United States
Environmental Protection
Agency

Office of
The Administrator
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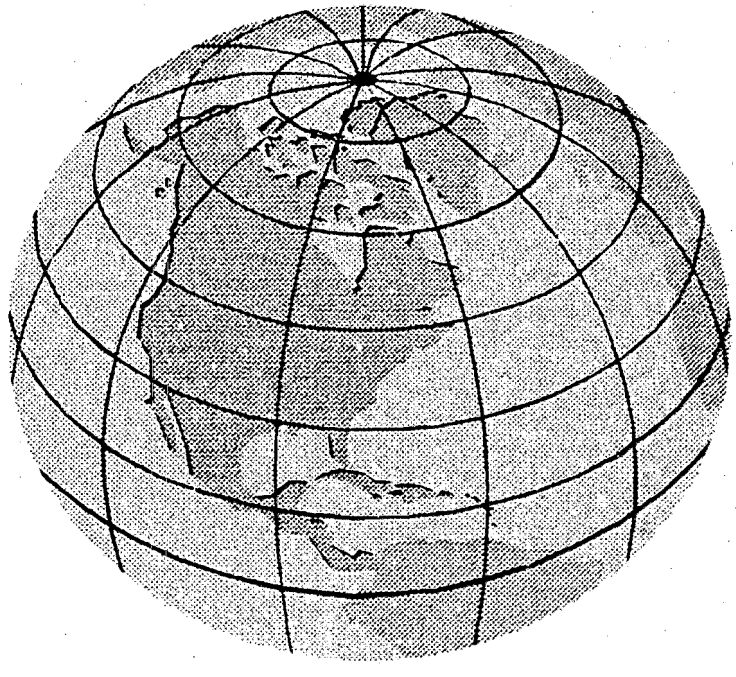
April 1996

EPA

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

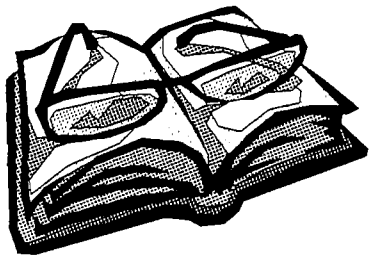
FY 1996 UPDATE
AND
FY 1995 ACCOMPLISHMENT REPORT

CHALLENGES AND ACHIEVEMENTS



Our business is to protect our Nation's environment. Our work is a reflection of our commitment...

Every supervisor is held responsible by the government for complying with Equal Employment Opportunity (EEO) laws. Understanding what is required is a challenge to even the most knowledgeable manager. This Affirmative Employment Program Plan for Minorities and Women can help management officials meet that challenge. The Plan provides a current, comprehensive overview of the problems and barriers to full equality of opportunity within the Environmental Protection Agency and outlines specific strategies for resolving those obstacles. Every organization has unique cultural and organizational characteristics that impact on the organization's ability to develop and fully implement results-oriented affirmative employment programs. The "culture" of an organization has direct impact on its ability to bring about change and an organization's leaders can improve or destroy an acquired culture. "Culture is a tool for improving operations' effectiveness when used skillfully. It becomes an iron constraint if accepted uncritically or ignored."[1] Over the years, for many, finding a place to work where a person is measured by their talents, skills, and abilities rather than by prohibited non-merit factors such as race, color, religion, national origin and gender has not been easy. The assurances of equal opportunity, guaranteed by the law, are only a reality when employers understand their role and responsibilities and **create** opportunities for employees to excel. While the mission and functions of employers vary greatly, there are certain themes that are common among good employers such as making people feel that they are part of a team; encouraging open communication, informing employees of new developments and encouraging them to offer suggestions and complaints; stressing quality, enabling people to feel pride in their work; devoting attention and resources to creating as pleasant a workplace environment as possible, and providing opportunities for career growth and development.



The key to a successful human resources program in which minorities and women fully participate is *accountability* and every management official must be involved if there is to be any real, positive change. We, at EPA, at all levels, must be attentive to our equal employment opportunity goals and avoid any actions that would suggest a continuation of 'business as usual." Our task is an enormous one. However, each day brings us a new opportunity to succeed.

Dan J. Rondeau
Director, Office of Civil Rights

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[1] Glenn Bassett. *The Evolution and Future of High-Performance Management Systems*

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

FY 1996 UPDATE
AND
FY 1995 ACCOMPLISHMENT REPORT

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

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: 17,066 TOTAL

8004 PROFESSIONAL 6681 ADMINISTRATIVE 783 TECHNICAL

1595 CLERICAL 3 OTHER

Name of Contact Person/Person Preparing Form: Lucy Lovett

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Name/Title of Principal EEO Official:
Dan J. Rondeau
Director, Office of Civil Rights

Signature of Principal EEO Official

DATE: April 4, 1996
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: APR 12 1996
Certify that this report is in compliance with EEOC-MD-714.

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APPENDIX

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. It 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. It 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 their 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.

The OCR consists of two major units reporting directly to the Director, OCR - **Complaints Resolution and External Compliance,** and **Work Force Diversity and Analysis**. The Complaints Resolution function is centralized, with local offices receiving formal complaints and forwarding them to Headquarters for

processing. There are EEO Counselors at all Agency facilities who provide counseling to any employee/applicant who raises an allegation of discrimination based on race, color, religion, sex, national origin, age, physical or mental handicap. Counselors, acting as neutral third parties, attempt to resolve such issues informally.

