

# **U. S. Fish and Wildlife Service**

## **EEOC MD 715 Plans**



**FY 2009**

**Federal Agency Annual EEO Program Status Updated Report  
FY 2009**

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**EEOC FORM  
715-01 PART A - D**

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report**

**For the period covering October 1, 2008 to September 30, 2009**

<b>PART A</b>  Department or Agency Identifying Information	1. Agency		1. U. S. Department of the Interior	
	1.a. 2 <sup>nd</sup> level reporting component		1.a. U. S. Fish and Wildlife Service	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		2. 1849 C Street, N. W.	
	3. City, State, Zip Code		3. Washington, DC 20240	
	4. CPDF Code	5. FIPS Code	4. IN15	5. 1448
<b>PART B</b>  Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 8,319	
	2. Enter total number of temporary employees		2. 1,496	
	3. Enter total number employees paid from non-appropriated funds		3. Not applicable	
	4. Total Employment [add lines B 1 through 3]		4. 9,815	
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Sam D. Hamilton, Director	
	2. Agency Head Designee		2. Denise Sheehan, Assistant Director-Budget, Planning and Human Capital	
	3. Principal EEO Director/Official Official Title/series/grade		3. Inez Uhl, EEO Officer GS-260-14	
	4. Title VII Affirmative EEO Program Official		4. Carolyn McGuire, EEO Specialist GS-260-14	
	5. Section 501 Affirmative Action Program Official		5. Inez Uhl, EEO Officer	
	6. Complaint Processing Program Manager		6. Inez Uhl, EEO Officer	

7. Other Responsible Staff

7. Charles Davis, Statistician, GS-1530-14  
Duane Harris, EEO Specialist, GS-260-12  
Julia Bumbaca, Veterans Employment Program  
Manager, GS-14  
Ruby Nweke, Equal Opportunity Assistant,  
GS-361-7

**EEOC FORM  
715-01 PART A - D**

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report**

<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
List of Subordinate Components Covered in this Report	Region 1, Portland, Oregon	IN1501	1448
	Region 2, Albuquerque, New Mexico	IN1502	1448
	Region 3, Twin Cities, Minnesota	IN1503	1448
	Region 4, Atlanta, Georgia	IN1504	1448
	Region 5, Hadley, Massachusetts	IN1505	1448
	Region 6, Denver, Colorado	IN1506	1448
	Region 7, Anchorage, Alaska	IN1507	1448
	Region 8, Sacramento, California	IN1508	1448
	Region 9, Arlington, Virginia	IN1509	1448

EEOC Forms and Documents Included with this Report			
Executive Summary [FORM 715-01 PART E], that includes:	X	Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects.	N/A
Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	Organizational Chart	X

**EEOC FORM  
715-01 PART E**

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report  
For the period covering October 1, 2008 to September 30, 2009**

**Executive Summary**

The Service's mission is to work with others to conserve, protect and enhance fish, wildlife, and plants, and their habitats for the continuing benefit of the American people.

The participations of White women and of minorities as a group in the permanent workforce are quite low in comparison with their participations in comparable occupations in the Civilian Labor Force (CLF). When considered separately, this also holds for Blacks, for Asians, and for employees identifying with 2 or more races.

The Service's permanent workforce was 8,319 as of the end of FY 2009, an increase of 196 from last fiscal year. This table outlines the diversity changes:

	Actual Changes			Expected Changes		
	Count	Percent	Participation	Count	Percent	Participation
Workforce	196	2.4%				
Minorities	14	1.1%	-0.2%	62	4.7%	0.4%
White women	84	3.2%	0.3%	85	3.3%	0.3%
Targeted disabilities	-2	-2.4%	0.0%	22	26.5%	0.2%
All disabilities	10	1.8%	0.0%	23	4.1%	0.1%

This year the participation of minorities as a group declined substantially (-0.2%) compared to an increase of +0.4% which would have been expected. The primary reason is the low accession rates for Blacks and Asians. Based on their participation in the CLF, the Service would have expected to have hired around 44 Blacks, but only 32 were hired (i.e., -12). Similarly, based on Asians participation in the CLF, the Service would have expected to have hired 41 Asians, but only 17 were hired (i.e., -24). This resulted in a shortfall of 36 new permanent employees for these two groups alone.

This year the participation of White women increased substantially (+0.3%), consistent with expectations.

The participation of persons with targeted disabilities declined (-2 employees). For 10 years the Director has issued to the Service Directorate Diversity Objectives that includes a goal of hiring 3 persons with targeted disabilities per Region, for a total of 27, annually. In FY 2009, only two Regional Directors met the goal of hiring 3 persons with targeted disabilities. Had all Regional Directors met their goal, we would have expected an increase of 22 persons with targeted disabilities.

## Professional Biology Series and Biology Students:

The participation of women in the professional biology series is low in comparison to the participation of women in comparable occupations in the CLF. This is also the case for Black women, Hispanic women, Asian women, White women, and women identifying with two or more races when considered separately. For men in the professional biology series, only Asian men have an unexpectedly low participation rate.

This year the Service did an excellent job of hiring and retaining White women in our professional biology series, achieving a very substantial increase in the participation rate of +0.8%. We hired 91 White women in the professional biology series, well above the 80 which would have been expected based on their participation in the CLF. In addition, only 38 White women left the professional biology series, well below the 51 which would have been expected to leave based on their participation in the professional biology workforce.

In contrast, our achievements for minority women and for Asian men in our professional biology series were disappointing. The apparent cause of the problem is the low accession rates for these groups. Based on their participation in the CLF, we would have expected to have hired around 22 minority women this year, whereas we only hired 8 (i.e., -14). Similarly, based on their participation in the CLF, we would have expected to have hired around 9 Asian men in the professional biology series; however, we only hired 1 (i.e., -8). This resulted in a shortfall of 22 new permanent employees for these groups combined.

The Student Career Experience Program (SCEP) appears to be the primary route to permanent employment for members of minority groups, accounting for 50% of minority hires. The following table summarizes the sources of our professional biology hires this year:

	Total	Sources of Professional Biology Permanent Hires				
		SCEP	Temporary	DOI Bureau	Federal Agency	Outside
Blacks	2	1				1
Hispanics	8	4			1	3
Asians	5	3		1		1
NHOPI						
AIAN	2					2
Two races	1	1				
White women	91	24	15	7	11	34
White men	124	20	26	10	17	51
Targeted disability	2		1			1
All Disability	17	4	3	3		7
Total hires	233	53	41	18	29	92

The primary gateway to a permanent position is through temporary employment. This year not a single minority group member was converted from a temporary appointment. Of the 929 employees obtaining temporary appointments in our biology series during FY 2009, 84 (9%) were members of minority groups. It was unexpected, that with 84 minority group members available, none were converted to permanent appointments in our professional biology workforce, even as SCEPS. Initial appointment in the Service's temporary workforce has not proven to be an effective route to permanent employment in the Service's biology workforce for members of minority groups.

## Senior Workforce (GS-13 through SES):

The participations of women as a group, of minorities as a group, and of persons with disabilities as a group in the senior workforce in the Service are comparable to the participations of these groups in similar occupations in the senior workforce in DOI (excluding BIA & BIE). Nevertheless, the participation of Native American women is quite low. Additionally, the low participation of Black women, although not statistically significant, needs to be closely monitored.

The only statistically significant change in the Service's senior workforce during FY 2009 was a substantial increase in the participation of White women. White women were hired into the senior workforce in greater numbers than would be anticipated from their participation in the senior workforce in DOI and fewer separated than would be expected based on their participation in the senior workforce in the Service.

Despite their low participation rate, there have been no accessions or promotions into the senior workforce among Native American women during the past 4 years. In FY 2008, the Service reported that there had been no participation of Native American women in the leadership development programs for a 3 year period. In FY 2009, the Service had a Native American woman participate in the Stepping Up to Leadership program.

Examination of the Leadership Development Program statistics yielded mixed results. On the one hand, the selection rates for our Stepping Up to Leadership Program indicated that diverse applicants were selected at rates consistent with their participation in the applicant pool. On the other hand, the selection rates for the Advanced Leadership Development Program (ALDP) warrant further analysis. In spite of the fact that there were substantial numbers of minority applicants, all selectees for the FY 2010 ALDP class were White. In the coming months the Service will assess the significance of this outcome.

## Mission-Critical Criminal Investigators:

The participation of women as a group in the Service's Criminal Investigator series is quite low in comparison with the participation of women in similar occupations in the CLF. This is also the case when the participations of Black women, Hispanic women, and White women are examined separately. For men in the Service's mission-critical Criminal Investigator series, only Black men have an unexpectedly low participation rate.

During FY 2009, 10 criminal investigators were hired (3 White women and 7 White men), and 16 left (2 White women, 5 minority men, and 9 White men), reducing the participation of minority men. However, since the minority men who left were not Black, groups with low participation rates were not affected.

Our self-assessment shows that the Service has the following program deficiencies:

- Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments. (See page 28 for our plan to improve.)
- The Service has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.

There is no applicant background tracking or data collection and analysis system that permit tracking of recruitment and outreach efforts to determine whether there is a recruitment problem, a hiring problem or both. (See page 30 for our plan to improve.)

The Service does not collect and evaluate exit interview information to determine why employees are leaving. (See page 32 for our plan to improve.)

- The Service does not have a process to coordinate and track recruitment efforts. (See page 33 for our plan to improve.)

Our barrier analyses show that we have the following triggers:

- A review of the Service's workforce revealed a significant decline of 0.2% in minority participation. (See page 36 for our plan to improve.)
- A review of the Service's professional biology series revealed a low participation of Black females, 0.7%, in comparison to the CLF of 1.8%. (See page 38 for our plan to improve.)
- A review of the Service's professional biology series revealed a low participation of Hispanic females, 1.7%, in comparison to the CLF of 2.1%. (See page 40 for our plan to improve.)
- A review of the Service's professional biology series revealed a low participation of Asian males, 0.7% and females, 0.9%, in comparison to the CLF of 4.0% and 4.2% respectively. (See page 42 for our plan to improve.)
- The participation of women as a group is lower than expected based on the CLF availability data for Criminal Investigators in comparison to Region 9 workforce data. (See page 44 for our plan to improve.)
- The Service hired 13 individuals with targeted disabilities, 48.1% of the Director's established annual goal of hiring 27. There was a decrease of 5 individuals with targeted disabilities in the permanent and temporary workforce from last fiscal year (94 to 89). (See page 46 for our plan to improve.)

