have 38 SCEPs with six December graduates being placed. Five of the graduating SCEPs will stay in SR, while one chose to take a position in

Central Region. Gena stated that SR will have additional students eligible for conversion upon their graduation in May. Gena mentioned she feels the SR SCEP runs very effectively and efficient. When asked if she tracked the students' conversions for entering and leaving the region, she stated yes; this was one of her responsibilities. She stated that she uses a program called Access to track the students. The SR does not participate in the Student Temporary Employment Program. When asked if she had access to the SR workforce data; she stated that yes, as the WPC she has access to MARS and NFC data.

Weather/River Forecast Office Dallas/Fort Worth

In our preliminary review of the collocated WFO/RFC Fort Worth office we met with the two station managers Mr. William Bunting, MIC and Mr. Tom Donaldson, HIC. We were impressed with their responses regarding the TAV items on the check list. Both Bill and Tom reflected their Regional Director's concerns for a work force free from hostilities and harmful non essential behavior in the workplace.

Their Station Bulletin Boards were up to date, employees were well informed, contact information was visible and readily available for anyone to utilize when appropriate. We were pleased with the knowledge and level of participation of each manager in the EEO Program and the Diversity Management process.

They make themselves available to the employees based on their individual needs as it relates to the work environment, EEO and Diversity Management. Both Managers had read and reviewed the barriers analysis in the MD-715 and had suggestions on how to improve the identification of those same barriers and permanently eradicate them. They were not aware of MD-110, 29 CFR 1614, and the EEO/Diversity Management accounting codes for tracking the work accomplished by their employees in support of the EEO/Diversity Management function. They will be provided the codes for future usage and tracking purposes. Their chief observation was the lack of funds due to the budget crunch. Additional funding was needed to address the special observances on station and other commemorative events taking place each month.

These managers and their employees are very active in their individual communities through outreach and school visits. We have encouraged them to provide an updated listing the various campuses they have visited in an attempt to spread the word regarding careers in the NWS. These lists will be compiled and shared with WFMO personnel for the purposes of dissemination during vacancy announcements. Tom mentioned the difficulty of hiring hydrology and civil engineers. He mentioned the need for greater recruitment in this area and the need to address the number of individuals majoring in this science.

Weather Forecast Office Shreveport

The WFO Shreveport was manned by a core of capable managers in support of their MIC, Mr. Armando Garza. Armando is the current Chair of the Southern Region's EEODIAC. We were not disappointed by the condition of his station and adherence to the EEO Program and Diversity Management Process implementation and general knowledge of the MD-715, MD-110, DOC/NOAA reasonable accommodation policy and 29 CFR 1614. Armando also had concerns regarding the effectiveness of the program when they couldn't get the level of funding necessary to sustain and perpetuate the special emphasis programs. As a manager he understood but just wanted make that observation. He is being charged with maintaining the integrity of the program and the Diversity Management process but his success is limited by the level of funding

available from the region for, SCEPs, special observances, training, and travel. Much of his success has been tempered by his own creativity and resourcefulness.

Mr. Garza is a strong believer in recruitment and outreach. He and his staff often use their on time to visit local colleges/universities in an effort to promote the NWS products, services and career opportunities. He stated that he would provide a listing of those colleges/universities not commonly visited to the region and personnel. Armando was aware of the EEO accounting codes but not aware that it had been approved by the union for usage in the field. He will endeavor to provide baseline information on time dedicated to the EEO/Diversity Management function in the near future. On station the Bulletin Boards were up to date with the most recent information on EEO Policy, Diversity Management, Ethnic Rules and the appropriate laws in support of effective work place management. He has maintained the EEO/Diversity Committee through a series of small meetings and webinars.

Summary/Conclusion

Based on our TAV to NWS SR, we believe that the region has the makings of a model EEO Program and Diversity Management process.

In the two SR field offices we visited we touched on an outreach initiative in which we could expand on by providing an updated listing of all the Minority Serving Institutions in which staff members frequently visit where the opportunity lies for future recruitment. This would assist in the future dissemination of vacancy announcements when the opportunity for recruitment occurs. This updated listing will be shared with personnel at the various Administrative Support Centers and would definitely help broaden its recruitment resources.

Southern Region is taking an aggressive approach that is unparallel with other regions within NWS in many aspects of its hiring of students and the well being of its employees through the EEO/Diversity Management spectrum. The SR managers interviewed were well versed and proactive and engaged with workplace issues.

In our findings, we did note that there were a few information gaps as it relates to EEO/Diversity Management. This reinforces the need for frequent training in this area to educate the NWS workforce on the principles of EEO, Diversity Management, 29 CFR 1614, MD-110 and other relevant EEO mandates.

We also noted that there is a need to place greater emphasis on regional barrier analysis done by the region's EEO Manager in accordance with MD-715 (e.g., are promotion, awards, disciplinary actions, training opportunities, developmental opportunities done equitably by race, national origin and gender).

Of the managers we interviewed, they were asked to track reasonable accommodation requests, no matter how small, for future references in the barrier analysis report to the SRH. Gena will be sending out additional information to all SR managers for reasonable accommodation reporting.

Lastly, we noted the disturbing trend in the NWS of transitioning from Regional EEO Managers toward Workforce Program Coordinators; EEO duties are now considered collateral responsibilities of the WPC. Not only is this a problem of losing the full-time position of EEO Manager, it is also an inherent conflict of interest that exists with human resource personnel handling EEO complaint issues/duties.

Future Plans:

Due to timing (AMS Conference), the TAV team was not able to meet with SR's RD or Deputy RD. In the future, we plan to ensure that we speak with these individuals upon our arrival in their region. The team would like to include a visit to one of the many CWSU's in the region as a part of its TAV in the future. Since the SR TAV, Gena has briefed the DRD once he returned from TDY at NWSH.

We also plan to revise our Technical Assistance Visit Checklist; several of the questions are redundant. We plan to set-up informal meetings with any staff at the WFOs/RFCs and CWSUs who would like to talk to us about any issues on their minds during the TAVs. Tentatively we have engaged the new NOAA CRO Director to make him a part of the TAV visits for validity and substantiation in the compliance meetings with our field units.

The team would also like to meet with the NWESO representative at each site to engage in a healthy dialogue regarding employee issues that may cross into the EEO/Diversity Management arena (e.g. tracking time spent serving the EEO/Diversity function on station).

We will endeavor to improve our website to include ideas for brown bags for NWS field SEPMS and Focal Points to be utilized by field offices in the NWS and continue to post videos of observances (budget permitting) here at the NOAA headquarters for all employees to access.

cc: W-Jack Hayes
Wx1-Laura Furgione
RD-Bill Proenza
DRD – Steven Cooper



Message from the Deputy Director

On June 1, 2011, the National Weather Service (NWS) Web-Based Diversity Clearing House Toolbox became available to all NWS employees. The [Web-Based Toolbox](#) can be used to obtain information on a number of diversity management topics, such as: diversity inquiries, electronic resources, diversity videos items, and other useful subjects.

Also available in the Toolbox, under the Electronics Resource section, is a Diversity Management Training Presentation. This presentation, available in full version, or in three distinct parts, can be used by managers and diversity focal points to facilitate local diversity management discussions and training.

I encourage each of you to take a look at the Toolbox at your convenience. Please feel free to submit questions or comments directly to the NWS Diversity Management Council through the toolbox site, or contact the Office of Equal Opportunity and Diversity Management Director, Charly Wells, at 301-713-0692, ext. 201, or via e-mail at charly.wells@noaa.gov.

Laura K Furgione

The Diversity Management Training Presentation link:

<http://www.weather.gov/eo/toolbox/>

NWS Diversity Management Training Curriculum Available for NWS Employees

Submitted by NWSN Staff on Mon, 02/07/2011 - 18:57

A new Diversity Management Training Curriculum is now available on the Commerce Learning Center website. The curriculum, developed by the Diversity Management Curriculum team under a NWS Diversity Council charter, improves understanding and management of diversity.

All of the diversity courses are on the learning center web page via a link located on the right side.

