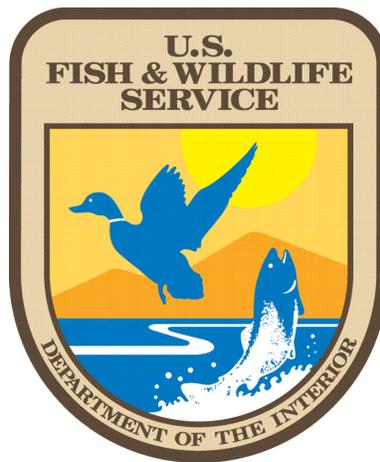


U. S. Fish and Wildlife Service

Servicewide

EEOC MD 715 Plans



FY 2013

**Federal Agency Annual EEO Program Status Updated Report
FY 2013**

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Parts A through C

**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, 2012 to September 30, 2013

PART A Department or Agency Identifying Information	1. Agency		1. U. S. Department of the Interior (DOI)	
	1.a. 2 nd level reporting component		1.a. U. S. Fish and Wildlife Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th 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
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 8,335	
	2. Enter total number of temporary employees		2. 1,090	
	3. Enter total number employees paid from non-appropriated funds		3. Not applicable	
	4. Total Employment [add lines B 1 through 3]		4. 9,425	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Daniel M. Ashe, Director	
	2. Agency Head Designee		2. Rowan W. Gould, Deputy Director	
	3. Principal EEO Director/Official Title/series/grade		3. Inez Uhl, EEO Director, GS- 0260-15	
	4. Title VII Affirmative EEO Program Official		4. Julia Bumbaca, Diversity Program Manager	
	5. Section 501 Affirmative Action Program Official		5. Vacant, Public Civil Rights and Accessibility Coordinator	
	6. Complaint Processing Program Manager		6. Tina Lancaster, Complaints and Compliance Program Manager	
	7. Other Responsible Staff		7. Elena Gonzalez, Director, DOI, Office of Collaborative Action and Dispute Resolution	

Part D

List of Subordinate Components

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

PART D	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
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
	Headquarters, Arlington, Virginia	IN1509	1448

EEOC Forms and Documents Included with this Report

Executive Summary [FORM 715-01 PART E], that includes:	X
Brief paragraph describing the agency's mission and mission-related functions	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X
Summary of EEO Plan action items implemented or accomplished	X
Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X
Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X
Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01 PART G]	X
EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01 PART H] for each programmatic essential element requiring improvement	X
EEO Plan To Eliminate Identified Barriers [FORM 715-01 PART I] for each identified barrier	X

Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities [FORM 715-01 PART J] for agencies with 1,000 or more employees	X
Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	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
Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects.	N/A
Organizational Chart	X

Part E
Executive Summary

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

For the period covering October 1, 2012 to September 30, 2013



EXECUTIVE SUMMARY



Daniel M. Ashe
Director
U.S. Fish and Wildlife Service

“Central to my vision for the Service is that we will expand our reputation for science excellence. Our challenging conservation work to be done looms large. We’ll need new ideas...fresh viewpoints...and all that our many collective experiences can offer to meet tomorrow’s challenges. Creating a new, more dynamic, workforce is the key to our future success. Cultivating a workforce that looks like America will produce many benefits including the unlimited potential to tap human capacity. It will expand the breadth of experience we bring to bear on the conservation of fish, wildlife, plants and their habitats.”

FWS is our nation’s premier conservation agency

Mission: The U.S. Fish and Wildlife Service (FWS) is the principal Federal agency responsible for conserving, protecting, and enhancing fish, wildlife, and plants and their habitats for the continuing benefit of the American people. Here are a few of the ways we work to meet our mission:

- Enforce federal wildlife laws,
- Protect endangered species,
- Manage migratory birds,
- Restore nationally significant fisheries,
- Conserve and restore wildlife habitat such as wetlands,
- Help foreign governments with their international conservation efforts, and
- Distribute hundreds of millions of dollars, through our Wildlife Sport Fish and Restoration program, in excise taxes on fishing and hunting equipment to State fish and wildlife agencies.

Model EEO Program Assessment

The FWS fiscal year (FY) 2013 Summary to the Annual Equal Employment Opportunity (EEO) Program Status Report outlines progress; identifies program deficiencies and barriers to achieving a model EEO program; delineates the planned actions necessary to address and/or eliminate the program deficiencies and barriers; and outlines FWS accomplishments toward addressing the program deficiencies and barriers. An analysis of the FWS workforce for FY 2013 was conducted to complete this report.

Management Directive 715 divides the essential elements of model agency EEO programs into six broad categories.

1. Demonstrated Commitment from Agency Leadership
2. Integration of EEO into the Agency's Strategic Mission
3. Management and Program Accountability
4. Proactive Prevention of Unlawful Discrimination
5. Efficiency
6. Responsiveness and Legal Compliance

FWS reviewed its EEO and personnel programs, policies, and performance in light of these elements to identify where the EEO program can become more effective. These six elements serve as the organizing principles by which FWS can assess and improve its program. The major initiatives that were implemented for FY 2013 are listed below.

Demonstrated Commitment from Agency Leadership

- **Policies:** The following statements were issued in FY 2013: Mandatory Equal Employment Opportunity and Diversity Training for Managers, Supervisors and Employees; Reasonable Accommodations for Scheduled Events; and Annual Collection of Ethnicity, Race, and Disability Data.
- **Social Media:** FWS continued to utilize the Deputy Director's "Diversity is our Strength" video to assist in delivering its diversity message during FY 2013. The video was used during new employee orientations, the FWS Employee Foundations course, and other leadership courses throughout the year and at outreach events such as the student Conservation Careers Symposium. An altered version of the video was embedded in vacancy announcements that were posted on USAJOBS. The video served as a model for the Department of the Interior (DOI) and was used during their recruitment and outreach events throughout the year.
- **Executive Diversity Council:** The FWS expanded membership on the Executive Diversity Council by adding additional Senior Executive Service members and one Deputy Assistant Director to represent all of the Deputies. The FWS Deputy Director personally provided direction and articulated his expectations to the Council members. He appointed a Deputy Assistant Director as the lead for the Change Agent Program and as a liaison between change agents and the Executive Diversity Council in an effort to increase high level management's participation and support for this initiative.
- **Directorate Meetings:** To emphasize its priority, the Director and Deputy Director discussed issues related to diversity and inclusion with Directorate members at quarterly meetings and their expectations of Directorate members in executing the provisions in the Diversity and Inclusion

Implementation/Action Plan. They also introduced new initiatives and expressed the importance of current initiatives that were established to increase diversity in the FWS workforce.

- **Update of the Five Year Diversity and Inclusion Implementation/Action Plan:** In FY 2013 the FWS initiated the revision of the Five Year Diversity and Inclusion Implementation/Action Plan (DIIP) with an emphasis on priority planned activities and due dates. The draft plan has been reviewed and approved by members of the Executive Diversity Council. The updated plan is expected to be officially issued by the Director in FY 2014.
- **Funding:** The Agency Head continued to invest in the organization's goals by allocating annual funds to the Office of Diversity and Inclusive Workforce Management (ODIWM) which has the responsibility of carrying out the agency's equal opportunity and diversity programs. In FY 2013, funds were allocated to support numerous diversity initiatives to include the following:
 - **Recruiters:** The Agency Head ensured that each region continued to receive funds to retain nine full-time permanent national recruiters. Recruiters were hired to establish new partnerships with schools, communities and other organizations that were promising recruitment sources, and to assist and advise FWS managers and supervisors about recruitment and outreach strategies that have the potential to create a diverse workforce. A meeting with recruiters was held in November 2012, at which the Deputy Director personally participated to discuss his expectations of the recruiters. He reemphasized the importance of the Recruiters in realizing the goals of a diverse workforce.
 - **Pathways:** The Directorate supported the Diversity Plan in the use of student programs to improve the pipeline of diverse youth candidates for the FWS workforce. The Agency Head funded 10 internships for each of nine regions to increase diversity in the workforce, with the expectation that this would lay a solid foundation for interns to pursue careers in natural resources management. Due to sequestration and uncertain budgets, 35 Pathways graduates were placed in interim term appointments. Of the 35 Pathway graduates, 22 were from low-participation groups.
 - **Summer Faculty Fellowship Program:** The Director's office sponsored the second year of the pilot Summer Faculty Fellowship Program (SFFP) providing stipends and assistance in processing travel reimbursements for selected faculty members. Regional offices hosted faculty members and designed work assignments beneficial to both FWS and the faculty member. This program is intended to expand the network of faculty members from Minority Academic Institutions (MAI) and other Institutions of Higher Education who are familiar with FWS career and research opportunities. The program is also intended to improve their understanding of the qualifications required for graduates and faculty members to apply for jobs. In FY 2013, the targeted schools that were selected for the pilot included: Langston University, Cameron University, University of Puerto Rico, United Tribes Technical College; and Colorado Mesa University.
 - **Student Ambassadors:** For the first time, the FWS developed its own program for Student Ambassadors to assist with major outreach efforts on campuses to increase

interest in and knowledge of FWS careers and internships. Student Ambassadors are expected to reach out to diverse groups and to provide information to students and faculty about FWS careers and the qualifications required. In 2013, 12 student ambassadors were selected and trained with funding from the Director's office to serve as representatives at the following institutions: Florida Atlantic University; Florida A&M; University of Georgia; Louisiana Technical University; North Carolina State University; Colorado State University; Montana State University; California State University; University of Alaska-Fairbanks; University of Arkansas-Pine Bluff; and University of Nevada.

- **Student Conservation Careers Symposia:** With funding from the Agency Head, the FWS developed, recruited, selected, and hosted two separate symposia for undergraduate and graduate college students interested in public service careers in natural resources and wildlife management. The symposia were held in New Mexico and at the FWS's National Conservation Training Center (NCTC). The symposia were intended to provide tools to a diverse group of students to help them compete for FWS Pathways summer internships. The symposia focused on skills-building related to networking, preparing resumes, interviewing for jobs, and job searching on the Web. Deputy Director Gould personally attended and addressed the students. He shared insights about the FWS's vision, mission, conservation priorities and his commitment to a diverse and inclusive workforce. His presentation was followed by a panel of experts, including representatives from all the major program areas who shared their experiences as employees of the FWS and subsequently made themselves available to discuss FWS careers while the students visited program displays.
- **Steve Harvey Mentoring Program:** FWS coordinated and funded conservation training at the Detroit River National Wildlife Refuge in conjunction with Steve Harvey's mentoring program for 100 youths. FWS will support six students recruited at this event for Youth Conservation Corps (YCC) positions in the summer of FY 2014.
- **Commitment to Diversity.** The Director and Deputy Director called attention to the importance of diversity and inclusion in numerous ways. Examples follow: (1) The Director summarized the FWS's best practices in an article that appeared in the *Diversity Journal's* "CEO Leadership in Action" section, March/April 2013 edition; (2) Deputy Director Gould shared the FWS's best practices and his commitment to equal opportunity and diversity in the Federal workforce in his presentation to the Federal Asian Pacific American Council Annual Conference; (3) Deputy Director Gould participated on a panel discussion at the Event of Excellence on Diversity and Inclusion Best Practices where he discussed the FWS's diversity and inclusion initiatives; (4) Deputy Director Gould addressed his support of diversity and Hispanic participation in the workforce in an interview with Hispanic Link; (5) FWS reached out to nontraditional stakeholders by establishing the "Nontraditional Stakeholders Engagement Platform" to engage diverse communities as partners in civic and science-based initiatives associated with wildlife conservation; (6) Deputy Director Gould shared the FWS's best practices with other DOI bureaus and other federal agencies.