EEOC FORM  
715-01 PART F

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report**

**Certification of Establishment of Continuing  
Equal Employment Opportunity Programs**

I, Inez Uhl, EEO Officer, GS-260-14, am the Principal EEO Director/Officer for the U.S. Fish and Wildlife Service (Service).

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

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

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

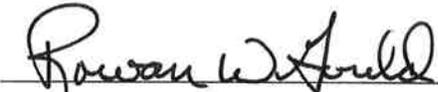


Inez Uhl, EEO Officer

12/11/2009

Date

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



Director

12/11/2009

Date

## **Part G**

### **EEO Program Status Report - Agency Self-Assessment** **Checklist Measuring Essential Elements**

**EEOC FORM  
715-01 PART G**

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL  
ELEMENTS**

**Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

**Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.**

<b>Compliance</b>  <b>Indicator</b>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>	<b>EEO policy statements are up-to-date.</b>			
	1-2. The Agency Head was installed on September 1, 2009. Was the EEO policy statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	3. During the current Agency Head's tenure, has the EEO Policy Statement been re-issued annually? If no, provide an explanation.	X		The Director will issue EEO Policy Statements annually.
	4. Are new employees provided a copy of the EEO Policy Statement during orientation?	X		The Equal Opportunity and Diversity Branch will continue to coordinate with Human Resources to ensure this continues to occur. The EEO Policy Statement is also posted on the Service's web site.
	5. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		The Equal Opportunity and Diversity Branch will continue to coordinate with Human Resources to ensure this continues to occur. The EEO Policy Statement is also posted on the Service's website and distributed to managers and supervisors during mandatory EEO training sessions.

<b>Compliance</b>  <b>Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
<b>Measures</b> 				
6. Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
7. Has the Agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		Information on EEO programs and administrative and judicial remedial procedures are available to employees on the Service's intranet and are distributed periodically by email, e-bulletins and fact sheets.
8. Has the Agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		
<b>Compliance</b>  <b>Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
<b>Measures</b> 				
9. Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
a. resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
b. address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
c. support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
d. ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
e. ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
f. ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		X		
g. ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		

h. ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
10. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		All employees are sent the Service's Policy on Harassment and Zero Tolerance annually via email. Penalties for unacceptable behavior are referenced in the Director's Policy memorandum.
11. Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			Employees can also access the DOI Disciplinary Action Guide through the DOI website.
12. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		A link to the Department's Procedures for Reasonable Accommodation is provided in the Service's Manual. New employees are provided a copy of the Procedures in their Orientation Package.
13. Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		Two Regions reported no. Information on reasonable accommodation is provided during supervisor training. The on-line training course "USFWS Reasonable Accommodations in the Workplace," was removed from DOI Learn to incorporate the requirements of the 2008 ADA Amendments Act.

**Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION**

**Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.**

Compliance ➔ Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
➔ Measures		Yes	No	
14. Is the EEO Director/Officer under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level			X	The EEO Officer reports to Assistant Director-Budget, Planning and Human Capital and the Deputy Director through the Deputy Human

component's head official?				Capital Officer/Human Capital Officer.
15. Are the duties and responsibilities of EEO officials clearly defined?		X		
16. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
17. If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
18. If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director/Officer have authority for the EEO programs within the subordinate reporting components?			X	Per 060 FW 1, the Director delegates responsibility and leadership to the Regional Directors to develop and implement an effective EEO program consistent with Servicewide goals and objectives, within their Region. The EEO Officer provides general oversight and technical guidance to Regional EEO officials.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
<b>Compliance</b> ➡ <b>Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
⬇ <b>Measures</b>		<b>Yes</b>	<b>No</b>	
19. Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		The EEO Officer meets with the Deputy Director monthly.
20. Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		The EEO Officer provides a briefing to the Director and the Deputy Director on the "State of the Agency" covering all components of MD-715, including an assessment of the six elements of the Model EEO Program and a report of accomplishments and plan of action to correct deficiencies. The Service Directorate and managers and supervisors are provided Equal Opportunity and Diversity Scorecards quarterly.
21. Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?			X	Two Regions reported no; however, they are currently developing a process.
22. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		

23. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
24. Is the EEO Director/Officer included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		The EEO Officer participates in weekly Human Capital staff meetings and provides technical guidance to ensure that EEO concerns are integrated into the Service's strategic mission.
<b>Compliance</b> ➔ <b>Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
⬇ <b>Measures</b>		<b>Yes</b>	<b>No</b>	
25. Does the EEO Director/Officer have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?			X	The EEO Officer does not have an operating budget; however, funds are provided through the Human Capital Officer. Three Regions reported they did not have an operating budget.
26. Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEOC MD-715 are conducted annually and to maintain an effective complaint processing system?			X	One Region reported no; however, limited resources are a common concern throughout the Service in all Programs.
27. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?			X	The Diversity Manager serves as the Special Emphasis Program Manager for the Service, covering the Federal Women's, Hispanic, and Disability Programs. The Service actively participates on the Department's Special Emphasis Committee. Two Regions reported no. They are currently working with management to establish a process to correct this deficiency.
a. Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204			X	Two Regions reported no. They are currently working with management to establish a process to correct this deficiency.
b. Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204			X	Two Regions reported no. They are currently working with management to establish a process to correct this deficiency.
c. People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
28. Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		

 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
29. Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems			X	Two Regions reported no; however, limited resources are a common concern throughout the Service in all Programs. The Headquarters and Regional EEO staff retrieve statistical reports through the DOI, EEO data and tracking system, Data-mart (Hyperion Software). The Database is used to develop quarterly workforce statistics regarding participation rates.
30. Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
31. Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
32. Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?			X	One Region reported no. The Service provides reasonable accommodations to all known persons with a disability.
33. Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?			X	See Part H.
34. Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		All employees have received training in compliance with the No FEAR Act.
a. Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		
b. Is there sufficient funding to ensure that all employees have access to this training and information?		X		
35. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		Managers and supervisors are required to take 4 hours of EEO and Diversity training annually.
a. for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		
b. to provide religious accommodations?		X		
c. to provide disability accommodations in accordance with the agency's written procedures?		X		
d. in the EEO discrimination complaint process?		X		

e. to participate in ADR?	X		
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**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.

 Compliance Indicator  Measures	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each managers or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
36. Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		The Director issues annual Equal Opportunity and Diversity Objectives. Senior management is provided quarterly scorecards. The Deputy Director requires senior management to send the Equal Opportunity and Diversity Scorecards and statistical reports to all subordinate managers and supervisors, quarterly.
37. Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		
 Compliance Indicator  Measures	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
38. Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		The Service's Merit Promotion Program Policy is currently being updated and will be sent out to the Regional Human Resources and Diversity and Civil Rights staff for review and comment.
39. Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		Statistics are reviewed annually during the MD-715 Barrier Analysis.
40. Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		Statistics are reviewed annually during the MD-715 Barrier Analysis.
 Compliance Indicator  Measures	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
41. Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		The Service refers to the Department's Table of Penalties

			to determine what appropriate disciplinary action should be taken if discrimination is committed. To avoid conflict of interest, the EEO Officer is recommending to the Deputy Director that a policy be established to have the Headquarters Human Resources Officer make recommendations to the Regional Directors regarding the appropriate disciplinary action to be taken when an employee has been found to have committed discrimination.
42. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X		
43. Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X		

If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.

In FY 2008, there were three findings of discrimination:

- Responsible Management Official (RMO) retired from the Service and therefore was not disciplined. All managers and supervisors in the Regional Office were provided anti-discrimination and anti-harassment training.
- RMO received 16 hours of training on Equal Opportunity and Diversity, Sexual Harassment, and Interviewing and Hiring. A determination was made that no disciplinary action was warranted.
- RMO completed anti-discrimination and anti-harassment training. It was determined that the manager's action was made in good faith in consultation with Human Resources and his supervisor.

In FY 2009, there were three findings of discrimination:

- Responsible Management Official (RMO) died before discipline was determined. EEO training will be provided to all managers and supervisors at the Ecological Services Field Station.
- A determination of appropriate disciplinary action for the RMO is pending decision. EEO training will be provided to all managers and supervisors at the National Wildlife Refuge.
- RMO died before the finding of discrimination was issued. A determination was made that the current manager should not receive any disciplinary action. All managers, supervisors and employees in the Region were provided anti-discrimination and anti-harassment training.

44. Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
45. Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

**Essential Element D: PROACTIVE PREVENTION**

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

<b>Compliance</b>  <b>Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				

46. Do senior managers meet with and assist the EEO Director/Officer and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			X	Two Regions reported no. The Division of Human Capital hosted a Conference with the DOI Director, Office of Civil Rights; Director, Office of Human Resources; and Service Regional EEO and HR Staff to discuss methods of working together to identify barriers. Efforts are being made to increase management participation in barrier identification.
47. When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO Office, agency EEO Action Plans to eliminate said barriers?			X	One Region reported no and is currently working with management to establish a process to correct this deficiency. Managers and supervisors, Servicewide, are actively engaged in improving the recruitment of women, minorities and individuals with disabilities.
48. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			X	One Region reported no. They are currently working with management to establish a process to correct this deficiency.
49. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		Analyses are conducted quarterly and results provided to managers and supervisors.
50. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		Analyses are conducted quarterly and results provided to managers and supervisors.
51. Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		Analyses are conducted quarterly and results provided to managers and supervisors.
52. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		Analyses are conducted annually during the development of the MD-715.
53. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		Analyses are conducted annually during the development of the MD-715.
<b>Compliance</b>  <b>Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
54. Are all employees encouraged to use ADR?		X		
55. Is the participation of supervisors and managers in the ADR process required?		X		

**Essential Element E: EFFICIENCY**

**Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.**

 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
56. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		The Service employs a full-time Statistician who conducts statistical studies in support of the development and execution of the Service's EEO and Diversity Program and evaluates statistical evidence pertinent to claims of discrimination.
57. Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X	See Part H.
58. Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?			X	One Region reported no; however, limited resources are a common concern throughout the Service in all Programs.
59. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
60. Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
61. Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
62. Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
63. Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
If yes, briefly describe how: The Service holds the contractors accountable to the specific time frames listed in the contract. The Service is currently in the process of conducting an analysis of the time frames that contractors take for counseling and investigations to determine if the work is completed in specified timeframes.				
64. Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		

65. Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
<b>Compliance</b> → <b>Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
↓ <b>Measures</b>		Yes	No	
66. Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
a. Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		The Service is currently in the process of conducting an analysis of the time frames for in-house and contract counseling to determine if the work is technically accurate and is completed in required timeframes.
b. Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
c. Does the agency complete the investigations within the applicable prescribed time frame?		X		The Service is currently in the process of conducting an analysis of the time frames for contract investigations to determine if the work is completed in required timeframes.
d. When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		N/A		Departmental responsibility.
e. When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
f. When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		Settlement agreements are monitored closely to ensure that all items are completed within the required time frames. All compliance documentation was forwarded to DOI/OCR in a timely manner.
g. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
<b>Compliance</b> → <b>Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
↓ <b>Measures</b>		Yes	No	
67. In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		

68. Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X	There is no requirement for all managers and supervisors to receive ADR training; however, this fiscal year A CorePlus nationwide satellite broadcast was sponsored to provide ADR training for managers and supervisors. ADR training is incorporated in supervisor training conducted at the National Conservation Training Center.
69. After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
70. Does the responsible management official directly involved in the dispute have settlement authority?			X	The Assistant Director- Budget, Planning and Human Capital has Settlement Authority for any settlement that involves material benefits or monetary value.
<b>Compliance</b> ➔ <b>Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
⬇ <b>Measures</b>		<b>Yes</b>	<b>No</b>	
71. Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
72. Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a) (1)?		X		
73. Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
74. Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
75. Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
76. Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	See Part H.
77. Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
<b>Compliance</b> ➔ <b>Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
⬇ <b>Measures</b>		<b>Yes</b>	<b>No</b>	

78. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	N/A		We do not request legal sufficiency reviews.
79 Does the agency discrimination complaint process ensure a neutral adjudication function?	X		
80. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	N/A		We do not request legal sufficiency reviews.

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

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

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

Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
83. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured.				
All supervisors and managers have a critical element regarding EEO and Diversity in their performance standards. Supervisors and managers are evaluated on compliance with these standards. The Service EEO Officer and her staff are also evaluated on ensuring compliance.				

84. Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO Office?	X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.			
85. Have the involved employees received any formal training in EEO compliance?	X		
86. Does the agency promptly provide to the EEOC the following documentation for completing compliance:	X		
a. Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
b. Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
c. Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, and narrative statement by an appropriate agency official of total monies paid?	X		
d. Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
e. Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
f. Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s.	X		
g. Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
h. Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
i. Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
j. Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
k. Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in the compliance matter.	X		
l. Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

Footnotes: 1. See 29 C.F.R. § 1614.102. 2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28.

**Part H**  
**EEO Plan to Attain the**  
**Essential Elements of a Model EEO Program**

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**EEOC FORM  
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*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2009 - U. S. Fish and Wildlife Service</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>Essential Element B: Integration of EEO into the Agencies Strategic Mission</b>  Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments.
<b>OBJECTIVE:</b>	Establish a process to collect information annually on the Regional progress on meeting the 504 compliance reviews of field facilities to assure that Service programs, facilities and activities are accessible to individuals with disabilities.
<b>RESPONSIBLE OFFICIALS:</b>	Director Regional Directors Assistant Director-National Wildlife Refuge System
<b>DATE OBJECTIVE INITIATED:</b>	December 15, 2008
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2011
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
1. Update the Service Manual Chapter FWS 063.4 <a href="http://www.fws.gov/policy/063fw4.html">http://www.fws.gov/policy/063fw4.html</a> to provide guidance to Regions on their responsibility for 504 compliance reviews in accordance with Departmental regulations and related Service policy.	September 30, 2010
2. Prepare recommendations on providing guidance, training and program support for consideration by the Assistant Director, National Wildlife Refuge System, for consideration.	September 30, 2010
3. Review existing asset databases to determine feasibility for reporting Section 504 compliance information.	September 30, 2010
4. Establish a process to collect annual information on the Regional progress on meeting the 504 compliance reviews of field facilities to assure that Service programs, facilities and activities are accessible to individuals with disabilities.	September 30, 2010
<b>Report of accomplishments and modifications to objective:</b>	
<p>The Regional Directors continue to follow the guidance in Service Manual Chapter FWS 063.4 <a href="http://www.fws.gov/policy/063fw4.html">http://www.fws.gov/policy/063fw4.html</a> and a Director's memorandum dated May 8, 2001, which includes the development of a yearly schedule to evaluate and possibly renovate facilities once identified. The Service's Implementation Guidelines for Accessibility are still in effect.</p> <p>The Service convened a team in FY 2008, consisting of regional representatives from Refuges, Engineering, Wildlife and Sport Fish Restoration Programs and Diversity and Civil Rights, to review existing policy, guidance and reporting systems on the Section 504 program. The team has developed a series of recommendations for the Assistant Director, National Wildlife Refuge System, for consideration. The Service has developed a draft 504 program checklist for use in the Visitor Services Program Evaluation Handbook which will be released in late FY 2010.</p>	

The Service funds major renovations to comply with the Uniform Federal Accessibility Standards (UFAS); however, there is no Servicewide schedule and process for conducting 504 compliance reviews to assure that Service programs, facilities and activities are in compliance. Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to determine progress in meeting overall program objectives and tracking accomplishments.

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<b>FY 2009 - U. S. Fish and Wildlife Service</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<p><b>Essential Element E: Efficiency</b></p> <p>The Service has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>There is no applicant background tracking or data collection and analysis system that permit tracking of recruitment and outreach efforts to determine whether there is a recruitment problem, a hiring problem or both.</p>
<b>OBJECTIVE:</b>	Collect the information necessary to track applicants in order coordinate and evaluate the effectiveness of recruitment activities within the Service.
<b>RESPONSIBLE OFFICIALS:</b>	Division of Human Capital Branch of Equal Opportunity and Diversity
<b>DATE OBJECTIVE INITIATED:</b>	December 15, 2007
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2011
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
1. Advertise all vacancies through USA Staffing to enable the collection of race, ethnicity and disability status of applicants for Service vacancies.	December 31, 2010
2. Report recruitment activities in the Quarterly Equal Opportunity and Diversity Accomplishment Reports to assist in tracking and evaluating recruitment strategies identified in the Department of the Interior Strategic Plan for Achieving and Maintaining a Highly Skilled and Diverse Workforce.	September 30, 2009 <b>COMPLETED</b>
3. Evaluate outcome to ensure the USA Staffing reports provide all of the data necessary to complete the applicant flow tables.	September 30, 2010
4. Prepare the applicant flow tables, in compliance with the requirements of MD-715.	September 30, 2010
5. Analyze and evaluate the race, ethnicity and disability status from the data collected through the Applicant Background Tracking system in USA Staffing.	September 30, 2011
<b>Report of accomplishments and modification to objective:</b>	
<p>1. The automated staffing tool, USA Staffing, is used by the Service to advertise Service vacancies. The Service transitioned to USA Staffing from Monster in FY 2008 and is in the process of ensuring all vacancies are advertised through USA Staffing.</p> <p>2. The Quarterly Equal Opportunity and Diversity Accomplishment Reports have been evaluated; however, they did not provide enough information to assist in determining if the sources produce sufficient diverse applicants.</p>	

3. USA Staffing's AD HOC report system has an interface to access individual ethnicity, race and disability status by vacancy. The data will be collected in the "Personal Background Information, Section 24" of the USA Staffing application form. USA Staffing will provide the data necessary to complete the MD-715 Tables A7 Applicants and Hires for Major Occupations by Race, Ethnicity and Sex and B7 Applicants and Hires by Disability. Upon review of the USA Staffing system, the RNO data was not available due to a required "check box" not being selected on vacancy announcements. This has been corrected and the Service should have Applicant Flow data at the end of FY 2010.

In an effort to improve the tracking of applicants, the Service helped lead an effort for the Department of the Interior (DOI), with the sponsorship of the Office of Civil Rights and the Office of Human Resources, in establishing the Applicant Flow Data Tracking Group (AFDTG) to develop recommendations for a Department wide approach for a system or systems that can accurately track applicants throughout the hiring process to enable the Department/Bureaus to evaluate their recruitment and hiring efforts. We are in the process of evaluating how the Department can combine Monster and USA Staffing data for completion of the EEOC work tables.

4. The Service will prepare and submit the applicant flow tables A7 and B7 in compliance with the requirements of MD-715 for FY 2010.

5. Once the USA Staffing applicant data is available, the EOD Statistician will analyze and evaluate the race, ethnicity, and disability status and will evaluate the USA Staffing reports to ensure they provide all the data necessary to evaluate recruitment efforts.

