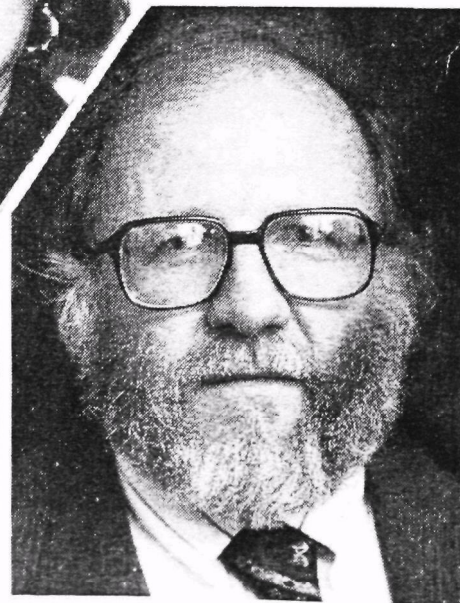
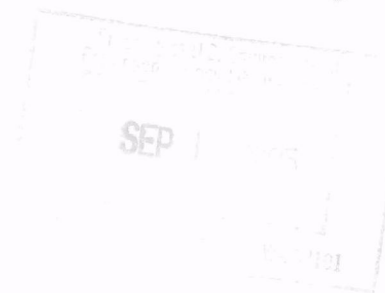




FY 1994 Affirmative Employment Program Accomplishment Report And FY 1995 Plan Update

Strategic Plan For Diversity



FROM THE DESK OF THE DIRECTOR

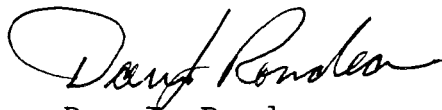
One of the primary objectives of the Environmental Protection Agency's (EPA) Equal Employment Opportunity (EEO) Program is to build and maintain a work force that is reflective of the composition of America. As the Director of Civil Rights, I am committed to assisting the Agency in the achievement of this goal.

The enclosed EPA FY 1994 Affirmative Employment Program (AEP) Accomplishment and FY 1995 Update Report presents the work force profile of EPA as well as plans to improve the employment status of minorities and women.

Achievement of the initiatives contained in these plans is the inherent responsibility of every EEO official, manager, supervisor and employee. We must work together to provide a work environment that is free of discrimination and one which promotes fair and equitable treatment in recruitment, hiring and promotion activities.

The staff of the Office of Civil Rights and the EEO officials throughout the Agency will be working in a partnership with Agency officials and employees to improve areas of underrepresentation for minorities and women in the work force. We will conduct periodic program evaluations to assess the status of minorities and women in accordance with this report and make recommendations for actions to be taken by the Agency to remove barriers that impede expeditious affirmative employment goal accomplishment.

The AEP Report includes information on the initiatives that are ongoing and designed to improve the status of all employees at every level in the EPA. I encourage you to use the information in this report in creating your management plan to meet the Agency's goal of a diverse work force.

A handwritten signature in cursive script, reading "Dan J. Rondeau".

Dan J. Rondeau
Director
Office of Civil Rights

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

- WORK FORCE PROFILE AND ANALYSIS
- REPORT ON OBJECTIVES AND ACTION ITEMS
PROBLEM/BARRIER IDENTIFICATION
- NOTEWORTHY ACTIVITIES/INITIATIVES
- WORK FORCE STATISTICAL CHARTS

Name of Organization: Environmental Protection Agency

Address of Organization:

401 M Street, SW
Washington, DC 20460

Organization Level: AGENCY-WIDE

Number of Employees Covered By Plan: 16,956 TOTAL

8022 PROFESSIONAL 6372 ADMINISTRATIVE 718 TECHNICAL

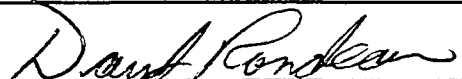
1842 CLERICAL 2 OTHER

Name of Contact Person/Person Preparing Form: Sharon Holmes

TELEPHONE NUMBER: (202) 260-2566

Name/Title of Principal EEO Official:

Dan J. Rondeau
Director, Office of Civil Rights




Signature of Principal EEO Official

DATE: June 23, 1995

Certify that this report is in compliance with EEOC-MD-714.

Name/Title of Head of Organization

CAROL M. BROWNER
ADMINISTRATOR



Signature of Head of Organization

DATE: JUL 25 1995

Certify that this report is in compliance with EEOC-MD-714.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

OVERVIEW DISCUSSION

I. INTRODUCTION

The U.S. Environmental Protection Agency (EPA) was established in the executive branch as an independent agency effective December 2, 1970. The EPA was created to foster and administer government direction and action on environmental issues. The Agency is responsible for abatement and pollution control through the integration of a variety of research, monitoring, standard setting, and enforcement activities. The Agency also coordinates and supports research and anti-pollution activities by state and local governments, private and public groups, individuals and educational institutions. Further, the EPA supports efforts among other Federal agencies regarding the impact of their environmental actions on the public.

The enactment of major new environmental laws and important amendments to older laws in the 1970s greatly expanded EPA's responsibilities. The Agency now administers the following nine comprehensive environmental laws:

- Clear Air Act (CAA);
- Clean Water Act (CWA);
- Safe Drinking Water Act (SDWA);
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, or "Superfund");
- Resource Conservation and Recovery Act (RCRA);
- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA);
- Marine Protection, Research, and Sanctuaries Act (MPRSA);
- Toxic Substances Control Act (TSCA); and
- Uranium Mill Tailings Radiation Control Act (UMTRCA).

The EPA is headed by an Administrator appointed by the President with the advice and consent of the Senate. A Deputy Administrator, nine Assistant Administrators, and ten Regional Administrators complete the senior management team.

The Agency's Equal Employment Opportunity (EEO) Program is an important function within EPA's management structure. The Office of Civil Rights (OCR), a staff office within the Office of the Administrator, provides Agency-wide direction, coordination, monitoring, and evaluation of equal opportunity and affirmative employment objectives. The OCR establishes the broad administrative policies for success in equal opportunity and affirmative employment initiatives for implementation by management officials throughout the Agency. All levels of management officials are required to ensure that the goals and objectives of the program are met within their respective organizations.

The Director, Office of Civil Rights, reports to the Administrator and is a member of the senior staff. The OCR advises and assists senior and mid-level management officials establish, maintain, and conduct programs to promote equal opportunity and affirmative action throughout all levels and segments of the Agency's work force.

The Agency is comprised of twelve (12) major organizations, ten (10) Regional offices and three (3) major laboratory locations geographically dispersed throughout the United States. In each Regional Office the Assistant Regional Administrators also serve as Regional Directors of Civil Rights and are responsible for all civil rights functions under the authority. Three separate Area Directors of Civil Rights, who report to the Director, OCR, provide guidance and direction in planning, developing, implementing, and evaluating their EEO/Affirmative Employment Program to the three major laboratory locations.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

OVERVIEW DISCUSSION

The OCR staff includes two Associate Directors, one of which is an Associate Director for Special Emphasis and Affirmative Employment and four (4) National Special Emphasis Program Managers who administer five (5) Special Emphasis Programs—one manager each for the Federal Women's Program, Black Employment Program and Asian and Pacific Islander Employment Programs, and one manager for the Hispanic and the American Indian Employment Programs. The field offices and major laboratories are supported by collateral-duty Special Emphasis Program (SEP) managers in these program areas who devote 20 percent of their time to SEP duties.

EEO officials serve as technical programmatic advisors to the Human Resources Office regarding any/all matters having direct or indirect impact on the EEO program.

The Environmental Protection Agency (EPA) provides an overview of the Agency-wide FY 1994 Affirmative Employment Program Accomplishment Report and FY 1995 Plan Update for Minorities and Women in this submission.

II. PURPOSE: The FY 1994 Affirmative Employment Accomplishment Report for Minorities and Women and FY 1995 Plan Update presents EPA's progress in improving the employment and advancement opportunities for women and minorities. The report also documents the status of significant program objectives directed towards achieving work force representations as previously outlined in EPA's Multi-Year (FY 1987 - FY 1994) Affirmative Employment Plan.

III. AUTHORITY: Pursuant to Section 717, Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106, Federal agencies are required to develop and implement affirmative employment programs to eliminate the under-representation of women and minorities in the Federal work force.

Further policies, procedures, guidance and formats for the development and submission of annual affirmative employment program accomplishment reports and affirmative employment plan updates is contained in the Equal Employment Opportunity Commission's EEO Management Directive 714, dated October 6, 1987. The OCR administers the development and execution of this program requirement through the senior level EPA management structure and provides guidance and instructions on the preparation and submission of this required information to all EPA organizations nationwide.

IV. DATA SOURCE: The statistical information included in the preparation of this report is obtained from the Employee Payroll System (EPAYS) as of September 30, 1994. The EPAYS stores and maintains current and historical data on all EPA employees. In this report, the EPA work force statistics are compared against the 1990 national civilian labor force (CLF) data provided by the Equal Employment Opportunity Commission (EEOC) to determine whether minorities and women are under-represented in EPA's mission-related major occupations and other EEO groups.

V. FY 1994 ACCOMPLISHMENT REPORT: This section of the report presents and discusses the EPA work force accomplishments made in Agency organizations on a nationwide and headquarters level.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

OVERVIEW DISCUSSION

VI. FY 1995 ANNUAL UPDATE REPORT: This section of the report contains the EPA work force plans developed on a nationwide and headquarters level to improve the under-representation of women and minorities.

VII. NUMERICAL OBJECTIVES: The EPA will establish numerical employment goals for each professional, administrative, technical, clerical and other job categories where there is either a manifest imbalance or a conspicuous absence of EEO groups in the work force.

VIII. ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS: Presents a clear statement of specific and measurable objectives with supporting action items designed to resolve work force problems identified in the annual plans.

IX. PROBLEM AND BARRIER IDENTIFICATION: Identifies and analyzes human resources and management policies, practices, systems, and procedures which may serve as problems and barriers to employment of EEO groups.

X. NOTEWORTHY ACCOMPLISHMENTS AND ACTIVITIES: Contains program information highlighting Agency achievements in improving employment and advancement opportunities for minorities and women during the reporting year.

XI. WORK FORCE ANALYSIS: Provides a narrative discussion of statistical charts illustrating the actual work force profile and employment status of EEO groups in relation to the CLF and non-minority employees. These charts also include such data by professional and administrative classifications and major mission-related occupations. For purposes of this analysis, EEO groups include white women, black men, black women, Hispanic men, Hispanic women, Asian/Pacific Islander men, Asian/Pacific Islander women, Native American men, and Native American women.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

WORK FORCE PROFILE AND ANALYSIS

This report contains the Agency's accomplishments in hiring, promoting, and developing minorities and women during the past fiscal year.

The work force profiles in this section depicts the distribution of EPA's permanent full-time and part-time employees in General Schedule (GS) and Senior Executive Service (SES) positions by race, national origin, and gender. The data is organized to show the total EPA population (all Professional, Administrative, Technical, Clerical, and Other - referred to as PATCO categories) as well as the populations that make up the Agency's professional and administrative staff. These two occupational categories represent 85% of the Agency's work force. The data is also arranged by specific grade groups, as follows: GS 1-4, 5-8, 9-12, 13, 14, 15, and SES. Data pertaining to the EPA's major occupational categories is also included and shows the percent of distribution of all groups (minorities and non-minorities) for fiscal year 1994.

We based our Agency-wide work force computations and subsequent analysis on comparisons with the National Civilian Labor Force data from the 1990 Census. We used the National Professional Civilian Labor Force data to analyze our professional occupational groups. Likewise, we used the National Administrative Civilian Labor Force data to analyze our administrative occupational group. This section also contains a profile of planned versus actual accomplishments for minorities and women.

SUMMARY ANALYSIS

In FY 1993, EPA's full-time and part-time population was 16,976. By the close of FY 1994, the total population was 16,956, a net decrease of 20 employees. Most of the EPA work force were assigned to Professional and Administrative positions.

PROFESSIONAL POSITIONS

PATCO: The total number of employees in the professional category decreased by 16, from 8,038 in FY 1993 to 8,022 in FY 1994; however, the number of minorities and women increased by 16 from 3,360 in FY 1993 to 3,376 in FY 1994. In FY 1994, 47.3% of the EPA work force held professional positions. White men occupied 57.9% of the professional positions. Minorities and Women represented 42.1% of the professional staff.

Women occupied 32.4% of these positions, with white women at 25%, black women at 4%, Hispanic and Asian women both at 2% and Native American women with .1% of the positions. Minority men only occupied 11% of the professional positions. Black men represented 4%, Hispanic men 2.4%, Asian men 4% and Native American men were only .1% of the professional work force.

MAJOR OCCUPATIONAL SERIES: White men occupied more than 42% of all positions in the major occupational series. Minorities and women represented more than 50% of the EPA work force in positions as attorneys, auditors and accountants. In the chemist and geologist occupational series, minorities and women held 31% of the positions and more than 40% of the biology, environmental and chemical engineering positions.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

ADMINISTRATIVE POSITIONS

PATCO: The total number of employees in the administrative category increased by 133, from 6,239 in FY 1993 to 7,372 in FY 1994; the number of minorities and women also increased by 123 from 3,813 in FY 1993 to 3,936 in FY 1994. In FY 1994, 38% of the EPA work force held administrative positions. White men occupied 38.2% of the administrative positions. Minorities and women represented 61.8% of the administrative staff.

Women occupied 55.2% of these positions, with white women at 38%, black women at 14.2%, Hispanic and Asian women both at 2% and Native American women with .3% of the positions. Minority men only occupied 7% of these positions. Black men represented 4.2%, Hispanic men 1.4%, Asian men 1% and Native American men were .2% of the administrative work force.

MAJOR OCCUPATIONAL SERIES: White men occupied more than 30% of all positions in the administrative series except for program manager, series 340, where they held 65% of the positions. Minorities and women represented more than 60% of the EPA work force in positions as environmental specialists, management analysts and contract specialists. In the administrative series, minorities and women represented 65% of the work force; however, they only held 35% of the program manager positions.

TECHNICAL POSITIONS

The total number of technical employees increased by 9, from 709 in FY 1993 to 718 in FY 1994. In FY 1994, only 4.2% of the total EPA work force held technical positions. White men held 15% of the technical positions. Minorities and women represented 85% of the work force.

Women occupied 79% of these positions with white women at 41.2%, black women at 31%, Hispanic at 5% and Native American women represented .3% of the work force. Minority men only occupied 7% of these positions: black men represented 4.2%, Hispanic men 2%, Asian men held 1%. However, there were no Native American men in technical positions.

CLERICAL

The total number of clerical employees decreased from 1,987 in FY 1993 to 1,842 in FY 1994. In FY 1994, only 11% of the total EPA work force held clerical positions. White men only held 3% of the clerical positions. Minorities and women represented 97% of the work force.

Women occupied 94% of these positions, with white women at 35%, black women at 52%, Hispanic women at 6%, Asian women at 1.4% and Native American women representing only .4% of the work force. Minority men occupied only 3.4% of the clerical positions: black men represented 3%, Hispanic men .3%, Asian men .2% and Native American men were .1% of the work force.

OTHER

There were only two black employees classified as other in FY 1994.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

UNDERREPRESENTATION OF EEO GROUPS BY PATCO AND CLF

PROFESSIONAL

- White women
- Native American men
- Native American women

ADMINISTRATIVE

- White women
- Hispanic men
- Hispanic women
- Asian men
- Native american men

TECHNICAL

- Hispanic men
- Asian men
- Native American men

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

UNDERREPRESENTATION OF EEO GROUPS BY MAJOR OCCUPATIONS AND CLF

BIOLOGISTS

- Black men
- Black women
- Hispanic men

ACCOUNTANTS

- White women
- Black men
- Black women
- Hispanic women
- Asian men

AUDITORS

- White women
- Hispanic men
- Hispanic women
- Asian men
- Asian women
- Native American men
- Native American men

ENV. ENGINEERS

- White women
- Hispanic men
- Native American men
- Native American women

PHYSICAL SCIENTISTS

- White women
- Black women
- Hispanic men
- Hispanic women
- Asian women
- Native American men
- Native American women

ATTORNEYS

- Black women
- Hispanic men
- Asian men
- Asian women
- Native American men
- Native American women

GEOLOGISTS

- White women
- Black men
- Black women
- Hispanic men
- Hispanic women
- Asian men
- Asian women

CHEMISTS

- White women
- Black men
- Black women

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

REPRESENTATION OF EEO GROUPS BY GRADE GROUPINGS

Grade groupings GS 1-4, GS 5-8, GS 9-12, GS-13, GS-14, GS-15 and SES were evaluated to determine the status of EEO groups at EPA.

GS 1-4: All EEO groups were represented in this category except Native American men. White men occupied 41% of these positions. Minorities and women employees represented 59% of this grade grouping. Women occupied 41% of all these positions, with white women at 11.3%, black women holding 21% and Hispanic women representing 8% of the work force. Asian and Native American women only held .7% of the positions. Minority men occupied 5.4% of these grades. Black men represented 5% of the population and all other minority men constituted .4% of the work force.

GS 5-8: All EEO groups were represented in this category. White men occupied 5% of these positions. Minorities and women represented 95% of the employees in this grade grouping. Women occupied 89% of all positions, with white women at 37%, black women at 46% and Hispanic women representing 5% of the work force. Asian and Native American women held only .8% of the positions. Minority men occupied 6.3% of these grades: black men represented 3.1%, Asian men 2% and Hispanic men held .9% of the positions. Native American men constituted .3% of the work force.

GS 9-12: All EEO groups were represented in this category. White men occupied 36% of these positions. Minorities and women represented 64% of the employees in this grade grouping. Women occupied 54.2% of all positions with white women at 35%, black women at 14.4%, Hispanic women at 2.4% and Asian women holding 2.3% of the positions. Native American women only represented .4% of the work force. Minority men held only 10.4% of these grades. Black men represented 5%, Hispanic men 3%, and Asian men held 2.3% of the positions. Native American men constituted .1% of the work force.

GS-13: All EEO groups were represented in this category. White men occupied 51.7% of these positions. Minorities and women represented 48.3% of the employees in this grade group. Women occupied 40% of all positions, with white women at 30%, black women at 6.4%, Asian women 1.4% and Hispanic women at 2% of the work force. Native American women held .1% of the positions. Minority men only held 9.3% of the GS-13 positions. Black men represented 4.1%, Hispanic men 2%, Asian men 3% and Native American men constituted .2% of the work force.