NWS Deputy Director **Laura Furgione** said the team's efforts align well with NWS diversity priorities and make training more accessible. "The work they've done will go a long way toward helping us achieve our diversity management goals," said Furgione.

Members of the DMC team are a diverse collection of National Weather Service Employees Organization and management employees from all over the U.S. These employees have served in various positions and locations throughout NOAA and NOAA's NWS. The team members are **Connie Clarstrom, Jeffrey Cupo, Linda Engebretson, Jerry Griffin, Todd Hall, Maria Krug, Ella Lichtenberg, Alana McCants, Joshua Scheck** and **James Su**. "Our diverse backgrounds and careers enriched our discussions, and ultimately resulted in a superior curriculum." said Scheck, co-chair of the team and the science and operations officer at the NWS Bismarck, N.D., Weather Forecast Office.

During the past 18 months, the team evaluated the quality and relevance of diversity courses available on the CLC. The team previewed more than 500 hours of course material and narrowed down the initial list of more than 170 diversity courses to a recommended list of 13 courses.

"The work done by the Diversity Training Curriculum Team is fantastic," said **Jose Garcia**, the NWS Diversity Council chair and meteorologist-in-charge of the NWS Amarillo, Texas, WFO. "They have spent an extraordinary amount of time reviewing courses for their fellow NWS employees. These courses will really help everyone better understand Diversity and the importance of Diversity in our workplace. Now, diversity training will be easy to find on the LMS, thanks to the wonderful work done by this team in support of the NWS Diversity Marketing effort."

Hall, a senior meteorologist at the NWS Los Angeles/Oxnard, Calif., WFO who also served as co-chair of the team, added, "The NWS Diversity Council support of this project has been encouraging and the results speak volumes about the quality of leadership that NOAA and the NWS have."

<https://doc.learn.com>

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S

NATIONAL WEATHER SERVICE

**Strategic Plans for
Special Emphasis Programs**

**Women, Hispanic, African American, Asian Pacific Islander and
American Indian Native Alaskan**

2011-2013

Working Together to Save Lives



Federal Women's Program Strategic Plan

The objective of the National Weather Service (NWS) Federal Women's Program (FWP) is to implement initiatives to increase the representation of women in the NWS workforce, particularly in science, engineering, and senior level positions. The program supports the career development and advancement of women, including minority women and women with disabilities at NWS.

In 1967, Executive Order 11375 added sex to other prohibited forms of discrimination such as race, color, religion, and national origin. In response to this, the Office of Personnel Management (OPM) established the Federal Women's Program (FWP). In 1969, Executive Order 11478 integrated the FWP into the Equal Employment Opportunity (EEO) Program and placed the FWP under the direction of EEO for each agency. OPM regulations implementing Public Law 92-261 require that Federal agencies designate a FWP Manager to advise the Director of EEO on matters affecting the employment and advancement of women. This law also requires that Federal agencies allocate sufficient resources for their Federal Women's Programs.

In an assessment done by the NWS Office of Equal Opportunity and Diversity Management (OEODM) in October 2010, women were substantially underrepresented in the NWS workforce. Women represent 46.8% of the National Civilian Labor Force; however, women only represent 19.82% 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).

In BACKGROUND:

In 1997, total women in NWS workforce: 779
In 2002, total women in NWS workforce: 837
In 2006, total women in NWS workforce: 884
In 2007, total women in NWS workforce: 900
In 2009, total women in NWS workforce: 962
In 2010, total women in NWS workforce: 981

Even though we have experience continuous growth in the number of women in the NWS workforce, we are still under-represented. Women represent 46.8% of the National Civilian Labor Force, but represent only 19.5% of the NWS workforce.

This Federal Women's Program Strategic Plan (FWPSP) is tied to the overall NWS Policy on EEO and Diversity Management. The Diversity Management Strategic Plan and the FWPSP will be used to manage the diversity of our employees by building an inclusive work force; fostering an environment that respects the individual; and offering opportunities for all persons to develop to their full potential in support of atmospheric science. Through this plan, the NWS is seeking to build relationships with women communities and engage them in the NWS's vast scientific and technical operations. The plan calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with the women community in three critical areas: employment, education, and training.

NWS FWPSP identifies strategies and goals to eliminate barriers impeding the progress of women. The major programmatic focus will be on transitioning women into science and engineering occupational fields, eliminating barriers in the workforce to ensure full utilization and representation at senior levels, and expanding the pool of girls in science and engineering fields. FWPSP helps to ensure equity in promotions, awards, and all employment related actions.

Goals:

1. Meet with NWS Regional FWP Managers at least twice per fiscal year.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

On September 8, 2011 the NWS FWPs met to discuss the NWS Federal Women's Program. We discussed the development of a charter, we discussed the development of a NWS FWP website, and we discuss the current status of women in the NWS workforce. We also discussed in general several of the goals we would like to accomplish in FY 2012. We will meet again around the last week in September 2011.

2. Annually provide a workforce analysis to NWS Regional FWPs Managers on the status of NWS women employees.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

On August 16, 2011 the OEODM provided a presentation entitled *Equal Opportunity: What's Happening with the Representation of Women, Minorities, and Individual with Disabilities in the Weather Services' Workforce?* to NWS Headquarters employees. The briefing was provided by Hope Hasberry. During the briefing, she talked about the NWS EEO Program and changes in the NWS workforce over the past 5 years.

3. Develop a NWS FWP specific web page on the NWS OEODM web site.

Lead Office: OEODM

Completion: Quarter IV – FY2011

This milestone has not been completed. It is a goal of the NWS FWP Committee. We hope to develop a website similar to the new Diversity Management Toolbox website. We will have a draft ready by the 3rd Quarter FY 2012.

4. Participate in and/or support at least 2 outreach activities specifically targeted to increasing the number of women in science fields and/or increase the participation of women in senior positions.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

In July the NWS supported the Federally Employed Women's National Training Program in Philadelphia. In March the NWS supported the Women's History Month Program. In August the NWS provided a briefing to NWS employees on "What's Happening with the Representation of Women, Minorities, and People with Disabilities in the NWS Workforce." During FY 2011, NWS employees continued to participate on the Women in Science List Serv.

On April 28, 2011, the OEODM assisted with hosting the NOAA "Take Our Daughters and Sons to Work" Day event. The program was founded to create an opportunity for girls and boys to share and communicate their aspirations for the future. During the event the kids participated in activities designed to expand opportunities for girls and boys; expose them to what adults in their lives do during the work day; show them the value of their education and give them an opportunity to share how they envision their future. Over 500 kids participated in this event

On March 9, 2011 the OEODM assisted in hosting the 2011 NOAA Women's History Month observance. The event took place in the NOAA Science Center from 11:00am-1:00pm. Twelve NOAA female employees represented different ethnic groups from across the world. The employees represented the following groups: Korean, Chinese, Japanese, Russian, Indian, Italian, French, African, Irish, and Hispanic descent. Each table representative dressed in her native/ethnic clothing; each table had music, posters/photos, and artifacts affiliated with that group or culture.

On August 26, 2011 the NWS took the lead in hosting the NOAA Women's Equality Day Event. The NWS Deputy Assistant Administrator participated as the Opening Speaker.

5. Use the exiting Women in Science networking list serv to promote awareness and/or solicit information on women issues and concerns.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

In FY 2011 the Women in Science networking list serv is not currently being used to its greatest power, but the FWP is currently considering ways to use the listing more effectively in the future. The OEODM is currently considering developing its own NWS blogging system.

6. Host at least 2 programs targeted to NWS women employees at the NWS Headquarters.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

On March 9, 2011 the OEODM assisted in hosting the 2011 NOAA Women's History Month observance. The event took place in the NOAA Science Center from 11:00am-1:00pm. Twelve NOAA female employees represented different ethnic groups from across the world. The employees represented the following groups: Korean, Chinese, Japanese, Russian, Indian, Italian, French, African, Irish, and Hispanic descent. Each table representative dressed in her native/ethnic clothing; each table had music, posters/photos, and artifacts affiliated with that group or culture.

On August 26, 2011 the NWS took the lead in hosting the NOAA Women's Equality Day Event. The NWS Deputy Assistant Administrator participated as the Opening Speaker.