**EEOC FORM  
715-01 PART H**

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2009 - U.S. Fish and Wildlife Service</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<p><b>Essential Element E: Efficiency</b></p> <p>The Service has not implemented adequate data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>The Service does not collect and evaluate exit interview information to determine why employees are leaving.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Collect and evaluate exit interview information and develop recommendations to address the barriers to retention, if needed.</p>
<b>RESPONSIBLE OFFICIAL:</b>	<p>Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<b>DATE OBJECTIVE INITIATED:</b>	<p>December 15, 2009</p>
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	<p>September 30, 2011</p>
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
1. Collect information to better understand the reasons why employees are leaving the Service.	September 30, 2009 <b>COMPLETED</b>
2. Develop a process to mine and analyze the data by Region.	September 30, 2010
3. Develop appropriate remedies to address the barriers to retention based on the findings.	September 30, 2011
<b>Report of accomplishments and modifications to objective:</b>	
<p>1. In accordance with DOI Personnel Bulletin (PB) No. 07-06 (300), <u>Employee Exit Interview Process</u>, the Fish and Wildlife Service implemented a voluntary, anonymous employee exit interview in August 2007. The web-based exit interview, part of the Service's formal exit clearance process implemented in October 2007 (<a href="http://www.fws.gov/policy/223fw13.html">http://www.fws.gov/policy/223fw13.html</a>), will provide useful demographic information and feedback on why employees leave and how they feel about the workplace. It will be used to improve employee recruitment, increase employee retention, and improve the quality of work life for current and future employees. The information gathered through the interview will also meet Office of Personnel Management requirements.</p> <p>2. The Department provided the Bureaus with an end-of-year report on the employee exit interview data for FY 2008; however, it cannot be broken down by Region. Data for FY 2009 has also been provided through a system on a website and again it cannot be broken down by Region. The Service data is currently undergoing review and analysis. Training for the system will be held in December 2009.</p>	

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**U. S. Fish and Wildlife Service's Annual EEO Program Status Report  
EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>FY 2009 - U.S. Fish and Wildlife Service</b>	
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>Essential Element E: Efficiency</b> The Service does not have a process to coordinate and track recruitment efforts.
<b>OBJECTIVE:</b>	Establish a Recruitment Council to more effectively develop, coordinate and evaluate recruitment efforts.
<b>RESPONSIBLE OFFICIALS:</b>	Division of Human Capital Branch of Equal Opportunity and Diversity Managers and Supervisors
<b>DATE OBJECTIVE INITIATED:</b>	December 15, 2007
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2011
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
1. The Branch of Human Resources and Branch of Equal Opportunity and Diversity, Division of Human Capital, will work with the Regional Human Resources and Diversity Civil Rights Offices to establish a Recruitment Council to enhance the Service's capabilities of sharing information on the legal and regulatory requirements associated with the following: reasonable accommodation; competitive examining and merit promotion procedures; internships and student employment programs; employment programs for individuals with disabilities and veterans.	Extended September 30, 2010
2. Members of the Recruitment Council, and/or its designees, will assist in providing training, advice and guidance on effective policies governing the hiring flexibilities and/or special employment programs that will identify broad and diverse candidate pools, including individuals with disabilities and veterans.	Extended September 30, 2011
3. Members of the Recruitment Council, and/or its designees, will assist managers and supervisors in the development of recruitment strategies that will be effective and productive in stimulating interest in careers with the Service.	Extended September 30, 2011
4. Members of the Recruitment Council, and/or its designees, will participate in a variety of career and/or job fairs that are sponsored by colleges, universities, and other organizations, with managers and supervisors that will be of benefit to the Service.	Extended September 30, 2011
5. The Service will develop a national strategic approach for implementing workforce diversity that will be implemented in all regions. This approach will embrace and encourage the use of regional best practices that will be incorporated in recruitment toolkit products to reach diverse applicants.	September 30, 2011

**Report of accomplishments and modifications to objective:**

1. The Charter for the Service's Diversity Council was finalized this fiscal year. The Charter specifies the Council's purpose, goal, objectives, roles and responsibilities, membership, and nomination process. The Charter will be presented and discussed at the Directorate meeting as the vehicle through which the Service will implement the Service's diversity plan.
2. EEO and Diversity training provided to managers and supervisors includes information and guidance on the use of hiring flexibilities and/or special employment programs to assist them in recruiting diverse candidate pools, including individuals with disabilities and veterans.
3. The Division of Human Capital is producing a variety of print, electronic, and social media designed to brand and market the Service as an Employer of Choice.

**Part I**

**EEO Plan to Eliminate Identified Barriers**

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**EEOC FORM  
715-01 PART I**

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report  
EEO Plan to Eliminate Identified Barrier**

<b>FY 2009 - U.S. Fish and Wildlife Service</b>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>A review of the Service's workforce revealed a significant decline of 0.2% in minority participation.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Minority participation in the overall workforce is 16.2%; 4.3% below the CLF.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>A review of Service vacancies shows that positions are advertised at higher grade levels. Current recruitment sources are producing minority candidates at the entry level. Permanent positions are often filled through converting term and temporary status employees, who are predominately white.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Develop more entry level opportunities, especially through the use of the Student Educational Employment Program (Student Career Experience and Student Temporary Employment Programs), to reach minority candidates.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Service Directorate Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 15, 2009</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2011</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with the Gates Millennium Scholars Program to recruit highly qualified candidates to meet the Service's current and future hiring needs.	September 30, 2011
2. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011
3. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with the Service.	September 30, 2011
4. Monitor workforce statistics quarterly and provide reports to managers and supervisors.	September 30, 2011
<b>Report of accomplishments and modifications to objective:</b>	
<p>1. Expanded the partnership with the Gates Millennium Scholars Program, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout the Service.</p> <p>2. Developed and produced a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.</p> <p>4. Workforce statistics were monitored quarterly through the preparation and review of the Servicewide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.</p>	

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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>A review of the Service's professional biology series revealed a low participation of Black females, 0.7%, in comparison to the Civilian Labor Force (CLF) of 1.8%.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The participation of Black females in the professional biology series dropped 0.1% in FY 2009 and is now 1.1% below their participation in the CLF.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>A review of Service vacancies shows that professional biology positions are advertised at higher grade levels. Current recruitment sources are producing Black female candidates at the entry level.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Develop additional entry level opportunities, especially through the use of the Student Career Experience Program, to reach Black female candidates.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Service Directorate Managers and Supervisors Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 15, 2009</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2011</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet the Service's current and future hiring needs.	September 30, 2011
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with the Service.	September 30, 2011
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011
4. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with the Service.	September 30, 2011
5. Monitor workforce statistics on professional biology occupations and provide a report to managers quarterly.	September 30, 2011
<p><b>Report of accomplishments and modifications to objective:</b></p> <p>1. Expanded the partnership with the Gates Millennium Scholars Program, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout the Service.</p> <p>3. Developed and produced a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.</p> <p>5. Workforce statistics were monitored quarterly through the preparation and review of the Servicewide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.</p>	

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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>A review of the Service's professional biology series revealed a low participation of Hispanic females, 1.7%, in comparison to the CLF of 2.1%.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Participation of Hispanic females in professional biology series is 0.4% below the National CLF statistics.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>A review of Service vacancies shows that professional biology positions are advertised at higher grade levels. Recruitment sources are producing Hispanic female candidates at the entry level.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Develop more entry level opportunities, especially through the use of the Student Career Experience Program, to reach Hispanic female candidates.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Service Directorate Managers and Supervisors Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 15, 2009</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2011</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet the Service's current and future hiring needs.	September 30, 2011
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with the Service.	September 30, 2011
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011
4. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with the Service.	September 30, 2011
5. Monitor workforce statistics on professional biology occupations and provide a report to managers quarterly.	September 30, 2011
<p><b>Report of accomplishments and modifications to objective:</b></p> <p>1. Expanded the partnership with the Gates Millennium Scholars Program, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout the Service.</p> <p>3. Developed and produced a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.</p> <p>5. Workforce statistics were monitored quarterly through the preparation and review of the Servicewide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.</p>	

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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>A review of the Service's professional biology series revealed a low participation of Asian males, 0.7% and females, 0.9% in comparison to the CLF of 4.0% and 4.2% respectively.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of the accessions of Asian males and females shows that they are primarily hired into Student Career Experience Program (SCEP) and entry level positions. A review of Service vacancies shows that typically professional biology positions are advertised at higher grade levels.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Traditional targeted recruitment sources for professional biology positions do not reach Asian male and female candidates at the higher grade levels. When vacancies occur, managers and supervisors often fill them at the full performance level.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Expand recruitment sources and develop strategies to reach Asian candidates. Develop more entry level opportunities, especially through the use of the SCEP, to reach Asian males and females candidates. Partner with DOI Federal Asian Pacific American Counsel (FAPAC) to develop recruitment sources to locate Asian candidates qualified for professional biology positions.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Service Directorate Managers and Supervisors Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 15, 2009</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2011</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Partner with groups such as the Gates Millennium Scholars (GMS) Program, Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), Minorities in Natural Resources Conservation (MINRC), and The Posse Foundation, to recruit highly qualified candidates to meet the Service's current and future hiring needs.	September 30, 2011
2. Provide guidance to managers and supervisors on recruitment strategies and sources that will be effective and productive in reaching qualified candidates interested in careers with the Service.	September 30, 2011
3. Provide guidance to managers and supervisors on benefits of the Student Educational Employment Program (Student Career Experience and Student Temporary Educational Programs).	September 30, 2011
4. Work with managers to develop and advertise more entry level opportunities to reach minority candidates interested in careers with the Service.	September 30, 2011
5. Monitor workforce statistics on professional biology occupations and provide reports to managers quarterly.	September 30, 2011
<p><b>Report of accomplishments and modifications to objective:</b></p> <p>1. Expanded the partnership with the Gates Millennium Scholars Program, for targeted recruitment to outstanding scholars to reach outstanding diverse students who are in undergraduate and graduate programs and provide them the opportunity to link their academic curricula with real world work experiences by working in positions throughout the Service.</p> <p>3. Developed and produced a wide variety of print, electronic, and social media that included information and support for EEO and Diversity including: fact sheets, manager's guide, new employee orientation kit, exhibits, brochures, and video casts. This included guidance to managers and supervisors on recruitment strategies and sources such as the STEP and SCEP factsheet and Volunteer Veterans/Non Paid Work Experience factsheet.</p> <p>5. Workforce statistics were monitored quarterly through the preparation and review of the Servicewide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.</p>	