GS-14: All EEO groups were represented in this category. White men occupied 60.6% of these positions. Minorities and women represented 39.4% of the employees in this grade group. Women occupied 34% of all positions with white women assigned to 28% of the positions. Black women represented 4.1%, Hispanic women .8%, Asian women at .9, with only one (1) Native American woman. Minority men only held 5% of the GS-14 positions: black men represented 2.4% of the population, Hispanic men 1.3%, Asian men .9% and only one (1) Native American man was in this grade.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

GS-15: All EEO groups were represented in this category except Native American women. White men occupied 68% of these positions. Minorities and women represented 32% of the employees in this grade group. Women occupied 26% of all positions with white women assigned to 23% of the positions. Black women represented 2.1% of the work force, Hispanic women at .2% and Asian women held .6% of the positions. Minority men only held 7% of the GS-15 positions: black men represented 3%, Hispanic men 2%, Asian men 2% and there was only one (1) Native American man at the GS-15.

SES: All groups were represented in this category except, Hispanic, Asian and Native American women. White men occupied 70% of all executive positions. Minorities and women represented 30% of the EPA executive ranks.

Women occupied 25% of the positions, with white women assigned to 24% of the positions. Black women only held three (3) or 1% of the executive positions. EPA has no Hispanic, Asian or Native American women in the executive ranks. Black men (9) represented 3.2% of the executives. Hispanic men (2) represent 2% with only one (1) Asian and one (1) Native American man assigned to the executive ranks.

*COMPARISON OF DIVERSITY OF THE EPA AGENCY-WIDE
 WORK FORCE AND THE CIVILIAN LABOR FORCE*

DIVERSITY OF OF EPA WORK FORCE	% OF EPA WORK FORCE	% OF NATIONAL CIVILIAN LABOR FORCE
White Male	42.7	42.6
White Female	31.4	35.3
Black Male	3.8	4.9
Black Female	14.1	5.4
Hispanic Male	1.8	4.8
Hispanic Female	2.1	3.3
Asian/Pacific Male	2.0	1.5
Asian/Pacific Female	1.8	1.3
Native American Male	0.1	0.3
Native American Female	0.2	0.3

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Sufficient financial support for the FWP is not being provided. Some of the FWP Managers have not received training which would provide them the skills, knowledge and abilities they need to properly function in their positions. Others have limited access to information and guidance and this impacts on their ability to offer sound advice and assistance to management officials on employment concerns of women.

OBJECTIVE: The Federal Women's Program, WISE, and SAAC in the Regional Offices and laboratories remain effective in addressing employment issues of women and are able to provide sound advice, information, and feedback to their management officials and to the National FWP Manager, and effectively lead their councils and groups.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Provide financial resources, training and guidance to field level Federal Women's Program Managers to enhance their skills, knowledge and abilities so that their respective FW Programs are administered effectively and efficiently.	Regional Administrators (Financial support) Deputy Regional Administrators (Financial/Management Support) EEO Officers (Technical Assistance) Laboratories (Financial/Management Support) National FWP Manager (Technical Assistance)	Annually or as needed.
Conduct regular meetings of the National Federal Women's Program Managers Council, Secretarial Advisory Council, and Women in Science and Engineering to enhance implementation of initiatives and actions to improve opportunities for women in EPA.	THIS ACTION ITEM DROPPED DUE TO CIVIL RIGHTS POLICY CHANGES CONCERNING FREQUENCY OF MEETINGS.	N/A
Conduct at least three technical assistance visits to Regions or Laboratories.	THIS ACTION ITEM DROPPED SINCE TAVs HAVE BEEN REPLACED BY OCR PROGRAM ASSESSMENTS.	N/A

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Program officials who make personnel decisions regarding hiring, promotions, training, and recognition are not assuming responsibility for achieving positive results in affirmative employment.

OBJECTIVE: To increase commitment and accountability of program/hiring officials throughout the Agency for improving the representation of minorities and women.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Issue affirmative action policy, specific goals and program objectives for Agency, Headquarters, Office, Division and Branch levels.	Assistant Administrators General Counsel Inspector General Regional Administrators	December 1995
Institute policy and mechanisms for assuring that hiring officials actively recruit and consider minorities and women before making selections.	Office of Administration and Resources Management Office of Civil Rights	December 1995
Include managers' progress in meeting specific affirmative employment goals and objectives when evaluating their performance against their critical performance elements.	All Supervisors	Annually, October 31st
Design, develop, and offer affirmative employment resources training through the EPA Institute.	Office of Human Resources Management Office of Civil Rights	On-going
Develop policy recommendation on requirement for all supervisors to receive a minimum amount of EEO training annually.	Office of Civil Rights	Dec 31, 1995
Provide guidance to hiring officials relative to developing recruitment mechanisms for minorities and women.	THIS ACTION ITEM DROPPED SINCE IT WAS ACCOMPLISHED THROUGH HUMAN RESOURCE OFFICERS, HUMAN RESOURCE COUNCIL, CIVIL RIGHTS WORK GROUP, EEO OFFICERS, AND SPECIAL EMPHASIS PROGRAM MANAGERS AND COUNCILS.	

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Present recruitment efforts are not producing a sufficient number of targeted group applicants for all SES positions. Further, although the number of qualified targeted group candidates is steadily increasing, they are not being selected at an acceptable rate.

OBJECTIVE: To implement an SES recruitment program which produces a sufficient number of qualified targeted group applicants for consideration of selection of targeted group candidates to SES positions on a priority goal.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Continue/refine the SES Recruitment Program designed to reach both qualified minorities and non-minority women.	Office of Human Resources and Organizational Services (Lead) Office of Civil Rights (Tech. Assistance)	Yearly
Design and maintain a system by which qualified candidate applicants are tracked to determine the number of minority (by specific race, national origin/gender) and non-minority women applicants for SES positions.	Office of Human Resources and Organizational Services	On-going as part of SES program.
Design, develop and publish a brochure highlighting EPA's mission and the varied professional groups that work at EPA. Distribution should be directed at female and minority communities.	Office of Communication, Education and Public Affairs (Lead) Office of Human Resources and Organizational Services (Assistance)	Mar 30, 1996
Monitor and assess the effectiveness of the SES Recruitment Program in locating and attracting qualified minorities and women.	Office of Human Resources and Organizational Services	Yearly

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: EPA has been unable to attract sufficient numbers of minority students, especially for science and engineering positions.

OBJECTIVE: To establish partnerships with minority academic institutions (MAIs) to enhance their knowledge of EPA programs and research funding opportunities.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Establish an Environmental Science Management Fellows Program.	Office of Environmental Justice	Jan 1996
Provide the Office of Civil Rights with a report on the number of MAIs participating in research fellowship and traineeship programs.	Office of Research and Development	Dec 1995
Provide the Office of Civil Rights with a report on the Environmental Education Undergraduate Financial Assistance program.	Office of Communication, Education and Public Affairs	Dec 1995
Provide the Office of Civil Rights with a report on the progress of the Agency's Minority Intern Program.	Office of Administration and Resources Management	Dec 1995

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Present recruitment efforts are not producing a sufficient number of targeted group applicants for specific occupational categories and higher grade levels (GS/GM 13-15) where underrepresentation exists. Further, although the number of qualified targeted group candidates is steadily increasing, targeted group members are not being selected at an acceptable rate.

OBJECTIVE: To implement a recruitment program which produces a sufficient number of targeted group candidates for consideration and a staff of selecting officials who make selection of targeted group members for occupational categories and grade levels where underrepresentation exists a priority goal.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Develop and implement a recruiting program designed to attract minorities and women for occupational categories in which targeted groups are particularly underrepresented at grade level 13.	Offices of Human Resources and Organizational Services (Lead) Office of Civil Rights (Technical Assistance)	Sept 30, 1996
Monitor and assess the effectiveness of recruiting efforts.	Office of Administration and Resources Management Office of Civil Rights	Annually
Provide the Office of Civil Rights with a report on the level of achievement of this recruitment Program.	Office of Administration and Resources Management	October 1996
Develop a succession planning model for projecting/identifying replacements for expected vacant managerial positions.	Assistant Administrator for Administration and Resources Management (Office of Human Resources and Organizational Services) Office of Civil Rights (Technical Assistance)	Sept 30, 1995

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance and, in some cases, conspicuous absence of minorities and women in upper grade levels and in supervisory positions.

OBJECTIVE: To increase the representation of minorities and women in upper grade levels and supervisory/managerial positions to their percent of availability within the relevant civilian labor force.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Conduct focused projects to recruit members of groups that remain underrepresented.	Assistant Administrators General Counsel Inspector General Regional Administrators Associate Administrators Staff Office Directors	Ongoing
Hire, train and promote EEO group members to increase their levels of employment in occupations and in organizational components where their representation is below the appropriate civilian labor force.		

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Current recruitment efforts are not yielding sufficient gains in the hiring of minorities and non-minority women.

OBJECTIVE: Recruitment actions which result in the selection of minorities and non-minority women at a progressive rate, particularly in those occupational categories and grade levels where these targeted groups remain underrepresented.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Appoint recruiting teams made up of senior managers with full authority and responsibility to hire for entry level positions.	Assistant Administrators Regional Administrators Laboratories Staff Office Directors	As needed
Provide training to recruitment team members regarding recruitment responsibilities, interviewing techniques, reporting requirements, etc.	Office of Human Resources and Organizational Services (Lead Responsibility) Assistant Administrators (Support) Regional Administrators (Support) Laboratories (Support) Staff Office Directors (Support) EEO Officers (Assistance/Technical Expertise) Area Directors of Civil Rights (Assistance/Technical Expertise) Special Emphasis Programs Managers (Advisory)	As needed.
Develop a recruitment plan that assesses budget needs, targeted positions, recruitment events, etc.	Office of Human Resources and Organizational Services (Coordination) Assistant Administrators (Action) Regional Administrators (Action) Laboratories (Action) Staff Office Directors (Action) EEO Officers (Advisory) Area Directors of Civil Rights (Advisory) Special Emphasis Programs Managers (Advisory)	3rd Quarter, FY 1996 and update as needed.
Establish an incentives system to recognize recruitment teams and/or recruitment team members who are successful in meeting hiring objectives.	Office of Human Resources and Organizational Services (Lead)	By 2nd Quarter, FY 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Some managers believe that minorities and non-minority women are not qualified for supervisory and managerial positions and tend not to select them for these jobs. Lack of understanding by some EPA officials as to how diversity in the work force should be valued, along with absence of EEO and cultural diversity training, constitute barriers to resolution of this problem.

OBJECTIVE: To eliminate the perception that minorities and non-minority women are not qualified for supervisory and management positions.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Provide project management assignments, details, rotational assignments, temporary promotions to supervisory positions, and other career development options to enhance the visibility of minorities and non-minority women and permit them to demonstrate their skills.	Assistant Administrators General Counsel Office of Inspector General Regional Administrators Deputy Regional Administrators Office of Human Resources and Organizational Services, Human Resources Staff (HQ)	Annually
Expand mid-level targeted training opportunities to address specific needs of minorities and women and enhance their credentials.	Supervisors/Managers Agency-wide Laboratories EEO Officer/Special Emphasis Program Managers (Advisory)	As needed
Train managers and supervisors in EEO, affirmative employment, and cultural/gender/ethnicity awareness and diversity.		Within 6 months of assignment and biennially thereafter
Publish and highlight the "success stories" of minorities and non-minority women within the EPA to increase their visibility to managers and as role models.	Office of Human Resources and Organizational Services Special Emphasis Programs Managers Office of Communication, Education and Public Affairs	As needed.
Provide workshops, seminars and other training in documenting and presenting relevant managerial experience through applications, resumes and interviews.	Office of Human Resources and Organizational Services (Lead) Special Emphasis Programs Managers (Assistance)	Annually
Develop a standard/routine course on Civil Rights for implementation throughout the Agency.	Office of Civil Rights EEO Officers/Special Emphasis Program Managers (Technical Assistance)	Pilot course by Sept 30, 1996.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Some managers believe that minorities and non-minority women are not qualified for supervisory positions and some employees are unable to relate well to persons of a different race, ethnicity, or gender. Awareness of the Agency's affirmative employment obligations and availability of sufficient resources may be a barrier to assessing the need for and developing comprehensive training.

OBJECTIVE: Offering training to employees that allows them to understand the requirements of equal opportunity law and value the diversity within the work force so that evaluation and advancement can occur without regard to employees' race, ethnicity, or gender.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Implement the recommendations of the Cultural Diversity Task Force.	Assistant Administrators General Counsel Office of Inspector General Regional Administrators Deputy Regional Administrators Supervisors/Managers Agency-wide Laboratories Other EPA officials as appropriate.	March, 1996
Monitor equal opportunity complaints or problems to determine training needs.	Office of Civil Rights	Semi-annually
Develop training that will address those aspects of equal opportunity law and cultural diversity that will assure that employees, especially managers and supervisors, understand the Agency's obligations and how best to value the diversity of the work force.	Office of Human Resources and Organizational Services (cooperative effort) Office of Civil Rights (cooperative effort)	Sept 30, 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Supervisors, managers and executives have not mastered essential managerial competencies so that consistent quality is achieved in their efforts to develop people and manage a diverse work force.

OBJECTIVE: A management team that possesses the competencies that will provide the framework, direction and leadership to their organizations to improve effectiveness and efficiency while responding flexibly to new demands.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Prepare an annual management development plan to address the needs of the organization as defined in EPA Order Number 3140.3 of August 6, 1991, subject: Management Development Policy and Guidance.	Assistant Administrators General Counsel Office of Inspector General Regional Administrators Office, Division, and Laboratory Directors Managers/Supervisors/Executives Agency-wide	Annually
Use the Individual Development Plan (IDP) process to focus on needs of individuals with managerial responsibilities as defined in EPA Order Number 3140.3.		Annually

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: In our society, women still bear the primary responsibilities for child-raising and eldercare. EPA women experience conflict in their careers between personal and professional responsibilities because EPA's organizational culture is not compatible with, or sensitive to, the needs of the modern family.

OBJECTIVE: EPA is creative in establishing alternative work arrangements that help put men and women on equal footing as colleagues and parents. EPA's management structure understands, and is sensitive to family issues that are driven by the demographic reality of work force 2000, and is trained in how to deal with employee family needs as they pertain to accommodation.

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATES
Develop and pilot a seminar for senior level women that addresses issues such as career decisions; balancing professional/personal needs; office politics; networking/mentoring, etc.	OHROS/OCR	Sept 30, 1996
Establish Agency-wide policies and programs concerning job sharing/part-time tours, flexible workplace, and other "family friendly" issues.	EPA Administrator	July 31, 1996
Establish and publicize formal career counseling/assistance services at HQ, in Regions, and large labs accessible to employees in other labs.	OHROS	Sept 30, 1996
In diversity training, include a segment that addresses family issues and the importance of being responsive to family needs as a reasonable accommodation.	OHROS	Annually or as needed.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROBLEM/BARRIER IDENTIFICATION - EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Many women and minorities in scientific professions are unable to progress beyond entry and mid levels because too much emphasis is placed on the amount of management experience one has and not enough emphasis on excellence in one's profession. Consequently, these individuals are viewed as undesirable candidates for movement into decision making positions and are, in a sense, penalized for not choosing to enter management. Further, EPA women have a high level of interest in assuming senior management and executive level positions. However, for women, opportunities to get managerial training and "hands-on" experience are few. The present EPA culture is not one that encourages and supports women's efforts to gain the credentials and experience necessary to be competitive for senior level positions.

OBJECTIVE: EPA offer satisfying and rewarding careers that provide professional growth and recognition for professional excellence for its scientific work force outside the context of the Senior Executive Service and management. In addition, the EPA work environment, for women, is one that provides equitable opportunities to receive all forms of training that is designed to prepare employees for assuming decision making positions in the Agency.

ACTION ITEMS	RESPONSIBLE OFFICIAL	TARGET DATES
Complete and implement proposed actions that address quality science/technical career issues raised by WISE, the Agency's Science Advisory Board, and Sci-Tech groups to offer non-managerial advancement opportunities.	Administrator EPA Science Policy Council	Sept 30, 1996
Revise agency management development programs to address race, sex stereotyping, and other attitudinal barriers.	OHROS OCR	Sept 30, 1996
Offer minorities and women an opportunity to serve in managerial rotational assignments, details, and shadow assignments across offices.	Administrator Assistant Administrators Regional Administrators Managers and Supervisors	Annually
Expand management development programs and increase employee participation.	Administrator, OHROS; Assistant Regional Administrators	Sept 30, 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: The funding for research grants is insufficient to strengthen the Minority Academic Institution (MAI) infrastructure, research capabilities, develop curricula in science and engineering, or provide for student and faculty participation.

OBJECTIVE: To design a program to enhance research capabilities at MAIs to address environmental-specific issues; to encourage infra-structure development, and seek qualified scientists to serve as principal investigators. Institutionalize the responsibility for administrator of the EPA MAI program.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Utilize the Faculty Fellows Program to increase the number of minority faculty members from MAIs.	Office of Research and Development Office of Administration and Resources Management	Oct. 1995
Include MAI researchers on peer review panels that examine/assess research grant applications.	Office of Research and Development	Annually
Establish procedures to transfer surplus and excess research equipment to MAIs separately from the research grant itself.	Office of Research and Development	Annually
Designate an Agency component as having primary responsibility for coordinating MAI activities	Office of Civil Rights (Lead) Administrator	March 1996
Update and publish a Directory of MAI activities.	Office of Communication, Education and Public Affairs (Lead) Office of Research and Development, Office of Administration and Resources Management, and Office of Civil Rights (Program input)	March 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: Some AAships and Regions have not followed instructions provided by the Office of Civil Rights (OCR) regarding the content of their Affirmative Employment Program reports. In addition, many Agency components have been untimely in submitting their reports to the OCR. This has caused considerable delay in the preparation of the Agency-wide Plan Update and Accomplishment Report.