In September we will provide a briefing on Prevention of Sexual Harassment at the NWS Headquarters.

7. Encourage managers to target women organizations when distributing vacancies.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

In FY 2011 the OEODM conducted its 1st Technical Assistance Visit to the Southern Region. During the visit, we reiterated the need for more outreach and education activities. We emphasized the need to provide information to minority organizations about the National Weather Service jobs. In October 2010 the OEODM supported the Jackson State University career day celebration. Present NWS employees who were alumni of JSU talked to the majority female audience about applying for jobs, interviewing, and internships at NWS. Also during briefings in FY 2011 the OEODM staff continued to encourage managers to provide information, such as vacancy announcements to women and other minority organization.

8. Review NWS internal employment practices undertaken to retain women employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

Through Management Directive 715 we evaluated the NWS internal employment practices to retain women. The NWS Diversity Council meets monthly and the NWS EEO Managers meet quarterly and we discuss relevant issues.

9. Provide at least one webinar per region on prevention of sexual harassment training to NWS employees.

Lead Office: OEODM

Completion: Quarter II – FY 2012

On October 4, 2011, the OEODM will provide a briefing at NWS Headquarters on Prevention of Sexual Harassment: A Costly Proposition. This training may be offered to the regions during the first and second quarters on FY 2012.

10. Promote awareness among NWS female employees of opportunities to compete for managerial, executive and upward mobility training.

Lead Office: OEODM

Completion: Quarter IV - FY2011 and FY2012 and FY2013

This milestone wasn't address specifically by the NWS FWP; however, all opportunities to compete for managerial, executive and upward mobility training are announced to all employees. Also, during the NWS/NOAA Women's Equality Day event on August 26, 2011 women were strongly encouraged to participate in career enhancing opportunities. Also, NWS women who participated in this year's FEW National Training Program were provided training on how to step up and be recognized and on how to be more assertive. Women also learned about the many opportunities available for them to participate in.

Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of women. OEODM, through existing tracking and reporting mechanisms, will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Offices, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to female employment.

1. Periodically update and review organizational female workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

This is accomplished each year through the Management Directive 715 Report.

2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of women.

Lead Office: OEODM

Completion: Annually

Hispanic Employment Program Operating Plan FY 2011 - FY 2013

Executive Order [13230](#), Educational Excellence for Hispanic-Americans Commission strengthens the Nation's capacity to provide high-quality education and increase opportunities for Hispanic-Americans to participate in and benefit from Federal education programs. Executive Order [13171](#) was issued on October 12, 2000, to help improve the representation of Hispanics in Federal employment. OPM's "Nine Hispanic Employment Initiatives" provide various strategies for improving Hispanic employment levels. The initiative focuses on specific objectives Federal agencies should implement to address Hispanic underrepresentation and touch on general employment, career development, senior executive service, and management accountability. One of the Office of Equal Opportunity and Diversity Management's (OEODM) highest priorities has been to undertake a serious effort to strengthen the NWS' workforce and management capabilities while addressing workforce diversity issues.

2011-2013

Hispanic underrepresented data will be obtained and inserted here when it becomes available.

2005-2007 (This is the latest data)

In FY 2005, Hispanics were vastly underrepresented in the NWS workforce. Hispanics were underrepresented in a majority of the NWS mission-related occupations. Hispanic males were underrepresented in six of seven occupations and Hispanic women were underrepresented in five of seven occupations. In FY 2005, Hispanic men reached parity in the Physical Scientist occupation and Hispanic women reached parity in the Meteorologist and Hydrologist occupations. Hispanics represent 10.7% of the NCLF; however, Hispanics represent only 2.8% of the NWS workforce.

This Hispanic American Employment Program Operating Plan (HAEP) is tied to the overall NWS Policy on Equal Employment Opportunity (EEO) and Diversity Management. The overall objective of this plan is to ensure that Hispanics have equal opportunity to compete fairly in recruitment, training, upward mobility, promotions, and any other condition of Federal employment.

This plan is challenging, manageable, measurable, and consistent with and supportive of the NWS' Self Assessment. The Hispanic-American community needs total commitment from all managers and employees to meet these goals and objectives.

The successful accomplishment of the OEODM goals is predicated on three strategic actions:

- Creating effective working partnerships with both internal and external organizations in order to correct the underrepresentation and underutilization of Hispanic-Americans at the NWS.
- Communicating the successes and activities of Hispanic-Americans across all sectors of the NWS family to focus attention on issues surrounding their employment at the NWS.
- Make management aware of the barriers to senior level positions and launch an effort to put in place active recruitment and retention initiatives.

Goal A: Enhance/Develop Employee Potential

1. Contact regions and discuss Hispanic-American Employment Program Operating Plan.

Lead Office: OEODM

Completion: Receive regions input on how each region will implement plan to fit their needs by end of Quarter I - FY2012.

Regional EEO managers have been presented with the task of implementing a Plan. The OEODM is finalizing an SOP, which will provide examples for completing SEP strategic plans. EEO managers will be held accountable for submitting their plans to the OEODM.

No Plan has been reported or received from the Regions. An email will be sent to all EEO Managers inquiring the status of the Plan. Information will be obtained and recorded.

2. Initiate dialogue to establish long-term relationships with Hispanic-American advocacy groups and organizations.

Lead Office: OEODM

Completion: Initiate dialogue with a minimum of three Hispanic-American organizations by end of Quarter IV - FY2012.

(1)The OEODM has established a long term relationship with SACNAS. (2) The OEODM established a relationship with the University of Maryland, College Park, Md, by providing the OEODM's web site which includes student intern program information. USA jobs web site was also provided.

3. Identify and target institutions that graduate a significant number of Hispanic-Americans with degrees that meet NWS job needs. Partner with these institutions to identify students interested in the NWS.

Lead Office: OEODM

Completion: Develop list of viable candidates by end of Quarter I - FY2012.

1. Puerto Rico, Mayaguez's
 2. University of Maryland
 3. The National Hispanic University, San Jose CA – Math, Science and Computer Science (Contact: Michael Mooney)
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4. Research NWS recruitment strategies used to target Hispanic-Americans through professional organizations, colleges, and universities.

Lead Office: OEODM

Completion: Create a Hispanic-American employment communications plan and initiate dialogue with a minimum of four major Hispanic-American publications and organizations by end of Quarter II - FY2012.

The OEODM has identified several Hispanic organizations, including the names listed below. Research will go into several of these publications to see which ones would benefit Hispanic employment at NWS.

1. University of Florida. No contact name established as of yet (352) 392-3261
2. UCLA Chicano Studies
3. El Observador Publications, Inc – San Jose CA
4. SACNAS
5. HACU

5. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.

Lead Office: OEODM in coordination with local school districts

Completion: Develop partnerships with three local school systems and secure their participation in existing NWS internship/apprenticeship programs by end of Quarter II - FY2012.

The following schools have a sufficient amount of Hispanic students. These schools are being introduced to the operations of the NWS.

- (1) Wilson High School – OEODM has requested NWS to secure a weather station at the school.
- (2) White Oak High School
- (3) OEODM is looking into partnering with a third school

6. Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.

Lead Office: OEODM

Completion: Review and assess intern programs statistical data by end of Quarter IV - FY2012.

The NWS participates in all NOAA student programs. These student programs consist of all ethnic students, including Hispanic students; however- it cannot be determined which student identify themselves as Hispanic. It is OEODM's goal to make HACU a part of NOAA's 2012 student intern program. HACU would have to be a NOAA initiative.

7. Review GS-13, 14, 15, and SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified Hispanic-American candidates for senior-level positions.

Lead Office: WFMO and OEODM

Completion: Make recommendations to WFMO, directors and managers for correcting any deficiencies by end of Quarter IV - FY2012.

This goal will be removed by the end of the reporting period as each DOC/NOAA vacancy have posted an EEO policy statement at the end of each announcement. Review procedures will be conducted each 4th FY to ensure constancy.

8. Ensure that EEO Managers report their participation on NWS administered Selection Review Boards and SES Selection Panels.

Lead Office: OEODM

Completion: Review procedures on boards and selection panels and make suggestions to correct any deficiencies by end of Quarter IV - FY2012.