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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>The participation of women as a group is lower than expected based on the CLF availability data for Criminal Investigators in comparison to Region 9 workforce data.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Recruitment sources are not producing a sufficient number of women candidates with a law enforcement background based on the CLF availability data for Criminal Investigators.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>A review of candidates selected for Criminal Investigator positions shows an increased focus on the importance of law enforcement background.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Partner with other Law Enforcement agencies to develop recruitment strategies to reach women for Criminal Investigator positions.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Chief, Office of Law Enforcement Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 15, 2009</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2011</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
1. Examine applicant flow data to determine if the pool is sufficient to support selections of women into the Criminal Investigator GS-1811 series.	September 30, 2011
2. Survey employees currently in the Criminal Investigator GS-1811 series to identify the best recruitment sources.	September 30, 2011
3. Develop strategies such as partnering with other Federal Law Enforcement agencies and organizations such as Women in Federal Law Enforcement to develop targeted recruitment plans.	September 30, 2011
<b>Report of accomplishments and modifications to objective:</b>	

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<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>The Service hired 13 individuals with targeted disabilities, 48.1% of the Director's established annual goal of hiring 27. There was a decrease of 5 individuals with targeted disabilities in the permanent and temporary workforce from last fiscal year (94 to 89).</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Seven of the nine Regions did not accomplish their goal of hiring three individuals with targeted disabilities. The participation of individuals with targeted disabilities is 0.9% which is below the Federal high of 2.2%.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Targeted recruitment sources and contacts have not been included in the recruitment process Servicewide. Special hiring authorities and employment programs have not been effectively used to hire individuals with disabilities and disabled veterans.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase the number of individuals with targeted disabilities hired annually.</p>
<p><b>RESPONSIBLE OFFICIALS:</b></p>	<p>Service Directorate Managers and Supervisors Division of Human Capital Branch of Equal Opportunity and Diversity</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>December 15, 2007</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2010</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Continue the Director's hiring goals for individuals with targeted disabilities.	September 30, 2010
2. Continue to develop targeted recruitment initiatives to reach individuals with targeted disabilities. Activities are required to be reported in the Quarterly Equal Opportunity and Diversity Accomplishment Report.	September 30, 2010
3. Continue to monitor statistics on hires of individuals with targeted disabilities and provide reports to managers and supervisors quarterly.	September 30, 2010
4. The Branch of Human Resources and Branch of Equal Opportunity and Diversity, Division of Human Capital, will continue to provide training, advice and guidance on the legal and regulatory requirements associated with special employment programs that can be used to hire individuals with disabilities and veterans (i.e., Schedule A – Appointment of Individuals with disabilities; Appointment of 30% or More Disabled Veterans.	September 30, 2010
Report of accomplishments and modifications to objective:	
<ol style="list-style-type: none"> <li>1. The Director's hiring goals for individuals with targeted disabilities of three (3) per Region for a total of 27 are issued annually.</li> <li>2. During the fiscal year the Service identified a list of resources for recruitment. In coordination with the Regional DCR and Human Resources Offices, a master list of best practices for recruitment of individuals with disabilities was developed. Best practices were grouped by Region. Recruitment activities are reported in the Quarterly Equal Opportunity and Diversity Accomplishment Report. Statistics on hiring individuals with targeted disabilities are analyzed quarterly and reported to the Service Directorate..</li> <li>3. Workforce statistics were monitored quarterly through the preparation and review of the Servicewide, Regional and Assistant Directors Equal Opportunity and Diversity Scorecards - Quarterly. The Deputy Director personally requested that the scorecards be distributed by Regional and Assistant Directors to all of their subordinate managers.</li> <li>4. Training on the regulatory requirements associated with special employment programs that can be used to hire individuals with disabilities and veterans (i.e., Schedule A – Appointment of Individuals with disabilities; Appointment of 30% or More Disabled Veterans) has been incorporated in the manager and supervisor training conducted at the National Conservation Training Center.</li> </ol>	

## Part J

# Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities

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**EEOC FORM  
715-01 PART J**

*U.S. Equal Employment Opportunity Commission*

**U. S. Fish and Wildlife Service's Annual EEO Program Status Report  
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With  
Targeted Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency	1. Department of the Interior					
	1.a. 2 <sup>nd</sup> Level Component	1.a. U. S. Fish and Wildlife Service					
	1.b. 3 <sup>rd</sup> Level or lower	1.b.					
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number	October 1, 2008		September 30, 2009		Net Change	
		Number	%	Number	%	Number	Percentage Change
	Total Work Force	9,354	100.00%	9,815	100.00%	461	4.9%
	Reportable Disability	637	6.8 %	642	6.5%	5	0.8%
	Targeted Disability*	94	1.0 %	89	0.9%	-5	-5.3%
	* If the rate of change for individuals with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Individuals with targeted disabilities during the reporting period.					Data not available.	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					Data not available.		

<b>PART III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
3. Competitive Promotions	399	23	5.8	2	0.5	0	0	376	94.2
4. Non-Competitive Promotions	480	22	4.6	5	1.0	0	0	458	95.4
5. Employee Career Development Programs	71	2	2.8	0	0	3	4.2	66	93.0
5.a. Grades 5 to12	47	2	4.3	0	0	1	2.1	44	94.0
5.b. Grades 13 – 14	24	0	0	0	0	2	8.3	22	92.0
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards	9,388	588	6.3	76	0.8	178	1.9	8,622	91.8
6.a. Time-Off Awards (Total hrs awarded)	16,153	934	5.8	294	1.8	370	2.3	14,849	92.0
6.b. Cash Awards (total \$ awarded)	12,815,867	728,559	5.7	82,857	0.6	255,931	2.0	11,831,377	92.3
6.c. Quality-Step Increase	249	25	10	3	1.2	4	1.6	220	88.4
<b>Part IV</b> Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using <b>FORM 715-01 PART I</b> . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.								

## **Part V: Objectives for Individuals with Targeted Disabilities**

In FY 2009, there were a total of 89 individuals with targeted disabilities, an on-board participation rate of 0.9%. This is a decrease of 5 individuals from the total of 94 (1.0%) individuals with targeted disabilities on-board in FY 2008.

**Accessions:** There were a total of 13 individuals with targeted disabilities hired into permanent and temporary positions.

**Separations:** There were a total of 7 (1.4%) individuals with targeted disabilities separated from the permanent workforce, which is above their on-board participation rate of 0.9%.

**Promotions:** There were a total of 399 competitive promotions in the permanent workforce. Of these, 2 were individuals with targeted disabilities or 0.5%, which is below their on-board participation rate of 0.9%. There were a total of 480 non-competitive promotions in the permanent workforce. Of these, 5 were individuals with targeted disabilities or 1.4%, which is above their on-board participation rate of 0.9%.

**Objective:** The Service has an objective, listed in Part I of this Plan, to continue the Director's goal of hiring 27 individuals with disabilities (3 per Region) in an effort to increase the number of individuals with targeted disabilities hired in FY 2010.

### **Summary of Recruitment Guide for Individuals with Targeted Disabilities**

#### **Recruitment Strategies**

- Establish recruitment teams with participation of managers, Human Resources and Equal Opportunity and Diversity staff.
- Share successful recruitment of individuals with targeted disabilities, best practices with the Regions/Programs so that they may benefit from proven successful practices.
- Maximize recruiting from all sources when filling positions, including those in the Senior Executive Service, managerial and supervisory positions at grades GS-13 to 15, in an effort to attract a broader pool of candidates with disabilities.
- Develop collaborative recruiting partnerships with community, academic and governmental groups to locate and market potential applicants to managers.
- Improve outreach and access to employment opportunities for individuals with disabilities.
- Cultivate contacts at colleges and universities and other placement offices to increase the awareness of the Service's interests to identify applicants/candidates for positions.
- Participate in college career fairs to reach students with disabilities.
- Use the Service's website to raise awareness of the Service as an employer of choice.
- Use targeted list serves and websites to recruit individuals with disabilities and disabled veterans separating from military service.
- Increase the Service's presence at meetings and conferences of organizations serving individuals with disabilities to target a larger pool of potential candidates.
- Contact students with disabilities listed in the Workforce Recruitment Program (WRP) annual on-line recruitment list to encourage students to visit the Service's website for job vacancy announcements and inform them about student employment opportunities.

## Recruitment Sources

Expand the use of recruitment sources of applicants with disabilities including:

- State/local Vocational Rehabilitation Agencies (SVRAs)
- U.S. Department of Veterans Affairs (VA)
- Department of Defense, Operation Warfighter Program
- Job Accommodation Network (JAN)
- Workforce Recruitment Program for College Students with Disabilities (WRP)
- Employer Assistance Referral Network (EARN)
- Rehabilitation Services Administration (RSA)
- Professional organizations and publications serving the interests of individuals with disabilities, and
- National and local community organizations and disability advocacy groups.

## Hiring Strategies

The Branch of Human Resources and the Branch of Equal Opportunity and Diversity, Division of Human Capital will provide guidance to managers on the use of the special appointing authorities available when hiring individuals with disabilities, including but not limited to:

- **Schedule A, 5 CFR 213.3102(ii) for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities.
- **Schedule A, 5 CFR 213.3102(t) for hiring people with mental retardation.** This excepted authority is used to appoint persons with cognitive disabilities (mental retardation). Persons appointed under this authority may qualify for conversion to permanent status after two years of satisfactory service.
- **Schedule A, 5 CFR 213.3102(u) for hiring people with severe physical disabilities.** This excepted authority is used to appoint persons with severe physical disabilities who have demonstrated satisfactory performance through a temporary appointment, or have been certified as likely to succeed in performing the duties of the job. After two years of satisfactory service, they may qualify for conversion to permanent status.
- **Schedule A, 5 CFR 213.3102(gg) for hiring people with psychiatric disabilities.** This excepted authority is used to appoint persons who have demonstrated their ability to perform satisfactorily under a temporary appointment or who are certified as likely to be able to perform the essential functions of the job, with or without reasonable accommodation. Upon completion of two years of satisfactory service under this authority, the employee may be converted to competitive status.
- **5 CFR 315.604 for hiring disabled veterans enrolled in a Department of Veterans Affairs (VA) training program.** This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. Chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. Veterans in this program are beneficiaries of the VA, thus for most purposes are not Federal employees. Upon

successful completion of the program, the Region may appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.