OBJECTIVE: Cooperation on the part of each Agency component in preparing and submitting their AEP Plan Update and Accomplishment Report covering all the elements instructed and in the format and time frame established.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Utilize the Affirmative Employment Program Planning, Development, Execution and Evaluation workbook to conduct internal program reviews. Forward a copy of program reviews to the Director, OCR.	Assistant Administrators General Counsel Office of Inspector General Regional Administrators Deputy Regional Administrators EEO Officers	March and September of each fiscal year.
Prepare annual Affirmative Employment Program Plan (AEPP) Update and Accomplishment Reports following the instructions provided by the Director, OCR.	Area Directors of Civil Rights Laboratories Affirmative Employment Program Liaison Committee	Fiscal Years: 1996 and 1997
Provide component AEPP reports to the OCR within the time frame specified.		Annually

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: The full realm of each individual organizational component's Affirmative Employment Program initiatives are not being reviewed and the results of their efforts are not being considered in the performance evaluation process.

OBJECTIVE: A comprehensive and consistent formal process through which Affirmative Employment Program initiatives on the part of each individual organizational component are reviewed, specific results assessed, and used in evaluating the performance of management officials.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Use the OCR Checklist and other program evaluation tools to determine the status of Agency civil rights program goals and objectives.	Office of Civil Rights	Annual program reviews based on OCR planning schedule.
Use the OCR Checklist and other program evaluation tools to determine the status of local civil rights program goals and objectives.	Assistant Administrators Regional Administrators EEO Officers/Special Emphasis Program Managers Area Directors of Civil Rights Senior/Mid-Management Officials Agency-wide	Annually, as required.
Provide copies of program evaluation reports to the Administrator, Deputy Administrator, and Senior Management Officials.	Office of Civil Rights	As required.
Use the OCR Checklist to review, assess and evaluate the performance of management officials.	Administrator Deputy Administrator Senior Management Officials	Annually, as required.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

NOTEWORTHY ACTIVITIES/INITIATIVES

AGENCY-WIDE

LISTING OF NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTION OPPORTUNITIES FOR WOMEN AND MINORITIES.

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Streamlining and Reinvention

The EPA participated in the President's reinvention and streamlining initiative during the reporting period. The goal for reinvention was to establish EPA as one of the best managed agencies in the Federal government. Through streamlining efforts EPA focused on becoming a more efficient and effective organization so that it can focus on ensuring that the human health and environment for all Americans is guaranteed.

During the development of the Agency reinvention plans, each organization had to address specific streamlining plan criteria. These criteria were as follows: reduction of GS-14s and above, establishment of a 1:11 supervisor to staff ratio, development of a new organizational structure to meet agency goals, increased delegation and decentralization of authority, increased empowerment of employees with appropriate accountability, improvement of work processes and systems, strategy for increasing and using the diversity of the work force, and incorporation of the National Performance Review recommendations into each plan.

The incorporation of the reinvention criteria into the Agency's streamlining efforts had a direct impact on the Agency work force. Each organization had to assess the streamlining plans they developed and incorporate their decisions relating to each of the planning criteria in their final plans which must be submitted to the Administrator. The Office of Civil Rights (OCR) was a member of the Agency Work Group which reviewed and evaluated all of the individual reinvention plans and provided comments on the plans to increase diversity in the EPA work force.

One of the several noteworthy Agency initiatives associated with the streamlining and reinvention effort involved increasing and effectively managing work force diversity. The EPA recently completed an Agency-wide report on diversity in the work force and developed an accountability plan to monitor its organizations' progress in improving diversity. The Office of Civil Rights (OCR) worked in partnership with the senior level officials and members of the Human Resources Council (HRC) to influence the adoption of the Agency's Affirmative Employment Program (AEP) Report as the Agency Diversity Plan. As the Agency organizations developed and implemented their streamlining initiatives, managers and supervisors were encouraged to use the AEP plan as a management tool to identify areas of under-representation of minorities and women. Senior management has stressed the importance of maintaining and increasing the representation of minorities and women in the management ranks as streamlining plans are implemented.

There have been other noteworthy activities in the areas of entry-level recruitment and hiring, as well as merit promotions; establishing and strengthening relations with academic institutions with high numbers of women and minorities; developing outreach activities with community organizations; promoting diversity management initiatives; and strengthening Special Emphasis Programs (SEPs).

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

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Relations with Academic Institutions

EPA participated in partnerships with a total of 36 Historically Black Colleges and Universities (HBCUs), ten of which focus and on environmental science programs. The Agency awarded \$14,380,994 in grants and cooperative agreements to HBCUs in FY 1994, which was an increase of \$11 million over FY 1993. Several organizations either established or strengthened ties with academic institutions with large numbers of women and minority students.

The Office of Civil Rights (OCR) works in a coordinated effort with the White House Initiative on Historically Black Colleges and Universities (HBCU) by participating on the Science and Technology Cluster Group. During the reporting period, OCR and members of the Cluster Group hosted a seminar at the National Association for Equal Opportunity in Higher Education's Twentieth National Conference on Blacks in Higher Education. At this conference, OCR discussed the EPA's educational and research opportunities for HBCUs interested in participating in Federal science and technology programs to include internships, teacher training programs, and faculty development programs. The OCR also conducted a presentation of these educational and research opportunities before the Board of Black College Presidents during their regular board meeting.

Community Outreach

Several of the National Special Emphasis Program (SEP) Managers have been involved in community outreach activities. For instance, one of them has represented EPA as a keynote speaker at various events regarding the challenge presented by the interaction between organizational culture and some minority cultures. These presentations have been made at other Federal agencies, several colleges and universities, and other EPA offices and installations. The National HEP Manager organized a workshop at the Annual Meeting of the Hispanic Association of Colleges and Universities (HACU) to provide information about scholarship and fellowship opportunities available through Federal agencies to college students majoring in sciences, engineering, and math. The Office of Civil Rights also represented EPA at a Diversity Partnership, composed of over 12 Federal and Local government agencies and private organizations, which carried out a "Diversity Day" event. This event consisted of several workshops, demonstrations, exhibits, videos and learning opportunities on the subject of cultural diversity. It took place in Crystal City, Virginia, and had about 3,000 participants. In addition, forty percent of the National SEP Managers are active facilitator for EPA's Cultural Diversity workshop.

EPA was an active participant in the 1994 interagency Martin Luther King (MLK) celebration and provided \$25,000 to produce the MLK celebration annual report. In addition to funding, EPA's involvement included several staff members who actively participated in the event's planning and execution. All EPA organizations at Headquarters, regions, and labs held MLK programs and activities.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

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Diversity Management

Several EPA organizations have been trying to find ways to enrich their work force, not just in terms of meeting affirmative employment goals, but in managing and appreciating its diversity. The Region IX Reinvention Plan had an ambitious segment on diversity with the following elements: a draft EEO performance standard for managers; a recommendation that the EEO Officer report to the Regional Administrator; a proposal for a cultural audit; a requirement that hiring managers consult with Human Resources and Civil Rights at the earliest stages of the recruitment process for assistance in removing barriers, enhancing outreach efforts, and securing a diverse applicant pool; more diversity on interview panels; measurement and feedback tools to assess the effectiveness of recruitment and employee development programs; and a plan to deliver disability awareness training.

This region also organized an EEO committee made up of the various SEP advisory councils and employee groups. The group has worked together to analyze and evaluate program initiatives. This group's efforts culminated in a Tri-council position paper and an accompanying briefing to the Regional Administrator.

The Agency's collateral-duty SEP Managers are beginning to diversify their role and go beyond recruitment into career development and cultural diversity training. For instance, Hispanic employees are offering Spanish-language classes, under the auspices of the HEP Manager, in Regions III and IV and in some labs. Also, employees whose prime language is not English were provided English communications training in Region III.

EPA's Region II selected five Hispanic employees as Environmental Engineers/Scientists and Computer Engineering student trainees under the Cooperative Education program. The Region also hired five minority employees at the GS-9/11 level in the environmental sciences area.

EPA's Region IV implemented 19 temporary promotions which provided the opportunity for 15 minorities and women to work and gain experience at higher level positions. Six of the 15 minorities and women were assigned to supervisory positions. Also, approximately nine minorities and women were detailed into supervisory positions at their current grades.

EPA's Region V achieved some success in improving opportunities for women during FY 1994. In the SES ranks, a minority female was hired as the Deputy Regional Administration. Of the 30 new permanent full-time/part-time employees hired, 13 were non-minority women and 4 were minorities; however the Region was not as successful in achieving an increased representation of minorities and women at the GS-13-15 levels. The Region has maintained a 1% representation of disabled employees in the work force over the last five reporting periods.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

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EPA's Region X invited the Office of Civil Rights (OCR) to conduct an on site assessment of the Region's EEO program. Based on the results of this survey, OCR made several recommendations to help the region improve their civil rights/EEO program. During the reporting period, the Region has made significant progress towards the implementation of the OCR program recommendations contained in the report.

The Region conducted an Employee Views Survey where two thirds of the employees agreed that the Region is developing and valuing a culturally diverse work force. The Region is striving to reach the goal that at least 52% of all new hires in the professional and administrative positions should be minorities and women. Of the 19 new hires made during FY 1995, 13 or 68% were filled by minorities (42%) and women (26% non-minority).

Special Emphasis Program Achievements

Aware of the need to determine and define the commonalities of concerns and ideas among the various National Special Emphasis Programs (SEP) and their National Councils, OCR held the first joint meeting of national SEP councils in Albuquerque, New Mexico. This meeting involved over 84 representatives of seven councils that are part of five special emphasis programs: Federal Women's Program (FWP), Hispanic Employment Program (HEP), Black Employment Program (BEP), Asian-Pacific American Program, and the American Indian Employment Program. In addition to the councils for each of these five national programs, there were representatives of the Women in Science and Engineering (WISE) and the National Secretarial and Administrative Council (SAAC), which are part of the Federal Women's Program.

The SEP Managers have been establishing partnerships and working together at both the national and the local level. For instance, SEP Managers in Region VII made a unanimous recommendation to management that all rotations into vacant management positions be advertised and opened for all interested applicants. The FWP Manager coordinated a regional diversity workshop. The SEP also offered management suggestions on flexitime, which were eventually incorporated into a flexitime program that was initiated in February 1995. Region X's SEP Managers formed a SEP Advisory Council to work jointly and cooperatively on issues of mutual interest.

Other notable achievements by the Agency's National Special Emphasis Programs include:

- * the EPA Administrator formally chartered the first American Indian Advisory Council (AIAC) as part of the Agency's American Indian Employment Program; the AIAC developed and approved its bylaws and elected its national officers;

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

NOTEWORTHY ACTIVITIES/INITIATIVES

AGENCY-WIDE

LISTING OF NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTION OPPORTUNITIES FOR WOMEN AND MINORITIES.

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- * the National Black Employment Program (BEP) Council was established, it developed its constitution and bylaws, and elected its national officers;
- * a separate Special Emphasis Program was created for Asian Pacific Americans, and a full-time SEP manager was hired;
- * spearheaded by the Federal Women's Program, EPA participated in the Department of Labor's "Working Women Count!" initiative. Nearly 3,000 EPA women responded to the survey. Its resulting report mirrored an earlier survey of EPA senior level women, which highlighted the difficulty in balancing career and family. As a result, OCR has teamed up with the Office of Human Resources and Organizational Services (OHROS) to identify actions to make the work place more family friendly; and
- * the Women in Science and Engineering (WISE) was the catalyst for the creation of the Agency's "Multiple Career Paths" guide.

WORK FORCE STATISTICAL CHARTS

**ACCOMPLISHMENTS BY PATCO CATEGORY (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
PROFESSIONAL	FY 93 #	8038	4678	2016	290	294	196	125	277	150	4	8
	%	100.0	58.2	25.1	3.6	3.7	2.4	1.6	3.4	1.9	0.05	0.1
	FY 94 #	8022	4646	2007	294	305	194	123	278	157	9	9
	%	100.0	57.9	25.0	3.7	3.8	2.4	1.5	3.5	2.0	0.1	0.1
% DIFFERENCE			-0.3	0.1	0.1	0.1	0.0	-0.1	0.1	0.1	0.05	0.0
ADMINISTRATIVE	FY 93 #	6239	2426	2358	260	843	79	96	48	98	10	21
	%	100.0	38.9	37.8	4.2	13.5	1.3	1.5	0.8	1.6	0.2	0.4
	FY 94 #	6372	2436	2391	265	904	91	99	53	104	11	18
	%	100.0	38.2	37.5	4.2	14.2	1.4	1.6	0.8	1.6	0.2	0.3
% DIFFERENCE			-7	-0.3	0.0	0.7	0.1	0.1	0.0	0.0	0.0	-0.1
TECHNICAL	FY 93 #	709	116	295	29	207	11	29	3	18	0	1
	%	100.0	16.4	41.6	4.1	29.2	1.6	4.1	0.4	2.5	0.0	0.1
	FY 94 #	718	106	296	30	221	12	32	4	15	0	2
	%	100.0	14.8	41.2	4.2	30.7	1.7	4.5	0.6	2.1	0.0	0.3
% DIFFERENCE			-1.6	-0.4	0.1	0.5	0.1	0.4	0.2	-0.4	0.0	0.2
CLERICAL	FY 93 #	1987	52	713	54	1022	6	106	3	23	2	6
	%	100.0	2.6	35.9	2.7	51.4	0.3	5.3	0.2	1.2	0.1	0.3
	FY 94 #	1842	51	637	52	952	5	106	4	26	2	7
	%	110.0	2.8	34.6	2.8	51.7	0.3	5.7	0.2	1.4	0.1	0.4
% DIFFERENCE			0.2	-1.3	0.1	0.3	0.0	0.4	0.0	0.2	0.0	0.1
OTHERS	FY 93 #	3	0	0	1	2	0	0	0	0	0	0
	%	100.0	0.0	0.0	33.3	66.7	0.0	0.0	0.0	0.0	0.0	0.0
	FY 94 #	2	0	0	1	1	0	0	0	0	0	0
	%	100.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
% DIFFERENCE			0.0	0.0	16.7	-16.7	0.0	0.0	0.0	0.0	0.0	0.0

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 401 BIOLOGIST	FY 93 #	670	408	172	28	24	9	6	13	9	1	0
	%	100.0	60.9	25.7	4.2	3.6	1.3	0.9	1.9	1.3	0.2	0.0
	FY 94 #	654	390	178	25	24	9	6	12	9	1	0
	%	100.0	59.6	27.2	3.8	3.7	1.4	0.9	1.8	1.4	0.2	0.0
	% DIFFERENCE		-1.3	1.5	-0.4	0.1	0.1	0.0	-0.1	0.1	0.0	0.0
SERIES 510 ACCOUNTANT	FY 93 #	183	78	44	8	34	2	4	3	9	0	1
	%	100.0	42.6	24.0	4.4	18.6	1.1	2.2	1.6	4.9	0.0	0.6
	FY 94 #	180	77	43	8	35	2	3	3	8	0	1
	%	100.0	42.8	23.9	4.4	19.4	1.1	1.7	1.7	4.4	0.0	0.6
	% DIFFERENCE		0.2	-0.1	0.0	0.8	0.0	-0.5	0.1	-0.5	0.0	0.0
SERIES 511 AUDITOR	FY 93 #	254	123	68	21	23	4	6	5	4	0	0
	%	100.0	48.2	26.8	8.3	9.1	1.6	2.4	2.0	1.6	0.0	0.0
	FY 94 #	283	133	77	23	30	5	6	4	5	0	0
	%	100.0	47.0	27.2	8.1	10.6	1.8	2.1	1.4	1.8	0.0	0.0
	% DIFFERENCE		-1.2	0.4	-0.2	1.5	0.2	-0.3	-0.6	0.2	0.0	0.0
SERIES 819 ENVIRONMENTAL ENGINEER	FY 93 #	2295	1385	420	83	71	110	48	131	46	1	0
	%	100.0	60.3	18.3	3.6	3.1	4.8	2.1	5.7	2.0	0.04	0.0
	FY 94 #	2199	1298	413	83	76	100	47	130	51	1	0
	%	100.0	59.0	18.8	3.8	3.5	4.6	2.1	5.9	2.3	0.05	0.0
	% DIFFERENCE		-1.3	0.5	0.2	0.4	-0.2	0.0	0.2	0.3	0.01	0.0
SERIES 893 CHEMICAL ENGINEER	FY 93 #	165	91	35	5	4	7	3	15	5	0	0
	%	100.0	55.3	21.2	3.0	2.4	4.2	1.8	9.1	3.0	0.0	0.0
	FY 94 #	168	90	42	6	4	6	3	15	2	0	0
	%	100.0	53.6	25.0	3.6	2.4	3.6	1.8	8.9	1.2	0.0	0.0
	% DIFFERENCE		-1.7	3.8	0.6	0.0	-0.6	0.0	-0.2	-1.8	0.0	0.0

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 905 ATTORNEY	FY 93 #	990	474	382	28	42	17	19	9	15	1	3
	%	100.0	48.0	38.6	2.8	4.2	1.7	1.9	0.9	1.5	0.1	0.3
	FY 94 #	991	474	375	29	42	20	19	12	14	3	3
	%	100.0	47.8	37.8	2.9	4.2	2.0	1.9	1.2	1.4	0.3	0.3
	% DIFFERENCE		-0.2	-0.8	0.1	0.0	0.3	0.0	0.3	-0.1	0.2	0.0
SERIES 1301 PHYSICAL SCIENTIST	FY 93 #	1849	1107	521	59	55	26	22	33	22	0	4
	%	100.0	59.8	28.2	3.2	3.0	1.4	1.2	1.8	1.2	0.0	0.2
	FY 94 #	1850	1086	522	61	60	28	25	34	28	2	4
	%	100.0	58.7	28.2	3.3	3.2	1.5	1.3	1.8	1.5	0.1	0.2
	% DIFFERENCE		-1.1	0.0	0.1	0.2	0.1	0.1	0.0	0.3	0.1	0.0
SERIES 1320 CHEMIST	FY 93 #	652	419	123	24	12	9	9	32	24	0	0
	%	100.0	64.2	18.9	3.7	1.8	1.4	1.4	4.9	3.7	0.0	0.0
	FY 94 #	640	408	123	24	13	9	9	30	24	0	0
	%	100.0	63.7	19.2	3.8	2.0	1.4	1.4	4.7	3.8	0.0	0.0
	% DIFFERENCE		-0.5	0.3	0.1	0.2	0.0	0.0	-0.2	0.1	0.0	0.0
SERIES 1350 GEOLOGIST	FY 93 #	135	98	28	3	1	1	2	2	0	0	0
	%	100.0	72.7	20.7	2.2	0.7	0.7	1.5	1.5	0.0	0.0	0.0
	FY 94 #	131	99	24	4	1	1	0	2	0	0	0
	%	100.0	75.6	18.3	3.0	0.8	0.8	0.0	1.5	0.0	0.0	0.0
	% DIFFERENCE		2.9	-2.4	0.8	0.1	0.1	-1.5	0.0	0.0	0.0	0.0