Integration of EEO into the Agency's Strategic Mission

- **Reporting Arrangements:** The EEO Director reports to the Deputy Director for Operations. Three Regional EEO Managers report to their Regional Directors, however the remaining three Regional EEO Managers report to their Assistant Regional Directors for Budget and Administration.
- The FWS Director ensured that the EEO Director maintained an adequate operating budget in order to implement and execute the agency's EEO and Diversity programs.
- **Refuge Workforce Diversity Team:** Subsequent to the National Wildlife Refuge System (NWRS) Vision Conference "Conserving the Future," one of the vision implementation teams that the FWS Director established during the Conference is currently focusing on diversity and inclusion within the Refuge system. The team is developing recommendations to implement recruitment, succession, and retention strategies that will help to ensure that the NWRS in the future is inclusive and reflects the diversity of America. This team includes a staff member from the ODIWM.
- **Diversity Change Agent Program:** The Director supported the training of diversity change agents at all levels of the FWS to address diversity and inclusiveness in the workforce. The FWS is currently working to enhance and support the current and growing community of 90+ diversity change agents within the FWS. A Deputy Assistant Director was appointed to serve as the lead for the Program. The expectation is that change agents will be able to: (1) help foster a diverse, inclusive and welcoming work environment; (2) promote diversity and inclusion by organizing presentations that sensitize and promote an appreciation of differences, and develop cultural awareness; (3) identify effective inclusion training; (4) and serve as a resource for managers in alerting them to barriers that prevent inclusion.

The FWS has an Office of Partners Liaison in External Affairs. In FY 2013, the program initiated the Nontraditional Stakeholders Engagement Platform which engages diverse communities as partners in civic and science-based initiatives associated with wildlife conservation. A staff member from the ODIWM coordinates with External Affairs on diversity initiatives.

Management and Program Accountability

- There were no findings of discrimination for FY 2013; however, the agency did ensure full and prompt compliance with the terms of settlement agreements that were reached during FY 2013. Once settlement agreements were finalized, the EEO Director issued execution and compliance letters to all responsible officials and tracked compliance.
- The Human Resource Office (HR) ensured that performance reviews and expectations for senior-level executives, managers, and supervisors include a performance element that supports the Agency's EEO and Diversity mission.

- The Agency required all supervisors and managers to take a minimum of 4 hours of EEO training and 4 hours of Diversity training. The FWS also provided additional Diversity training opportunities, which were open to all employees, including training on topics such as “*Championing Diversity*”.

Proactive Prevention of Unlawful Discrimination

- FWS uses the Departmental Reasonable Accommodation manual chapter as the required guidance to respond to requests for reasonable accommodation.
- EEO staff provided facilitated on-site and off-site training, including webinars, to supervisors and managers. Training included Diversity Management, MD-715, EEO Laws and Regulations, Disability Awareness, Reasonable Accommodations, Prevention of Sexual Harassment, and Alternative Dispute Resolution.
- The FWS does have an anti-harassment policy (enclosed) that: 1) informs employees as to what type of behavior is prohibited, and the steps to take if faced with a harassment situation; 2) provides for multiple avenues of redress, not just the EEO complaint process; and, 3) provides that no acts of retaliation will be tolerated.

Efficiency

- FWS has an efficient, fair, and impartial complaint resolution and adjudication process under the management of the EEO Director. When it is determined that there is a conflict of interest, the complaint is forwarded to the Departmental Office of Civil Rights for processing.
 1. The ODIWM is kept separate from the Office of the Solicitor or other agency offices having conflicting or competing interests.
 2. FWS has an effective ADR program that facilitates the early, effective, neutral, efficient, and informal resolution of disputes. Managers and supervisors are required to participate in ADR when mediation is elected by a complainant.
 3. FWS has an effective complaint tracking system (iComplaints). FWS also manually tracks complaints using an electronic complaint log to provide live updates of the status of complaints.
 4. FWS has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.
- FWS uses full-time permanent counselors and contract counselors, as needed. Work performed by the counselors is monitored for technical accuracy and to ensure timeframes are met. If the work by a contract counselor is not completed in the specified timeframes, the Agency negotiates costs to reflect a reduction due to the delay.
- FWS supports a full-time Disability Program Manager to coordinate or assist with processing requests for disability accommodations in all major components of the Agency.

Responsiveness and Legal Compliance

- FWS has a system in place to ensure that agency officials comply promptly with any orders or directives issued by EEOC, the Department of Interior (DOI), and all other adjudicatory bodies with jurisdiction over EEO laws.
- 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 EEO Director and her staff are also evaluated on ensuring compliance.

Summary of Analysis of Workforce and Program Improvements:

FY 2013 is the second successive year for which FWS had a sharply declining workforce. However, the FWS increased its diversity very slightly. During FY 2013, the permanent workforce declined by 367 employees (-4.2%), yet diversity as a percent of the permanent workforce increased +0.1%. Although the number of White women and the number of minorities as groups each declined substantially, the percentage of White women in the permanent workforce increased +0.2%, and the percentage of minorities as a group in the permanent workforce was essentially unchanged.

The permanent workforce is evolving slowly. During FY 2013, FWS accessions of White women, White men, and of members of every minority group except Asians were at or above their availability as measured by their participation in the 2010 Civilian Labor Force (CLF). Furthermore, the rate of separations of White women, White men, and every minority group were consistent with their participation in the permanent workforce at the beginning of the fiscal year. If maintained, the combined effect of these two processes will continue to increase the participation of low-participation groups and reduce the participation of others.

Targeted recruiting of Asians continues to be a challenge. During FY 2013, employing a broad range of recruiting tools, the FWS hired only five Asians. This was well below the 16 expected based on their participation in the same occupations in the CLF.

The availability of many members of the groups that show low participation in the FWS has been greater when positions are filled at lower grades. For that reason, beginning in FY 2011, the FWS committed to fill at least 30% of administrative/professional external vacancies at developmental grades 05, 07, or 09. This commitment to increase diversity by increasing hiring at entry levels was reinforced by coupling it with increasing resources for targeted recruiting by providing funds to hire nine permanent recruiters. Beginning in FY 2012, the Director further reinforced this commitment by making available funds to hire 90 additional SCEPs (subsequently, Pathways Interns). Throughout this period, the FWS redoubled its efforts to develop and mine productive working relationships with universities and other appropriate organizations/agencies and to make use of special hiring authorities for veterans, students, and persons with severe disabilities.

Professional biologists and biology students

Low-participation groups	Blacks, Asians and women
--------------------------	--------------------------

During FY 2013 the permanent professional biology workforce declined by 141 (-3.5%). The main changes in the demographic distribution were an increase in the participation of White women (+0.4%), and corresponding reductions in the participation percentages for White men (-0.3%) and for Asians (-0.1%).

The success in hiring White women and the inability to hire Asians in professional biology were largely responsible for this demographic shift. Thirty-nine (39) of the 87 accessions in professional biology were White women, somewhat above the 34 which were statistically expected based on their participation in professional biology in the CLF. In contrast, no Asians were hired in professional biology, well below the six which were statistically expected based on the CLF. Accessions in other groups were largely consistent with their participation in the CLF.

During FY 2013, 46% of accessions in professional biology were within the scope of one or more of the FWS's targeted recruiting initiatives. Although these initiatives reached some White women in professional biology, they fell short in reaching members of other low-participation groups. Specifically, of the 19 low-participation accessions within the scope of one of these initiatives, 18 were White women and the one remaining was a Hispanic woman.

Contributing to the size of this demographic shift were small differences in separation rates for the various groups relative to their participation in the workforce. In professional biology, none of these differences was either substantial or significant, but their directions magnified the accession results.

Full-time law enforcement officers and students

Low-participation groups	Blacks and women
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Overall, the FWS's law-enforcement-officer workforce declined by five (-1.1%). The main demographic shift was a -0.7% decline in the participation of women and a corresponding +0.7% increase in the participation of men. In both the Office of Law Enforcement and Refuges all additions to the law-enforcement-officer workforce were men.

The limited scope of recruiting and the limited availability of cross-training opportunities may have been important contributors to this demographic shift. In the Office of Law Enforcement, 10 Criminal Investigators left, while three Conservation Law Enforcement Officers were hired. All three hires came from Refuges' law-enforcement-officer workforce, and all three were White men.

In Refuges, 13 were added to the law-enforcement-officer workforce, and 11 left. Three of the 13 additions came from other FWS occupations, while 10 were hired externally. All but one of the external hires were already Federal employees; the exception was a Pathways recent graduate. Here too, all 13 additions were men.

Professional and administrative occupations and students (except Professional biology and law-enforcement officers)

Low-participation groups	Asians and men
--------------------------	----------------

During FY 2013, the permanent workforce in these occupations declined by 90 (-3.9%). The main changes in the demographic distribution were a decline in the participation of White men (-0.5%), and a corresponding increase in the participation of women (+0.5%).

The success of initiatives to hire members of low-participation groups and the high separation rate for White men in these occupations were largely responsible for this demographic shift. With considerable help from the FWS's targeted recruiting initiatives, all low-participation groups (including White men) were hired in numbers which were consistent with their participation in their occupations in the CLF. Seventy-nine (79) White men left, substantially above the 65 statistically anticipated by their participation in the workforce.

Technical biology and wage-grade occupations and students

Low-participation groups	Women and minorities
--------------------------	----------------------

During FY 2013 the permanent workforce in these occupations declined by 78 (-7.6%). The main demographic shift was a -0.3% decline in the participation of minority men and White women, and a corresponding +0.3% increase in the participation of White men.

There were 19 accessions in wage-grade occupations with 17 hires from outside the Federal Government employing the full range of hiring authorities. Eighteen of the 19 accessions were White men. Three of the accessions to fill 11 vacancies in technical biology were women. The CLF for minority men in the wage-grade vacancies is 23%.

All groups separated in numbers which were consistent with their participation in the workforce.

Senior workforce (GS-13 and above)

Low-participation groups	Women and minorities
--------------------------	----------------------

During FY 2013 the senior workforce declined by 58 (-2.7%). The main demographic shift was an increase in the participation of White women (+0.5%), and a corresponding decline in the participation of White men (-0.5%).

There is nothing significant in this demographic shift. All demographic groups were promoted into the senior workforce in numbers which were consistent with their participation in the GS-12 workforce; all demographic groups participated in accessions at the senior level in numbers which were consistent with their participation in the CLF in the occupations of the positions filled; and all demographic groups left the FWS from senior-level positions in numbers which were consistent with their participation in the senior workforce at the beginning of the fiscal year. Since the participation of White men was somewhat high and the participation of White women was somewhat low relative to available standards, this leveling is what one would expect if accessions, promotions, and separations are on target vis-a-vis equal opportunity.

It turns out that contrary to the pattern of the past five years, the participation of minority men increased very slightly and the participation of minority women declined very slightly during FY 2013. In each case the change was small and not significant. Since 74% of additions to the FWS's senior workforce are via promotion from a GS-12 position, increasing the participation of minorities in the senior workforce may depend upon increasing the participation of minorities at the GS-12 level.

Employees with reportable disabilities

Low-participation groups	Employees with targeted disabilities
--------------------------	--------------------------------------

During FY 2013, the combined permanent and temporary workforce declined -666 (-6.6%). Although the number of employees with reportable disabilities also declined -56, their participation percentage in the combined workforce actually increased +0.1%. At year's end, the FWS's participation rate of 8.7% for employees with reportable disabilities was well above the Federal participation rate of 7.2%.

The success of targeted recruiting for persons with reportable disabilities was largely responsible for this participation increase. Employees with reportable disabilities constituted 15.2% of permanent accessions and 8.1% of temporary accessions; 10.5% of accessions overall. The most productive special hiring authorities were those for veterans (41.7%) and those for persons with severe disabilities (95.0%).