- **5 CFR 316.201(b) for hiring worker-trainees for programs such as the Welfare to Work program.** Federal agencies are encouraged to expand the use of the worker-trainee authority under TAPER (Temporary Appointment Pending Establishment of a Register) and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, the worker-trainee authority may be used as an additional tool to increase employment opportunities for people with disabilities under the Welfare to Work program.
- **5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4) for hiring 30 percent or more disabled veterans.** These authorities are used to hire veterans with a compensable service connected disability of 30% or more who was issued a notice of retirement or discharge from active military service due to the disability; or who was rated by the VA within the preceding year, as having a compensable service-connected disability of 30 percent or more. If the appointment is for more than 60 days, they may be converted, without a break in service, to permanent status at any time during the appointment.

#### Retention Strategies

- Monitor the participation of individuals with targeted disabilities in career development and formal leadership training programs.
- Strengthen the Individuals with Disabilities Special Emphasis Program to provide awareness and education to management and employees on issues relating to employees with disabilities, especially during the observance for Disability Employment Awareness Month (October).
- Educate managers on how to make the workplace accessible for individuals with disabilities and how to assess the ability of a potential employee with disabilities to perform the essential functions of the job.
- Provide managers information on the Department of the Interior's Reasonable Accommodation Policy.
- Provide managers and supervisors information on obtaining electronic equipment through the Department of Defense, Computer/Electronics Accommodations Program.



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:  
FWS/ABHC/HC/043517

JAN 04 2010

Memorandum

To: All FWS Employees

From: Director 

Subject: Zero Tolerance Harassment Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide employees with a work environment that is free from harassment. The Service prohibits harassment on the basis of race, color, religion, age (40 years or older), disability (physical or mental), national origin, reprisal, sex (whether or not of a sexual nature), sexual orientation, or genetic information.

Workplace harassment is any form of unwelcome, pervasive, persistent, and unsolicited verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms and conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere with an employee's work performance by creating an intimidating, abusive, offensive, and hostile work environment. Harassment, whether committed by a supervisor, co-worker, colleague, manager, or non-employee to include a contractor, is strictly prohibited and will not be tolerated.

The use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons that target race, color, religion, age (40 years or older), disability (physical or mental), national origin, sex, or sexual orientation, can create an intimidating and hostile work environment and will not be tolerated in the workplace regardless of the means of delivery to include, but not limited to, verbal communication, electronic mail, text messaging, or any other form of written or electronic communication.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- Making offensive remarks in reference to an individual's appearance, clothing, or specific body parts;
- Pressure for social interaction (dating) outside of the workplace;
- Physical contact such as bumping or brushing up against a person, kissing, pinching, grabbing, patting, cornering, stroking, massaging, or hugging;
- Telling sexual jokes, whistling, asking probing questions about personal sexual habits, or throwing kisses;
- Displaying material of a sexual nature such as, cartoons, graffiti, reading materials, calendars, pictures, t-shirts, or posters; or
- Non-verbal actions such as leering or staring.

Just as we strive to accomplish our mission, we must also strive to maintain the trust and confidence of our employees, conservation partners, and the public. Harassment adversely affects morale, teamwork, and productivity and is strictly prohibited.

Employees are strongly encouraged to report incidents of harassment to their immediate supervisor (allegations involving an immediate supervisor should be reported to a higher level management official). They may also contact their servicing Human Resources (HR) or Diversity and Civil Rights (DCR) Office, or the Washington Office, Branch of Equal Opportunity and Diversity. Supervisors and managers will take immediate action to conduct an internal inquiry and resolve reports of harassment. If evidence confirms allegations of harassment, the supervisor will take appropriate corrective and disciplinary action. Any employee found to have participated in harassment of any kind will be subject to appropriate administrative or disciplinary action, which may include removal from federal service. Disciplinary action will also be taken against supervisors who do not carry out their responsibilities under this policy. Any action taken to address and resolve issues of harassment will be confidential and retaliatory action against an employee who raises a claim of harassment of any kind will not be tolerated.

The Service's internal inquiry is a management responsibility and is not part of the EEO complaint process. Any employee who desires to initiate an EEO Complaint alleging harassment must contact his/her Regional Diversity and Civil Rights Office or the Branch of Equal Opportunity and Diversity in the Washington Office within 45 calendar days of the date of the alleged harassment. The Service's inquiry does not have an impact on the EEO time requirement. Therefore, employees should not wait until an internal inquiry is conducted if they desire to enter into the EEO process.

If you have any questions or require additional information on the Service's policy regarding Harassment and Zero Tolerance, contact your servicing DCR or HR Office, or the Washington Office, Branch of Equal Opportunity and Diversity at (703) 358-1724.



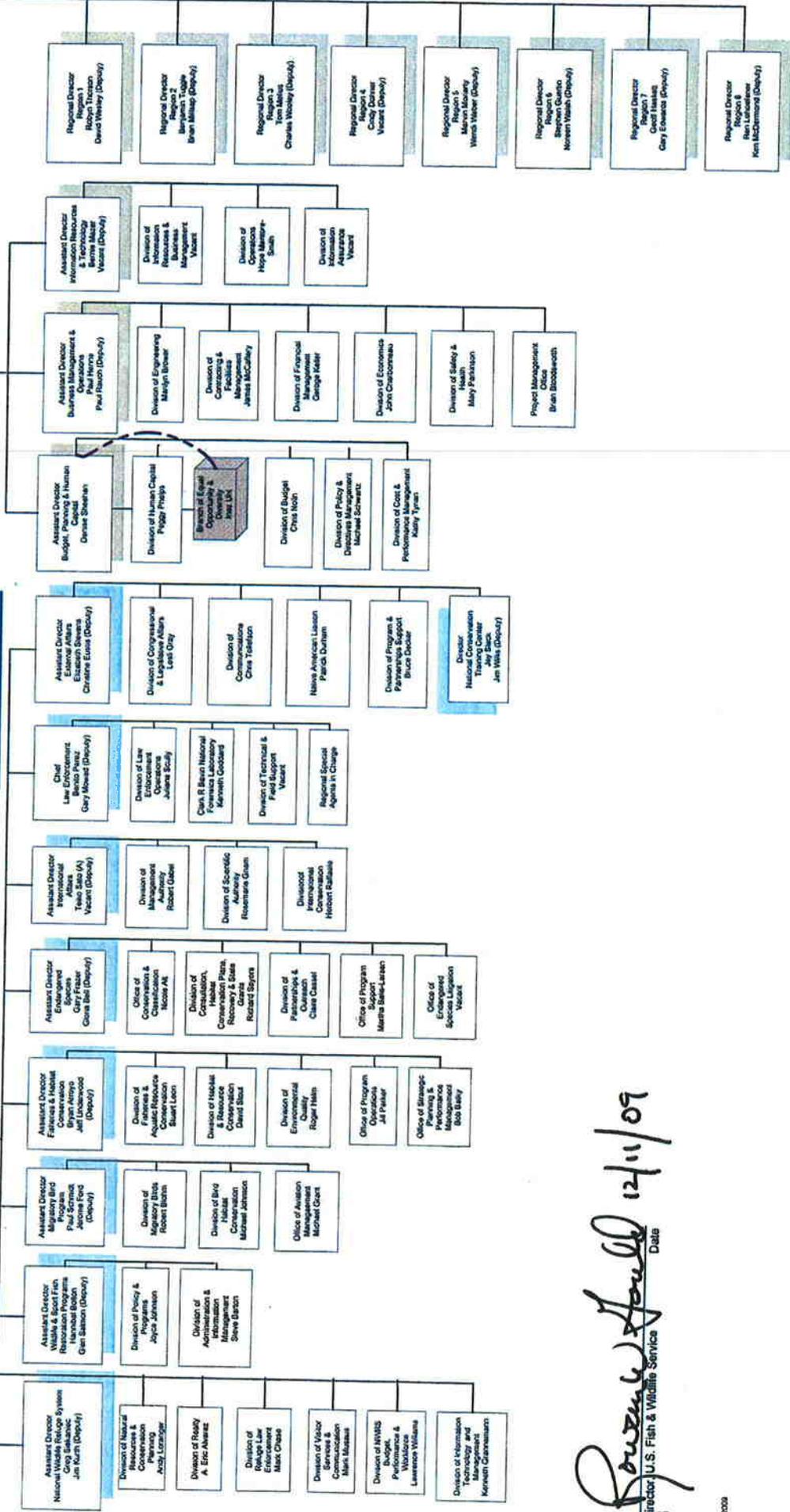
U.S. Fish & Wildlife Service

Deputy Director—Program Management & Policy  
Dan Ashe

Director  
Sam Hamilton

Deputy Director—Operations  
Rowan Gould

Science Advisor  
Vicent  
William Kraepf (Deputy)



*Rowan Gould* 12/11/09  
 Acting Director U.S. Fish & Wildlife Service Date

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2009

**PART I - PRE-COMPLAINT COUNSELING**

EEO COUNSELOR	COUNSELINGS	
	COUNSELINGS	INDIVIDUALS
<b>A. TOTAL COMPLETED/ENDED COUNSELINGS</b>	35	34
1. COUNSELED WITHIN 30 DAYS	9	9
2. COUNSELED WITHIN 31 TO 90 DAYS	16	15
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	11	10
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	3	3
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	2	2
3. COUNSELED BEYOND 90 DAYS	10	10
4. COUNSELED DUE TO REMANDS	0	0
<b>ADR INTAKE OFFICER</b>	COUNSELINGS	
	COUNSELINGS	INDIVIDUALS
<b>B. TOTAL COMPLETED/ENDED COUNSELINGS</b>	0	0
1. COUNSELED WITHIN 30 DAYS	0	0
2. COUNSELED WITHIN 31 TO 90 DAYS	0	0
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	0	0
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	0	0
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	0	0
3. COUNSELED BEYOND 90 DAYS	0	0
4. COUNSELED DUE TO REMANDS	0	0
<b>COMBINED TOTAL</b>	COUNSELINGS	
	COUNSELINGS	INDIVIDUALS
<b>C. TOTAL COMPLETED/ENDED COUNSELINGS</b>	35	34
1. COUNSELED WITHIN 30 DAYS	9	9
2. COUNSELED WITHIN 31 TO 90 DAYS	16	15
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	11	10
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	3	3
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	2	2
3. COUNSELED BEYOND 90 DAYS	10	10
4. COUNSELED DUE TO REMANDS	0	0
<b>D. COUNSELING ACTIVITIES</b>	COUNSELINGS	
	COUNSELINGS	INDIVIDUALS
1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	16	15
2. INITIATED DURING THE REPORTING PERIOD	31	30
3. COMPLETED/ENDED COUNSELINGS	35	34
a. SETTLEMENTS (MONETARY AND NON-MONETARY)	4	4
b. WITHDRAWALS/SNO COMPLAINT FILED	12	12
c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	19	19
d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0
4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	12	11