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
ADMINISTRATIVE			M	F	M	F	M	F	M	F	M	F
SERIES 0028 ENVIRONMENTAL SPECIALIST	FY 93 #	2228	899	960	56	185	25	27	18	40	7	11
	%	100.0	40.4	43.1	2.5	8.3	1.1	1.2	0.8	1.8	0.3	0.5
	FY 94 #	2259	902	966	58	192	31	29	21	44	7	9
	%	100.0	39.9	42.8	2.6	8.5	1.4	1.3	0.9	1.9	0.3	0.4
	% DIFFERENCE		-0.5	-0.3	0.1	0.2	0.3	0.1	0.1	0.1	0.0	-0.1
SERIES 301 ADMINISTRATIVE	FY 93 #	729	272	266	27	129	8	9	2	8	3	5
	%	100.0	37.3	36.5	3.7	17.7	1.1	1.2	0.3	1.1	0.4	0.7
	FY 94 #	748	262	279	32	140	9	11	3	6	2	4
	%	100.0	35.0	37.3	4.3	18.7	1.2	1.5	0.4	0.8	0.3	0.5
	% DIFFERENCE		-2.3	0.8	0.6	1.0	0.1	0.3	0.1	-0.3	-0.1	-0.2
SERIES 340 PROGRAM MANAGER	FY 93 #	280	190	71	9	4	2	1	1	2	0	0
	%	100.0	67.9	25.386	3.2	1.4	0.7	0.4	0.4	0.7	0.0	0.0
	FY 94 #	303	197	28.4	7	5	3	1	1	2	1	0
	%	100.0	65.0		2.3	1.7	1.0	0.3	0.3	0.7	0.3	0.0
	% DIFFERENCE		-2.9	3.1	-0.9	0.3	0.3	-0.1	-0.1	0.0	0.3	0.0
SERIES 343 MANAGEMENT ANALYST	FY 93 #	1061	332	456	33	185	11	17	6	18	1	2
	%	100.0	29.5	43.0	3.1	17.4	1.0	1.6	0.6	1.7	0.1	0.2
	FY 94 #	1111	333	480	35	201	13	19	6	20	1	3
	%	100.0	30.0	43.2	3.1	18.1	1.2	1.7	0.5	1.8	0.1	0.3
	% DIFFERENCE		0.5	0.2	0.0	0.7	0.2	0.1	-0.1	0.1	0.0	0.1
SERIES 1102 CONTRACT SPECIALIST	FY 93 #	298	99	120	26	44	3	2	0	2	0	2
	%	100.0	33.1	40.3	8.7	14.8	1.0	0.7	0.0	0.7	0.0	0.7
	FY 94 #	314	99	125	27	53	3	3	1	2	0	1
	%	100.0	31.5	39.8	8.6	16.8	1.0	1.0	0.3	0.6	0.0	0.3
	% DIFFERENCE		-1.6	-0.5	-0.1	2.0	0.0	0.3	0.3	-0.1	0.0	-0.4

**ACCOMPLISHMENTS BY PATCO VERSUS CLF (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
PROFESSIONAL	FY 94 #	8022	4646	2725	294	305	194	123	278	157	9	9
	%	100.0	57.9	33.9	3.7	3.8	2.4	1.5	3.5	2.0	0.1	0.1
	CLF *		54.7	30.0	2.4	3.2	2.1	1.4	3.5	1.9	0.2	0.2
ADMINISTRATIVE	FY 94 #	6372	2436	2391	265	904	91	99	53	104	11	18
	%	100.0	38.2	37.5	4.2	14.2	1.4	1.6	0.8	1.6	0.2	0.3
	CLF *		42.1	40.4	3.6	5.3	2.6	2.6	1.4	1.4	0.3	0.3
TECHNICAL	FY 94 #	718	106	296	30	221	12	32	4	15	0	2
	%	100.0	14.8	41.2	14.2	30.8	1.7	4.5	0.6	2.1	0.0	0.3
	CLF *		36.1	42.9	3.6	6.6	3.2	3.4	1.9	1.6	0.4	0.4
CLERICAL	FY 94 #	1842	51	637	52	952	5	106	4	26	2	7
	%	100.0	2.8	34.6	2.8	51.7	0.3	5.7	0.2	1.4	0.1	0.4
	CLF *		14.0	63.4	2.8	9.6	1.7	5.2	0.8	1.9	0.1	0.5
OTHER	FY 94 #	2	0	0	1	1	0	0	0	0	0	0
	%	100.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	CLF *		67.6	11.2	9.7	3.2	4.8	1.0	1.2	0.3	0.9	0.2

* National (U.S.) Civilian Labor Force

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS VERSUS CLF (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 401 BIOLOGIST	FY 94 #	654	390	178	25	24	9	6	12	9	1	0
	%	100.0	59.6	27.2	3.8	3.7	1.4	0.9	1.8	1.4	0.2	0.0
	CLF *		55.2	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 510 ACCOUNTANT	FY 94 #	180	77	43	8	35	2	3	3	8	0	1
	%	100.0	42.8	23.9	4.4	19.4	1.1	1.7	1.7	4.4	0.0	.6
	CLF *		55.2	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 511 AUDITOR	FY 94 #	283	133	77	23	30	5	6	4	5	0	0
	%	100.0	47.0	27.2	8.1	10.6	1.8	2.1	1.4	1.8	0.0	0.0
	CLF *		55.2	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 819 ENVIRONMENTAL ENGINEER	FY 94 #	2199	1298	413	83	76	100	47	130	51	1	0
	%	100.0	59.0	18.8	3.8	3.5	4.6	2.1	5.9	2.3	0.05	0.00
	CLF *		55.2	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 893 CHEMICAL ENGINEER	FY 94 #	168	90	42	6	4	6	3	15	2	0	0
	%	100.0	53.6	25.0	3.6	2.4	3.6	1.8	8.9	1.2	0.0	0.0
	CLF *		55.2	30.2	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02

* National (U.S.) Civilian Labor Force

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS VERSUS CLF (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 905 ATTORNEY	FY 94 #	991	474	375	29	42	20	19	12	14	3	3
	%	100.0	47.8	37.8	2.9	4.2	2.0	1.9	1.2	1.4	0.3	.3
	CLF *		55.2	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 1301 PHYSICAL SCIENTIST	FY 94 #	1850	1086	522	61	60	28	25	34	28	2	4
	%	100.0	58.7	28.2	3.3	3.2	1.5	1.3	1.8	1.5	0.1	0.2
	CLF *		55.2	30.2	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 1320 CHEMIST	FY 94 #	640	408	123	24	13	9	9	30	24	0	0
	%	100.0	63.7	19.2	3.8	2.0	1.4	1.4	4.7	3.8	0.0	0.0
	CLF *		55.2	30.2	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02
SERIES 1350 GEOLOGIST	FY 94 #	131	99	24	4	1	1	0	2	0	0	0
	%	100.0	75.6	18.3	3.0	0.8	0.8	0.0	1.5	0.0	0.0	0.0
	CLF *		55.2	30.2	2.4	3.2	2.1	1.4	3.5	1.9	0.02	0.02

* National (U.S.) Civilian Labor Force

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS VERSUS CLF (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
ADMINISTRATIVE			M	F	M	F	M	F	M	F	M	F
SERIES 0028 ENVIRONMENTAL SPECIALIST	FY 94 # % CLF *	2259 100.0	902 39.9 42.6	966 42.8 40.4	58 2.6 3.6	192 8.5 5.3	31 1.4 2.6	29 1.3 2.6	21 0.9 1.4	44 1.9 1.4	7 0.3 0.03	9 0.4 0.03
SERIES 301 ADMINISTRATIVE	FY 94 # % CLF *	748 100.0	262 35.0 42.6	279 37.3 40.4	32 4.3 3.6	140 18.7 5.3	9 1.2 2.6	11 1.5 2.6	3 0.4 1.4	6 0.8 1.4	2 0.3 0.03	4 0.5 0.03
SERIES 340 PROGRAM MANAGER	FY 94 # % CLF *	303 100.0	197 65.0 42.6	86 28.4 40.4	7 2.3 3.6	5 1.7 5.3	3 1.0 2.6	1 0.3 2.6	1 0.3 1.4	2 0.7 1.4	1 0.3 0.3	0 0.0 0.03
SERIES 343 MANAGEMENT ANALYST	FY 94 # % CLF *	1111 100.0	333 30.0 42.6	480 43.2 40.4	35 3.1 3.6	201 18.1 5.3	13 1.2 2.6	19 1.7 2.6	6 0.5 1.4	20 1.8 1.4	1 0.1 0.03	3 0.3 0.03
SERIES 1102 CONTRACT SPECIALIST	FY 94 # 2 CLF *	314 100.0	99 31.5 42.6	125 39.8 40.4	27 8.6 3.6	53 16.8 5.3	3 1.0 2.6	3 1.0 2.6	1 0.3 1.4	2 0.6 1.4	0 0.0 0.03	1 0.3 0.03

* National (U.S.) Civilian Labor Force

**ACCOMPLISHMENTS BY GRADE GROUPING (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
GS 1-4	FY 93 #	200	15	45	22	95	2	18	2	0	0	1
	%	100.0	7.5	22.5	11.0	47.5	1.0	9.0	1.0	0.0	0.0	0.5
	FY 94 #	148	14	32	14	60	1	22	3	1	0	1
	%	100.0	9.5	21.6	9.5	40.5	0.7	14.9	2.0	0.7	0.0	0.7
% DIFFERENCE			1.9	-0.9	-1.5	-7.0	-0.3	5.9	1.0	0.7	0.0	0.2
GS 5-8	FY 93 #	2568	157	978	78	1130	25	130	12	50	2	6
	%	100.0	6.1	38.1	3.0	44.0	1.0	5.1	0.5	2.0	0.1	0.2
	FY 94 #	2351	114	872	74	1084	22	118	10	48	2	7
	%	100.0	4.9	37.1	3.2	46.1	1.0	5.0	0.4	2.1	0.1	0.3
% DIFFERENCE			-1.2	-1.0	0.2	2.1	0.0	-0.1	-0.1	0.1	0.0	0.1
GS 9-12	FY 93 #	5797	2173	2035	254	778	135	129	130	132	8	23
	%	100.0	37.4	35.1	4.4	13.4	2.3	2.3	2.2	2.3	0.1	0.4
	FY 94 #	5542	2012	1928	252	798	138	131	126	128	8	21
	%	100.0	36.3	34.8	4.6	14.4	2.5	2.4	2.3	2.3	0.1	0.4
% DIFFERENCE			-1.1	-0.3	0.2	1.0	0.2	0.1	0.1	0.0	0.0	0.0
GS-13	FY 93 #	4319	2279	1275	175	252	82	58	112	78	4	4
	%	100.0	52.8	29.5	4.1	5.8	1.9	1.3	2.6	1.8	0.1	0.1
	FY 94 #	4810	2483	1436	196	309	84	66	126	95	9	6
	%	100.0	51.6	29.8	4.1	6.4	1.8	1.4	2.6	2.0	0.2	0.1
% DIFFERENCE			-1.2	0.3	0.0	0.6	-0.1	0.1	0.0	0.2	0.1	0.0
GS-14	FY 93 #	2507	1544	693	58	87	25	17	58	22	1	2
	%	100.0	61.6	27.6	2.3	3.5	1.0	0.7	2.3	0.9	0.1	0.1
	FY 94 #	2495	1511	693	60	101	33	20	53	22	1	1
	%	100.0	60.6	27.8	2.4	4.1	1.3	0.8	2.1	0.9	0.1	0.
% DIFFERENCE			-1.0	0.2	0.1	0.6	0.3	0.1	-0.2	0.0	0.0	0.1

**ACCOMPLISHMENTS BY GRADE GROUPING (AGENCY-WIDE)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
GS-15	FY 93 #	1312	905	297	36	24	22	4	16	7	1	0
	%	100.0	69.0	22.6	2.7	1.8	1.7	0.3	1.2	0.5	0.1	0.0
	FY 94 #	1331	909	303	37	28	22	3	20	8	1	0
	%	100.0	69.3	22.8	2.8	2.1	1.7	0.2	1.5	0.6	0.1	0.0
% DIFFERENCE			0.3	0.2	0.1	0.3	0.0	-0.1	0.3	0.1	0.0	0.0
SES	FY 93 #	273	199	59	11	2	1	0	1	0	0	0
	%		72.9	21.6	4.0	0.7	0.4	0.0	0.4	0.0	0.0	0.0
	FY 94 #	279	196	67	9	3	2	0	1	0	1	0
	%		70.3	24.0	3.2	1.1	0.7	0.0	0.4	0.0	0.4	0.0
% DIFFERENCE			-2.6	2.4	-0.8	0.4	0.3	0.0	0.0	0.0	0.4	0.0

NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCO (AGENCY-WIDE)


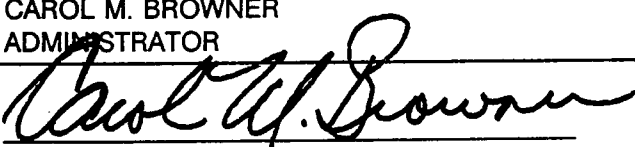
CATEGORIES	* PLANNED/ ** ACTUAL	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN	
		M	F	M	F	M	F	M	F	M	F
		#	#	#	#	#	#	#	#	#	#
PROFESSIONAL	PLANNED	4693	2116	307	337	215	142	331	176	12	11
	ACTUAL	4646	2007	294	305	194	123	278	157	9	9
ADMINISTRATIVE	PLANNED	2439	2410	284	923	102	105	59	108	17	19
	ACTUAL	2436	2391	265	904	91	99	53	104	11	18
TECHNICAL	PLANNED	106	310	32	229	18	38	6	17	0	2
	ACTUAL	106	296	30	221	12	32	4	15	0	2
CLERICAL	PLANNED	51	637	52	952	6	106	0	27	2	7
	ACTUAL	51	637	52	952	5	106	4	26	2	7
OTHER	PLANNED	0	0	1	2	0	0	0	0	0	0
	ACTUAL	0	0	1	2	0		0	0	0	0

* Planned represents the number of full-time, part-time employees on-board as of Sept. 30, 1994 plus the goals to hire new employees in FY 1995.

** Actual represents the number of full-time, part-time employees on-board as of Sept. 30, 1994.

In those instances where planned and actual figures are the same, the Agency does not have any plans to hire.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1995

<p>• REPORT ON ACCOMPLISHMENT OF OBJECTIVES</p>
<p>Name of Organization: Environmental Protection Agency</p>
<p>Address of Organization:</p> <p>401 M Street, SW Washington, DC 20460</p>
<p>Organization Level: AGENCY-WIDE</p>
<p>Number of Employees Covered By Plan: <u>16,956</u> TOTAL</p> <p><u>8022</u> PROFESSIONAL <u>6372</u> ADMINISTRATIVE <u>718</u> TECHNICAL</p> <p><u>1842</u> CLERICAL <u>2</u> OTHER</p>
<p>Name of Contact Person/Person Preparing Form: Sharon Holmes</p> <p>TELEPHONE NUMBER: <u>(202) 260-2566</u></p>
<p>Name/Title of Principal EEO Official:</p> <p>Dan J. Rondeau Director, Office of Civil Rights</p>
<p> _____ Signature of Principal EEO Official</p> <p>DATE: <u>June 23, 1995</u></p> <p>Certify that this report is in compliance with EEOC-MD-714.</p>
<p>Name/Title of Head of Organization</p> <p>CAROL M. BROWNER ADMINISTRATOR</p>
<p> _____</p> <p>Signature of Head of Organization</p> <p>DATE: <u>JUL 25 1995</u></p> <p>Certify that this report is in compliance with EEOC-MD-714.</p>

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Sufficient financial support for the FWP is not being provided. Some of the FWP Managers have not received training which would provide them the skills, knowledge and abilities they need to properly function in their positions. Others have limited access to information and guidance. This impacts on their ability to offer sound advice and assistance to management officials on employment concerns of women. Activities of the local and national FWP, WISE, and SAAC organizations are not synchronized nor mutually supportive. The National FWP Manager does not have the level of field interaction necessary to select issues for national attention.

OBJECTIVE: The Federal Women's Program, WISE, and SAAC in the Regional Offices and laboratories are effective in addressing employment issues of women and are able to provide sound advice, information, and feedback to their management officials and to the National FWP Manager, and effectively lead their councils and groups.

ACTION ITEMS	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Provide financial resources, training and guidance to field Federal Women's Program Managers to enhance their skills, knowledge and abilities so that their respective FW Programs are administered effectively and efficiently.		X	

ACCOMPLISHMENTS

Bi-monthly informational memos were sent to FWP Managers to keep them informed of EPA and government-wide program developments. Support to National Secretarial and Administrative Advisory Council (SAAC) and Women in Science and Engineering (WISE) continued in FY 1994. The National FWP Manager continued to work with the appropriate Agency management officials to devote more financial resources to the FWP Managers, SAAC and WISE representatives.

The EPA sponsored a training conference for all Agency FWP Managers that focused on effective program management. Training for Agency FWPMs is sponsored annually. Agency FWPMs are also encouraged and allowed to attend the annual National Training Program of Federally Employed Women. The National FWP Manager holds quarterly conference calls with FWPMs to provide guidance and advice, and to keep Managers abreast of current issues/initiatives/policy changes that may affect program operation. Additionally, a centralized budget in the Office of Civil Rights has been established from which funds are expended to conduct National FWP, WISE, and SAAC business. Communication among the national councils of SAAC, WISE, and the FWP is markedly improved. Annually, these groups meet in a Joint Meeting of Special Emphasis Program Councils to identify common concerns, and develop joint strategies to address those concerns. Chairpersons of each council are standing members of all FWP and other Special Emphasis Program Councils.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Accountability for achieving specific affirmative employment objectives is often lacking at the level of program hiring officials.