The number of separations from the permanent workforce was less favorable. Eighty six (86) employees with reportable disabilities separated, compared to 56 which would be expected based on their participation in the permanent workforce at the beginning of the fiscal year. This discrepancy is both large and significant. This result replicates findings for FY 2012.

The results for employees with targeted disabilities are similar to those described above for employees with all reportable disabilities. The number in the combined permanent and temporary workforce declined -10, but the participation percent was unchanged at 1.2%. In the permanent workforce, the decline was five, but the participation percent was also unchanged at 1.2%.

The success of targeted recruiting can be credited with staving off a decline in the participation percent. Employees with targeted disabilities constituted 4.9% of permanent accessions and 1.1% of temporary accessions; 2.4% of accessions overall.

Separations for persons with targeted disabilities in the permanent workforce were at a level that was not favorable. Eighteen (18) employees with targeted disabilities separated, compared to eight which would be statistically expected based on their participation in the permanent workforce at the beginning of the fiscal year. This discrepancy is both large and significant.

Leadership Development Programs

Examination of the FWS's leadership development program statistics yielded mixed results.

On the one hand, statistics indicated that women and members of minority groups were attracted to both of the FWS's internal leadership development programs. Women and minorities applied to the FWS's Stepping Up To Leadership Program (SUTL) in numbers which were consistent with their participation in the GS-11/12 permanent workforce and applied to the FWS's Advanced Leadership Development Program (ALDP) in numbers which were consistent with their participation in the GS-13/14 permanent workforce. Noteworthy is the fact that 19 minority women applied to SUTL, substantially above the 11 statistically expected based on their availability in the workforce.

On the other hand, selection results were mixed. ALDP statistics indicated that women and members of minority groups were selected to participate in numbers which were consistent with their participation in the applicant pool. However, SUTL statistics indicated that fewer minority applicants were selected than one might expect based on the numbers who applied. There were 31 minority applicants, of whom only four were selected for 48 slots. This was substantially below the 10 statistically expected based on their participation in the applicant pool. Minority group applicants not selected were diverse, including six Blacks, 12 Hispanics, three Asians, and six American Indian or Alaskan Natives.

In FY 2012, the Department of the Interior solicited applications for class #17 in its SES Candidate Development Program, with selections announced in FY 2013. Six FWS employees applied; none of whom was selected. Although no minority group members applied, this is not statistically inconsistent with the low participation of minorities in the GS-15/SL workforce.

Pathways and Internship Program

The table below shows Pathways and Internship hires and their association to diversity: 20.4% of members of minority groups hired were Pathways/Interns, 12.4% of the White women hired were Pathways/Interns, and 15.5% of the White men hired were Pathways/Interns.

Fish and Wildlife Service Permanent Accessions FY 2013				
Race/Ethnicity		Accession Type		Total
		Pathways Intern	Other	
Black	#	3	15	18
	%	16.7%	83.3%	100.0%
Hispanic	#	3	11	14
	%	21.4%	78.6%	100.0%
Asian	#	1	4	5
	%	20.0%	80.0%	100.0%
Native Hawaiian or Other Pacific Islander	#	1	1	2
	%	50.0%	50.0%	100.0%
American Indian or Alaskan Native	#	1	6	7
	%	14.3%	85.7%	100.0%
Two or more races	#	1	2	3
	%	33.3%	66.7%	100.0%
Total for Minority groups	#	10	39	49
	%	20.4%	79.6%	100.0%
White women	#	13	92	105
	%	12.4%	87.6%	100.0%
White men	#	20	109	129
	%	15.5%	84.5%	100.0%
All groups	#	43	240	283
	%	15.2%	84.8%	100.0%

Trends in EEO Complaints:

In FY 2013, there were 41 formal complaints filed within FWS resulting in an increase of 7.89%, compared to the 38 in the previous year. Of the 41 formal complaints, reprisal (56.7%) remains the number one basis for complaints having increased by 8.7% from the previous fiscal year. Race as a basis was listed 43.9% of the time making it the second most listed basis; and sex as a basis occurred 34.2% of the time indicating that it too almost doubled this fiscal year. Although there was an increase of formal complaints, there was a downward shift with disability as a basis for a complaint, from 39.5% in the previous fiscal year to 31.7% in FY 2013. (See table below for trends in FWS complaints and basis for discrimination complaints.)

TRENDS IN FWS COMPLAINTS FISCAL YEARS 2007-2013							
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
PRE-COMPLAINTS	33	49	34	36	45	61	65
FORMAL COMPLAINTS	21	22	19	14	30	38	41

TRENDS IN BASIS FOR DISCRIMINATION COMPLAINTS (Referenced from Part 1 and Part 2 from FY 2013 EEOC 462)							
BASIS	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Race	7	4	2	1	7	9	18
Sex	7	3	9	2	15	9	14
Age	7	8	5	4	11	12	10
Color	3	2	1	0	4	4	5
National Origin	2	3	1	0	2	5	4
Religion	1	3	1	0	0	0	2
Disability	10	7	2	13	15	15	13
Reprisal	6	14	10	6	17	18	23

Employees who enter the EEO process are given the choice of traditional EEO counseling or Alternative Dispute Resolution (ADR/mediation) when appropriate. However, there are rare circumstances in which it is deemed that mediation is not appropriate; in those instances, mediation is not offered. FWS continues to bring awareness to its managers and supervisors and employees regarding the benefits of the ADR process. In this fiscal year, 28.6% of the complainants in the informal phase participated in mediation, compared to 16% the previous year. Although, ADR elections in the formal process still remain low, complainants are reminded that ADR is available to them during all phases of the EEO process both informal and formal even at the hearing level of their complaint.

Program Deficiencies Revealed by Self-assessment:

- Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to ensure that major renovation projects are funded to ensure timely compliance with the Uniform Federal Accessibility Standards. (See Part H, page 39).
- Collecting appropriate information on applicants through access to the OPM USA Staffing tool to track, coordinate and evaluate the effectiveness of recruitment activities within the FWS was not available in FY 2013. (See Part H, page 41).
- FWS determined that the current DOI Exit Survey tool has not been an effective tool in its current form for evaluating potential barriers to retention. (See Part H, page 42).

Action Items and Plans for FY 2014

- FWS will provide guidance to the Regions on their responsibility for 504 compliance reviews in accordance with DOI regulations and related FWS policy and prepare recommendations on how to analyze the processes of the current Section 504 Program.
- FWS will establish a working group with assigned activities intended to develop and expand its tracking system to comply with Uniform Federal Accessibility Standards.
- FWS will review OPM USA Staffing data to ensure the completion of the applicant flow tables in compliance with the MD 715 requirements and analyze and evaluate the race, ethnicity and disability status from the data collected to evaluate recruitment efforts. FWS will continue to work with OPM USA Staffing to further analyze and evaluate the race, ethnicity, and disability status of individuals to ensure they provide all the data necessary to evaluate recruitment efforts.
- FWS is planning to conduct a climate survey in FY 2014. The expectation is that the survey will be useful in identifying barriers to retention that need to be addressed.
- FWS will utilize a work group to make recommendations on appropriate and standard exit survey tools that can assist in the evaluation of potential barriers to retention. FWS will work with the regions and HR to develop a new exit survey to implement throughout the FWS.
- FWS will expand and develop new partnerships, outreach sources, and recruitment tools to increase the applicant pool of groups with low participation rates in the workforce.
- The FWS will continue to sponsor Conservation Career Symposia (CCS) in FY 2014 at colleges and universities. The first CCS in FY 2014 was held at Oregon State University.
- FWS will continue to work towards the Director's annual goals of hiring individuals with disabilities.

- FWS will utilize their Recruiters to identify current internal and external sources, and explore new sources, for targeted recruitment of individuals with targeted disabilities (i.e., Virginia Department of Aging and Rehabilitative Services' and the Workforce Recruitment Program for students with disabilities).
- FWS will ask all employees to update their race, national origin, and disability status in employee express annually to improve the quality of data for all regions.

Part F
Certification of Establishment of
Continuing EEOC Programs

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

For the period covering October 1, 2012 to September 30, 2013

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

I, Inez Uhl, GS-0260-15, am the Principal EEO Director/Official for the U.S. Fish and Wildlife FWS (FWS).

FWS 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.

FWS 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 Director

Date

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

Daniel M. Ashe, Director

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.

 Compliance Indicator		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	EEO policy statements are up-to-date.			
	1-2. The Agency Head was installed on June 30, 2011. 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 re-issues EEO Policy Statements annually.
	4. Are new employees provided a copy of the EEO Policy Statement during orientation?	X		In addition, it is posted on FWS's web site and in prominent work areas for all employees to access.
	5. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		The EEO Policy Statement is distributed to managers and supervisors during mandatory new supervisor and EEO training sessions. It is also posted on FWS's website.
 Compliance Indicator	EEO policy statements have been communicated to all employees.	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	
	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 made available to employees on FWS'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		
Compliance → Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
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 FWS Policy on Harassment and Zero Tolerance annually via email. Penalties for unacceptable behavior are referenced in the FWS 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 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 DOI Procedures for Reasonable Accommodation is provided in the FWS Manual.

13. Have managers and supervisors been trained on their responsibilities under the procedures for reasonable accommodation?	X		Information on reasonable accommodation is provided during supervisory training.
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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)]		X		The EEO Director is under the direct supervision of the agency head and reports to the Deputy Director for Operations.
For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?			X	There are three Regional EEO Managers who report to their Regional Director; however, the remaining EEO Managers report to their Assistant Regional Directors for Budget and Administration.
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 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
18. If the agency has 2 nd level reporting components, does the agency-wide EEO Director/Officer have authority for the EEO programs within the subordinate reporting components?		X		The EEO Director has complete technical oversight of the formal EEO process and delegates the precomplaint process to the Regions except in the case of conflicts of interest.
If not, please describe how EEO program authority is delegated to subordinate reporting components.				The Office of Diversity and Inclusive Workforce Management (ODWIM) located at the National Headquarters develops policies and procedures and provides general oversight and technical guidance to Regional EEO officials.

Compliance → Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
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 Director meets with the Director and Deputy Director routinely to provide briefings on the EEO Program. The EEO Director also provides updates for Directorate meetings. The ODIWM meets with Assistant Directors and Regional DCR Offices meet with Regional Directors to discuss workforce statistics and recruitment needs and review the quarterly Equal Opportunity and Diversity Scorecards.
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 Director 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, a report of accomplishments, and plan of action to correct deficiencies. ODIWM and the Regional DCR Offices meet with the FWS Directorate quarterly to review the Equal Opportunity and Diversity Scorecards.
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		
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 Director has a strong working relationship with the Human Capital Officer and works in collaboration with Human Capital staff to provide technical guidance to ensure that EEO concerns are integrated into the FWS strategic mission.

Compliance  Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	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				
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 Director maintains an operating budget to ensure implementation of the agency EEO action plans.
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			
27. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?	X			The FWS Diversity Manager serves as the Special Emphasis Program Manager and oversees all of FWS Special Emphasis Programs. Additionally, FWS has a Disability Program Manager who manages the Disability and Veterans Employment Programs. FWS actively participates on the DOI Special Emphasis Committee. Recruiters for each DCR Regional Office support the Special Emphasis Programs.
a. Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204	X			In collaboration with the DOI.
b. Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204	X			In collaboration with the DOI.
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			The Disability Program/Disabled Veterans Program Manager manages Disability Programs.
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			
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			The FWS Headquarters and Regional EEO staff retrieve workforce employment data and conduct queries through the DOI, EEO data and tracking system - Datamart (Hyperion Software). The Datamart system is used to develop quarterly workforce statistics regarding participation rates. Headquarters has two full-time permanent statisticians who assist all Regions with reports and analysis.
30. Is there sufficient budget allocated to all employees to utilize, when desired, for 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		FWS provides reasonable accommodations to all known persons with a disability. Regions and individual program areas fund supplies, equipment, and necessary services.
33. Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X	See Part H, page 39.
34. Has the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
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		All FWS managers and supervisors are required to complete 8 hours of annual training (4 hours EEO and 4 hours Diversity) and one hour biennial No Fear Act Training.
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		

Essential Element C: Management and Program Accountability

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

 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each 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	
 Measures				
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 Equal Opportunity and Diversity scorecards quarterly. In addition, the Deputy Director requires senior management to send the Equal Opportunity and Diversity Scorecards and statistical reports to all subordinate managers and supervisors.
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	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
 Measures		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		Accountability reviews are conducted every three years.
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 quarterly and annually. Additional analysis is conducted during the preparation of 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 quarterly and annually. Additional analysis was conducted during the preparation of the MD-715 Barrier Analysis.