Some regional EEO Managers have participated on panel selections, but most have not. The OEODM hopes that meeting with Bill Broglie will implement change for this initiative.

9. Review internal employment practices undertaken to retain Hispanic-American employees (e.g., use of retention bonuses, awards, promotions, etc. for all qualified employees).

Lead Office: WFMO and OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter III - FY2012.

Obtaining NWS data has been an on-going issue; the OEODM is in the process of eliminating the barrier.

Goal B: Disseminate Accurate and Compelling Information about Training and Development Opportunities.

1. Review NWS Hispanic-American employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: WFMO and OEODM

Completion: Review Hispanic-American participation data for training program by end of Quarter IV - FY2012.

2. Create awareness among NWS recruitment personnel about the wide variety of Hispanic-American recruitment sources that can yield potential GS-13, 14, 15, and SES applicants.

Lead Office: OEODM and WFMO

Completion: Initiate dialogue for ensuring a pool of qualified applicants, with Hispanic-American executive-level organizations by end of Quarter II - FY2012.

NWS does not have “recruitment personnel”; however, NWS participates in cultural related events and activities with the intent of making NWS a highly visible organization to students and job seekers. The OEODM purchases a booth at the annual SACNAS Conference and Career Fair. Several NWS employees participate by staffing the booth, serving as Poster Judges and promoting NWS career opportunities. The USA JOBS website is provided in the student packages. The OEODM will continue to create awareness among NWS managers.

3. Create awareness among high-potential NWS Hispanic-American employees of GS-13, 14, 15, and SES opportunities.

Lead Office: OEODM and WFMO

Completion: Create an SES awareness campaign by end of Quarter III - FY2012.

Announcements and SES opportunities are made available to all employees via DOC/NOAA web sites.

4. Identify and promote awareness of government-wide and NWS executive development training programs among high-potential Hispanic-American candidates in order to increase opportunities for inclusion in GS-13, 14, 15 and SES selection pools.

Lead Office: OEODM and WFMO

Completion: Create an awareness campaign by end of Quarter III - FY2012.

Job announcements and SES training opportunities are made available via DOC/NOAA web sites. Also, NWS do not have a vehicle for tracking training especially when it comes to cultural deficiencies.

Goal C: Improve Retention

1. Review exit interview procedures, questionnaires, and data for Hispanic-American employees and make recommendations for improvement.

Lead Office: WFMO and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

NWS still struggle to get exiting employees to participate in this process. The OEODM will keep tabs on this process.

2. Review NWS nomination process among Hispanic-American and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2012.

Because of advertisements accessibility for all employees of via email and web, no deficiencies have been identified.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of Hispanic-Americans. OEODM, through existing tracking and reporting mechanisms, will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Officers, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to Hispanic-American employment.

1. Periodically update and review organizational Hispanic-American workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

Hispanic goals will be reported at the end of Quarter II FY 2012.

2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of Hispanic-Americans.

Lead Office: OEODM

Completion: Annually. This report will be presented after the data from Goal D-1 (see above) is completed. Quarter II FY 2012.

People with Disabilities Employment Program Operating Plan FY 2011 - FY 2013

People with Disabilities (PWD) represent over 19.3% of the U.S. population or over 49.7 million people, and rank as one of the fastest growing segments of the U.S. population. President George W. Bush announced the New Freedom Initiative in February 2001. The Initiative was designed to eliminate barriers to full integration into American life that many of this Nation's citizens with disabilities still face.

NOAA's National Weather Service is committed to enhancing employment opportunities for people with disabilities. NWS wants to increase the representation of qualified PWD in all levels of its workforce. Six percent of the National Civilian Labor Force (NCLF) and 5% of the NWS workforces are PWDs. NWS goal is to meet and exceed the NCLF. The NWS PWD Employment Program was designed to ensure individuals with disabilities enjoy equal opportunity in all aspects of employment within NWS, including hiring, promotions and reasonable accommodation. This PWD Operating Plan has been developed as a roadmap to assist in meeting these goals.

PWD can be hired through the traditional competitive hiring process or, if they qualify, noncompetitively through the use of excepted service appointing authorities. Excepted service appointing authorities for hiring individuals with disabilities were developed to provide an opportunity for PWD to show that they can do the job and to circumvent the attitudinal barriers of managers and supervisors.

This PWD Employment Program Operating Plan (PWDEPOP) is tied to the overall NWS Policy on Equal Employment Opportunity and Diversity Management. The Diversity Management Operating Plan and the PWDEPOP will be institutionalized in all facets of NWS operations. Through this plan, the NWS seeks to build relationships with the disabilities community and engage them in the NWS scientific and technical operations. The plan calls for strengthening the NWS outreach activities in a comprehensive effort to promote partnership opportunities with the disability community in the critical areas: employment, training, and education.

This plan seeks to recruit talented candidates from outside the NWS, retain, promote, develop current employees, create a pipeline for addressing current and future workforce needs, and to make management aware of the barriers to senior level positions.

Goal A: Enhance/Develop Employee Potential

1. Develop PWDEP webpage and announce completion to NWS family.

Lead Office: OEODM

Completion: Review current web page and update to reflect goals of PWDEP by end of Quarter III -FY2013.

Status: OEODM will work with WFMO and NOAA's POC to create and maintain a PWDEP webpage. This page will include current vacancy announcements not limited to additional information available to PWD. OEODM will maintain this website in conjunction with WFMO.

2. Identify college students with disabilities interested in hydrology, meteorology, engineering and physical science at the NWS.

Lead Office: DOL, WFMO and OEODM

Completion: Review DOL WRP database and make data available to NWS managers at all levels by end of Quarter III - FY2013.

Status: OEODM will continue efforts in placing students with disabilities in internship positions within the NWS, and will continue to expand information about the various programs to build a stronger database for targeting students with disabilities interested in employment with the NWS. The objective of targeting is to eventually place qualified students in full time positions. This is a continuous task that will follow through into FY – 2013.

3. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible and review "status only" requirement.

Lead Office: WFMO and OEODM

Completion: Review vacancy announcement language and procedures by end of Quarter III - FY2013.

Status: Due to other immediate obligations, this goal was not completed. OEODM will meet with WFMO to discuss this milestone by Quarter IV – FY 2013.

4. Contact regions and discuss PWD Programs.

Lead Office: OEODM

Completion: Continuous.

Status: OEODM will make contact with the Regional EEO and SEPM Program Managers to discuss and each Regions PWD programs and activities and to review how this fits into their Strategic Plans, and provide updates to OEODM's Director as required.

5. Initiate dialogue to establish long-term relationships with PWD advocacy groups and organizations.

Lead Office: OEODM

Completion: Initiate dialogue with a minimum of three People with Disabilities organizations by end of Quarter I - FY2013.

Status: OEODM will continue to strengthen this initiative to meet the requirements of the PWD advocacy groups

6. Identify and target institutions that graduate a significant number of students with disabilities with degrees that meet NWS job needs. Partner with these institutions to identify students interested in the NWS.

Lead Office: OEODM

Completion: Continuous

Status: The NWS identified and hired college students from various institutions who met degree requirement for scientific and administrative positions. These targeted institutions offered specialized degrees in the IT, Math, and Scientific disciplines'. OEODM will continue to monitor the progress of institutions and students who meet the requirements of the NWS scientific positions.

7. Research NWS recruitment strategies used to target PWD through professional organizations, colleges, and universities.

Lead Office: OEODM

Completion: Create a PWD employment communications plan and initiate dialogue with a minimum of four major PWD publications and organizations by end of Quarter I - FY2013.

Status: Due to mitigating circumstances, this milestone was not completed. OEODM will coordinate with WFMO to review and accomplish goal by FY 2013.

8. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.

Lead Office: OEODM in coordination with local school districts

Completion: Develop partnerships with three local school systems and secure their participation in existing NWS internship programs by end of Quarter II - FY2010.

Status: During FY-2011, OEODM supported several high school students who were placed in our STEP Internship Program. OEODM is able to communicate directly with administrators and students to coordinate internships within the NWS. This initiative will continue through FY2013.

9. Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.