OBJECTIVE: To increase commitment and accountability of program/hiring officials throughout the Agency for improving the representation of minorities and women.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Issue affirmative employment program policy, specific goals and program objectives for Office, Division and Branch levels as appropriate.	X		
Institute policy and mechanisms for assuring that hiring officials actively recruit and consider minorities and women before making selections.	X		
Design, develop and offer EEO Awareness training through the EPA Institute.			X

ACCOMPLISHMENTS

EPA components routinely include AEP goals and objectives in their annual Affirmative Employment Program Plan Update and Accomplishment Reports. Additional detailed instructions and guidance for the preparation of AEP reports was issued by the OCR on the development of planned affirmative employment goals and objectives.

Some managers have a performance management element relating to EEO and Human Resources Management/Development. However, in an effort to focus more on civil rights/EEO issues a National Civil Rights Workgroup (NCRWG) was initiated to focus on shared civil rights issues. The NCRWG presented a proposal to the senior level management team recommending that a separate critical element be included in the annual performance plans of all managers and supervisors. Such an element would ensure that all managers and supervisors devote the proper attention to all aspects of human resources issues relating to EEO to include efforts to recruit minorities and women.

EPA officials received training and logistical support to develop effective recruitment strategies for program objectives. Training is available to assist managers and supervisors in gaining the essential skills and practical experience required to effectively interact with other people. Managers may attend the EEO or Cultural Diversity training courses as offered. OCR staff serve as facilitators in the Cultural Diversity Sessions.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of minorities and women in major occupational areas within EPA work force. Failure to remedy this situation results in part from inadequate targeting of recruitment efforts.

OBJECTIVE: To increase the representation of minorities and women in occupational categories and in organizational components comparable to the civilian labor force.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS	
	ON-GOING	NO
Conduct targeted project to recruit members of groups that remain underrepresented.	X	
Hire, train and promote EEO group members to increase their levels of employment in occupations and in organizational components where their representation is below the appropriate civilian labor force.	X	

ACCOMPLISHMENTS

The Agency's efforts to focus recruitment in areas of underrepresentation continues to improve in some organizations as operating component's work with Agency recruitment specialists, minority professional organizations and minority academic institutions. A replacement system to the EPAYS automated personnel data system referred to as EEOMAS has been recommended for procurement. The EEOMAS will provide work force statistics on all EPA employees. This data will be made available to senior level officials so that they will be aware of the status of underrepresented employees as they strive to advance to higher grades and professional occupations.

The Agency continues to support and encourage minorities and women to participate in programs that enhance their credentials and eligibility for promotion to higher grades. There is careful monitoring of the "feeder groups" that supply candidates for positions in grades 13-15, where significant levels of underrepresentation remain.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

OBJECTIVES:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
To expand the EPA's relationships/partnerships among MAIs to develop cooperative ventures that would benefit both the EPA and MAIs.		X	
To gain support for both undergraduate and graduate students and programs in science and engineering fields relevant to the environment.		X	
To establish a formal National Research Scholars Program in environmental sciences which focuses on minority academic institutions.		X	
To expand the current National Urban/Rural Fellows Program (NURF) and establish a 2-year Environmental Science Management Fellowships (ESMF) Program based on the NURF model.		X	
To increase the availability of qualified minority and non-minority women scientists and engineers.		X	
To bring together students and faculty members who are trained in various specific disciplines to interact in the examination of environmental issues and problems which would help to expand the research and teaching capabilities at MAIs and attract pre-doctoral students or post-doctoral fellows.		X	
To foster a proactive and positive relationship among Agency components and MAIs.		X	

ACCOMPLISHMENTS

EDUCATION: A new two-year Environmental Science Management Training Program was initiated by the National Urban Fellows Program at Tufts University. This program offers mid-career professionals an opportunity to earn a masters degree in environmental science management and to gain work experience at EPA. With EPA financial support, eight participants are currently enrolled in this program which started its second year in September 1992. During FY 1993, the program graduated 8 fellows; in FY 1994 7 were added and will begin their mentorship in August 1994.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

EDUCATION: A fellowship and scholarship program was established to provide long-term financial and mentoring support to students in undergraduate and graduate environmental programs. During FY 1992, 20 graduate fellowships and 18 undergraduate scholarships were awarded to students at 18 minority academic institutions. The program will continue throughout FY 1993 and FY 1994.

EMPLOYMENT: Recognizing that an effective recruitment strategy is essential, the EPA Minority Academic Institution (MAI) Task Force recommended that EPA establish college relations programs on several HBCU and HACU campuses. Senior EPA officials are now serving as Campus Executives, coordinating recruitment activities, and fostering linkages between these adopted institutions and EPA.

The MAI Task Force established the Coop-Progression Program to build technical knowledge and support not only for students, but for MAI faculty and mid-career minority professionals as well. The program was piloted in 1991 and expanded during FY 1992 to include EPA's laboratories and regional offices. The Coop-Progression program recruits 10th and 11th grade minority students to be employed part-time at EPA. On their graduation from high school, EPA pays up to \$5,000 a year college tuition and employs the students coops during undergraduate and graduate training. In addition, EPA's Office of Research and Development (ORD) and some Regions have independently reached out to local MAIs to strengthen the relationship between EPA and the local institutions by establishing programs in environmental education. During FY 1992, 10 programs were established across the ORD laboratories to provide cooperative education to Black, Hispanic, Native American, and Native Alaskan students.

RESEARCH AND DEVELOPMENT: Through the efforts of the MAI Task Force, three new Minority Academic Institution Research Centers were established at Clark Atlanta University at Atlanta, Southern University in Baton Rouge, and the University of Texas at El Paso. The purpose of these centers is to build the research capacities at minority institutions. The MAI Task Force found that past funding levels for research assistance at MAIs had not been adequate to build research activities in environmental areas, to develop curricula in sciences and engineering, or to encourage faculty participation in these fields. The FY 1992 funding for these three centers was \$3 million. Budget constraints may prevent this program from increasing.

Faculty from MAIs were encouraged to participate in EPA's Faculty Fellows Program, where they may spend 4-6 months in research facilities working on priority environmental PART A, Subpart B (Agency-wide) projects. The objective is for faculty, enriched by this experience, to return to their home institutions to continue relevant research and to mentor and encourage students in environmental studies. This program accommodates 15 to 20 faculty from Historically Black Colleges/Universities (HBCU) each year.

MANAGEMENT ACCOUNTABILITY/INSTITUTIONAL ISSUES: In order to foster greater support for the objectives of Executive Orders 12677 and 12729, the Management Accountability and Institutional Issues Subcommittee, of the EPA's MAI Task Force developed a directory for managers which lists all of the program activities the EPA is engaged in with MAIs - research grants, cooperative education agreements, intergovernmental personnel act agreements, fellowships, equipment donations or transfers, training grants, faculty internships, student internships, and education. The directory is currently in the progress of being updated. New copies may be available by January 1995.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Unnecessary education restrictions tend to limit development of the applicant pool, screening out qualified minorities and women for supervisory and pre-supervisory positions. The barriers to eliminating this practice or lessen its effects are due to long-held views on what constitutes "necessary" credentials for certain Federal positions.

OBJECTIVE: To increase the selection rate for minorities and women in supervisory positions and in mid-level positions that feed them.

ACTION ITEMS	ACCOMPLISHMENTS STATUS
Review proposed announcements of vacant supervisory positions to determine where multiple series listing, including the Environmental Protection Specialist (EPS) series, could be used to obtain qualified candidates rather than limiting applicants to one or two professional job series.	EPA require that GS-13 and above vacancy announcements be advertised nationally and open for not less than 30 calendar days. Vacancy announcements were distributed to community groups, employment agencies and posted on official bulletin boards throughout the Agency. While development of an applicant tracking system was abandoned, as previously reported, the Agency has developed a system to track the race, sex, etc., of selectees for supervisory positions. Some Agency components have restructured mid-level professional positions to allow for the establishment of entry level skills. Selection patterns are monitored to determine where additional emphasis needs to be placed.
Review staffing requirements for Agency components where substantial hiring is planned to determine whether restructuring of professional jobs at the mid-level would permit the creation of EPS and other administrative or technical positions.	
Develop selection data to provide basis for monitoring.	
Monitor selection patterns to assess whether to opening up qualification requirements results in higher rate of selection for minorities and women.	

ACCOMPLISHMENTS

The Office of Civil Rights' (OCR) Affirmative Employment and Special Emphasis staff developed and implemented procedures to disseminate information on supervisory opportunities in EPA to interested individuals and professional organizations whose members possess the required expertise. The OCR and the Office of Human Resources periodically reviews assessment data on the number of minority and women hired for supervisory and managerial positions and publish Agency-wide reports. The OCR National Special Emphasis Program Managers and Councils are actively working with managers and employees to increase the number of minority and women supervisors by removing inappropriate employment barriers. Members of the OCR staff routinely serve on selection panels or provide advice to selecting officials on questions of workforce diversity and affirmative employment.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance and, in some cases, conspicuous absence of minorities and women in upper grade levels and in supervisory positions.

OBJECTIVE: To increase the representation of minorities and women in upper grade levels and supervisory/managerial positions, to at least their percent of representation in EPA's workforce and ultimately to their percent of availability within the civilian labor force.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Conduct targeted projects to recruit members of groups that remain underrepresented.	X		
Hire minorities and non-minority women in EPA components where their representation is below the CLF. Train and promote EEO group members who have the potential for advancement.		X	

ACCOMPLISHMENTS

Total Quality Management (TQM) practices identified effective communications between managers and employees as an essential element in highly effective organizations. The EPA has developed and/or participates in a variety of leadership development programs such as the OPM sponsored Women's Executive Leadership (WEL) Program, and EPA's Greater Leadership Opportunities (GLO) Program which are designed to prepare minorities and women for leadership positions. The EPA created a program known as Goal Setters Reaching for Opportunities (GRO) for employees in grades ranging from GS-4 to GS-10. Additionally, special workshops are held during special observance weeks/months to help increase managers' awareness of the skills and capabilities of minorities and women. Minorities and women in supervisory/managerial positions are featured in employee and management publications.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Present recruitment efforts are not producing a sufficient number of targeted group applicants for specific occupational categories and higher grade levels (GS 13-15) where underrepresentation exists. Further, although the number of qualified targeted group candidates is steadily increasing, targeted group members are not being selected at an acceptable rate.

OBJECTIVE: A recruitment program which produces a sufficient number of qualified targeted group candidates for consideration and a staff of selecting officials who make it a priority to select targeted group members for occupational categories and grade levels where underrepresentation exists.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Develop and implement an Agency-wide recruiting program designed to reach and attract minorities and non-minority women for occupational categories where targeted groups are underrepresented, particularly at grade levels 13 and above in the EPA's major occupational categories(1).		X	
Achieve the AEP goals identified in this Plan.		X	

ACCOMPLISHMENTS

EPA's efforts to increase the number of minorities and women in occupational categories and grade levels where underrepresentation exists have focused on targeted recruitment and in developing the skills, knowledge and abilities of its employees. To reach qualified applicants for targeted occupations, the EPA has engaged in a variety of initiatives such as advertising vacancies for targeted occupations in publications having a significant minority and women readership. Further, EPA asks community organizations interested in employment issues affecting minorities and women, for help locating qualified candidates for employment consideration.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Current recruitment efforts are not yielding sufficient gains in the hiring of minorities and non-minority women.

OBJECTIVE: Recruitment actions which result in the selection of minorities and non-minority women at a progressive rate particularly in those occupational categories and grade levels where these targeted groups remain underrepresented.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Appoint recruiting teams made up of senior managers with full hiring authority.		X	
Provide training to recruitment team members regarding recruitment responsibilities, interviewing techniques, reporting requirements, etc.		X	
Develop an Agency-wide recruiting plan that assesses budget needs, targeted positions, recruitment events, etc.			X
Achieve the affirmative employment program goals identified in the Plan.		X	
Prepare an FY 1992 AEP Accomplishment Report and FY 1993 AEP Plan Update according to instructions provided by the OCR and provide reports within the specified time frame.		X	

ACCOMPLISHMENTS

The EPA is engaged in a wide variety of activities to enhance the employment as well as the advancement of minorities and non-minority women in the Agency - to highlight some of the major accomplishments...implementation of an SES Minority Recruitment Plan; the establishment of a requirement that all GS/GM 13 and above vacancy announcements be advertised nationally and be open for not less than 30 days; the development and implemented of a 5-Year Strategic Marketing Plan tailored to meet the professional recruitment needs of the Agency and expand the diversity of its workforce; the EPA's increased involvement in, and contributions to, Minority Academic Institutions; and the preparation and publication of a comprehensive Recruitment Resources Guide to assist managers in targeting specific minority populations in colleges, universities, and professional organizations.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: There is a need for a range of specific workforce data that is not currently retrievable through existing systems. The impediment to the development of the automated programs as a "single step" is the lack of sufficient funds to support program design and develop. Therefore, programs must be designed/developed in stages over a 3-5 fiscal year period.

OBJECTIVE: To provide management with adequate data to monitor and evaluate the Affirmative Employment Program as a basis for improving the representation of minorities and women.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS	
	YES	ACCOMPLISHMENT
Train HQ/Regional in the use of existing and new data systems.	x	The training provided an opportunity for participants to gain a working knowledge of the EEO/Affirmative Employment Program and the data systems used in monitoring and evaluating the progress of the AEP.

ACCOMPLISHMENTS

A Memorandum of Understanding between the OCR and the Administrative Systems Division specifically outlines the framework upon which the Agency's Equal Employment Opportunity Reporting System (EERS) will be developed, implemented, managed and maintained was issued. To enable management officials to have computer generated access to workforce data pinpointing areas needing affirmative action initiatives, the OCR has selected the Equal Employment Opportunity Monitoring and Analysis System (EEOMAS).

The EEOMAS is a computer based system which will provide the EEO staff ready and easy access to required work force profile statistical data on demand versus the time used to access the present system. The EEOMAS provides for the automated production of a significant portion of the AEP in accordance with EEOC Management Directive 714, the implementing document for the AEP. The EEOMAS will be procured and implemented by the end of FY 1995.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: The full realm of each individual organizational component's Affirmative Employment Program initiatives are not being reviewed and the results of their efforts are not being considered in the performance evaluation process.

OBJECTIVE: A comprehensive and consistent formal process through which Affirmative Employment Program initiatives are reviewed, specific results assessed, and used in evaluating the performance of management officials.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Provide copies of the Office of Civil Rights (AEP) Checklist to the Administrator, Deputy Administrator, and Senior Management Officials.			X
Use the OCR Checklist, among other things, to review, assess and evaluate the performance of management officials.			X
Use the OCR Checklist, among other things, to review, assess and evaluate the effectiveness of Agency component programs.		X	

ACCOMPLISHMENTS

The OCR Checklist was developed to assess the full realm of Civil Rights program activities. The checklist was developed by a team of subject matter experts and coordinated with all EPA components. During FY 1994, some EEO Officers used the checklist as a self-assessment tool. The checklist's components have been incorporated into an Equal Employment Opportunity Program Assessment Manual which will be provided to all officials for their information during FY 1995.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: There is a need for a range of specific workforce data that is not currently retrievable through existing systems. The impediment to the development of the automated programs as a "single step" is the lack of sufficient funds to support program design and develop. Therefore, programs must be designed/developed in stages over a 3-5 fiscal year period.

OBJECTIVE: To provide management with adequate data to monitor and evaluate the Affirmative Employment Program as a basis for improving the representation of minorities and women.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS	
	YES	ACCOMPLISHMENT
Train HQ/Regional in the use of existing and new data systems.	x	The training provided an opportunity for participants to gain a working knowledge of the EEO/Affirmative Employment Program and the data systems used in monitoring and evaluating the progress of the AEP.

ACCOMPLISHMENTS

The Memorandum of Understanding between the OCR and the Administrative Systems Division, specifically outlines the framework upon which the Agency's Equal Employment Opportunity Reporting System (EERS) will be developed, implemented, managed and maintained. The second tier of automation continued in FY 1994. To enable management officials to have computer generated access to workforce data which specifically pinpoints areas needing affirmative action initiatives, the OCR has selected the Equal Employment Opportunity Monitoring and Analysis System (EEOMAS). The EEOMAS will be implemented by the end of FY 1995.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT: PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: The full realm of each individual organizational components' Affirmative Employment Program initiatives are not being reviewed and the results of their efforts are not being considered in the performance evaluation process.

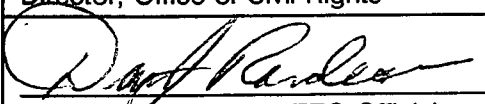
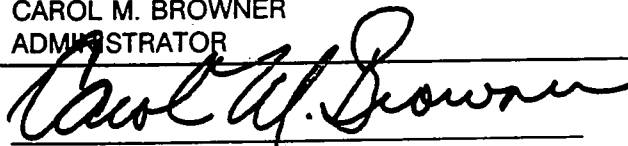
OBJECTIVE: A comprehensive and consistent formal process through which Affirmative Employment Program initiatives are reviewed, specific results assessed, and used in evaluating the performance of management officials.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Provide copies of the Affirmative Employment Program Checklist to the Administrator, Deputy Administrator and Senior Management Officials.			X
Use the Affirmative Employment Program Checklist, among other things, to review, assess and evaluate the performance of management officials.			X
Use the Affirmative Employment Program Checklist, among other things, to review, assess and evaluate the effectiveness of Agency component programs.		X	

ACCOMPLISHMENTS

The OCR Checklist was developed to assess the full realm of Civil Rights program activities. The checklist was developed by a team of subject matter experts. The checklist was coordinated with all EPA components. During FY 1994, some EEO Officers used the Checklist as a self-assessment tool. However, during FY 1995, the components of the checklist were incorporated into the OCR Equal Employment Opportunity Regional Assessment Manual. Therefore, the Checklist will no longer be used independently as a management tool to provide information to senior level officials. This manual will be provided to all level officials for their information and will be used by OCR staff to conduct regional assessments.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

<ul style="list-style-type: none">• WORK FORCE PROFILE AND ANALYSIS• REPORT ON OBJECTIVES AND ACTION ITEMS• PROBLEM/BARRIER IDENTIFICATION• NOTEWORTHY ACTIVITIES/INITIATIVES• WORK FORCE STATISTICAL CHARTS
Name of Organization: Environmental Protection Agency
Address of Organization: 401 M Street, SW Washington, DC 20460
Organization Level: HEADQUARTERS
Number of Employees Covered By Plan: <u>6,195</u> TOTAL <u>2210</u> PROFESSIONAL <u>3219</u> ADMINISTRATIVE <u>114</u> TECHNICAL <u>652</u> CLERICAL <u>0</u> OTHER
Name of Contact Person/Person Preparing Form: Sharon Holmes TELEPHONE NUMBER: <u>(202) 260-2566</u>
Name/Title of Principal EEO Official: Dan J. Rondeau Director, Office of Civil Rights
<div style="text-align: center;"> _____ Signature of Principal EEO Official</div> <div style="text-align: center;">DATE: <u>June 23, 1995</u> Certify that this report is in compliance with EEOC-MD-714.</div>
Name/Title of Head of Organization CAROL M. BROWNER ADMINISTRATOR
<div style="text-align: center;"> _____ Signature of Head of Organization</div> <div style="text-align: center;">JUL 25 1995 DATE: _____ Certify that this report is in compliance with EEOC-MD-714.</div>

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

WORK FORCE PROFILE AND ANALYSIS

This report contains the Headquarters accomplishments in hiring, promoting, and developing minorities and women during the past fiscal year.