 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
41. Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		FWS refers to the DOI Table of Penalties to determine what appropriate disciplinary action should be taken if discrimination is committed. Policy is suggested that the Headquarters Human Resources Officer make recommendations to the Regional Directors regarding appropriate disciplinary actions to be taken when an employee has been found to have committed a discriminatory act.
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? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.		X		In FY 2012 and FY 2013 there were no findings of discrimination.
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

 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
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		The EEO Director meets and works with the Executive Diversity Council—comprised of six SES members (two Regional Directors and four Assistant Directors) and one Deputy Assistant Director—to identify barriers. The Director and Executive Diversity Council issued the 5-Year, DII Plan on February 9, 2011 to the Directorate and all employees.
47. When barriers are identified, do senior managers develop and implement, with the		X		FWS Directorate, Executive

assistance of the agency EEO Office, agency EEO Action Plans to eliminate said barriers?				Diversity Council, and EEO Director partnered to implement the 5-Year DII Plan to eliminate barriers. FWS managers and supervisors are actively engaged in eliminating barriers to employment when they are brought to their attention.
48. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
49. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
50. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
51. Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
52. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
53. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
Compliance Indicator 	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures 		Yes	No	
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.

Compliance Indicator 	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures 		Yes	No	
56. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
57. Has the agency implemented an adequate data collection and analysis system that permits tracking of the information required by MD-715 and these instructions?			X	See Part H, pages 41-42.
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		

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		
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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? If yes, briefly describe how: FWS uses iComplaints to track contractors accountable to the specific time frames listed in the contract. FWS conducted an analysis of the time frames that contractors take for counseling and investigations and found that contractors rarely exceeded timeframes set by the agency. If the work is not completed in the specified timeframes, the agency renegotiates cost to reflect a reduction due to the delay.		X		
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		
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
66. Are benchmarks in place that compares 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		
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		

d. When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		N/A		DOI has responsibility to issue the decision.
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		
g. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
Compliance  Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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		ADR training is incorporated in supervisory training which is conducted at the National Conservation Training Center. ADR training is also offered throughout the year through the DOI Office of Collaborative Action and Dispute Resolution.
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 responsible management official directly involved in the dispute has settlement authority when there is no material benefit or monetary value. FWS Regional Directors and Assistant Directors have settlement authority when a settlement involves material benefits or monetary value.
Compliance  Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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		
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		
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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		FWS does 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		FWS does not request legal sufficiency reviews.

Essential Element F: Responsiveness and Legal Compliance

 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
 Measures		Yes	No	
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
 Measures		Yes	No	
83. Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
<p>If so, please identify the employees by title in the comments section, and state how performance is measured.</p> <p>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. Diversity advocacy performance statement is included in all SES performance plans.</p>				
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

**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**

FY 2013 - U. S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B: Integration of EEO into the Agencies Strategic Mission Information for reporting and monitoring accessibility improvements for programs and facilities is not currently collected nationally, thereby making it difficult to ensure that major renovation projects are funded to ensure timely compliance with the Uniform Federal Accessibility Standards.
OBJECTIVE:	Establish a process to collect information annually on the Regional progress of meeting 504 compliance reviews of field facilities to assure that FWS programs, facilities and activities are accessible to individuals with disabilities.
RESPONSIBLE OFFICIALS:	FWS Director Regional Directors Assistant Director - National Wildlife Refuge System Assistant Director - Business Management and Operations
DATE OBJECTIVE INITIATED:	December 15, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013 Extended: December 31, 2015
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Update the FWS Manual Chapter 063 FWS 3 http://www.fws.gov/policy/063fw3.html to provide guidance to Regions on their responsibility for 504 compliance reviews in accordance with DOI regulations and related FWS policy.	September 30, 2013 EXTENDED: September 30, 2014
2. Prepare recommendations to analyze the processes of the current Section 504 Program.	February 28, 2013 EXTENDED: September 30, 2014
3. Form a working group that includes representation from all appropriate programs.	September 30, 2013 EXTENDED: September 30, 2014
4. Assign the working group planned activities with completion dates.	September 30, 2013 EXTENDED: December 31, 2014
5.. Implement expansion of the tracking system to include at least one or more Regions.	September 30, 2013 EXTENDED: December 31, 2015

Report of accomplishments and modifications to objective:

1. Region 1 and 8's tracking system has served as a pilot project for the FWS and a Whitepaper was finalized to recommend expanding that system FWS-wide. The system is under construction and will be used for collecting information on Regional progress in meeting 504 compliance reviews. Phase II of the pilot project was completed in FY 2013 and involved tailoring the tracking system to include the terminology and features at all FWS facilities, including hatcheries and visitor centers. Region 1 provided training on how to conduct onsite reviews.

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FY 2013 - U. S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E: Efficiency FWS has not implemented adequate data collection and analysis systems that permits tracking of information required by EEOC MD-715 and these instructions.
OBJECTIVE (1):	Collect appropriate information on applicants through access of the OPM USA Staffing tool to track, coordinate and evaluate the effectiveness of recruitment activities within the FWS.
RESPONSIBLE OFFICIALS:	Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 31, 2012 Extended: December 31, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Review OPM - USA Staffing data to ensure the completion of the applicant flow tables.	December 31, 2012 EXTENDED: December 31, 2014
2. Prepare the applicant flow tables, in compliance with the requirements of MD-715.	December 31, 2012 EXTENDED: December 31, 2014
3. Analyze and evaluate the race, ethnicity and disability status from the data collected through USA Staffing to evaluate recruitment efforts.	December 31, 2012 EXTENDED: December 31, 2014
Report of accomplishments and modification to objective:	
1-3. Although FWS has not had access to OPM's applicant flow data previously, in a recent DOI meeting, the Bureaus were informed that they will have access to the OPM applicant flow data in FY 2014. Access is being limited until the process for receiving and reporting the data is working effectively. However, the FWS senior statistician is one of the limited number of people who has been authorized to access the data. This will allow the FWS to complete the applicant flow tables, prepare the applicant flow tables in compliance with the MD-715 requirements, and analyze and evaluate the race, ethnicity, and disability status from the data collected through USA Staffing to evaluate recruitment efforts.	

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FY 2013 - U.S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E: Efficiency FWS determined that the current DOI Exit Survey tool has not been effective in evaluating potential barriers to retention.
OBJECTIVE(2): State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop and implement a standard exit interview and surveying process where data can be collected and evaluated to develop recommendations to address barriers to retention, if needed.
RESPONSIBLE OFFICIAL:	Division of Human Capital Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013 Extended: September 30, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Develop a process to mine and analyze the data by Region.*	September 30, 2012 EXTENDED: September 30, 2014
2. Develop appropriate remedies to address the barriers to retention based on the findings.	September 30, 2012 EXTENDED: September 30, 2014
3. FWS will develop a new survey tool.	September 30, 2012 EXTENDED: September 30, 2014
Report of accomplishments and modification to objective:	
*HR continues to work with managers and employees to ensure that employees are encouraged to complete the exit interview and survey by reminding them of the complete exit clearance process.	
1. FWS Human Resources (HR) and the Office of Diversity and Inclusive Workforce Management (ODIWM) reviewed the DOI exit survey and recommended that a new exit survey tool be created that will allow for data to be analyzed by Region.	
2. To address retention, the FWS is in the process of reenergizing the Change Agent Program as one remedy to encourage retention. A member of the Directorate was appointed as the lead to help facilitate the work of change agents. A request for representatives from each region was made and the FWS will meet with these representatives to identify how Headquarters	

can support their work. A fact sheet was prepared to explain why change agents are needed and the role and responsibilities they have been tasked to assume in their workplace. The expectation is that changing the workplace environment to one which values differences will make a difference in retaining employees. Another initiative that FWS has undertaken is integrating diversity and inclusion principles into all leadership training to ensure that current and future leaders are culturally competent to manage and retain a diverse workforce.

Part of developing and retaining a diverse workforce is to provide mentoring training. The FWS National Conservation Training Center provided formal mentoring training for the workforce and members of low participation groups participated as mentors and mentees. Additionally, members of low-participation groups were enrolled in FWS leadership courses.

3. The FWS will step down the survey tool developed by the DOI and tailor it for use in our agency. DOI recommended using the Federal Employee Viewpoint Survey as another tool for analysis.

Activities Planned for FY 2014:

The FWS is planning to conduct a climate survey in FY 2014. The expectation is that the survey will be useful in identifying barriers to retention that need to be addressed.

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FY 2013 - U.S. Fish and Wildlife Service	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element E: Efficiency The agency tracks recruitment efforts and analyzes efforts to identify potential barriers in accordance with MD-715 standards.</p> <p>FWS, however, needs to improve its data collection and analysis systems that permit tracking of all information required by EEOC MD-715.</p> <p>FWS does not have a process to coordinate and track recruitment efforts.</p>
OBJECTIVE (3):	Establish a recruitment plan and reporting procedure to more effectively coordinate, evaluate, and track recruitment activities.
RESPONSIBLE OFFICIALS:	Division of Human Resources Office of Diversity and Inclusive Workforce Management Managers and Supervisors
DATE OBJECTIVE INITIATED:	December 15, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012 COMPLETED
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. FWS will develop a fiscal year FWS-wide plan for participating in career and/or job fairs sponsored by colleges, universities, and other organizations and focus on conducting targeted recruitment for low participation groups in the workforce.	September 30, 2013 COMPLETED
2. FWS will establish an evaluation method to track the fiscal year FWS-wide outreach and recruitment efforts including the participation of its managers and supervisors.	September 30, 2013 COMPLETED
3. FWS will develop a FWS Recruiters Procedures Guidebook that will provide recruitment standard operations; this will include a checklist and templates to capture recruitment activities.	September 30, 2013 COMPLETED
4. FWS Recruiters will re-initiate the use of a quarterly National Recruiter report for the FWS Leadership to report recruitment activities and results.	September 30, 2013 COMPLETED

Report of accomplishments and modifications to objective:

1. FWS Recruiters, DCR Chiefs, HR, and Headquarters ODIWM staff developed a FWS-wide plan for targeted recruitment through partnerships and participation in career and/or job fairs sponsored by colleges, universities, and other organizations. The plan is currently undergoing final review and revision and will be distributed in early FY 2014.
2. FWS Recruiters continued to work on recruitment priorities, such as targeted recruitment, outreach, and partnerships. Designated managers/supervisors continued to assist Recruiters with recruitment and outreach efforts focusing on low participation groups. The Recruiters SharePoint site and Work for Wildlife website are used to coordinate, plan, and track event participation.
4. FWS Recruiters use a quarterly report to report recruitment activities and results.