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS	COUNSELINGS		INDIVIDUALS	AMOUNT
	TOTAL	COUNSELINGS		
TOTAL	0	0		\$ 0.00
1. COMPENSATORY DAMAGES	0	0		\$ 0.00
2. BACKPAY/FRONTPAY	0	0		\$ 0.00
3. LUMP SUM PAYMENT	0	0		\$ 0.00
4. ATTORNEY FEES AND COSTS	0	0		\$ 0.00
5.				\$
6.				\$
7. RECP. NOTE, POSITIONS PA	0	0		\$ 0.00
<b>F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS</b>	COUNSELINGS		INDIVIDUALS	
	COUNSELINGS			
TOTAL	1	1		
1. HIRES	0	0		
a. RETROACTIVE	0	0		
b. NON-RETROACTIVE	0	0		
2. PROMOTIONS	0	0		
a. RETROACTIVE	0	0		
b. NON-RETROACTIVE	0	0		
3. EXPUNGEMENTS	0	0		
4. REASSIGNMENTS	0	0		
5. REMOVALS RESCINDED	1	1		
a. REINSTATEMENT	0	0		
b. VOLUNTARY RESIGNATION	1	1		
6. ACCOMMODATIONS	0	0		
7. TRAINING	0	0		
8. APOLOGY	0	0		
9. DISCIPLINARY ACTIONS	0	0		
a. RESCINDED	0	0		
b. MODIFIED	0	0		
10. PERFORMANCE EVALUATION MODIFIED	0	0		
11. LEAVE RESTORED	0	0		
12. INTERPERTER, NEUTRAL	0	0		
13. NO CONTACT WITH CO-W	0	0		
<b>G. ADR SETTLEMENTS WITH MONETARY BENEFITS</b>	COUNSELINGS		INDIVIDUALS	AMOUNT
	COUNSELINGS			
TOTAL	3	3		\$ 169,183.00
1. COMPENSATORY DAMAGES	0	0		\$ 0.00
2. BACKPAY/FRONTPAY	0	0		\$ 0.00
3. LUMP SUM PAYMENT	0	0		\$ 0.00
4. ATTORNEY FEES AND COSTS	2	2		\$ 8,500.00
5. RELOCATION	1	1		\$ 160,883.00
6.				\$
7. STAR AWARD, SCHEDULE M	0	0		\$ 0.00
<b>H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS</b>	COUNSELINGS		INDIVIDUALS	
	COUNSELINGS			
TOTAL	3	3		
1. HIRES	0	0		
a. RETROACTIVE	0	0		
b. NON-RETROACTIVE	0	0		
2. PROMOTIONS	1	1		
a. RETROACTIVE	0	0		
b. NON-RETROACTIVE	1	1		
3. EXPUNGEMENTS	1	1		
4. REASSIGNMENTS	2	2		
5. REMOVALS RESCINDED	2	1		
a. REINSTATEMENT	1	1		
b. VOLUNTARY RESIGNATION	1	1		
6. ACCOMMODATIONS	0	0		
7. TRAINING	0	0		
8. APOLOGY	0	0		
9. DISCIPLINARY ACTIONS	0	0		
a. RESCINDED	0	0		
b. MODIFIED	0	0		
10. PERFORMANCE EVALUATION MODIFIED	1	1		
11. LEAVE RESTORED	0	0		
12. ADMIN LV.LWOP, MODIFY W	1	1		
13. ADMIN. LV.UNEMPL. NEUTR	0	0		
<b>I. NON-ADR SETTLEMENTS</b>	COUNSELINGS		INDIVIDUALS	
	COUNSELINGS			
TOTAL	1	1		

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: **Fish And Wildlife Service**

REPORTING PERIOD: **FY 2009**

**PART II - FORMAL COMPLAINT ACTIVITIES**

<b>35</b>	<b>A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD</b>
<b>19</b>	<b>B. COMPLAINTS FILED</b>
<b>0</b>	<b>C. REMANDS (sum of lines C1+C2+C3)</b>
<b>0</b>	<b>C.1. REMANDS (NOT INCLUDED IN A OR B)</b>
<b>0</b>	<b>C.2. REMANDS (INCLUDED IN A OR B)</b>
<b>0</b>	<b>C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE</b>
<b>0</b>	<b>C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F OR H THAT RESULTED FROM REMANDS</b>
<b>54</b>	<b>D. TOTAL COMPLAINTS (sum of lines A+B+C1)</b>
<b>54</b>	<b>E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED</b>
<b>28</b>	<b>F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD</b>
<b>0</b>	<b>G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED</b>
<b>0</b>	<b>H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD</b>
<b>26</b>	<b>I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]</b>
<b>19</b>	<b>J. INDIVIDUALS FILING COMPLAINTS</b>
<b>0</b>	<b>K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS</b>

**PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE**

		AGENCY		CONTRACT	
		NUMBER	PERCENT	NUMBER	PERCENT
<b>1. WORK FORCE</b>					
a. TOTAL WORK FORCE		9853			
b. PERMANENT EMPLOYEES		8305			
<b>2. COUNSELOR</b>					
		4		0	
a. FULL-TIME		2	50.00	0	0.00
b. PART-TIME		2	50.00	0	0.00
c. COLLATERAL DUTY		0	0.00	0	0.00
<b>3. INVESTIGATOR</b>					
		0		9	
a. FULL-TIME		0	0.00	9	100.00
b. PART-TIME		0	0.00	0	0.00
c. COLLATERAL DUTY		0	0.00	0	0.00
<b>4. COUNSELOR/INVESTIGATOR</b>					
		0		0	
a. FULL-TIME		0	0.00	0	0.00
b. PART-TIME		0	0.00	0	0.00
c. COLLATERAL DUTY		0	0.00	0	0.00

**B. AGENCY & CONTRACT STAFF TRAINING**

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
<b>1. NEW STAFF - TOTAL</b>						
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	0	0	0	0	0	0
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
<b>2. EXPERIENCED STAFF - TOTAL</b>						
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	4	0	0	9	0	0
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	1	0	0	9	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	3	0	0	0	0	0

**C. REPORTING LINE**

<b>1</b> EEO DIRECTOR'S NAME: <b>Carolyn McGuire</b>					
<b>1a.</b> DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				
<b>2.</b> IF NO, WHO DOES THE EEO DIRECTOR REPORT TO? PERSON: <b>Denise Sheehan</b> TITLE: <b>Asst. Director Budget, Planning &amp; Human Capital</b>					
<b>3.</b> WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION? PERSON: <b>Carolyn McGuire</b> TITLE: <b>Acting Equal Employment Opportunity Officer</b>					
<b>4.</b> WHO DOES THAT PERSON REPORT TO? PERSON: <b>Denise Sheehan</b> TITLE: <b>Asst. Director, Budget, Planning &amp; Human Capital</b>					

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2009

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION												AGE	DISABILITY		TOTAL BASES BY ISSUE	TOTAL COMPLAINTS BY ISSUE	TOTAL COMPLAINTS BY ISSUE
	RACE						RELIGION	SEX		NATIONAL ORIGIN		EQUAL PAY ACT						
	AMER. INDIAN ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES		COLOR	REPRISAL	MALE	FEMALE	HISPANIC/ LATINO		OTHER	MALE			
A. APPOINTMENT/THREE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12	5
1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. REPRISAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S. SEPARATE TREATMENT, HW, ENV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. EMPLOYEE DEV.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPEAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. OTHER (Please specify below)																		
1.																		
2.																		
3.																		
4.																		
5.																		
TOTAL ISSUES BY BASES	0	0	0	2	0	0	1	2	20	3	7	1	0	0	0	0	0	0
TOTAL COMPLAINTS FILED BY BASES	0	0	0	2	0	0	1	1	10	3	6	1	0	0	0	0	0	0
TOTAL COMPLAINTS BY BASES	0	0	0	2	0	0	1	1	10	3	6	1	0	0	0	0	0	0

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2009

## PART V - SUMMARY OF CLOSURES BY STATUTE

**A. STATUTE** (IF A SINGLE COMPLAINT HAS MULTIPLE STATUTES RECORD EACH ON THE APPROPRIATE LINE.)

22	1. TITLE VII
12	2. AGE DISRIMINATION IN EMPLOYMENT ACT (ADEA)
10	3. REHABILITATION ACT
0	4. EQUAL PAY ACT (EPA)

**B. TOTAL BY STATUTES**

44 THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED.  
(A1+A2+A3+A4)

## PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
<b>A. TOTAL NUMBER OF CLOSURES</b> (1+2+3)	28	12176	434.86
1. WITHDRAWALS	3	904	301.33
a. NON-ADR WITHDRAWALS	3	904	301.33
b. ADR WITHDRAWALS	0	0	0.00
2. SETTLEMENTS	8	2705	338.13
a. NON-ADR SETTLEMENTS	8	2705	338.13
b. ADR SETTLEMENTS	0	0	0.00
3. FINAL AGENCY ACTIONS (B+C)	17	8567	503.94
<b>B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION.</b> (1+2+3)	14	6742	481.57
1. FINDING DISCRIMINATION	2	985	492.50
2. FINDING NO DISCRIMINATION	12	5757	479.75
3. DISMISSAL OF COMPLAINTS	0	0	0.00
<b>C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION</b> (1+2)	3	1825	608.33
1. AJ DECISION FULLY IMPLEMENTED (a+b+c)	3	1825	608.33
(a) FINDING DISCRIMINATION	1	701	701.00
(b) FINDING NO DISCRIMINATION	2	1124	562.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b+c)	0	0	0.00
(a) FINDING DISCRIMINATION (i+ii+iii)	0	0	0.00
i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
(c) DISMISSAL OF COMPLAINTS	0	0	0.00