Lead Office: OEODM

Completion: Review and assess intern programs statistical data by end of Quarter III - FY2013.

10. Establish informal mentoring program for interested PWD employees.

Lead Office: OEODM

Completion: Continuous

Status: OEODM identified several NWS employees who were interested in the mentoring program. Individuals were identified and OEODM will continue to match candidates with mentors to assist them in reaching their full potential in the workplace. This initiative will continue throughout

FY-2011-2013.

11. Review GS-13, 14, 15, and SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified PWD candidates for senior-level positions.

Lead Office: WFMO and OEODM

Completion: Continuous

Status: Due to mitigating circumstances, this goal was not met. OEODM is currently working with local area programs to hire individuals through the Schedule A hiring process. Managers will receive training on hiring PWD's to effectively support the program. This goal will continue through FY- 2011-2013.

12. Ensure that EEO Managers report their participation on NWS administered Selection Review Boards and SES Selection Panels.

Lead Office: OEODM and WFMO

Completion: Review procedures on boards and selection panels and make suggestions to correct any deficiencies by end of Quarter IV - FY2013.

Status: OEODM will coordinate with WFMO to acquire information and data on the selection process. This goal will be accomplished by Quarter II – FY2013.

13. Create awareness among NWS recruitment personnel about the wide variety of PWD recruitment sources that can yield potential GS-13, 14, 15, and SES applicants.

Lead Office: OEODM and WFMO

Completion: Initiate dialogue for ensuring a pool of qualified applicants, with PWD executive-level organizations by end of Quarter II - FY2013.

Status: Due to other obligations that were more immediate, this goal was not accomplished. Goal will be met during Quarter IV – FY2013.

14. Create awareness among high-potential NWS PWD employees of GS-13, 14, 15, and SES opportunities.

Lead Office: OEODM and WFMO

Completion: Create an SES awareness campaign by end of Quarter II - FY2013

Status: OEODM will meet with WFMO to determine the best way of creating awareness for PWD's and the higher levels. This goal will be visited by Quarter IV – FY2013.

15. Create awareness among NWS PWD employees of existing executive/leadership training programs.

Lead Office: WFMO and OEODM

Completion: Continuous

Status: OEODM will continue to meet with coordinators of executive leadership program to review the status of executive leadership programs by the end of Quarter I-FY2013. Through additional 'training conferences such as Blacks-In-Government, awareness programs are reviewed to develop ways for enhancing leadership opportunities for employees.

16. Identify and promote awareness of government-wide and NWS executive development training programs among high-potential PWD candidates in order to increase opportunities for inclusion in GS-13, 14, 15 and SES selection pools.

Lead Office: OEODM and WFMO

Completion: Create an awareness campaign by end of Quarter III - FY2013.

Status: OEODM has partnered with “The Value of a Veteran” program coordinators to promote hiring PWD’s and the Unpaid Veterans Program. OEODM will coordinate with WFMO to ensure that the proper steps are taken in implementing these programs into the NWS.

Goal B: Improve Retention

1. Review exit interview procedures, questionnaires, and data for PWD employees and make recommendations for improvement.

Lead Office: WFMO and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

Status: Due to other obligations, this milestone was not completed during the 2008-2010. By the end of Quarter II - FY 2013, OEODM will meet with WFMO to review ways to improve retention.

2. Review internal employment practices undertaken to retain PWD employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: WFMO and OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter II - FY2013.

Status: will work with the appropriate managers and WFMO to gather this information and use as a tool to review and improve the retention process for hiring purposes by Quarter III FY-2013.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities.

1. Review NWS PWD employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: WFMO and OEODM

Completion: Review PWD participation data for training program by end of Quarter I - FY2013.

Status: This information will become available through the NWS mentoring program as it continues through FY-2013.

2. Promote awareness among NWS PWD employees of opportunities to compete for managerial, executive and upward mobility training.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter II - FY2013.

Status: Goal will continue into new plan. OEODM will work with WFMO to accomplish this goal by Quarter II – FY2013.

3. Review NWS nomination process among PWD and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2013

Status: This milestone was not completed due to mitigating circumstances. OEODM will meet with WFMO to establish nomination procedures to participate in leadership and other executive programs to enhance career development. This milestone will be accomplished by Quarter IV - FY2013.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of PWD. OEODM, through existing tracking and reporting mechanisms will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Officers, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to PWD employment.

1. Periodically update and review organizational PWD workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

Status: Once goals are determined and in place, the DAA/ Managers/Supervisors will receive briefings and reports for the organizational goals for PWD. OEODM will make suggestions as to how the NWS can reach the desired goal by Quarter IV – FY2013.

2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of People with Disabilities.

Lead Office: OEODM

Completion: Annually

Status: OEODM will meet with OEODM's Director to review report on improved progress.

African-American Employment Strategic Plan FY 2011- FY 2013

Federal agencies are being challenged to lead our Nation into the 21st Century by building a highly skilled and well-trained Federal workforce that looks like America. NOAA's National Weather Service (NWS) is committed to building a talented workforce that utilizes the skills of all employees and is representative of the nation's diversity.

More and more, NWS finds itself competing with private industry to attract skilled employees to fulfill its mission of providing 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. By tapping the talents of our increasingly diverse communities, NWS is building a stronger foundation for itself and the world.

One of the Office of Equal Opportunity and Diversity Management's (OEODM) highest priorities has been to undertake a serious effort to strengthen the NWS workforce and management capabilities while addressing workforce diversity issues. The Assistant Administrator for Weather Services issued the NWS Policy on Equal Employment Opportunity (EEO) and Diversity Management. In this policy statement, he directed the NWS to build and manage a talented and diverse workforce. Under this policy, NWS managers have an opportunity and responsibility to address the long-standing underrepresentation and underutilization of African-American in its workforce, especially in senior management, hydrology, meteorology, engineering, and physical science positions.

The African-American Special Emphasis Program has been established to increase the awareness and representation of African-Americans throughout the NWS. Executive Order 11478, which establishes EEO Program, helps to strengthen this program. It is the policy of the Federal government to provide equal opportunity in employment to all individuals regardless of race, color, religion, gender, national origin, disability, or age. Although African-Americans are well represented in the NWS workforce, they are underrepresented in higher-grade positions.

This African-American Employment Program Strategic Plan (AAEPOP) is tied to the overall NWS Policy on EEO and Diversity Management. The Diversity Management Strategic Plan and the AAEPOP will be institutionalized in all facets of NWS operations. The plan calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with the African-American community in three critical areas: employment, training and education.

This plan has been developed to address and assist in reversing the under representation and under utilization of African-Americans at the NWS. The plan seeks to recruit talented candidates from outside the NWS; retain, promote, develop current employees; and create a pipeline for addressing current and future workforce needs.

Goal A: Enhance/Develop Employee Potential

1. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible and review “status only” requirement.

Lead Office: Workforce Management Office (WFMO) and OEODM

Completion: Review vacancy announcement language and procedures

Status: Due to mitigating circumstances, this goal was not fully accomplished. Milestone will be addressed by Quarter IV of 2012

2. Contact regions and discuss African-American Employment Program Strategic Plan.

Lead Office: OEODM

Completion: Receive input on how each region will implement plan to fit their needs.

Status: Due to prior OEODM obligations, milestone was not addressed during the last FY period. OEODM will conduct Regional Technical Assistance Visits (TAV) which will include reviews and status reports from EEO managers on their regions AAEP plans and initiatives. Goals for this initiative will continue through FY 2013. OEODM will provide assistance to each region in completing this goal.

3. Establish the African-American Employment Program Committee.

Lead Office: OEODM

Completion: Request volunteers for the committee, get supervisor approval, select committee members, and select a Chair.

Status: OEODM will work with Blacks-in-Government (BIG) as well as EEO focal points to establish a committee collectively and will continue into FY 2011-2013.

4. Initiate dialogue to establish long-term relationships with African-American advocacy groups and organizations.

Lead Office: OEODM

Completion: Initiate dialogue with African-American organizations.

OEODM has participated in several conferences to establish relationships with African American professional organizations. As addressed in milestone #3, OEODM will continue network towards establishing a stronger relationship with other African American advocacy groups through FY 2013.