Part I
EEO Plan to Eliminate Identified Barriers

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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 Eliminate Identified Barrier**

FY 2013 - U.S. Fish and Wildlife Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of Asians in the FWS compared to the rate for its total permanent workforce.</p> <p>This condition was recognized after conducting a review of FWS FY 2013 permanent workforce data for the MD 715. Analysis revealed a low participation rate of Asians (2.4%) in FWS permanent workforce in comparison to the civilian labor force (5.8%).</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of RNO by new hires within the FPPS was conducted to determine potential ways in which candidates enter FWS. This review indicated that a large number of permanent positions are being filled through converting term and temporary status employees who are predominately White (85.4% White for temporary positions that were converted to permanent). This pointed to one of the causes of the condition.</p> <p>The participation rate of Asians in the workforce in FY 2013 remained relatively the same compared to FY 2012. Asians constituted 1.8% of the accessions. A review of separated permanent employees indicated that 16 of the 194 Asians separated from the FWS in 2013. However, their rate of separations (2.3%) did not appear to be disproportionate to the separation rate of other group's members with the exception of Whites. The separation rate was below their availability in the CLF.</p> <p>During a meeting with a group in the Department of the Interior comprised of Asian employees, the question was raised as to why so few Asians were in the workforce and what can be done to attract them to work for the Department. One of the suggestions was that the Department needs to make members of the Asian community aware of vacancies and career opportunities early, especially at universities with a high representation of Asian students since many Asian students are not aware of what the Department does and of the career opportunities that are available.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>The FWS has limited active partnerships with Asian organizations and associations that produce career awareness of FWS opportunities.</p> <p>One of the primary methods of filling permanent positions is through conversion of term and temporary status employees, who are predominately white as shown on Table A8. The FWS works with recruitment sources which do not produce Asian candidates at the entry level. FWS has not fully tapped into organizations and associations that reach Asians for term and temporary positions.</p>

<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Modification for 2014:</p> <p>Expand current and develop new relationships with Asian organizations, associations, and targeted colleges and universities with high Asian populations to determine which organizations can potentially serve as a resource to increase the Asian pool of applicants for FWS positions and Pathways internships.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>FWS Directorate Division of Human Resources Office of Diversity and Inclusive Workforce Management</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>December 15, 2009</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2011 Extended: September 30, 2014</p>
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>TARGET DATE</p>
<p>1. Establish at least three new relationships with colleges/universities and three new relationships for high schools that feature a high API population.</p> <p>Modification for 2014: Incorporate this in number 3.</p>	<p>September 30, 2012 EXTENDED: September 30, 2014</p>
<p>2. FWS will work with managers to develop and advertise more entry level opportunities to reach qualified applicants at Asian American student associations in API colleges and universities.</p>	<p>September 30, 2013 EXTENDED: September 30, 2014</p>
<p>3. Expand and develop new targeted partnerships, outreach sources, and recruitment tools with Asian communities, organizations, and associations such as CAPAL and increase the number and quality of partnerships with API Colleges and Universities such as the University of California at Berkley.</p>	<p>September 30, 2013 EXTENDED: September 30, 2014</p>
<p>Report of accomplishments and modifications to objective:</p> <p>1. The FWS established a partnership with the University of California at Davis, shared information regarding the restoration programs on National Wildlife Refuges, and engaged with students to provide information on employment opportunities in conservation.</p> <p>The FWS engaged in recruitment and outreach activities and developed partnerships for increased participation at Asian Serving Educational Institutions, such as the University of Illinois in Chicago, Illinois. The FWS participated in the 36th Fall Diversity Career Day at the University which has a student body consisting of 22% Asians according to the most recent demographic report posted on the University of Illinois.</p> <p>To help target additional schools and universities for targeted recruitment of Asian candidates, the FWS developed a list of all the schools attended by Pathways Interns, students on-board and students in permanent and temporary positions. This list further identifies the students by RNO and the FWS areas in which they work to help refine the list of schools that might produce potential candidates as vacancies occur.</p> <p>2. One of the Director's objectives in the FWS Diversity and Inclusion Implementation Plan (DIIP) was to allocate 30% of vacancies filled at the entry level. We exceeded the 30% goal with 51.6% of the vacancies filled at these levels; Asians</p>	

were 3.1% of the hires. The expectation is that this strategy will help increase the pipeline for diverse candidates.

The FWS also worked with the **Student Conservation Association on the FWS's Career Discovery Internship Program (CDIP)** to identify diverse candidates from 40 colleges and universities resulting in eight of the 54 participants who self-identified themselves as Asian students.

3. In partnership with the Department of the Interior, FWS attended the fourth **Annual Conference on Asian Pacific American Leadership (CAPAL) Career Fair**. The FWS worked with DOI to staff the exhibit booth and made contact with at least 30 interested attendees.

The FWS expanded the partnership with CAPAL for targeted recruitment of exceptional 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 FWS. More specifically, the FWS worked closely with CAPAL to recruit Asians to attend a cost free three-day Student Career Symposium to learn about FWS and career opportunities. The students met with FWS managers and staff and attended workshops to sharpen their skills in finding jobs and internships through navigating the Web, preparing resumes, interviewing for jobs, and networking. About 6% of the 85 participants were Asian students including some who were referred by CAPAL. Following the Symposium, participants were notified of internships that were posted for recruitment and encouraged to apply using the applications they developed during the Symposium.

The culmination of outreach efforts to strengthen our partnership with the Federal Asian Pacific American Council (FAPAC) resulted in the FWS Deputy Director being the recipient of the **2013 FAPAC Civilian Award** for leadership and commitment to diversity and inclusion in the workplace.

FWS participated in the **Asian American Government Executives Network (AAGEN) 2013 Annual Training Conference** and set up a display booth to network with members of the organization and participants. AAGEN has agreed to post GS-13 to SES FWS opportunities through the AAGEN network. In addition, AAGEN invited the FWS to recruit for the OPM/AAGEN sponsored SES leadership program for employees aspiring to become future leaders in the Federal government.

FWS worked with student groups and faculty at **University of Maryland (UMD) College Park and Thomas Jefferson High School for Science and Technology** as well as established partnerships with **Gates Millenium Scholars Program (GMS)** to bring API students with natural sciences backgrounds to attend the **FWS 2013 Student Symposium held at NCTC**. That resulted in follow on actions to inform the attendees about open opportunities with FWS and engagement in activities and events at their respective Institutions such as the Environmental Sustainability Career Fair at UMD, the Student Science Fair at Thomas Jefferson and the GMS Leadership Orientation Conference.

Activities planned for FY 2014:

- The FWS will sponsor a Conservation Career Symposium in FY 2014 at **University of California at Davis** and at other universities with a high Asian population.
- The FWS will support research and development at various APIs. The FWS will also continue to work with APIs to provide student information sessions on FWS careers, and workshops on resume building, job searches, Federal hiring authorities, and networking.

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

FY 2013 - U.S. Fish and Wildlife Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of Black employees in FWS total permanent workforce.</p> <p>This condition was recognized after conducting a review of FWS FY 2013 permanent workforce data from the MD 715. The participation rate of Blacks (4.7%) in FWS was also compared to the participation rate of Blacks in the CLF (6.8%).</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>FPPS data was analyzed by comparing participation rates of <u>all</u> racial and ethnic groups in FWS workforce. This determined initial cause of the condition.</p> <p>A review of accessions and separations of Blacks was conducted. Blacks constituted 6.4 % of accessions compared to their availability of 6.8% in the CLF, an insignificant difference of 0.3%. The participation of Blacks in the overall permanent workforce was 4.7%, but they were 5.7% of the separations and less than their availability in the CLF. The number of Blacks in the workforce declined by 21 but there was no change in the participation rate of Blacks (4.7%) in the workforce from FY 2012 to 2013.</p> <p>Overall Blacks constituted only 2.1% of temporary accessions, while Blacks constituted 6.8% of the CLF.</p> <p>A review of Black participation in development programs revealed that 2.8% of the Blacks in the workforce took part in development programs. An analysis of the 129 Black employees in the relevant pool for the Stepping Up to Leadership Program (SUTL) showed that six Blacks applied for the program but none were selected. An analysis of the 65 Black employees in the relevant pool for the Advanced Leadership Development Program (ALDP) showed that four Blacks applied and two were selected. An analysis of the two Black employees in the relevant pool for the SES Candidate Development Program showed that neither applied.</p> <p>A review of FPPS data for promotions revealed that 11.7% of Blacks in permanent positions received either a competitive or non-competitive promotion.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Limited targeted outreach and recruitment to institutions of higher education, organizations and associations that will identify qualified Black candidates.</p> <p>Twenty-nine percent (29%) of permanent positions are filled through conversion of term and temporary status employees, who are predominately white. FWS works with recruitment sources which do produce Black candidates at the entry level; however, FWS has not fully tapped into organizations and associations that reach Blacks to apply for term and temporary positions.</p>
<p>OBJECTIVE:</p>	<p>Modification for 2014: Expand current and develop new partnerships with Black</p>

State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	<p>organizations and associations to determine which organizations can potentially serve as a resource for increasing the pool of Black applicants for FWS positions and Pathways internships.</p> <p>Advertise all sources vacancies with Black organizations and associations and targeted colleges and universities and their alumni with high Black populations to increase the pool of Black applicants.</p>
RESPONSIBLE OFFICIAL:	FWS Directorate Division of Human Resources Office of Diversity and Inclusive Workforce Management
DATE OBJECTIVE INITIATED:	December 15, 2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Establish at least three new relationships with Black community organizations to recruit highly qualified candidates to meet the FWS' current and future hiring needs.	September 30, 2013 COMPLETED
2. Expand and develop partnerships, outreach sources, and recruitment tools with Black communities, organizations, and associations such as African American Association for Natural Resources.	September 30, 2013 EXTENDED September 30, 2014
3. Increase the number and quality of partnerships with Historically Black Colleges and Universities.	September 30, 2013 EXTENDED September 30, 2014
Report of accomplishments and modifications to objective:	
<ol style="list-style-type: none"> 1. New relationships for targeted recruitment were established with the United Negro College Fund, Gates Millennium Scholars Program (GMS), Langston University, and Delaware State University. 2. FWS continued to work with national entertainment celebrity Steve Harvey's Foundation to reach out to urban and underrepresented youth groups for future hiring needs. A successful FWS sponsored event was held in Detroit at the Detroit River National Wildlife Refuge that provided conservation training at the mentoring program for 100 youth. The FWS will fund the salaries of six students recruited at this event for YCC positions in FY 2014. <p>The FWS worked in partnership with the Student Conservation Association to identify diverse candidates at minority academic institutions, such as HBCUs, for its Conservation Internship Program. Through a cooperative agreement, the FWS paid each intern an hourly rate for 12 weeks of full-time work. Fifty-four students from 40 different colleges and universities participated in this program with 47% of the students being Black. Since the students were placed at National Wildlife Refuge field stations, the FWS anticipates that some of them may become potential candidates for FWS jobs in the future. The FWS expects to continue its engagement in this Program in 2014.</p> <p>The FWS has developed a partnership with iUrban Teen Tech to perform outreach to youth throughout Oregon, Washington, and Northern California. The iUrban Summit scheduled for FY 2014 will be held on the Washington State University campus in Vancouver, WA, where the FWS will conduct workshops on genetics as well as a guided tour of the Little White Salmon National Fish Hatchery the goal of the summit is to connect with students at the high school level and engage them to pursue degrees in the Science, Technology, Engineering or other STEM related fields. The iUrban Teen Tech is a nonprofit organization that focuses on inner-city youth,</p>	

especially students of color, and provides mentorship, training, and support for high school students, and connects them with institutes of higher education and employers in STEM-related fields.