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2009

**PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED (1+2+3+4)	14	2272	162.29
1. COMPLAINANT REQUESTED IMMEDIATE FAD (1a+1b)	11	1548	140.73
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	4	105	26.25
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	7	1443	206.14
2. COMPLAINANT DID NOT ELECT HEARING OR FAD (2a+2b)	3	724	241.33
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	3	724	241.33
3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00

**PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS**

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS	11	
B. CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT	7	\$ 52,499.00
1. BACK PAY/FRONT PAY	0	\$ 0.00
2. LUMP SUM PAYMENT	4	\$ 39,499.00
3. COMPENSATORY DAMAGES	1	\$ 2,500.00
4. ATTORNEY FEES AND COSTS	2	\$ 10,500.00
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E. CLOSURES WITH NON-MONETARY BENEFITS	5	
F. TYPES OF BENEFITS	NUMBER OF CLOSURES WITH MONETARY BENEFITS	NUMBER OF CLOSURES WITH NON-MONETARY BENEFITS
1. HIRES	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTIONS	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. EXPUNGEMENTS	0	1
4. REASSIGNMENTS	0	1
5. REMOVALS RESCINDED	0	0
a. REINSTATEMENT	0	0
b. VOLUNTARY RESIGNATION	0	0
6. ACCOMMODATIONS	0	2
7. TRAINING	0	0
8. APOLOGY	0	0
9. DISCIPLINARY ACTIONS	1	1
a. RESCINDED	1	0
b. MODIFIED	0	1
10. PERFORMANCE EVALUATION MODIFIED	0	0
11. LEAVE RESTORED	0	0
12.		
13.		
14.		

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:** Fish And Wildlife Service

**REPORTING PERIOD:** FY 2009

## PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+2+3+4)	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	NUMBER OF DAYS PENDING FOR OLDEST CASE
	26	19281		
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)	0	0	0.00	0
2. COMPLAINTS PENDING IN INVESTIGATION	7	824	117.71	261
3. COMPLAINTS PENDING IN HEARINGS	14	14317	1022.64	1930
4. COMPLAINTS PENDING A FINAL AGENCY ACTION	5	4140	828.00	1558

## PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE DAYS
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD (1+3)	15	3215	214.33
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL (a+b+c)	0	0	0.00
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
2. AGENCY INVESTIGATION COSTS	\$ 0.00		\$ 0.00
3. INVESTIGATIONS COMPLETED BY CONTRACTORS (a+b+c)	15	3215	214.33
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	9	1360	151.11
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	5	1267	253.40
1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
2. UNTIMELY COMPLETED INVESTIGATIONS	5	1267	253.40
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	1	588	588.00
4. CONTRACTOR INVESTIGATION COSTS	\$ 58,822.50		\$ 3921.50

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2009

**PART X - SUMMARY OF ADR PROGRAM ACTIVITIES**

INFORMAL PHASE (PRE-COMPLAINT)

A. INTENTIONALLY LEFT BLANK					
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS		COUNSELINGS	INDIVIDUALS		
1.	ADR OFFERED BY AGENCY	26	26		
2.	REJECTED BY COUNSELEE	19	19		
3.	INTENTIONALLY LEFT BLANK				
4.	TOTAL ACCEPTED INTO ADR PROGRAM	7	7		
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		6	6		
1.	INHOUSE	0	0		
2.	ANOTHER FEDERAL AGENCY	6	6		
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
5.	FEDERAL EXECUTIVE BOARD	0	0		
6.					
7.					
		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		6	6	296	49.33
1.	MEDIATION	5	5	250	50.00
2.	SETTLEMENT CONFERENCES	0	0	0	0.00
3.	EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4.	FACTFINDING	0	0	0	0.00
5.	FACILITATION	0	0	0	0.00
6.	OMBUDSMAN	0	0	0	0.00
7.	PEER REVIEW	0	0	0	0.00
8.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)	1	1	46	46.00
9.	SETTLEMENT				
10.					
11.					
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1.	TOTAL CLOSED	7	7	324	46.29
a.	SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	3	3	157	52.33
b.	NO FORMAL COMPLAINT FILED	1	1	43	43.00
c.	COMPLAINT FILED				
i.	NO RESOLUTION	2	2	116	58.00
ii.	NO ADR ATTEMPT (aka Part X.E.1.d)	1	1	8	8.00
e.	DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0	0	0.00
2.	INTENTIONALLY LEFT BLANK				

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: Fish And Wildlife Service

REPORTING PERIOD: FY 2009

**PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES**

**FORMAL PHASE**

A. INTENTIONALLY LEFT BLANK					
B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
1.	ADR OFFERED BY AGENCY	2	2		
2.	REJECTED BY COMPLAINANT	0	0		
3.	INTENTIONALLY LEFT BLANK				
4.	TOTAL ACCEPTED INTO ADR PROGRAM	2	2		
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)		COMPLAINTS	COMPLAINANTS		
1.	INHOUSE	1	1		
2.	ANOTHER FEDERAL AGENCY	0	0		
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	1	1		
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
5.	FEDERAL EXECUTIVE BOARD	0	0		
6.					
7.					
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1.	MEDIATION	1	1	40	40.00
2.	SETTLEMENT CONFERENCES	1	1	40	40.00
3.	EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4.	FACTFINDING	0	0	0	0.00
5.	FACILITATION	0	0	0	0.00
6.	OMBUDSMAN	0	0	0	0.00
7.	MINI-TRIALS	0	0	0	0.00
8.	PEER REVIEW	0	0	0	0.00
9.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
10.					
11.					
12.					
E. STATUS OF CASES IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1.	TOTAL CLOSED	2	2	95	47.50
a.	SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	0	0	0	0.00
b.	WITHDRAWAL FROM EEO PROCESS	0	0	0	0.00
c.	NO RESOLUTION	1	1	40	40.00
d.	NO ADR ATTEMPT	1	1	55	55.00
2.	INTENTIONALLY LEFT BLANK				
F. BENEFITS RECEIVED		COMPLAINTS	COMPLAINANTS	AMOUNT	
1.	MONETARY (INSERT TOTALS)	0	0	\$	0.00
a.	COMPENSATORY DAMAGES	0	0	\$	0.00
b.	BACKPAY/FRONTPAY	0	0	\$	0.00
c.	LUMP SUM	0	0	\$	0.00
d.	ATTORNEY FEES AND COSTS	0	0	\$	0.00
e.				\$	
f.				\$	
g.				\$	
2.	NON-MONETARY (INSERT TOTALS)	0	0		
a.	HIRES	0	0		
i.	RETROACTIVE	0	0		
ii.	NON-RETROACTIVE	0	0		
b.	PROMOTIONS	0	0		
i.	RETROACTIVE	0	0		
ii.	NON-RETROACTIVE	0	0		
c.	EXPUNGEMENTS	0	0		
d.	REASSIGNMENTS	0	0		
e.	REMOVALS RESCINDED	0	0		
i.	REINSTATEMENT	0	0		
ii.	VOLUNTARY RESIGNATION	0	0		
f.	ACCOMMODATIONS	0	0		
g.	TRAINING	0	0		
h.	APOLOGY	0	0		
i.	DISCIPLINARY ACTIONS	0	0		
i.	RESCINDED	0	0		
ii.	MODIFIED	0	0		
j.	PERFORMANCE EVALUATION MODIFIED	0	0		
k.	LEAVE RESTORED	0	0		
l.					
m.					

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

**(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

**AGENCY OR DEPARTMENT:** Fish And Wildlife Service

**REPORTING PERIOD:** FY 2009

**PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES**

**EEO ADR TRAINING AND RESOURCES**

A. BASIC EEO ADR ORIENTATION TRAINING	NUMBER IN TOTAL WORKFORCE	CUMULATIVE TOTAL WORKFORCE TRAINED
1. MANAGERS	1917	363
2. EMPLOYEES	7936	592
<b>B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR</b>	<b>9853</b>	
<b>C. RESOURCES THAT MANAGE ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. &amp; XI.)</b>	<b>16</b>	
1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	0	
2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	4	
3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	12	
4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	0	
<b>D. ADR FUNDING SPENT</b>	<b>AMOUNT</b>	
	<b>\$ 5,595.00</b>	

**E. ADR CONTACT INFORMATION**

1. NAME OF ADR PROGRAM DIRECTOR / MANAGER Elena Gonzalez

2. TITLE Collaborative Action and Dispute Resolution Officer

3. TELEPHONE NUMBER 202 327-5352 4. EMAIL Elena Gonzalez/PMB/OS/DOI

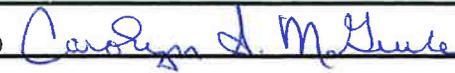
**F. ADR PROGRAM INFORMATION**

	YES	NO
1. Does the agency require the alleged responsible management official to participate in ADR?	X	
1a. If yes, is there a written policy requiring the participation?	X	
2. Does the alleged responsible management official have a role in deciding if the case is appropriate for ADR?		X

**CERTIFICATION AND CONTACT INFORMATION**

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, through September 30, 2009 are accurate and complete.

NAME AND TITLE OF EEO DIRECTOR/CERTIFYING OFFICIAL: Carolyn McGuire, Acting Equal Employment Opportunity Officer

SIGNATURE OF EEO DIRECTOR/CERTIFYING OFFICIAL: (Enter PIN here to serve as your electronic signature) 

DATE: 11/2/2009 TELEPHONE NUMBER: (703) 358-2567 E-MAIL: Carolyn\_McGuire@fws.gov

NAME AND TITLE OF PREPARER: Ruby D Nweke, EEO Assistant

DATE: 11/2/2009 TELEPHONE NUMBER: 703-358-1724 E-MAIL: ruby\_nweke@fws.gov

This report (with the PIN entered) is due on or before November 2, 2009.