5. Identify and target institutions that graduate a significant number of African-Americans with degrees that meet NWS job needs. Partner with these institutions to identify students interested in the NWS.

Lead Office: OEODM

Completion: Develop list of viable candidates.

Status: Jackson State University is one of the targeted colleges along with several others that graduate a significant number of African Americans with NWS-related degree. This milestone will continue into FY2013. OEODM will continue to identify targeted institutions that meet the requirements of this goal and to strengthen relationships with the NWS in efforts to employ qualified students with this organization.

6. Research NWS recruitment strategies used to target African-Americans through professional organizations, colleges, and universities.

Lead Office: OEODM

Completion: Create an African-American employment communications plan and initiate dialogue with African-American publications and organizations.

Status: OEODM will continue to participate and attend conferences focusing on African American employment programs to determine recruitment best practices. This milestone will be addressed during the FY 2012-2013 Plan.

7. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.

Lead Office: OEODM in coordination with local school districts

Completion: Develop partnerships with local school systems and secure their participation in existing NWS internship/apprenticeship programs.

Status: OEODM has collaborated with local schools as a means of reaching our recruitment and outreach initiatives. This milestone will continue into FY 2012 as this is a continuous goal that's in line with the mission of OEODM.

8. Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.

Lead Office: WFMO and OEODM

Completion: Review and assess intern programs statistical data by.

Status: OEODM will meet with Workforce Management by the end of FY2012 to address this goal.

9. Review GS-13, 14, 15, and SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified African-American candidates for senior-level positions.

Lead Office: WFMO and OEODM

Completion: Make recommendations to WFMO, directors and managers for correcting any deficiencies.

Status: Due to mitigating circumstances, this milestone was not completed. OEODM will meet with WFMO to discuss action item by the end of Quarter IV – FY 2013.

10. Ensure that EEO Managers report their participation on NWS administered Selection Review Boards and SES Selection Panels.

Lead Office: WFMO and OEODM

Completion: Review procedures on boards and selection panels and make suggestions to correct any deficiencies by end of Quarter IV - FY2007.

Status: OEODM will address this milestone during the FY 2011-2013 plan.

11. Create awareness among NWS recruitment personnel about the wide variety of African-American recruitment sources that can yield potential GS-13, 14, 15, and SES applicants.

Lead Office: OEODM and WFMO

Completion: Initiate dialogue for ensuring a pool of qualified applicants, with African-American executive-level organizations by end of Quarter IV - FY2008.

Status: OEODM will meet with WFMO to discuss strategies in accomplishing this milestone by FY 2013.

12. Create awareness among NWS African-American employees of existing executive/leadership training programs.

Lead Office: WFMO and OEODM

Completion: Review African-American participation data for leadership and executive training programs.

Status: OEODM will meet with WFMO to discuss this milestone during the FY 2012-2013 plan.

Goal B: Improve Retention

1. Review exit interview procedures, questionnaires, and data for African-American employees and make recommendations for improvement.

Lead Office: WFMO and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

Status: OEODM is in the process of meeting with the appropriate personnel to meet this requirement by the end of Quarter IV FY 2011.

2. Review internal employment practices undertaken to retain African-American employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: WFMO and OEODM

Completion: Review retention data and make suggestions to correct any deficiencies.

Status: OEODM will meet with WFMO managers by the end of Quarter III – FY2013 to accomplish this goal.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities.

1. Review NWS African-American employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: WFMO and OEODM

Completion: Review African-American participation data for training program.

Status: OEODM is meeting with the appropriate personnel to meet this requirement by the end of Quarter IV of FY 2012. OEODM's mentoring program will assist employees with skill building and training opportunities.

2. Promote awareness among NWS African-American employees of opportunities to compete for managerial, executive and upward mobility training.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies.

Status: Milestone will be addressed in FY 2011-2013. OEODM will continue to promote awareness among African American employees of the various leadership and career development opportunities offered for NOAA employees.

3. Review NWS nomination process among African-American and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies.

Status: Due to mitigating circumstances, this goal was not completed and will be addressed by the end of Quarter III FY 2013.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of African-Americans. OEODM, through existing tracking and reporting mechanisms, will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Officers, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to African-American employment.

1. Periodically update and review organizational African-American workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of African-Americans.

Lead Office: OEODM

Completion: Annually

NOAA's National Weather Service Asian American and Pacific Islander Special Emphasis Program Strategic Goals

MISSION

The mission of NOAA's National Weather Service on Asian American and Pacific Islander Special Emphasis Program is to eradicate stereotype and employment discrimination at the workplace, and to ensure inclusion and equity in the mainstream workforce.

VISSION

Asian American and Pacific Islander (AAPI) employees participate in every component of the NOAA's National Weather Service (NWS) workforce: from top management to basic supporting staff, with equal opportunity, and free of upward and lateral barriers. AAPIs have equal access and opportunity to compete fairly in recruitment, training, upward mobility, promotion, and other aspects of Federal employment. The participation ratio of AAPIs in the NWS workforce is comparable to that of the National Civilian Labor Force (NCLF).

BACKGROUND

On October 14, 2009, President Obama signed an Executive Order entitled: 'INCREASING PARTICIPATION OF ASIAN AMERICANS AND PACIFIC ISLANDERS IN FEDERAL PROGRAMS'. This order (Order) supersedes Executive Order 13125 of June 7, 1999 and Executive Order 13339 of May 13, 2004. The purpose of the Order is to establish: (1) a President's Advisory Commission on AAPIs (Commission) and (2) a White House Initiative on AAPIs (Initiative). Each will work to improve the quality of life and opportunities for AAPIs and to advance research and analysis for AAPI populations. The Order also designated Secretaries of Commerce and Education as the Co-Chairs of the Initiative. The Initiative shall advise its Co-Chairs on the implementation and coordination of AAPI related Federal Programs across executive departments and agencies. The Commission shall provide advice to the President through the Co-Chairs of the Initiative. Guidelines for tasks to be handled by the Commission and the Initiative are listed in the Order. Among them, three guidelines are listed here: (1) identify Federal programs in which AAPIs may be underserved and increase AAPIs' participation in these programs, (2) identify ways to foster the recruitment, career development, and advancement of AAPIs in the Federal Government, and (3) increase and improve opportunities for AAPIs' participation in Federal programs considering a number of factors, including language barriers. These guidelines will serve as the bases for this strategic plan.

The NWS is committed to improving the representation of AAPIs in its workforce. The seven mission-related occupations within the NWS are: Meteorologist, Meteorological Technician, Physical Scientist, Hydrologist, Information Technology Specialist, Electronic Engineer, and Electronic Technician. The NWS Office of Equal Opportunity and Diversity Management (OEODM) has assessed the representation of AAPIs in these seven occupations. The AAPIs are underrepresented in most of the seven occupations of the NWS workforce compared to the NCLF.

The NWS is aware that diversity represents one of the greatest strengths in a workforce and recognizes the accomplishments and contributions of AAPIs to our nation. In supporting the NWS mission, one of OEODM's highest priorities has been to strengthen its workforce and management capabilities while addressing workforce diversity issues. This strategic plan will be used to manage the diversity of NWS employees focusing on AAPI, by building an inclusive workforce, fostering an environment that respects individuals, and offering opportunities for all employees in developing to their full potential. Through this plan, the NWS will reach out to build relationship with the AAPI communities for recruitment effort and engaging them in the NWS operations. The plan calls for tasks emphasized in employment, education, and quality of life of NWS AAPI employees and AAPI communities.

Goal 1: Recruitment and Hiring

Objective 1: Research NWS recruitment strategies used to target AAPIs through professional organizations, colleges, and universities.

Completion Date: IV Quarter FY 2012

Objective 2: Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened where possible; and review "status only" requirement.

Completion Date: IV Quarter FY 2012

Objective 3: Initiate dialogue to establish long-term relationships with AAPI professional organizations and advocacy groups.

Completion Date: Continuing

Objective 4: Identify and target institutions that graduate a significant number of AAPIs with degrees that meet NWS job needs.