The work force profiles in this section depicts the distribution of EPA's permanent full-time and part-time employees in General Schedule (GS) and Senior Executive Service (SES) positions by race, national origin, and gender. The data is organized to show the total EPA population (all Professional, Administrative, Technical, Clerical, and Other - referred to as PATCO categories) as well as the populations that make up the Agency's professional and administrative staff. These two occupational categories represent 85% of the Agency's work force. The data is also arranged by specific grade groups, as follows: GS 1-4, 5-8, 9-12, 13, 14, 15, and SES. Data pertaining to the EPA's major occupational categories is also included and shows the percent of distribution of all groups (minorities and non-minorities) for fiscal year 1994.

We based our Agency-wide work force computations and subsequent analysis on comparisons with the National Civilian Labor Force data from the 1990 Census. We used the National Professional Civilian Labor Force data to analyze our professional occupational groups. Likewise, we used the National Administrative Civilian Labor Force data to analyze our administrative occupational group. This section also contains a profile of planned versus actual accomplishments for minorities and women.

SUMMARY ANALYSIS

In FY 1993, EPA's full-time and part-time Headquarters population was 6,133. By the close of FY 1994, the total population was 6,195, a net increase of 62 employees. Most of the Headquarters work force were assigned to Professional and Administrative positions.

PROFESSIONAL

PATCO: The total number of employees in the professional category increased by 22 in FY 1993 going from 2,188 to 2210 in FY 1994; the number of minorities and women also increased by 32, from 952 in FY 1993 to 980 in FY 1994. In FY 1994, 35.6% of the EPA work force held professional positions. White men occupied 55.6% of the professional positions. Minorities and Women represented 44.4% of the professional staff.

Women occupied 34.2% of these positions with white women occupying 26%, black women 5%, Hispanic women 1.2%, Asian women 2.3% and Native American women with .1% of the positions. Minority men only occupied 10% of the professional positions. Black men represented 4.3%, Hispanic men 2% and Asian men 4.1%. There were no Native American men in the professional work force.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

MAJOR OCCUPATIONAL SERIES: White men occupied more than 50% of the biologist, environmental engineering, attorney, physical engineering, chemist and geologists positions; they also held more than 30% of the accounting, auditor, and chemical engineering positions. Minorities and women represented more than 60% of the EPA work force in positions as auditors, accountants and chemical engineers. In the attorney, chemist and biology professions, minorities and women held more than 45% of the positions; they only held about 30% of the environmental engineering and geologists positions.

ADMINISTRATIVE

PATCO: The total number of employees in the administrative category increased by 81, from 3,138 in FY 1993 to 3,219 in FY 1994; the number of women and minorities also increased by 79 from 1,906 in FY 1993 to 1,985 in FY 1994. In FY 1994, 51.9% of the EPA work force held administrative positions. White men occupied 38.3% of the administrative positions. Minorities and women represented 61.7% of the administrative staff.

Women occupied 54.9% of these positions with white women occupying 35.1%, black women 17.5%, Hispanic and Asian women both at 1.1% and Native American women with .1% of the positions. Minority men only occupied 7% of these positions. Black men represented 4.5%, Hispanic men 1.4%, Asian men 1% and Native American men were .1% of the administrative work force.

MAJOR OCCUPATIONAL SERIES: White men occupied more than 65.7% of the Program Manager positions in the administrative series. White men also held 42% of the environmental specialists positions and at least 30% of the administrative, management analyst and contract specialists positions. Minorities and women represented more than 60% of the EPA work force in positions as environmental specialists, administrative, management analysts and contract specialists; however, they only held 35% of the program manager positions.

TECHNICAL

The total number of technical employees increased by 1, from 113 in FY 1993 to 114 in FY 1994. In FY 1994, only 1.8% of the total EPA work force held technical positions. White men held 12.3% of the technical positions. Minorities and women represented 87.7% of the work force.

Women occupied 82% of these positions with white women assigned to 15.8% and black women 65.8%. There were no Hispanic, Asian or Native American women assigned to any technical positions. Black men represented 5.3% of these positions and were the only minority males assigned to technical positions. There were no Hispanic, Asian or Native American men in technical positions.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1994

CLERICAL

The total number of clerical employees decreased by 42, from 694 in FY 1993 to 652 in FY 1994. In FY 1994, only 11% of the total EPA work force held clerical positions. White men only held 3% of the clerical positions. Minorities and women represented 97% of the work force. White women held 19.2% of these positions while black women represented 73% of the clerical work force. Hispanic, Asian and Native American women only represented 1% of the work force assigned to clerical positions.

Minority men occupied 4.2% of these positions with black men assigned to 4% of the positions. All EEO groups held clerical positions except Hispanic and Native American men.

OTHER

There were no employees classified as other in FY 1994.

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UNDERREPRESENTATION OF EEO GROUPS BY PATCO AND CLF

PROFESSIONAL

- White women
- Hispanic men
- Hispanic women
- Native American men
- Native American women

ADMINISTRATIVE

- White women
- Hispanic men
- Hispanic women
- Asian men
- Asian women
- Native American men
- Native American women

TECHNICAL

- White women
- Hispanic men
- Hispanic women
- Asian men
- Asian women
- Native American men
- Native American women

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UNDERREPRESENTATION OF EEO GROUPS BY MAJOR OCCUPATIONS AND CLF

BIOLOGISTS

- Black men
- Black women
- Hispanic men

ACCOUNTANTS

- White women
- Black men
- Black women
- Hispanic men

AUDITORS

- White women
- Hispanic men
- Hispanic women
- Asian men
- Asian women

ENV. ENGINEERS

- White women
- Hispanic men

GEOLOGISTS

- White women
- Black men
- Black women
- Hispanic men
- Hispanic women
- Asian men
- Asian women

ATTORNEYS

- Black men
- Black women
- Hispanic men
- Hispanic women
- Asian men
- Asian women
- Native American men
- Native American women

PHYSICAL SCIENTISTS

- White women
- Black women
- Hispanic men
- Hispanic women
- Asian men
- Asian women

CHEMISTS

- White women
- Black men
- Black women

CHEM. ENGINEERS

- Black women

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REPRESENTATION OF EEO GROUPS BY GRADE GROUPINGS

Grade groupings GS 1-4, GS 5-8, GS 9-12, GS-13, GS-14, GS-15 and SES were evaluated to determine the status of EEO groups at EPA.

GS 1-4: All EEO groups were represented in this category except Hispanic men, Asian women and Native American men and women. White men occupied 17.1% of these positions. Minorities and women employees represented 82.9% of this grade grouping. Women occupied 63.4% of all these positions with white women assigned to 24.4%, black women holding 36.6% and Hispanic women representing 2.4% of the work force. Asian and Native American (2) women were not represented in this grade grouping.

Minority men occupied 82.9% of these grades. Black men represented 17.1% of the population and Asian men held 2.4% of the grades. There were no Hispanic or Native American men in these grades.

GS 5-8: All EEO groups were represented in this category except Native American men and women. White men occupied 5% of these positions. Minorities and women represented 95% of the employees in this grade grouping. Women occupied 89.4% of all positions with white women assigned to 18.6% and black women 70%. Hispanic and Asian women both represented .4% of the work force; there were no Native American women assigned to these grades.

Minority men occupied 5% of these grades. Black men represented 4.3%, Hispanic men .3% and Asian men represented .4%. There were no Native American men in this grade grouping.

GS 9-12: All EEO groups were represented in this category except Native American men. White men occupied 25.7% of these positions. Minorities and women represented 74.3% of the employees in this grade grouping. Women occupied 66.5% of all positions with white women with 29.2% of the positions. Black women held 33.1% with Hispanic and Asian women both at 1.9% of the population in this grade grouping. Native American women only held .4% of these positions.

Minority men held only 7.9% of these grades. Black men represented 5%, Hispanic men 1.7% and Asian men held 1.3% of the positions. There were no Native American men assigned to any of these grades. force.

GS-13: All EEO groups were represented in this category. White men occupied 40.5% of these positions. Minorities and women represented 459.5% of the employees in this grade group. Women occupied 49.7% of all positions with White women assigned to 34.9%, black women 11.4%, Hispanic women 1.3, Asian women 2.1% and Native American representing .05% of the work force at the GS-13 grade level.

Minority men only held 9.5% of the GS-13 positions. Black men represented 5.4%, Hispanic men 1.4%, Asian men 3% and Native American men constituted .05% of the work force.

GS-14: All groups were represented in this category except Native American men. White men occupied 52.9% of these positions. Minorities and women represented 47.1% of the employees in this grade group. Women occupied 40% of all positions with white women assigned to 32.6% of the positions. Black women represented 5.5% of the population, Hispanic women .8% and Asian women at 1.1 with no Native American woman at the GS-14 grade level. Minority men only held 6.8% of the GS-14 positions. Black men

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represented 3.2% of the population, Hispanic men 1.2%, Asian men 2.4% and only no Native American were assigned to the GS-14 grade.

GS-15: All groups were represented in this category except Native American women. White men occupied 63.7% of these positions. Minorities and women represented 36.3% of the employees in this grade group. Women occupied 29.8% of all positions with white women assigned to 26.3% of the positions. Black women represented 2.3% of the population, Hispanic women 1.7% and Asian women held .8% of the GS-15 positions. There were no Native American women at this grade.

Minority men only held 6.4% of the GS-15 positions. Black men represented 3% of the population, Hispanic and Asian men both held 1.7% and there was only one (1) Native American man at the GS-15.

SES: All groups are represented in this category except, Hispanic, Asian and Native American women. White men occupied 75% of all executive positions. Minorities and women represented 30% of the EPA executive ranks.

Women occupied 25% of the positions with White women holding 24% of the positions. Black women only held three (3) or 1% of the executive positions. EPA has no Hispanic, Asian or Native American women in the executive ranks. Black men (9) represented 3.2% of the executives. Hispanic men (2) represent 2% with only one (1) Asian and one (1) Native American man assigned to the executive ranks.

**COMPARISON OF DIVERSITY OF THE EPA AGENCY-WIDE
WORK FORCE AND CIVILIAN LABOR FORCE**

DIVERSITY OF OF EPA WORK FORCE	% OF EPA WORK FORCE	% OF NATIONAL CIVILIAN LABOR FORCE
White Male	42.7	42.6
White Female	31.4	35.3
Black Male	3.8	4.9
Black Female	14.1	5.4
Hispanic Male	1.8	4.8
Hispanic Female	2.1	3.3
Asian Male	2.0	1.5
Asian Female	1.8	1.3
Native American Male	0.1	0.3
Native American Female	0.2	0.3

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Collateral-duty managers need to be identified to help the Area Directors for Civil Rights carry out their responsibility for the black, Hispanic, Asian, American Indian, and Federal Women's special emphasis programs.

OBJECTIVES: To accomplish certain short-term measures addressing the appointment of Special Emphasis Program (SEP) managers for each Headquarters organization planning and reporting unit, prepare position papers and plans for program expenditures, and assign program responsibility to Deputy Assistants and their counterparts.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Identify employees in each of the laboratory locations to serve as collateral-duty SEP managers.	OCR Area Directors	Bi-annually
Provide technical guidance and instruction to SEP managers on civil rights and EEO program goals and objectives.	OCR Area Directors National EEO/SEP Managers	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Program officials who make personnel decisions regarding hiring, promotions, training, and recognition are not assuming responsibility for achieving positive results in affirmative employment.

OBJECTIVE: To increase commitment and accountability of program/hiring officials throughout the Agency for improving the representation of minorities and women.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Issue affirmative action policy, specific goals and program objectives for Agency, Headquarters, Office, Division and Branch levels. (SEE NOTE BELOW)	Assistant Administrators General Counsel Inspector General Regional Administrators	December 1995
Institute policy and mechanisms for assuring that hiring officials actively recruit and consider minorities and women before making selections.	Office of Administration and Resources Management Office of Civil Rights	December 1995
Include managers' progress in meeting specific affirmative employment goals and objectives when evaluating their performance against their critical performance elements.	All Supervisors	Annually, October 31st
Design, develop, and offer affirmative employment resources training through the EPA Institute.	Office of Human Resources Management Office of Civil Rights	Sept 30, 1995
Develop policy recommendation on requirement for all supervisors to receive a minimum amount of EEO training annually.	Office of Civil Rights	Dec 31, 1995
Provide guidance to hiring officials relative to developing recruitment mechanisms for minorities and women.	THIS ACTION ITEM DROPPED SINCE IT WAS ACCOMPLISHED THROUGH HUMAN RESOURCE OFFICERS, HUMAN RESOURCE COUNCIL, CIVIL RIGHTS WORK GROUP, EEO OFFICERS, AND SPECIAL EMPHASIS PROGRAM MANAGERS AND COUNCILS.	

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: EPA headquarters organizations have been moderately successful in recruiting applicants from groups which evidence a manifest imbalance. Minorities are either conspicuously absent or manifestly imbalanced in the principal professional and administrative series.

OBJECTIVE: To enlarge the applicant pool of qualified candidates identified as conspicuously absent from, or manifestly imbalanced in, the EPA Professional and Administrative categories with particular focus on the employment of blacks, Hispanics, Asians, and Native Americans.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Identify black, Hispanic, Asian, and Native American applicants and employees for consideration for selection to professional and administrative positions.	OCR EEO Managers Managers/Supervisors	Ongoing
Meet with senior level Agency officials to inform them of work force profile statistics and areas of under-representation.	OCR EEO Managers Collateral-duty EEO/SEP staff	Ongoing

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: The misperception by some managers that minorities and non-minority women are not qualified for supervisory positions and the inability of some employees to relate well to persons of a different race, ethnicity, or gender.

OBJECTIVE: To create a work place where all employees value staff diversity and there is true equal employment opportunity for all to advance to their maximum potential.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Monitor equal opportunity complaints and events to determine training needs.	Office of Civil Rights Office of Human Resources Management	Annually
Continue to provide training on various aspects of EEO law and cultural diversity that will assure that staff, especially managers and supervisors, understand and support the Agency's responsibilities under EEO law and appropriately manage and value the diversity of individuals.	Office of Human Resources Management (Lead) Office of Civil Rights (Technical advice/guidance, assistance) AAs (Program support) Managers and supervisors (Training participation)	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Career development opportunities for secretarial and clerical staff, who happen to be predominantly black/African-American women, are limited and/or non-existent in many of the Headquarters organizations. Furthermore, managers are not trained to take advantage of the growth potential of their support staff.

OBJECTIVE: To create a wide range of career development opportunities for secretarial and clerical support employees and encourage their participation in career development programs.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Restructure jobs to provide entry-level developmental opportunities for minorities and women.	Assistant Administrators (Aas) Regional Administrators (RAs) Laboratory Directors Supervisors/Managers	Annually
Provide support staff with rotational assignments to non-support positions.	Assistant Administrators (Aas) Regional Administrators (Ras) Laboratory Directors Supervisors/Managers	Annually
Provide financial support for secretaries to enroll in the Certified Professional Secretaries Program and Goalsetters Reaching for Opportunities (GRO) Program.	Assistant Administrators (Aas) Regional Administrators (Ras) Laboratory Directors Supervisors/Managers	Annually
Utilize the EPA Administrative Support Career Management System (ASCMS) to enhance the Agency's ability to attract, develop, and retain the highest quality support staff.	Assistant Administrators (Aas) Regional Administrators (Ras) Laboratory Directors Supervisors/Managers	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON OBJECTIVES AND ACTION ITEMS

NOTEWORTHY ACTIVITIES/INITIATIVES

HEADQUARTERS

LISTING OF NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTION OPPORTUNITIES FOR WOMEN AND MINORITIES.

Streamlining and Reinvention

The EPA Headquarters organizations also engaged in streamlining and reinvention initiatives during the reporting period. The goal for this reinvention effort was to reorganize and consolidate the Agency's program and responsibilities to be the best Federal organization devoted to protect human health and the environment.

One of the major reinvention initiatives involved the reorganization and consolidation of the EPA enforcement programs to create a new strategic enforcement and compliance assurance organization. The intent of the reinvention of the Office of Enforcement and Compliance Assurance (OECA) was to address non complying sectors more effectively, encourage comprehensive approaches to enforcement and compliance, and develop sector expertise to improve performance in all aspects of enforcement.

Incorporated into the OECA reinvention was the development of an affirmative employment plan which will be used by senior management to guide all recruitment and hiring strategies. OECA's senior leaders intend to use the successful efforts implemented by the Director, Office of Criminal Enforcement, who created a diverse work force of criminal investigators. The Director received the Agency's Suzanne B. Olive Equal Opportunity Award in 1995.

Merit Promotions and Entry-Level Hiring

Some Headquarters organizations initiated activities regarding merit promotions and entry-level recruitment and hiring. The Office of Inspector General (OIG) designed and implemented a program for systematically reviewing merit promotion cases to ensure adequate representation of minorities and women.

Relations with Academic Institutions

Several Headquarters organizations either established or strengthened ties with academic institutions with large numbers of women and minority students. For instance, the OIG established relations with several such institutions: two historically black colleges and one Hispanic-serving institution, for recruiting purposes: Saint Augustine College, in Raleigh, NC; Bowie State University, in Bowie, MD; and Florida International University, in Miami, FL. It also established a cooperative agreement with Marymount University in Northern Virginia. Most of these efforts are meant to attract targeted groups not only for the OIG but for the entire Agency.