Relationships and discussions with multiple organizations have been opened to elevate the concerns for engaging youth in Science, Technology, Engineering, and Math (STEM) education that leads to careers in conservation sciences. Discussions have been held with the Portland Urban League, which is interested in elevating programs and education that lead to quality employment opportunities for the minority community; The Portland Black Parent Initiative, which is interested in uniting parents and their children in relationships that develop elevated quality-of-life circumstances by way of education that leads to employment for parents and their children; and Oregon's Youth Investment Board and Youth Development Council which are tasked with evaluating existing Oregon State-funded programs and initiatives that augment or lead to STEM learning environments. Each of these organizations are stake holders in developing STEM programs for youth that encourage and augment learning initiatives aimed at minority youth, particularly programs for young Black male youth that can educate, prepare, and lead them into STEM careers. These organizations are also interested in potentially expanding an outdoor program for minority youth to become more acquainted with conservation science and the outdoors by developing a program similar to the Steve Harvey Mentoring Program. Efforts are on-going to develop this coalition to attract minority youth to STEM careers.

3. FWS established the **Summer Faculty Fellowship Program** with the vision to expand the network of the MSI faculty members who would be familiar with FWS programs, activities, and careers and could serve as a potential source of contact and potential recruitment by informing their students and faculty of not only FWS careers but also the requirements for FWS positions and internships. This program will continue to be used to recruit diverse students, including Blacks. In FY 2013, one of the Fellows selected to participate in this program represented Langston University. As this program expands, it is hoped that Faculty from additional HBCUs will participate in this Program.

Another source of recruitment is the use of **Student Ambassadors** selected by the FWS to serve as the agency's representatives on campus to build awareness about the FWS's mission and opportunities for internships and careers among students but also faculty members. As this program grows, the FWS expects to reach Black students on campuses where Student Ambassadors exist. In FY 2013, Student Ambassadors were selected to serve as the FWS's representatives at Florida Atlantic University and Florida A&M, University of Georgia, Louisiana Tech University, North Carolina State University, University of Arkansas-Pine Bluff among others. (See "Backup Documentation" section for more information on the Student Ambassador Program.)

This year the FWS strengthened its relationship with HBCU's by visiting **Howard University, Delaware State, Hampton University, and Arkansas Pine Bluff**. Coordinated outreach and recruitment at HBCUs was conducted through campus visits to natural resources departments and at career fairs.

Activities planned for FY 2014:

- The FWS will sponsor a Conservation Career Symposium in FY 2014 at **Delaware State University** and other targeted HBCUs.
- The FWS will support research and development at various HBCUs such as Delaware State University, Jackson State University, Florida A&M University, University of Arkansas- Pine Bluff, and Lincoln University in Jefferson City, Missouri. The FWS will continue to provide student information sessions on FWS careers, workshops on resume building, job searches, Federal hiring authorities, networking, and how to apply for positions.

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<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of Blacks in the professional biology series.</p> <p>This condition was recognized after further examining the participation rate of Black employees in the professional biology workforce series. The participation rate was 1.6% in FY 2013 compared to the civilian labor force (CLF) of 3.0%, a difference of 1.4%.</p> <p>Their participation rate (1.6%) in the professional biology series in FY 2013 remained the same compared to FY 2012.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The rates of participation of Black employees in the professional biology series were compared to the rates of participation in the civilian labor force. This determined initial cause of the condition.</p> <p>A review of Black participation by occupational series indicated that 53 of the 63 permanent Black employees in the professional biology series are found in the 401 series (24 Blacks), 482 series (15 Blacks), and 485 series (14 Blacks). There are only five Black employees in the temporary workforce. All five are in the 401 series.</p> <p>Note that Black employees in the professional biology series are currently employed in the General Natural Resources Management - 401 series, Fish Biology - 482 series, and Wildlife Refuge Management - 485 series.</p> <p>A review of partnerships with Black professional organizations and associations indicated that these organizations and associations need to be utilized more effectively by recruiters and selecting officials.</p> <p>A review was conducted of accessions and separations of Black employees in the FWS mission-critical professional biology occupations. Black employees constituted 0% of permanent accessions, while their availability in the CLF is 3.0%. In the temporary workforce, only one Black employee was hired into the 401 series.</p> <p>Black professional biologists were 0.5% of the separations and below their availability in the CLF.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Limited pipeline for the Blacks in the professional biology series.</p> <p>Limited viable recruitment sources with Black professional organizations and associations that can assist FWS in recruiting qualified Black professional biologists.</p> <p>FWS works with recruitment sources to identify Black candidates at the entry level.</p>

<p>OBJECTIVE:</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 through the use of direct hiring authorities to reach Black candidates.</p> <p>Increase the number of effective targeted recruitment sources.</p> <p>Analyze best practices to increase the participation of Blacks in the professional biology series.</p> <p>Use and evaluate the new OPM applicant tracking system for applicant background tracking to determine if we are reaching a Black applicant pool.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>FWS Directorate Managers and Supervisors Division of Human Resources Office of Diversity and Inclusive Workforce Management Recruiters</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>December 15, 2008</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2012 Extended: September 30, 2014</p>
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	
<p>1. In addition to Gates Millennium Scholars Program (GMS), FWS will partner with other groups such as the Minorities in Agriculture Natural Resources Related Sciences (MANRRS), Student Conservation Association (SCA), and Minorities in Natural Resources Conservation (MINRC), to recruit highly qualified candidates to meet FWS's current and future hiring needs.</p>	<p>September 30, 2011 EXTENDED September 30, 2014</p>
<p>2. Establish at least one new relationship with a group or organization to assist us in the recruitment of Blacks in the biological field.</p>	<p>September 30, 2013 COMPLETED</p>
<p>3. Establish relationships with two new colleges or universities and one high school that has a high population of Blacks interested in the biological field.</p>	<p>September 30, 2013 EXTENDED September 30, 2014</p>
<p>4. Identify Blacks in the biological field who currently work for FWS to assist with expanding targeted recruitment sources.</p>	<p>September 30, 2013 EXTENDED September 30, 2014</p>
<p>Report of accomplishments and modifications to objective:</p> <p>1. FWS continued its partnerships with the (GMS) for targeted recruitment of exceptional scholars who are in undergraduate and graduate biology programs, and to provide them the opportunity to link their academic curricula with real world work experiences in mission critical positions at FWS. In FY 2013, the FWS strengthened its partnership with GMS by arranging to notify them of job vacancies and internship opportunities which they agreed to send to current and past scholars.</p> <p>FWS attended the 28th Annual Minorities in Agricultural, Natural Sciences, and Related Sciences Conference and Career Fair at which a high number of Blacks expressed an interest in biology.</p> <p>The FWS worked in partnership with the Student Conservation Association to identify Black students from HBCU's and</p>	

other minority student groups for its summer internship program. In 2013 25 of the 54 students who participated in the Career Discovery Internship Program self-identified themselves as Blacks.

2. The FWS developed a partnership with the **United Negro College Fund** to assist in the recruitment of Blacks in the biological field.
3. The FWS hosted two separate **Student Conservation Career Symposia** for graduate and undergraduate students interested in public service careers in natural resource and wildlife management. The Symposia were intended to provide a diverse group of students with information about FWS careers and mission programs and to provide tools to help them compete for FWS Pathways summer internships. FWS recruited diverse students, including Blacks, to compete for 100 openings. These cost free Symposia allowed students to learn about preparing resumes, interviewing for jobs, conducting job searches and networking in a mentoring relationship so that the FWS could follow-up with them as vacancies were posted. Subsequently, the FWS hosted an “on the road version” of the Conservation Career Symposium at **Oregon State University**. The target audiences were members of **MANRRS**, veterans, and other diversity groups on campus.

FY 2013 was the second year for the **Summer Faculty Fellowship Program** pilot with the vision to expand the network of the MSI faculty members who would be familiar with FWS programs, activities, and careers and could serve as a potential source of contact and potential recruitment. In FY 2013, five fellows were selected to participate in the Program establishing new relationships with Langston University, Cameron University, University of Puerto Rico, United Tribes Technical College; and Colorado Mesa University.

Another source of recruitment was the use of **Student Ambassadors** who have been selected by the FWS to serve as the agency’s representatives on campus to build awareness about the FWS’s mission and opportunities for internships and careers among students and also faculty members. In FY 2013, the FWS selected 12 Student Ambassadors establishing new relationships with Florida Atlantic University, Florida A&M, University of Georgia, Louisiana Tech University, North Carolina State University, Colorado State University, Montana State University, California State University, University of Alaska, University of Arkansas; and University of Nevada.

4. The FWS contacted several Blacks in a biological field and requested their assistance in identifying Black students and schools for summer internship programs. Some of the schools identified were those from which Summer Faculty Fellows and Student Ambassadors were selected. The FWS also developed a list of the colleges and universities that Black employees attended before joining FWS as temporary, permanent, or intern program employees to identify schools where further recruitment could occur.

Activities planned for FY 2014:

- Another Student Conservation Symposium is scheduled for the **University of California at Davis**.
- The FWS will host a Summit in FY 2014 at the **Washington State University** campus in Vancouver, Washington and will be conducting workshops on genetics and exposing them to fishery issues at the Little White Salmon National Fish Hatchery. The goal of the summit and hatchery visit is to connect students with institutes of higher education and employers in STEM related fields.
- Recruiters, HR professionals, and Hiring Officials will work together to create plans to conduct targeted recruitment focusing on organizations and/or colleges and universities with a high Black population or constituent and qualifying curriculum for the biology series by establishing a point of contact that can identify students for recruitment for FWS positions.
- The FWS is committed to outreach and recruitment activities at Langston University in FY 2014 for fellowships, recruitment, and related travel expenses.

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<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of Hispanic women in the professional biology series.</p> <p>This condition was recognized when examining the participation rate of Hispanics in the professional biology workforce series in FY 2012. The participation rate of Hispanic women in FY 2013 was 1.8% but their availability in the CLF is 2.1%. The participation of Hispanic women in the professional biology series in FY 2013 remained unchanged from FY 2012.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of overall accessions and separations of Hispanic women was conducted. The data indicated that Hispanic women constituted 1.1% of overall accessions, compared to their 2.1% availability in the CLF. Hispanic women were 1.4% of the separations, reducing their number in the workforce from 73 to 69.</p> <p>Fifty-eight of the 69 Hispanic women in the permanent workforce were found in three major occupation series: General Natural Resource – 401 series (34 Hispanic women), Wildlife Refuge Management – 485 series (12 Hispanic women), Wildlife Biology – 486 series (12 Hispanic women).</p> <p>Only one Hispanic woman was hired into the permanent workforce in the 401 series.</p> <p>In the temporary workforce, four Hispanic women were hired in the professional biological series (one in the 401 series, one in the 482 series, two in the 486 series).</p> <p>Hispanic women were 1.4% of the separations, reducing their number in the workforce from 73 to 69.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Limited active partnerships with Hispanic professional organizations and associations that reach Hispanic women.</p> <p>Limited use of recruitment sources which produce Hispanic women at the entry level.</p> <p>Limited pipeline for Hispanic women in the professional biology series.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Modification for 2014: Increase targeted partnerships with Hispanic professional organizations and associations to reach qualified Hispanic women at the entry level.</p> <p>Develop more entry level opportunities, especially through the use of the student programs, to reach Hispanic women.</p>

RESPONSIBLE OFFICIAL:	FWS Directorate Managers and Supervisors Division of Human Resources Office of Diversity and Inclusive Workforce Management Recruiters
DATE OBJECTIVE INITIATED:	December 15, 2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011 Extended: September 30, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. Establish at least three new relationships with colleges or universities and three new relationships with high schools that feature a high Hispanic population.	September 30, 2013 COMPLETED
2. Interview Hispanic women who currently work for FWS to assist with identifying recruitment sources.	September 30, 2013 EXTENDED: September 30, 2014
3...Establish a relationship with at least one organization at a Hispanic Serving Institute (HSI) that can assist in the recruitment of Hispanic women for a career as a biologist in FWS.	September 30, 2013 EXTENDED: September 30, 2014
4. Establish at least one new relationship with a group or organization to assist in the recruitment of Hispanic women in the biological field.	September 30, 2013 EXTENDED: September 30, 2014

Report of accomplishments and modifications to objective:

1, 3, and 4. The FWS hosted two separate **Student Conservation Career Symposia** for graduate and undergraduate students interested in public service careers in natural resource and wildlife management. FWS recruited diverse students, including Hispanics, to compete for 100 openings.