Completion Date: Continuing

Objective 5: Review SES search and placement procedures and ensure that effective outreach tools are utilized to actively recruit qualified AAPI candidates for senior-level positions.

Completion Date: Continuing

Objective 6: Create awareness among NWS recruitment personnel about the wide variety of AAPI recruitment sources that can yield potential SES candidates.

Completion Date: Continuing

Objective 7: Create awareness among high-potential NWS AAPI employees of SES opportunities.

Completion Date: Continuing

Objective 8: Identify and promote awareness of the NWS executive development training programs among high-potential AAPI candidates government-wide, in order to increase opportunities for inclusion in the SES selection pools.

Completion Date: Continuing

Objective 9: Inform NWS minority employee groups and other Federal Government AAPI employment program managers of the hiring and promotion opportunities, and utilize their networks for identifying qualified candidates for senior positions.

Completion Date: Continuing

Goal 2: Promote Equal Employment Opportunity

Objective 1: Make written materials available to all AAPI employees and applicants, informing them of the AAPI Special Emphasis Program, along with variety of EEO programs as well as administrative and judicial remedial procedures available to them.

Completion Date: Continuing

Objective 2: Publicize the contact information of the EEO Director, Regional EEO Managers, and AAPI Special Emphasis Program Managers (SEPM, of headquarters and regions), and make it available to all employees at all times. Also notify all employees the details of EEO complaint process, especially the time limit and necessity of contacting an EEO Counselor before filing a complaint.

Completion Date: Continuing

Objective 3: Establish a procedure which would allow AAPI SEPMs to review vacancy announcements before officially posting them on the website of the U. S. Office of Personnel Management.

Completion Date: Continuing

Goal 3: Enhance and Develop Employee Potential

Objective 1: Establish a formal mentoring program for interested AAPI employees. Recruit mentors and mentees. Also solicit mentors outside of the NWS.

Completion Date: IV Quarter FY 2012

Objective 2: Create awareness among NWS AAPI employees of existing executive and leadership training programs.

Completion Date: Continuing

Objective 3: Identify and promote awareness of NOAA, DOC, and Government-wide executive development training programs among high-potential AAPI candidates in order to increase their opportunities for inclusion in the SES selection pools.

Completion Date: Continuing

Goal 4: Disseminate Accurate and Compelling Information, and Promote Training and Development Opportunities

Objective 1: Create awareness among NWS AAPI employees of “MD-715” and ensure the provision of “No Fear Act” is met within the NWS Headquarters and all field offices.

Completion Date: Continuing

Objective 2: Determine the number of AAPI employees within the NWS, who have participated in existing career advancement training programs, conferences, and seminars. Use the data to develop an efficient method of reaching qualified members of the workforce for future opportunities. Propose a workable solution to senior managers.

Completion Date: Continuing

Objective 3: Promote awareness among NWS AAPI employees of opportunities to compete for managerial, executive and upward mobility training.

Completion Date: Continuing

Goal 5: Improve Retention

Objective 1: Solicit and analyze data on NWS internal employment practices undertaken to retain AAPI employees. Use the best practices to improve retention.

Completion Date: Continuing

Objective 2: Monitor exit interview procedures, questionnaires, and data for AAPI employees and make recommendations for improvement.

Completion Date: Continuing

Goal 6: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of AAPIs. OEODM, through existing tracking and reporting mechanisms will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Headquarters Office and Regional Directors, managers, and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to AAPI employment.

Objective 1: Periodically update and review organizational AAPI workforce goals and achievements. Address barrier removal as indicated in MD-715.

Completion Date: Semiannual

Objective 2: Submit annual status report to the OEODM Director on NWS progress towards improving the promotion potential of AAPIs.

Completion Date: Continuing

American Indian/Alaskan Native Employment Program Strategic Plan FY 2011 - FY 2013

NOAA's National Weather Service is committed to create and support programs to increase the number of American Indian/Alaskan Natives (AI/AN) in scientific and technical fields and increase the awareness of NWS as an employer that values the contribution and culture of AI/ANs.

In an assessment done by the NWS Office of Equal Opportunity and Diversity Management (OEODM), AI/AN women are underrepresented in six of seven NWS mission-related occupations. The six occupations are 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.

The NWS AI/AN Employment Program (AI/ANEP) is part of an NWS effort to address and assist in reversing the underrepresentation and underutilization of AI/AN at NWS. This AI/AN Strategic Plan (AI/ANSP) serves the purpose of ensuring that NWS offices are aware of its commitment to a more diverse workforce across the nation for the AI/AN community.

NWS AI/ANSP seeks to recruit talented candidates from outside the NWS; retain, promote, and develop current employees; create a pipeline for addressing current and future workforce needs; and to educate the NWS community about workplace barriers that may hinder AI/AN employees.

This plan is tied to the overall NWS Policy on Equal Opportunity and Diversity Management. Through the AI/ANEP, NWS is seeking to build relationships with AI/AN communities and engage them in the NWS's scientific, technical, and administrative. The NWS AI/ANSP calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with AI/AN communities in three critical areas: employment, education and training.

Goal A: Enhance/Develop Employee Potential

1. Research NWS recruitment strategies used to target AI/AN through professional organizations (e.g., AISES Magazine), and colleges and universities).

Lead Office: OEODM

Completion: Create an AI/AN employment communications plan and initiate dialogue with a minimum of four major AI/AN publications and organizations by end of Quarter I- FY2013.

1. The OEODM has made contact with the American Indian Graduate Center (AIGC), located in Albuquerque, NM. An informational e mail has been sent to the agency's outreach coordinator and a relationship has been established between the Center and the NWS. The OEODM sent the AIGC the NWS website, OEODM web site and the USA JOBS website. The OEODM requested that this information be distributed to the AIGC student resources. www.aigcs.org
 2. For recruitment purposes the OEODM is reviewing the option of placing an Ad in "The American Indian Graduate" magazine.
 3. Consideration is being made for an Ad in the "Winds of Change", American Indian Education.
 4. The OEODM made contact with the University of Maryland Multi Cultural Center- Information was provided on the NWS student intern programs and the US Jobs web site (for researching NWS vacancy announcements).
-

2. Initiate dialogue to establish long-term relationships with AI/AN organizations and advocacy groups.

Lead Office: OEODM

Target Completion Date: Initiate dialogue with a minimum of three AI/organizations by end of Quarter II - FY2013.

- (1) Relationship established with American Indian Graduate Center. (Contact is with Michelle Pasena) Outreach coordinator – The OEODM provided student internship, NWS careers opportunities, and USA JOBS web site.
 - (2) Relationship established with the University of Maryland College Park, Md. OEODM provided student internship, NWS careers opportunities, and USA JOBS web site.
 - (3) Northwest Indian College- NWS participated in a 3 day career fair in FY 2011- This is part of an on-going relationship with the college.
 - (4) FY 2010 and 2011 NWS participated in the SACNAS Organization by contributing funds for conference registration and participation in a career fair booth. There is an on-going relationship with the organization.
 - (5) OEODM is in partnership with AISES and attending the National Conference on an annual basis.
 - (6) OEODM collaborated with the NOAA Office of Civil Rights Office and Donald Chapman, Senior Advisor on Native American Affairs, to host a Native American Heritage Month Program in November 2011.
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3. Identify and target institutions that graduate a significant number of AI/AN with degrees that meet NWS job needs. Collaborate with these institutions to identify students interested in Atmospheric research and administration at the NWS.

Lead Office: OEODM

Target Completion Date: Develop list of viable candidates by end of Quarter I – FY 2013.

- (1) The OEODM continue to partnership with Haskell Indian Nations University, Lawrence, KS
 - (2) The OEODM collaborated with Northwest Indian College, in Bellingham, WA. NWS spent 3 days engaged in a career fair, taught a resume writing course, and collaborated with staff and students. The college is aware of opportunities within NWS.
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4. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.

Lead Office: OEODM in coordination with local school districts.

Completion: Develop partnerships with three local school systems and secure their participation in existing NWS internship/apprenticeship programs by end of Quarter I - FY2013.