The Office of Solid Waste and Emergency Response (OSWER) has EPA's first multi-dimensional college relations program. OSWER's long-term recruitment and educational outreach initiative in partnership with the University of Arizona includes a Cooperative Education Agreement. Through it, OSWER has hired and placed one Native American male and one Hispanic Female in HQ co-op positions, and placed 11 engineering students (among them five Hispanics, one Asian/Hispanic, and one Asian-Pacific American) as

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REPORT ON OBJECTIVES AND ACTION ITEMS

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Relations with Academic Institutions

interns. It also initiated a curriculum-enhancement project, in cooperation with the U.S. Navy. Through its participation in the Morgan State University summer intern program, OSWER hired two African-American student interns. In addition, OSWER has established a two-week National Superfund Teachers Institute at Morgan State University.

The Office of Research and Development (ORD) has a strong outreach and academic institutions program designed to increase public awareness of environmental issues through academic and research grant opportunities. The ORD supports Minority Academic Institutions (MAIs) by encouraging minorities to seek undergraduate and graduate degrees in the fields of science and engineering. A significant amount of funding has been devoted to the following ORD programs: research/grant awards, undergraduate/graduate fellowships, cooperative training agreements, and Native American Research Apprenticeship programs.

WORK FORCE STATISTICAL CHARTS

**ACCOMPLISHMENTS BY PATCO CATEGORY (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

[illegible]

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 511 AUDITOR	FY 93 #	100	48.0	23	12	15	0	0	1	1	0	0
	%	100.0	52	23.0	12.0	15.0	0.0	0.0	1.0	1.0 2	0.0	0.0
	FY 94 #	119	43.7	29	14	21	1	0.0	0	1.7	0	0
	%	100.0		24.4	11.8	17.6	0.8		0.0		0.0	0.0
	% DIFFERENCE		-4.3	1.4	-0.2	2.6	0.8	0.0	1.0	0.7	0.0	0.0
SERIES 819 ENVIRONMENTAL ENGINEER	FY 93 #	211	142	29	4	9	4	3	16	4	0	0
	%	100.0	67.3	13.7	1.9	4.3	1.9	1.4	7.6	1.9	0.0	0.0
	FY 94 #	220	143	32	6	9	4	3	18	5	0	0
	%	100.0	65.0	14.5	2.7	4.1	1.8	1.4	8.2	2.3	0.0	0.0
	% DIFFERENCE		-2.3	0.8	0.8	-0.2	-0.1	0.0	0.6	0.4	0.0	0.0
SERIES 893 CHEMICAL ENGINEER	FY 93 #	68	30	19	3	2	3	2	7	2	0	0
	%	100.0	44.1	27.9	4.4	2.9	4.4	2.9	10.3	2.9	0.0	0.0
	FY 94 #	67	27	21	3	2	3	2	7	2	0	0
	%	100.0	40.3	31.3	4.5	3.0	4.5	3.0	10.5	3.0	0.0	0.0
	% DIFFERENCE		-3.8	3.4	0.1	0.1	0.1	0.1	0.2	0.1	0.0	0.0
SERIES 905 ATTORNEY	FY 93 #	358	186	137	7	10	4	5	5	3	0	1
	%	100.0	52.0	38.3	2.0	2.8	1.1	1.4	1.4	0.8	0.0	0.3
	FY 94 #	358	186	134	8	9	5	5	7	4	0	0
	%	100.0	52.0	37.4	2.2	2.5	1.4	1.4	2.0	1.1	0.0	0.0
	% DIFFERENCE		0.00	-0.9	0.2	-0.3	0.3	0.0	0.6	0.3	0.0	-0.3
SERIES 1102 CONTRACT SPECIALIST	FY 93 #	128	46	43	10	24	2	1	0	2	0	0
	%	100.0	35.9	33.6	7.8	18.8	1.6	0.8	0.0	1.6	0.0	0.0
	FY 94 #	142	44	51	11	29	2	2	1	2	0	0
	%	100.0	31.0	35.9	7.8	20.4	1.4	1.4	0.7	1.4	0.0	0.0
	% DIFFERENCE		-4.9	2.3	0.0	1.6	-0.2	0.6	0.7	-0.2	0.0	0.0

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 1320 CHEMIST	FY 93 #	188	98	48	6	6	4	3	12	11	0	0
	%	100.0	52.1	25.5	3.2	3.2	2.1	1.6	6.4	5.9	0.0	0.0
	FY 94 #	182	97	44	6	6	4	3	11	11	0	0
	%	100.0	53.3	24.2	3.3	3.3	2.2	1.7	6.0	6.0	0.0	0.0
% DIFFERENCE			1.2	-1.3	0.1	0.1	0.1	0.1	-0.4	0.1	0.0	0.0
SERIES 1350 GEOLOGIST	FY 93 #	16	12	2	1	1	0	0	0	0	0	0
	%	100.0	75.0	12.5	6.3	6.3	0.0	0.0	0.0	0.0	0.0	0.0
	FY 94 #	17	12	2	11.8	1	0	0	0	0	0	0
	%	100.0	70.6	11.8	5.5	5.9	0.0	0.0	0.0	0.0	0.0	0.0
% DIFFERENCE			-4.4	-0.7		-0.4	0.0	0.0	0.0	0.0	0.0	0.0
SERIES 510 ACCOUNTANT	FY 93 #	68	28	15	3	16	2	0	1	3	0	0
	%	100.068	41.2	22.1	4.4	23.5	2.9	0.0	1.5	4.4	0.0	0.0
	FY 94 #	100.0	25	15	6	16	2	0	1	3	0	0
	%		36.8	22.1	8.8	23.5	2.9	0.0	1.5	4.4	0.0	0.0
% DIFFERENCE			-4.4	0.0	4.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
ADMINISTRATIVE			M	F	M	F	M	F	M	F	M	F
SERIES 028 ENVIRONMENTAL SPECIALIST	FY 93 #	907	378	397	23	69	10	7	10	11	1	1
	%	100.0	41.7	43.8	2.5	7.6	1.1	0.8	1.1	1.2	0.1	0.1
	FY 94 #	890	372	380	23	71	11	10	10	11	1	1
	%	100.0	41.8	42.7	2.6	8.0	1.2	1.1	1.1	1.2	0.1	0.1
% DIFFERENCE			0.1	-1.1	0.1	0.4	0.1	0.3	0.0	0.0	0.0	0.0
SERIES 301 ADMINISTRATIVE	FY 93 #	425	162	140	15	88	6	4	1	6	0	3
	%	100.0	38.1	32.9	3.5	20.7	1.4	0.9	0.2	1.4	0.0	0.7
	FY 94 #	435	155	148	19	93	7	5	1	4	0	3
	%	100.0	35.6	34.0	4.4	21.4	1.6	1.1	0.2	0.9	0.0	0.7
% DIFFERENCE			-2.5	1.1	0.9	0.7	0.2	0.2	0.0	-0.5	0.0	0.0
SERIES 340 PROGRAM MANAGER	FY 93 #	91	60	24	5	1	1	0	0 0.0	0	0	0
	%	100.0	65.9	26.4	5.5	1.1	1.1	0.0	0	0.0	0.0	0.0
	FY 94 #	102	67	29	4	1	1	0	0.0	0	0	0
	%	100.0	65.7	28.4	3.9	1.0	1.0	0.0	0.0	0.0	0.0	0.0
% DIFFERENCE			-0.2	2.0	-1.6	-0.1	-0.1	0.0	0.0	0.0	0.0	0.0
SERIES 343 MANAGEMENT ANALYST	FY 93 #	862	281	341	27	170	10	11	6	15	1	0
	%	100.0	32.6	39.6	3.1	19.7	1.2	1.3	0.7	1.7	0.1	0.0
	FY 94 #	895	281	351	31	189	12	9	6	15	1	0
	%	100.0	31.4	39.2	3.5	21.1	1.3	1.0	0.7	1.7	0.1	0.0
% DIFFERENCE			-1.2	-0.4	0.4	1.4	0.1	-0.3	0.0	0.0	0.0	0.0
SERIES 401 BIOLOGIST	FY 93 #	255	139	72	14	11	2	4	8	5	0	0
	%	100.0	54.5	28.2	5.5	4.3	0.8	1.6	3.1	2.0	0.0	0.0
	FY 94 #	244	132	70	12	11	2	4	8	5	0	0
	%	100.0	54.1	28.7	4.9	4.5	0.8	1.6	3.3	2.0	0.0	0.0
% DIFFERENCE			-0.4	0.5	-0.6	0.2	0.0	0.0	0.2	0.0	0.0	0.0

**ACCOMPLISHMENTS BY PATCO CATEGORY (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS YEAR	FISCAL NAME/SERIES	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
PROFESSIONAL	FY 94 # %	2210 100.0	1230 55.7	582 26.3	94 4.3	102 4.6	35 1.6	26 1.2	90 4.1	50 2.3	0 0.0	1 0.1
	CLF *		54.7	30.0	2.4	3.2	2.1	1.4	3.5	1.9	0.2	0.2
ADMINISTRATIVE	FY 94 # %	3219 100.0	1234 38.3	1128 35.0	146 4.5	562 17.5	46 1.4	35 1.1	26 0.8	36 1.1	2 0.1	4 0.1
	CLF *		42.1	40.4	3.6	5.3	2.6	2.6	1.4	1.4	0.3	0.3
TECHNICAL	FY 94 # %	114 100.0	14 12.3	18 15.8	6 5.3	75 65.8	0 0.0	0 0.0	0 0.0	1 0.9	0 0.0	0 0.0
	CLF *		36.1	42.9	3.6	6.6	3.2	3.4	1.9	1.6	0.4	0.4
CLERICAL	FY 94 # %	652 100.0	19 3.0	125 19.2	20 4.0	474 72.7	0 0.0	5 0.8	1 0.2	1 0.2	0 0.0	1 0.2
	CLF *		14.0	63.4	2.8	9.6	1.7	5.2	0.8	1.9	0.1	0.5
OTHER	FY 94 # %	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
	CLF *		67.6	11.2	9.7	3.2	4.8	1.0	1.2	0.3	0.9	0.2

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS VERSUS CLF (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 401 BIOLOGIST	FY 94 #	244	132	70	12	11	2	4	8	5	0	0
	%	100.0	54.1	28.7	4.9	4.5	0.8	1.6	3.3	2.0	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 510 ACCTOUNTANT	FY 94 #	68	25	15	6	16	2	0	1	3	0	0
	%	100.0	36.8	22.1	8.8	23.5	2.9	0.0	1.5	4.4	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 511 AUDITOR	FY 94 #	119	52	29	14	21	1	0	0	2	0	0
	%	100.0	43.7	24.4	11.8	17.6	0.8	0.0	0.0	1.7	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 819 ENVIRONMENTAL ENGINEER	FY 94 #	220	143	32	6	9	4	3	18	5	0	0
	%	100.0	65.0	14.5	2.7	4.1	1.8	1.4	8.2	2.3	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 893 CHEMICAL ENGINEER	FY 94 #	67	27	21	3	2	3	2	7	2	0	0
	%	100.0	40.3	31.3	4.5	3.0	4.5	3.0	10.5	3.0	0.0	0.0
	CLF *		55.5	30.3	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 905 ATTORNEY	FY 94 #	358	186	134	8	9	5	5	7	4	0	0
	%	100.0	52.0	37.4	2.2	2.5	1.4	1.4	2.0	1.1	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 1301 PHYSICAL SCIENTIST	FY 94 #	286	173	75	11	8	4	2	8	5	0	0
	%	100.0	60.5	26.2	3.9	2.8	1.4	0.7	2.8	1.7	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02

*National (US) Civilian Labor Force

**ACCOMPLISHMENTS BY MAJOR OCCUPATION VERSUS CLF (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
PROFESSIONAL			M	F	M	F	M	F	M	F	M	F
SERIES 1320 CHEMIST	FY 93 #	2	97	44	6	6	4	3	11	11	0	0
	%	100.0	53.3	24.2	3.3	3.3	2.2	1.7	6.0	6.0	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	1.9	1.9	.02	.02
SERIES 1350 GEOLOGIST	FY 94 #	17	12	2	2	1	0	0	0	0	0	0
	%	100.0	70.6	11.8	11.8	5.9	0.0	0.0	0.0	0.0	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	11.4	3.5	1.9	.02	.02

*National (US) Civilian Labor Force

**ACCOMPLISHMENTS BY MAJOR OCCUPATIONS VERSUS CLF (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
ADMINISTRATIVE			M	F	M	F	M	F	M	F	M	F
SERIES 028	FY 94 #	890	372	380	23	71	11	10	10	11	1	1
ENVIRONMENTAL	%	100.0	41.8	42.7	2.6	8.0	1.2	1.1	1.1	1.2	0.1	1.1
SPECIALIST	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 301	FY 94 #	435	155	148	19	93	7	5	1	4	0	3
ADMINISTRATIVE	%	100.0	35.6	34.0	4.4	21.4	1.6	1.1	0.2	0.9	0.0	0.7
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 340	FY 94 #	102	67	29	4	1	1	0	0	0	0	0
PROGRAM MANAGER	%	100.0	65.7	28.4	3.9	1.0	1.0	0.0	0.0	0.0	0.0	0.0
	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 343	FY 94 #	895	281	351	31	189	12	9	6	15	1	0
MANAGEMENT	%	100.0	31.4	39.2	3.5	21.1	1.3	1.0	0.7	1.7	0.1	0.0
ANALYST	CLF *		55.5	30.0	2.4	3.2	2.1	1.4	3.5	1.9	.02	.02
SERIES 1102	FY 94 #	142	44	51	11	29	2	2	1	2	0	0
CONTRACT	%	100.0	31.0	31.0	7.8	20.4	1.4	1.4	0.7	1.4	0.0	0.0
SPECIALIST	CLF *		55.5	30.0	2.4	3.22	2.1	1.4	3.5	1.9	.02	.02

*National (US) Civilian Labor Force

**ACCOMPLISHMENTS BY GRADE GROUPING (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
GS 1-4	FY 93 #	62	6	13	14	28	0	0	1	0	0	0
	%	100.0	9.7	21.0	22.6	45.2	0.0	0.0	1.6	0.0	0.0	0.0
	FY 94 #	41	7	10	7	15	0	1	1	0	0	0
	%	100.0	17.1	24.4	17.1	36.6	0.0	2.4	2.4	0.0	0.0	0.0
% DIFFERENCE			7.3	3.4	-5.5	-14.1	0.0	2.4	0.8	0.0	0.0	0.0
GS 5-8	FY 93 #	715	41	133	20	508	2	4	3	3	0	1
	%		5.7	18.6	2.8	71.1	0.3	0.6	0.4	0.4	0.0	0.1
	FY 94 #	671	30	125	29	456	2	3	3	3	0	0
	%		4.5	18.6	4.3	70.9	0.3	0.5	0.5	0.5	0.0	0.0
% DIFFERENCE			-1.2	0.0	1.5	-0.2	0.0	-0.1	0.1	0.1	0.0	0.1
GS 9-12	FY 93 #	1372	379	412	69	421	18	28	17	22	1	5
	%		27.6	30.0	5.0	30.7	1.3	2.0	1.2	1.6	0.1	0.4
	FY 94 #	1262	325	368	62	418	21	24	16	24	0	4
	%		25.8	29.2	4.9	33.1	1.7	1.9	1.3	1.9	0.0	0.3
% DIFFERENCE			-1.8	-0.8	-0.1	2.4	0.3	-0.1	0.1	0.3	-0.1	-0.1
GS 13	FY 93 #	1614	665	581	84	165	25	18	42	34	0	0
	%		41.2	36.0	5.2	10.2	1.6	1.1	2.6	2.1	0.0	0.0
	FY 94 #	1822	739	636	99	208	26	24	49	39	1	1
	%		40.6	34.9	5.4	11.4	1.4	1.3	2.7	2.1	0.1	0.1
% DIFFERENCE			-0.6	-1.1	0.2	1.2	-0.2	0.2	0.1	0.0	0.1	0.1
GS 14	FY 93 #	1350	735	437	43	61	11	10	37	15	0	1
	%		54.4	32.4	3.2	4.5	0.8	0.7	2.7	1.1	0.0	0.1
	FY 94 #	1353	717	442	43	75	16	11	33	15	0	1
	%		53.0	32.7	3.2	5.5	1.2	0.8	2.4	1.1	0.0	0.1
% DIFFERENCE			-1.4	0.3	0.0	1.0	0.4	0.1	-0.3	0.0	0.0	0.0

**ACCOMPLISHMENTS BY GRADE GROUPING (HEADQUARTERS)
AS OF SEPTEMBER 30, 1994**

OCCUPATIONS FISCAL NAME/SERIES YEAR		TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
GS 15	FY 93 #	811	523	214	22	17	14	4	10	6	1	0
	%		64.5	26.4	2.7	2.1	1.7	0.5	1.2	0.7	0.1	0.0
	FY 94 #	836	533	220	25	19	14	3	14	7	1	0
	%		63.8	26.3	3.0	2.3	1.7	0.4	1.7	0.8	0.1	0.0
% DIFFERENCE			-0.7	-0.1	0.3	0.2	0.0	-0.1	0.5	0.1	0.0	0.0
SES	FY 93 #	200	143	46	8	2	1	0	0	0	0	0
	%		71.5	23.0	4.0	1.0	0.5	0.0	0.0	0.0	0.0	0.0
	FY 94 #	209	145	52	7	2	2	0	1	0	0	0
	%		69.4	24.1	3.3	1.0	1.0	0.0	0.5	0.0	0.0	0.0
% DIFFERENCE			-2.1	1.1	-0.7	0.0	0.5	0.0	0.5	0.0	0	0.0

NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCO (HEADQUARTERS)

CATEGORIES	* PLANNED/ ** ACTUAL	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN	
		M #	F #	M #	F #	M #	F #	M #	F #	M #	F #
PROFESSIONAL	PLANNED	1277	601	101	119	47	35	121	6	1	5
	ACTUAL	1230	582	94	102	35	26	90	50	0	1
ADMINISTRATIVE	PLANNED	1237	1138	157	570	50	38	28	38	3	5
	ACTUAL	1234	1128	146	562	46	35	26	36	2	4
TECHNICAL	PLANNED	14	25	7	79	2	2	1	2	0	0
	ACTUAL	14	18	6	75	0	0	0	0	0	0
CLERICAL	PLANNED	19	125	26	474	0	5	1	1	0	1
	ACTUAL	19	125	26	474	0	5	1	1	0	1
OTHER	PLANNED	0	0	0	0	1	0	0	1	0	0
	ACTUAL	0	0	0	0	0	0	0	0	0	0

* Planned represents the number of full-time, part-time employees on-board as of Sept. 30, 1994 plus the goals to hire new employees in FY 1995.