FWS continued the second year of the **Summer Faculty Fellowship Program** with the vision to expand the network of the MSI faculty members who would be familiar with FWS programs, activities, and careers and could serve as a point of contact and source for recruitment. In FY 2013, two of the five fellows that participated in the Program allowed the FWS to establish new relationships with the **University of Puerto Rico** and **Colorado Mesa University**.

Another source of recruitment has been the use of **Student Ambassadors** who have been selected by the FWS to serve as the agency's representatives on campus to build awareness about the FWS's mission and opportunities for internships and careers among students but also faculty members. The Ambassadors also provided presentations and workshops designed to inform students of job requirements, and to assist them with internet searches for jobs and internships. To reach Hispanic students, the FWS placed 2 of 12 student ambassadors at universities with high Hispanic populations **Florida A&M**, and **California State University**.

The FWS also worked with the **Student Conservation Association on their Career Discovery Internship Program (CDIP)** to identify diverse candidates from these educational institutions resulting in eight of the 54 participants self-identified themselves as Hispanic students. These students worked in summer intern positions in the National Wildlife Refuge System. Each intern received an hourly rate from SCA for a period of approximately 12 weeks of full-time work. The partnership with SCA is intended to increase student interest in future employment with the FWS.

The FWS worked with **Northeastern University** with a student population of 29% Hispanics or Latinos to conduct an information session with approximately 20 undergraduate students in the Biology program on campus. FWS representatives provided students with information on FWS careers, the minimum qualification requirements for FWS biologist positions, and the application/hiring process.

The FWS partnered with the **Cristo Rey High School**, which is committed to servicing under-served families in Urban Sacramento, California, with college preparatory high school education. This partnership resulted in the FWS sponsoring a cohort of students in a Corporate Internship Program designed to place students into entry-level internships on a rotating schedule. Through this program, students receive both academic credit and gain valuable experience in FWS programs.

National Hispanic Conferences: FWS participated in the League of United Latin American Citizens (LULAC) by developing the agenda and coordinating participation for a field trip for students attending the conference at a local Refuge. LaRaza Conference: Developed the agenda and coordinated regional participation for a field trip for youth at a local Refuge. NOMAR Conference: Coordinated attendance and participation in the 2013 NOMAR Leadership Training Seminar. Also, sponsored a booth and provided employment information at the Mission San Jose. Worked with students with Texas A&M to recruit students to participate in the conference and developed a panel presentation that was held at the University of Texas main campus.

Activities planned for FY 2014:

- A Conservation Career Symposium (CCS) is scheduled for the **University of California at Davis** and four staff members will attend and facilitate a symposium at a HSI.
- FWS will invite and provide funding for HSI faculty fellows to participate in the Summer Faculty Fellowship Program.
- FWS will work with the **University of New Mexico** to conduct student information sessions about FWS careers and provide informational workshops on how to compete for Pathways internships by resume building, networking, conducting job searches, and navigating the Federal hiring process. In addition the FWS will work with alumni from the University of New Mexico to return to the campus to assist with identifying high potential candidates for vacancies.
- FWS will implement a strategy to support HSIs by dedicating planned activities at each of the following schools: New Mexico State, Texas A&M University at Kingsville, and University of Mexico. The plan is to include recruiting Pathways students from the following schools: Central New Mexico Community College (three

students), Eastern New Mexico University (four students), New Mexico State University (seven students), Texas State University-San Marco (one student), University of New Mexico-Main Campus (five students, and Western New Mexico University (one student)

- In FY 2014 the FWS will recruit and sponsor a total of two students attending HSIs as part of the Student Ambassador Program.

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<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of Asians in the professional biology series (400 series) within FWS workforce.</p> <p>This condition was recognized after examining the participation rate of Asians, both male and female professional biologists, in FWS’s workforce. The participation rate of Asian professional biologists (1.9%) was compared to Asian professional biologists in the CLF (7.2%).</p> <p>Asian representation in the professional biology series fell 0.1% in FY 2013 compared to 2012.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of accessions and separations revealed that there were no Asian accessions in the 400 series in FY2013 in the permanent workforce although two Asians were hired in the temporary workforce and were 3.2% of the accessions. The separation rate of Asians in the professional biological series was 2.8%, an insignificant amount compared to their availability in the CLF.</p> <p>Thirty-four percent (74) of the Asians in the workforce are employed in the professional biology series. These employees are found in the following series:</p> <ul style="list-style-type: none"> • 37 in the 401 series – General Natural Resource Biology • Nine in the 482 series – Fish Biology • Nine in the 485 series – Wildlife Refuge Management • 10 in the 486 series – Wildlife Biology <p>In the temporary workforce there are three Asians in the 401 series, two in the 482 series, one in the 486 series, and two in the 404 series.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Limited traditional targeted recruitment sources for professional biology positions do not significantly reach Asians.</p>

<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Establish relationships with Asian organizations and groups to recruit highly qualified candidates to meet the FWS's current and future hiring needs.</p> <p>Develop partnerships with Asian scientific communities, organizations, and associations (i.e., Gates Millennium Scholars Program, Asian American Government Executives Network, and National Council of Asian Pacific Americans) which reach Asian professional biologists in the pipeline.</p> <p>Develop more entry level opportunities at the GS 5/7/9 grade levels, both in permanent and temporary as well as student positions.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>FWS Directorate Managers and Supervisors Division of Human Resources Office of Diversity and Inclusive Workforce Management</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>December 15, 2010</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2012 Extended: September 30, 2014</p>
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>TARGET DATE</p>
<p>1. In FY 2013, establish at least one relationship with an Asian organization that will have a significant impact on recruitment where FWS has critical needs.</p>	<p>December 31, 2013 COMPLETED</p>
<p>2. Establish a new relationship with one organization or group in the API community for recruitment.</p>	<p>September 30, 2013 COMPLETED</p>
<p>3. Work closely with partnered groups GMS and CAPAL to establish one relationship with a college or university that has a high population of APIs.</p>	<p>September 30, 2013 COMPLETED</p>
<p>4 Interview FWS Asian biologists to assist with identifying recruitment sources.</p>	<p>September 30, 2013 EXTENDED: September 30, 2014</p>
<p>Report of accomplishments and modifications to objective:</p> <p>1, 2 and 3. In partnership with the Department of the Interior, FWS attended the fourth Annual Conference on Asian Pacific American Leadership (CAPAL) Career Fair. The FWS worked with DOI to staff the exhibit booth and made contact with at least 30 interested attendees. The FWS expanded the partnership with CAPAL for targeted recruitment of exceptional 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 FWS. More specifically, the FWS worked closely with CAPAL to recruit Asians to attend two cost free three-day Student Career Symposia to learn about the FWS and career opportunities. The students met with FWS managers and staff and attended workshops to sharpen their skills in finding jobs and internships through navigating the Web, preparing resumes, interviewing for jobs, and networking. About 6% of the 85 participants were Asian students including some who were referred by CAPAL. Following the Symposia, participants were notified of internships that were posted for recruitment and encouraged to apply using the applications they developed during the Symposia. The culmination of outreach efforts to strengthen our partnership with the Federal Asian Pacific American Council (FAPAC) resulted in the FWS Deputy Director being the recipient of the 2013 FAPAC Civilian Award for leadership and commitment to diversity and inclusion in the workplace.</p>	

FWS participated in the **Asian American Government Executives Network (AAGEN) 2013 Annual Training Conference** and set up a display booth to network with members of the organization and participants. AAGEN has agreed to post GS-13 to SES FWS opportunities through the AAGEN network. In addition, AAGEN invited the FWS to recruit for the OPM/AAGEN sponsored SES leadership program for employees aspiring to become future leaders in the Federal government.

The FWS engaged in recruitment and outreach activities and developed partnerships for increased participation at Asian Serving Educational Institutions, such as the **University of Illinois** in Chicago, Illinois.

The FWS also worked with the **Student Conservation Association on their Career Discovery Internship Program (CDIP)** to identify diverse candidates from these educational institutions resulting in eight of the 54 participants who self-identified themselves as Asian students. These students worked in summer intern positions in the National Wildlife Refuge System. Each intern received an hourly rate from SCA for a period of approximately 12 weeks of full-time work. The partnership with SCA is intended to increase student interest in future employment with the FWS.

To help target additional schools and universities for targeted recruitment of diverse candidates, the FWS developed a list of all the schools that diverse Pathways Interns, students on-board and students in permanent and temporary attended. This list further identifies the students by RNO and the FWS areas in which they work to help refine the list of schools that might produce potential candidates as vacancies occur.

FWS worked with student groups and faculty at **University of Maryland (UMD) College Park and Thomas Jefferson High School for Science and Technology** as well as established partnerships with **GMS and NHEC** to bring API students with natural sciences backgrounds to attend the **FWS 2013 Student Symposium** held at the National Conservation Training Center (NCTC). That resulted in follow on actions to inform the attendees about open opportunities with FWS and engagement in activities and events at their respective Institutions such as the Environmental Sustainability Career Fair at UMD, the Student Science Fair at Thomas Jefferson and the Leadership Orientation Conference at GMS.

Activities planned for FY 2014:

- The FWS will sponsor a Conservation Career Symposium with the **University of California at Davis**.
- The FWS will support research and development at various APIs such as Cornell University, George Mason University, Harvard University, Massachusetts Institute of Technology, University of Chicago, and Stanford University. The FWS will continue to provide student information sessions on FWS careers, workshops on resume building, job searches, Federal hiring authorities, networking, and how to apply for positions.

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<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>The participation rate of women Criminal Investigators (CI) is lower than expected in the FWS workforce.</p> <p>This condition was recognized after examining the participation rate of women Criminal Investigators in the FWS workforce is 12.7%. These rates were also compared to the female Criminal Investigator availability in the Civilian Labor Force (CLF) of 23.7%.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2013, Ten Criminal Investigators (CIs) left and there were no new accessions. However, a review of selections of internal competitive promotions revealed that CIs were selected, consisting of ten males and one female. The relevant pool from which female CI's can be selected is 13.1%.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Limited recruitment sources produce few women candidates in law enforcement.</p> <p>FWS identified a potential source to fill 1811 CI vacancies through the 1801 series which includes three groups: land management law enforcement officers (Refuges) and conservation law enforcement officers (L.E.). However, FWS has not fully tapped into this source group when seeking to fill 1811 vacancies.</p>
<p>OBJECTIVE:</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 comprised of experienced CIs.</p> <p>Develop recruitment strategies which enhance participation of women for CI positions.</p> <p>Develop internal training and career developmental opportunities to increase the pipeline.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Chief, Office of Law Enforcement Division of Human Resources Office of Diversity and Inclusive Workforce Management</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>December 15, 2009</p>

TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30,2012 Extended: September 30, 2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
1. FWS will work with Law Enforcement to identify at least one Law Enforcement organization to conduct outreach for the purpose of increasing women participation in CI.	September 30, 2012 EXTENDED: September 30, 2014
2. ODIWM and HR will work with Law Enforcement to develop a survey for employees currently in the Criminal Investigator (GS-1811) series to identify best recruitment strategies/sources to increase the participation rate for women CI.	September 30, 2011 EXTENDED: September 30, 2014
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 EXTENDED: September 30, 2014
4. ODIWM and HR will work with Law Enforcement to develop recruitment strategies to increase the participation of women CI.	September 30, 2012 EXTENDED: September 30, 2014
5. Attend the annual FWS LE Special Agent in Charge (SAC) conference to discuss and develop recruitment strategies to increase diversity in the CI series.	September 30, 2013 EXTENDED: September 30, 2014
<p>Report of accomplishments and modifications to objective:</p> <p>One female was competitively promoted to a Criminal Investigator position.</p> <p>Planned activities for FY 2014:</p> <p>Conduct targeted recruitment focusing on organizations and/or colleges and universities with a high female population or constituency and qualifying curriculum for the Criminal Investigator series by establishing a point of contact that can identify students for recruitment for FWS positions when vacancies are available.</p>	