- (1) Wilson High School, District of Columbia (contact has been made)
 - (2) St. Michael, Silver Spring, MD (planning stages)
 - (3) Blair High School, Silver Spring, MD (planning stages)
 - (4) Will also contact some DC and Virginia schools (planning stages)
-

5. Ensure that EEO Officers report their participation on NWS-administered Executive Resources Boards, Performance Review Boards, and SES Selection Panels.

Lead Office: OEODM

Completion: Review procedures on board and panel selections and make suggestions to correct deficiencies by end of Quarter IV - FY2011.

Some regional EEO Managers have participated on panel selections, but most have not. Further discussion with WFMO will take place. Also, NOAA administration is changing and the OEODM hopes that meeting with Bill Broglie will implement change for this initiative. This has yet to happen, but we look forward to making a change in FY 2011.

Goal B: Improve Retention

1. Review regional employment practices undertaken to retain AI/AN employees (e.g., use of retention bonuses, awards, promotions, etc.).

The OEODM is looking into changing the language of this goal and to seek other avenues of retention.

Lead Office: OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter IV- FY2013.

The OEODM will continue to review retention data on AI/AN on an annually basis. The OEODM hopes to increase the representation data based on the 2011- 2013 employment goals.

2. Review exit interview procedures, questionnaires, and data for AI/AN employees and make recommendations for improvement.

Lead Office: Offices Chief Financial Officer and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

The OEODM has made several requests to become involved in the exit interview process, but has not made progress as of yet.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of AI/ANs. OEODM through existing tracking and reporting mechanisms will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Headquarters and Regional Directors, managers, and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to AI/AN employment.

1. Periodically update and review organizational American Indian/Alaskan Native workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.
Quarter I and IV

2. Submit Quarterly Status Report to the OEODM Director on the NWS progress towards improving the promotion potential of AI/AN.

Lead Office: OEODM

Completion: Quarterly

OEODM References

- NWS Strategic Plan for Diversity Management
http://www.weather.gov/diversity/strategic_plan.php
- NWS Measurement Tool: “Measuring NWS Progress Toward Diversity Management” To view copies of the NWS Measuring Tool contact the OEODM. Also, see the OEODM Annual Report October1, 2007 - October 1, 2008

- **Proposed Technical Visits**

Under MD-715’s description of Model Agency Title VII and Rehabilitation Act Programs, agencies should incorporate a structure for effective management, accountability, and self-analysis. It is under this premise, which includes implementation of the Diversity Management initiative, that we pursue a consistent level of competency in both EEO and Diversity Management by visiting and documenting progress of each Regional Headquarter Office.

Upon approval from the Deputy AA, visits will be scheduled to each Regional Headquarters Office.

- **OEODM Standard Operating Plan**

A Standard Operating Procedure (SOP) is a set of written instructions documenting routine or repetitive activity followed by an organization.

To view a copy of the OEODM Standard Operating Procedures contact the OEODM. Also, see the OEODM Annual Report October1, 2007 - October 1, 2008.

- **NWS OEODM Handbook for EEO Managers, Focal Points and Special Emphasis Program Managers, FY 2011**

This Handbook was created to assist NWS EEO Managers, Focal Points and Special Emphasis Program Managers in implementing the roles and responsibilities of the official position. To view or obtain a copy of this Handbook contact the OEODM. Also, see www.weather.gov/eoo

- **OPM’s Recruitment Efforts - Applicant Flow Data Memorandum**

An important tool in examining the fairness and inclusiveness of the Federal government’s recruitment efforts is OPM’s “Demographic Information on Applicants Flow Data”. A memo from OPM and the “Demographic Information on Applicants” form is attached.



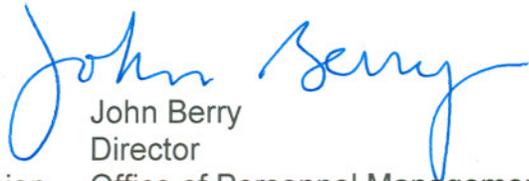
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JOINT MEMORANDUM

TO: DIRECTORS OF EQUAL EMPLOYMENT OPPORTUNITY;
CHIEF HUMAN CAPITAL OFFICERS

FROM: Stuart J. Ishimaru 
Acting Chairman
Equal Employment Opportunity Commission


John Berry
Director
Office of Personnel Management

SUBJECT: Applicant Flow Data

The Federal government must attract, develop and retain a world class, high quality workforce that can deliver results for the American people and ensure the continued growth and prosperity of the nation. Federal agencies must make full use of our nation's talent by promoting workplaces that provide a fair and level playing field and the opportunity for employees to achieve their fullest potential.

One important tool in examining the fairness and inclusiveness of the Federal government's recruitment efforts is applicant flow data. By reviewing the yield of an agency's recruitment effort, the organization can reassess and improve its effort to reach all segments of our population. EEOC's Management Directive 715 provides that federal agencies shall eliminate barriers to equal employment opportunity and directs agencies to prepare self assessments to monitor progress and identify barriers that may operate to exclude certain groups. The Office of Personnel Management strongly supports conducting organizational self-analyses, along with the removal of any discriminatory barriers found through these analyses.

OPM also strongly supports the collection of demographic data, including applicant flow data, because such collection is an integral part of the barrier identification process described in MD 715. A form for collecting applicant data has been approved by the Office of Management and Budget (OMB) and is attached for your consideration in the event your organization does not currently have an OMB approved form.

In addition to taking this opportunity to jointly remind agencies of the importance of collecting applicant flow data, OPM and EEOC are also reminding agencies that they must properly handle and use any demographic data that they collect, including applicant data. As a general matter, for example, it is advisable for agencies to keep demographic information separate from an application as an applicant proceeds through the hiring process. Further guidance on these and other issues is contained in MD-715.

Form - DEMOGRAPHIC INFORMATION ON APPLICANTS

Vacancy Announcement No.:
Position Title and Grade:
Name (Last, First, Middle Initial):

Your Privacy Is Protected

This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):

- | | |
|--|---|
| <input type="checkbox"/> Agency Internet Site recruitment | <input type="checkbox"/> Agency or other Federal government on campus. |
| <input type="checkbox"/> Private Employment Web Site. | <input type="checkbox"/> Religious organization. |
| <input type="checkbox"/> Other Internet Site. | <input type="checkbox"/> School or college counselor or other official. |
| <input type="checkbox"/> Poster. | <input type="checkbox"/> Job Fair - give location: _____ |
| <input type="checkbox"/> Newspaper. | <input type="checkbox"/> Friend or relative working for this agency. |
| <input type="checkbox"/> Magazine. | <input type="checkbox"/> State Vocational Rehabilitation Agency. |
| <input type="checkbox"/> TV/Radio. | <input type="checkbox"/> Professional organization or publication. |
| <input type="checkbox"/> Student association. | <input type="checkbox"/> Other. _____ |
| <input type="checkbox"/> Private Employment Office. | |
| <input type="checkbox"/> State Employment Office. | |
| <input type="checkbox"/> Federal, state, or local Job Information Center. | |
| <input type="checkbox"/> Agency Human Resources Department (bulletin board or other announcement). | |

2. Sex (Check One):

1. Male
2. Female

3. Ethnicity (Check One):

1. Hispanic or Latino --a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. Not Hispanic or Latino

4. Race (Check all that apply):

1. American Indian or Alaska Native --a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian --a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3. Black or African American --a person having origins in any of the black racial groups of Africa.
4. Native Hawaiian or Other Pacific Islander --a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
5. White --a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Privacy Act and Paperwork Reduction Act Statement

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974"), for individuals completing Federal records and forms that solicit personal information. The authority is Title 5 of the U.S. Code, sections 1302, 3301, 3304, and 7201. **Purpose and Routine Uses:** No individual data is ever provided to selecting officials. This form will only be seen by HR Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which can not be broken out by individual applicants. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.

CLOSING STATEMENT

This Report has been prepared to assist the OEODM staff in maintaining its mission, assessing past accomplishments, and to provide a track record for refining and perfecting the EEO Program and Diversity Management initiative.

The NWS Assistant Administrator and Deputy Assistant Administrator may use this document to gain a comprehensive understanding of the NWS EEO Program and DM Initiative.

This document was created for a results oriented management style.