** Actual represents the number of full-time, part-time employees on-board as of Sept. 30, 1994.

In those instances where planned and actual figures are the same, the Agency does not have any plans to hire.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR 1995

• **REPORT ON ACCOMPLISHMENT OF OBJECTIVES**

Name of Organization: Environmental Protection Agency

Address of Organization:

401 M Street, SW
Washington, DC 20460

Organization Level: HEADQUARTERS

Number of Employees Covered By Plan: 6,195 TOTAL

2210 PROFESSIONAL 3219 ADMINISTRATIVE 114 TECHNICAL

652 CLERICAL 0 OTHER

Name of Contact Person/Person Preparing Form: Sharon Holmes

TELEPHONE NUMBER: (202) 260-2566

Name/Title of Principal EEO Official:

Dan J. Rondeau
Director, Office of Civil Rights



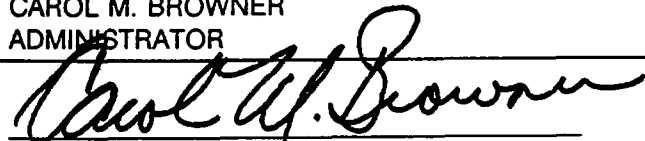
Signature of Principal EEO Official

DATE: 6/23/95

Certify that this report is in compliance with EEOC-MD-714.

Name/Title of Head of Organization

CAROL M. BROWNER
ADMINISTRATOR



Signature of Head of Organization

DATE: JUL 25 1995

Certify that this report is in compliance with EEOC-MD-714.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Sufficient financial support for the FWP is not being provided. Some of the FWP Managers have not received training which would provide them the skills, knowledge and abilities they need to properly function in their positions. Others have limited access to information and guidance. This impacts on their ability to offer sound advice and assistance to management officials on employment concerns of women. Activities of the local and national FWP, WISE, and SAAC organizations are not synchronized nor mutually supportive. The National FWP Manager does not have the level of field interaction necessary to select issues for national attention.

OBJECTIVE: The Federal Women's Program, WISE, and SAAC in the Regional Offices and laboratories are effective in addressing employment issues of women and are able to provide sound advice, information, and feedback to their management officials and to the National FWP Manager, and effectively lead their councils and groups.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Provide financial resources, training and guidance to field level Federal Women's Program Managers to enhance their skills, knowledge and abilities so that their respective Federal Women's Programs are administered effectively and efficiently.		X	
Conduct regular meetings of the National Federal Women's Program Managers Council, Secretarial and Administrative Advisory Council, and Women in Science and Engineering to enhance implementation of initiatives and actions to improve opportunities for women in EPA.	X		
Conduct a minimum of four technical assistance visits to Regions or Laboratories.	X		

ACCOMPLISHMENTS

Bi-monthly informational memos were sent to FWP Managers to keep them informed of EPA and government-wide program developments. Support to National Secretarial and Administrative Advisory Council (SAAC) and Women in Science and Engineering (WISE) continued in FY 1993. Meetings were held as follows: FWP Manager's Council - April 1993; National SAAC -December 1992, and WISE - March 1993.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Collateral-duty managers need to be identified to help the Area Directors for Civil Rights carry out their responsibility for the black, Hispanic, Asian, American Indian, and Federal Women's special emphasis programs.

OBJECTIVES: To accomplish certain short-term measures addressing the appointment of Special Emphasis Program (SEP) managers for each Headquarters organization planning and reporting unit, prepare position papers and plans for program expenditures, and assign program responsibility to Deputy Assistants and their counterparts.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Identify employees in each of the laboratory locations to serve as collateral-duty SEP managers.		X	
Provide technical guidance and instruction to SEP managers on civil rights and EEO program goals and objectives.		X	

ACCOMPLISHMENTS

The Area Directors for Civil Rights have successfully influenced the appointment of collateral-duty SEP managers for the Black, Hispanic, and Federal Women's programs. However, not all of them have been successful in appointing collateral-duty SEP managers for the Native American Indian and the Asian-Pacific american employment programs. As appropriate, these appointments are made for one or two year tenures. The Agency's Office of Civil Rights recently appointed an EEO Manager to serve as the National Asian/Pacific Employment Program Manager (APPM). The APPM is coordinating with the Area Directors to identify and recommend interested employees to serve as collateral-duty APPMs for a two-year appointment. In addition, the National Hispanic and American Indian employment Program Manager is working with the Area Directors to identify and recommend interested employees to serve as collateral-duty American Indian Employment Program Managers.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: EPA Headquarters organizations have been moderately successful in recruiting applicants from groups which evidence a manifest imbalance. Minority males are either conspicuously absent or manifestly imbalanced in the principal professional and administrative series.

OBJECTIVE: To enlarge the applicant pool of qualified candidates identified as conspicuously absent from, or manifestly imbalanced in, the EPA Professional and Administrative categories with particular focus on the employment of Black, Hispanic, Asian, and Native American males.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Identify Black, Hispanic, Asian, and Native American applicants and employees for consideration for selection to professional and administrative positions.	X		
Meet with senior level Agency officials to inform them of work force profile statistics and areas of under-representation.	X		
Include assessment of progress in meeting specific affirmative action goals/objectives in performance evaluations of all managers and supervisors.		X	
Design, develop and offer EEO awareness training through the EPA Institute.	X		
Issue policy statement which outlines specific goals and program objectives for the Agency and, by example, demonstrates commitment to affirmative employment.	X		
Provide guidance to hiring officials relative to developing recruitment mechanisms for minorities and non-minority women.	X		

ACCOMPLISHMENTS

While there continue to be instances where commitment to, and accountability for, improving the representation of minorities and women is clearly demonstrated and is considered "mission related," we have yet to achieve the objective. Most EPA components include AEP goals and objectives in their annual Affirmative Employment Program Plan Update and Accomplishment Reports as required. Not all manager's performance standards regarding the management and development of human resources contain an EEO element. Since training helps people develop the skills needed to effectively interact with each other, a pilot EEO course was developed and demonstrated.

The Office of Civil Rights' EEO Managers work with the various Special Emphasis Program (SEP) Managers to identify minority candidates who are eligible for professional and administrative positions. In an effort to correct the under-representation of minorities, more OCR attention must be given to identifying potential minority applicants so that they can be referred to senior level officials for recruitment and hiring consideration. The EEO Managers meet with senior officials on a regular basis to foster this initiative and hope to have more successes during the year.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT - RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Program officials who make personnel decisions regarding hiring, promotions, training, and recognition are not assuming responsibility for achieving positive results in affirmative employment.

OBJECTIVE: To increase commitment and accountability of program/hiring officials throughout the Agency for improving the representation of minorities and women.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Issue affirmative action policy, specific goals and program objectives for Agency, Headquarters, Office, Division and Branch levels.	X		
Institute policy and mechanisms for assuring that hiring officials actively recruit and consider minorities and women before making selections.		X	
Include managers' progress in meeting specific affirmative employment goals and objectives when evaluating their performance against their critical performance elements.			X
Design, develop, and offer affirmative employment resources training through the EPA Institute.			X
Develop policy recommendation on requirement for all supervisors to receive a minimum amount of EEO training annually.			X
Provide guidance to hiring officials relative to developing recruitment mechanisms for minorities and women.			

ACCOMPLISHMENTS

OCR has continually provided guidance to Hiring officials on developing recruitment mechanisms for minorities and women through Agency Human Resources Officers, Human Resources Councils, EEO Officers, and SEP Managers and Councils.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: EMPLOYMENT DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: The misperception by some managers that minorities and non-minority women are not qualified for supervisory positions and the inability of some employees to relate well to persons of a different race, ethnicity, or gender.

OBJECTIVE: To create a work place where all employees value staff diversity and there is true equal employment opportunity for all to advance to their maximum potential.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Monitor equal opportunity complaints and events to determine training needs.	X		
Continue to provide training on those aspects of equal employment opportunity (EEO) law and cultural diversity that will assure that employees, especially managers and supervisors, understand and support the Agency's responsibilities under EEO law and appropriately value the diversity of individuals.	X		

ACCOMPLISHMENTS

EPA has identified its training needs by responding to the recommendations of the Cultural Diversity Task Force and monitoring EEO complaints. Under the Office of Human Resources Management (OHRM), the EPA Training Institute has institutionalized the offering of a four-hour Cultural Diversity Awareness Workshop for all Agency staff and a one-hour module on cultural diversity that is part of at least two managerial/supervisory courses. The Office of Civil Rights (OCR) participated in reviewing, adapting, and piloting a purchased package, which resulted in the workshop now being taught; some of OCR's National SEP Managers are workshop facilitator. While not mandatory, the four-hour workshop is part of EPA's core course curriculum and has been made mandatory by some EPA organizations.

Training has been conducted in various organizational components. The focus remains on the development of both EEO and cultural diversity curricula, and to incorporate such training into management development courses. Specific, detailed instructions and guidance for the preparation of AEP reports was issued by the OCR on the development of targeted affirmative employment goals and objectives.

Upon an organization's request, some of OCR's National SEP Managers provide seminars, on appreciating and valuing individual cultures within the EPA organizational culture. OCR staff have also provided training on the Prevention of Sexual Harassment (POSH) to several hundreds employees in EPA field and Headquarters organizations.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Career development opportunities for secretarial and clerical employees, who happen to be predominantly black/African-American women, are limited and/or non-existent in many of the Headquarters' organizations. Furthermore, managers are not trained to take advantage of the growth potential of their support staff.

OBJECTIVE: To create a broad range of career development opportunities for secretarial and clerical support employees and encourage their participation in career development programs.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Restructure jobs to provide entry-level developmental opportunities for minorities and women.		X	
Provide support staff with rotational assignments to non-support positions.		X	
Provide financial support for secretaries to enroll in the Certified Professional Secretaries Program Goalsetters Researching for Opportunities (GRO).		X	
Utilize the EPA Administrative Support Career Management System (ASCMS) to enhance the Agency's ability to attract, develop, and retain the highest quality support staff.		X	

ACCOMPLISHMENTS

During FY 1994, 18 Clerical/Secretarial Staff members were converted to Office Managers. EPA expanded the use of the Goalsetters Reaching for Opportunities (GRO) career development program. While it began as a pilot during FY 1989, it is now operating throughout the entire Agency.

APPENDIX (ATTACHMENTS I-IV)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Washington, D.C. 20460

JUN -2 1993

OFFICE OF
CIVIL RIGHTS

MEMORANDUM

SUBJECT: Equal Opportunity Policy Statements

FROM: Dan J. Rondeau
Director

A handwritten signature in dark ink, appearing to read "Dan Rondeau", is written over the printed name and title.

TO: All EPA Employees

We all have a responsibility to support the equal employment opportunity program, particularly managers and supervisors who provide organizational leadership. The Administrator's equal employment opportunity policy statement (attached), expresses her views and commitment to achieving a diverse work force where each individual is supported and encouraged to reach his/her full potential.

As you review and consider the Administrator's policy, I encourage you to think of what you can do to help bring about this kind of work environment.

If you have any thoughts, suggestions or questions, please do not hesitate to contact any member of my staff.

Attachment

Environmental Protection Agency

EQUAL EMPLOYMENT OPPORTUNITY POLICY

As Administrator, I expect and look forward to full cooperation in achieving a qualified workforce that is reflective of our Nation's diverse population. I am committed to equal employment opportunity and the implementation of a strong affirmative employment program without regard to race, gender, religion, color, national origin, age or handicap. It is the policy of the EPA to provide equal opportunity in employment for all persons in its workforce or those being recruited for its workforce, and to prohibit discrimination in all aspects of its personnel policies, program practices and operations and in all its working conditions and relationships with employees and applicants for employment. All EPA employees are responsible for supporting our policies on equal employment opportunity and for assuring that the workplace is free from discrimination. I strongly promote the full realization of equal opportunity in employment through a continuing program of affirmative employment at every management level within EPA. The EPA subscribes to and implements to the fullest, the requirements of Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11478, as amended; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1962, as amended, and the Vocational Rehabilitation Act of 1973, as amended.

The multi-year Affirmative Employment Program Plan (AEP) will assist EPA in fulfilling its purpose by having all of its employees contribute to our objectives. To this end, EPA managers and supervisors are expected to take an active ongoing part in promoting and implementing the plan. Accordingly, I expect full support from each manager and supervisor in meeting the objectives of this plan. Copies of the EPA AEP will be distributed to Assistant Administrators, Regional Administrators, Associate Administrators, the General Counsel, Inspector General and Staff Office Directors to allow all employees an opportunity to review the Agency's plan. In addition, I am directing that copies of the AEP Executive Summary be disseminated to each manager and supervisor, so they will be fully aware of the EPA's objectives, and can thus actively assist in meeting the plan's objectives. Additionally, periodic monitoring will be made to measure program accomplishments, and where imbalances or lack of progress are evident, necessary measures will be taken to remedy the problem.

I strongly support and will ensure the implementation of an effective affirmative employment program that will provide for equal opportunity in employment at every management level within EPA.



CAROL M. BROWNER
Administrator

MAY 28 1993

DATE



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OCT 14 1994

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Equal Employment Opportunity Policy Statement

TO: All Employees

From time to time, it is important that we renew and restate our commitment to providing equal employment opportunity for all persons. Today, the Environmental Protection Agency (EPA) joins the growing list of public and private sector employers which have added "sexual orientation" to our Equal Employment Opportunity Policy. Equal employment opportunity will be provided to all individuals regardless of race, color, national origin, religion, gender, age, disability, or sexual orientation. Discrimination or harassment based on these factors is unacceptable and will not be tolerated at EPA.

Civil rights cannot be protected or equal employment opportunity achieved without the deliberate support of each of us. It is an integral part of the responsibilities of each EPA manager and supervisor. The degree of effort expended to further the goals of the civil rights program and the results attained will be factors in evaluations and performance ratings.

Complaints of discrimination will be resolved fairly, expeditiously, and dispassionately at the lowest level whenever possible. Complainants, representatives and witnesses involved will be unimpeded and free from restraint, coercion, or reprisal.

The Director of the Office of Civil Rights, Dan Rondeau, will continue to direct the overall practices and programs of the Agency which contribute to the protection of civil rights and the promotion of our equal employment opportunity policy. I hold managers and supervisors at all levels responsible for promoting and supporting this policy.

Thank you for joining me in renewing our commitment to equal opportunity at the EPA.

Carol M. Browner



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OCT 18 1994

MEMORANDUM

SUBJECT: Prevention of Sexual Harassment in the Workplace

FROM: Dan J. Rondeau
Director, Office of Civil Rights

TO: All Employees

Prevention of sexual harassment in the workplace is an absolute necessity. Each of us has a responsibility for maintaining high standards of conduct, honesty, integrity, and impartiality to assure the proper performance of the EPA's mission. Simply stated, sexual harassment in the Federal workplace will not be tolerated. Engaging in, encouraging, or promoting sexually harassing behavior is unacceptable and is a prohibited personnel practice contrary to merit system principles outlined in the Civil Service Reform Act of 1978 and contrary to law outlined in Title VII of the Civil Rights Act of 1964, as amended.

The most obvious forms of sexually harassing behavior include grabbing, touching, patting, or any behavior with sexual overtones which is intimidating or offensive to the recipient or observers of the behavior. Less obvious forms of physical and verbal behaviors can also create an unpleasant environment. Sexual harassment is a form of sex discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- * submission to or rejection of such conduct is made explicitly or implicitly a term or condition of a person's job, pay, or career, or;

- * submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or;

- * such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Any person in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of an employee or applicant for employment is engaging in sexual harassment. In any form, it degrades individuals, reduces morale, and interferes with mission accomplishment. First, and foremost, sexual harassment should be prevented but, if it does occur it should be immediately reported to a supervisor or manager, an Equal Employment Opportunity Counselor, a Special Emphasis Program Manager, or any member of

the Office of Civil Rights. Complaints of sexual harassment may be pursued through the discrimination complaints process or other avenues of redress.

Through education, training, and corrective action we can remove sexual harassment from the EPA workplace. Managers and supervisors are responsible for providing a workplace free of sexual harassment and for ensuring that employees understand their rights and responsibilities regarding such offenses. Everyone must take advantage of available training on the subject and, when necessary, should seek out advice and counsel from appropriate Agency officials. All must understand that any form of sexual harassment is unacceptable conduct which will not be tolerated by any level of management within this Agency.

GLOSSARY

Action Item: A step which has been identified towards achieving objectives documented in the Accomplishment Report of Objectives and Action Items.

Civilian Labor Force Data: People, age 16 or older, who are employed or seeking employment. These statistics exclude those in the Armed Forces. Civilian labor force data are published on a nation-wide basis and also by locality (referred to as **Standard Metropolitan Statistical Area**).

EEO Groups: White men, White women, Black men, Black women, Hispanic men, Hispanic women, American Indian/Alaskan Native men, American Indian/Alaskan Native women, Asian American Pacific/Islander men, and Asian American/Pacific Islander women. Men and women with disabilities are also considered EEO groups, but they are covered in a separate affirmative employment plan in accordance with Section 501 of the Rehabilitation Act of 1973, as amended.

Employee: Either a full-time or part-time member of the agency's work force who is employed on a **permanent** basis. This term does not include those individuals hired under temporary or intermittent appointments.

Fiscal Year: The reporting period from October 1 of one calendar year to September 30 of the following calendar year.

Major Occupations: These are mission-related occupations or those positions with 100 or more employees.

Occupational Categories: These are the major occupational categories for White-collar and wage board pay systems. They are classified into the following six groups: Professional, Administrative, Technical, Clerical, Other, and Blue-Collar (often referred to by the acronym PATCOB).

Underrepresentation: This situation occurs when an EEO group constitutes a smaller percentage for a given occupation, occupational category, or grade level, in proportion to the group's percentage representation in the applicable civilian labor force. Severe underrepresentation manifests itself when an EEO group is absent from an employment category.