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<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a low participation rate of individuals with targeted disabilities in FWS.</p> <p>This condition was recognized after examining the participation rate of employees with targeted disabilities which is 1.2% compared with the Federal workforce benchmark which is 2.0%.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of workforce employment data was analyzed by comparing rates of participation for individuals with targeted disabilities in FWS with the Federal benchmark. This determined initial cause of the condition.</p> <p>Employees with targeted disabilities in FWS are 1.2% of the workforce which is 0.8% below the benchmark.</p> <p>FWS continued to assess the participation of targeted disabilities against the Director's goal of 18 hires. In FY 2013, FWS hired 20 individuals with targeted disabilities (14 permanent, six temporary), compared to 28 hires (13 permanent and 14 temporary) in FY 2012.</p> <p>Further review was conducted of separations. There were 28 (18 permanent and 10 temporary) separations of individuals with targeted disabilities from the total permanent workforce.</p> <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Limited awareness and utilization of special hiring authorities for hiring qualified individuals with disabilities.</p> <p>Limited targeted outreach and recruitment to qualified individuals with disabilities.</p> <p>Limited selection of vacancies being made available for targeted recruitment.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Educate managers, supervisors and selecting officials about the use of special hiring authorities for qualified individuals with disabilities.</p> <p>Target outreach and recruitment for all FWS targeted vacancies to qualified individuals with targeted disabilities.</p> <p>Modification to include:</p> <p>Increase internal and external partners for outreach and recruitment.</p>

RESPONSIBLE OFFICIALS:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 15, 2007	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2010 Extended: September 30, 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1. Implement the Director’s hiring goals for individuals with targeted disabilities. Continue to work towards the Director’s annual goal of hiring three individuals with disabilities per Region (a total of 27) in an effort to increase the number of individuals with targeted disabilities hired. Continue to use WRP and State Department Rehabilitative services for recruitment of individuals with targeted disabilities.	September 30, 2015	
2. Continue to develop targeted recruitment initiatives to reach individuals with targeted disabilities. Activities are required to be reported in the Quarterly Accomplishment Report.	September 30, 2015	
3. Continue to monitor statistics on hires of individuals with targeted disabilities and provide reports to managers and supervisors quarterly.	September 30, 2015	
4. 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, 2015	
5. Issue an annual all employee message to ask employees to update their race, national origin, and disability status in employee express to improve quality of data for all regions.	September 30, 2015	
6...Continue to use quarterly scorecard meetings, monthly staff meetings, and other meetings with managers and supervisors to develop recruitment sources and strategies for using various hiring authorities to reach individuals with targeted disabilities.	September 30, 2015	
7. Continue partnering with External Affairs and managers and supervisors to develop and share more articles on partnerships and employees with disabilities for InsideFWS and public web pages.	September 30, 2015	
8. Participate in college career fairs and target students with disabilities with on-campus visits and mock interviews with partners such as Gallaudet University and Westwood College. (See Part J for other planned activities).	September 30, 2015	
Report of accomplishments and modifications to objective:		
1. The Director’s hiring goal for individuals with targeted disabilities are issued annually. In FY 2013, the established goal was three (3) per Region for a total of 27. As of 9/30/2013, FWS hired 20 individuals with targeted disabilities. Nine full-time/permanent Recruiters, one for each Regional Office, worked throughout the year to develop partnerships that increase diverse applicants and the use of the special hiring authorities.		
2. Through its disability hiring efforts, the FWS provided transition opportunities and appropriate work accommodations to men and women with disabilities, including wounded veterans. Continued to foster partnerships to recruit individuals with disabilities such as Gallaudet University, Paralyzed Veterans of America, State Department of Rehabilitative Services, Department of Veterans Affairs, and DoD’s Operation War Fighter Program (OWF). Recruiters work with HR to ensure that		

hiring managers and supervisors are aware of the special hiring authorities and work with the Recruiters and HR throughout the recruitment process.

3. Outreach activities include activities on FWS National Wildlife Refuges for Sportsmen with Disabilities, such as annual hunting and fishing events. The Directorate, managers and supervisors, and representatives from HR and External Affairs participated in disability related career fairs, special emphasis events and initiatives throughout the year. External Affairs (EA) participates in diversity-related initiatives on a regular basis by working with communications staff across programs and regions to increase diversity media coverage across the country. Examples include disability themed stories and features on the Intranet (InsideFWS), the FWS.gov homepage, and press releases. Workforce statistics were monitored quarterly through the preparation and review of FWS-wide, Regional and Assistant Directors Equal Employment Opportunity and Diversity Scorecards.

4. Diversity Training for managers and supervisors included an overview of reasonable accommodations, special hiring authorities, the Workforce and Recruitment Program (WRP), and speakers from FWS veterans and partnerships such as DoD – Operation War Fighter, Paralyzed Veterans of America, Gallaudet University, and State Department of Rehabilitative Services. Special Emphasis events were also conducted throughout the year. A SharePoint Website and InsideFWS web page provide information on the Special Hiring Authorities for use by the Recruiters, DCR Regional Offices, and managers and supervisors.

**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**

FY 2013 - U. S. Fish and Wildlife Service	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There is a high rate of separations for individuals with targeted disabilities in FWS.</p> <p>This condition was recognized after examining the separation rate of the permanent workforce overall. The only group for whom separations is a trigger is individuals with targeted disabilities. In FY 2013, there were 28 (18 permanent and 10 temporary) separations for individuals with targeted disabilities.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of workforce employment data was analyzed by comparing rates of separation for individual with disabilities in FWS with the rates of separation for the FWS permanent workforce overall. This determined initial cause of the condition.</p> <p>In the permanent workforce overall, the only group for whom separations is a trigger is employees with targeted disabilities. Based on their participation in the permanent workforce, eight separations would be expected, however during FY 2013, 18 separated.</p> <p>Further analysis showed the breakout of separations by action type:</p> <ul style="list-style-type: none"> Transferred to another bureau/agency: 4 Retire incentive: 1 Retire disability: 1 Retire other: 5 Termination during trial/probation period: 3 Removal - behavior: 1 Resignation during trial/probation period: 1 Resignation – other: 2 <p>Further analysis will be conducted in FY 2014 to determine the fundamental cause.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>Complete analysis to determine if there are barrier(s) based on the high rate of separations.</p> <p>Managers and supervisors for separated employees will be contacted for more feedback to help identify additional barriers.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	

RESPONSIBLE OFFICIALS:	FWS Directorate Managers and Supervisors Division of Human Capital Office of Diversity and Inclusive Workforce Management	
DATE OBJECTIVE INITIATED:	December 31, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 31, 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1.		
2.		
3.		
4.		

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

**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**

PART I Department or Agency Information	1. Agency	1. Department of the Interior (DOI)
	1.a. 2 nd Level Component	1.a. U. S. Fish and Wildlife Service
	1.b. 3 rd Level or lower	1.b.

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number	October 1, 2012**		September 30, 2013		Net Change	
		Number	%	Number	%	Number	Percentage Change
Total Work Force	8,702	100.0%	8335	100.0%	-367	-4.2%	
Reportable Disability	775	8.9%	736	8.8%	-39	-5.0%	
Targeted Disability*	107	1.2%	102	1.2%	-5	-4.7%	
<p>* 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). **Numbers for FY 2012 were corrected to show permanent workforce instead of total workforce.</p>							
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.	

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	181	7	3.9	0	0	2	1.1	172	95.0
4. Non-Competitive Promotions	509	51	10.0	8	1.6	16	3.1	442	86.8
5. Employee Career Development Programs	72	6	8.3	1	1.4	3	4.2	63	87.5

5.a. Grades 5 to12	48	5	10.4	1	2.1	3	6.3	40	83.3
5.b. Grades 13 – 14	24	1	4.2	0	0.0	0	0.0	23	95.8
5.c. Grade 15/SES	-	-	-	-	-	-	-	-	-
6. Employee Recognition and Awards	8,482	721	8.5	101	1.2	193	2.3	7,568	89.2
6.a. Time-Off Awards (Total hours awarded)	62,891	5,972	9.5	876	1.4	1,623	2.6	55,296	87.9
6.b. Cash Awards (Total \$ awarded)	7,576,487	557,793	7.4	66,703	0.9	182,525	2.4	6,836,169	90.2
6.c. Quality-Step Increase	475	37	7.8	7	1.5	10	2.1	428	90.1

<p>PART IV</p> <p>Identification and Elimination of Barriers</p>	<p>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 FORM 715-01 PART I. 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.</p>
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PART V: Objectives for Individuals with Targeted Disabilities

At the end of FY 2013, there were a total of 102 individuals with targeted disabilities in the permanent workforce, a decrease of 5 over the previous year. The participation rate remained flat at 1.2%.

Accessions:

There were a total of 14 individuals with targeted disabilities hired into permanent positions during FY 2013, constituting 4.9% of permanent hires.

Separations:

There were a total of 18 individuals with targeted disabilities separated from the permanent workforce during FY 2013, constituting 2.9% of separations.

Promotions:

There were a total of 690 promotions (competitive and non-competitive) in the permanent workforce during FY 2013. Of these, eight individuals had targeted disabilities. This constituted 1.6% of promotions.

Objective:

FWS has an objective, listed in Part I of this Plan, to continue the Director's goal of hiring 27 individuals with targeted disabilities (3 per Region).

Summary of Recruitment Guide for Individuals with Targeted Disabilities

Recruitment Strategies

- Establish recruitment teams with participation of managers, Human Resources and Diversity and Inclusive Workforce Management staff.
- Share best practices of recruitment for individuals with targeted disabilities 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 FWS, managerial and supervisory positions at grades GS-13 to GS-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 FWS's interests to identify applicants/candidates for positions.
- Participate in college career fairs such as Gallaudet University, to reach students with disabilities.
- Use the FWS's website to raise awareness of FWS as an employer of choice.
- Use the internet and social media to help recruit individuals with disabilities and raise awareness of FWS as an employer of choice. Target rehabilitation agency websites and websites used by individuals with disabilities and personnel separating from military FWS.

- Increase FWS'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 FWS'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)
- Paralyzed Veterans of America (PVA)
- Easter Seals
- OPM's resume bank for persons with disabilities
- Employer Assistance Referral Network (EARN)
- Rehabilitation Service Administration (RSA)
- Disability Service Offices at Colleges and Universities
- Professional organizations and publications serving the interests of individuals with disabilities, and
- National and local community organizations and disability advocacy groups and their events.

Hiring Strategies

The Branch of Human Resources and the Office of Diversity and Inclusive Workforce Management 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(u) for hiring people with severe physical disabilities, psychiatric disabilities, and mental retardation.** This excepted authority is used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory FWS. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more.
- **Schedule A, 5 CFR 213.3102(11) for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.
- **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 FWS 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 FWS connected disability of 30% or more who were 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 DOI's Reasonable Accommodation Policy in Diversity Training and staff meetings.
- Provide managers and supervisors information on obtaining electronic equipment through the Department of Defense, Computer/Electronics Accommodations Program.
- Have managers check that their supervisors are keeping IDPs in compliance.
- Continue the Director's hiring goals for individuals with targeted disabilities; and, monitor and track progress and retention quarterly.
- Educate Change Agents on Reasonable Accommodations policy and process and collect any feedback relating to barriers for individuals with disabilities.