The Work Force Diversity staff includes 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 a FY 1995 Affirmative Employment Program Plan Accomplishment Report and FY 1996 Plan Update for minorities and women in this submission.

II. PURPOSE: The FY 1995 Affirmative Employment Program Plan Accomplishment Report for Minorities and Women and FY 1996 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 underrepresentation 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 are 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, 1995. 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 underrepresented in EPA's mission-related major occupations and other EEO groups.

V. FY 1995 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.

VI. FY 1996 ANNUAL UPDATE REPORT: The goal of this report is to convey in a clear and analytical manner a full assessment of the current status of the EEO/Affirmative Employment Program and the outstanding EEO related problems still facing the Agency.

VII. NUMERICAL OBJECTIVES: Numerical objectives are set when, after a thorough workforce analysis, a manifest imbalance or conspicuous absence of minorities and/or women still exists. Since professional and administrative positions make up over 80% of the Agency's total work force, the major focus of affirmative employment efforts is in these two occupational categories.

VIII. 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 the actual work force profile and employment status of EEO groups in relation to the CLF. This includes 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, American Indian men, and American Indian women.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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 depict 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 are 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 are 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 are included and show 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 1994, EPA's full-time and part-time population was 16,957. By the close of FY 1995, the total population was 17,066, a net increase of 109 employees. Most of the EPA work force were assigned to Professional and Administrative positions.

PROFESSIONAL

The total number of employees in professional occupations decreased by 19, from 8,023 in FY 1994 to 8,004 in FY 1995; however, the number of minorities and women increased by 84 from 3,377 in FY 1994 to 3,461 in FY 1995. In FY 1995, 46.9% of the EPA work force held professional positions. White men occupied 56.8% of the professional positions. Minorities and women represented 43.2% of the professional staff.

Women occupied 33.3% of these positions, with white women at 25.42%. Minority women occupied 7.85% with black women at 3.92%, Hispanic and Asian women both at 1.64% and 2.12% respectively and American Indian women holding 0.16% of these positions. Minority men occupied 9.97% of the professional positions. Black men represented 3.72%, Hispanic men 2.42%, Asian men 3.66% and American Indian men were 0.16% of the professional work force.

MAJOR OCCUPATIONAL SERIES: White men occupied 56.4% of all positions in the major occupational series. Minorities and women represented 53.77% of the EPA work force in positions as attorneys, auditors and accountants. In the chemist and geologist occupational series, minorities and women held 37.58% of the positions and 41.69% of the biologist, environmental, and chemical engineering positions.

ADMINISTRATIVE

The total number of employees in the administrative occupations increased by 309, from 6372 in FY 1994 to 6,681 in FY 1995; the number of minorities and women also increased by 286 from 3,936 in FY 1994 to 4,222 in FY 1995. In FY 1995, 39.15% of the EPA work force held administrative positions. White men occupied

36.81% of the administrative positions. Minorities and women represented 63.19% of the administrative staff as compared to 61.77% in FY 1994, which is an increase of 1.42%.

Women occupied 56.11% of these positions, with white women at 36.81%. Minority women occupied 18.87% with black women at 15.15%, Hispanic and Asian women both at 1.69% and 1.68% respectively, and American Indian women 0.36%. Minority men occupied 7.08% of these positions. Black men represented 4.24%, Hispanic men 1.56%, Asian men 1.05%, and American Indian men 0.24% of the administrative work force.

MAJOR OCCUPATIONAL SERIES: White men occupied 37% of all positions in the major administrative series. Minorities and women held 64% of these positions as environmental protection specialists, management analysts and contract specialists.

TECHNICAL

The total number of technical employees increased by 65, from 718 in FY 1994 to 783 in FY 1995. In FY 1995, 4.59% of the total EPA work force held technical positions. White men held 16.60%% of the technical positions. Minorities and women represented 83.40% of these positions.

Women occupied 78% of these positions with white women at 37.8%. Minority women occupied 40.10% with black women at 32.7%, Hispanic women at 4.1%, Asian women at 2.8%, and American Indian women at 0.5%. Minority men occupied 5.5% of these positions with black men at 3.8%, Hispanic men at 1.2%, and Asian men at 0.5%. There were no American Indian men in technical positions.

CLERICAL

The total number of clerical employees decreased by 247, from 1,842 in FY 1994 to 1,595 in FY 1995. In FY 1995, only 9.35% of the total EPA work force held clerical positions. White men held 2.7% of clerical positions with the representation of minorities and women at 97.3%.

Women occupied 93.3% of these positions, with white women at 33.5%. Minority women occupied 59.81% with black women at 52.2%, Hispanic women at 6%, Asian women at 1.4% and American Indian women representing 0.2% of these occupations. Minority men occupied 4% of the clerical positions with black men at 3.3%, Hispanic men at 0.4%, Asian men at 0.3% and American Indian men at 0.1%.

OTHER

There were three black employees classified as other in FY 1995, one male and two females.

COMPARATIVE ANALYSIS OF CLF AND EPA WORKFORCE IN MAJOR PROFESSIONAL SERIES

This analysis focuses on the major professional occupational series. Almost half (46.9%) of the EPA workforce is employed in this category, and 90% of that is employed in nine major occupational series. These are: **Biologists, Accountants, Auditors, Environmental Engineers, Chemical Engineers, Attorneys, Physical Scientists, Chemists, and Geologists**. The analysis describes the underrepresentation rate for each of the targeted groups (where applicable) and the number of staff needed to eliminate underrepresentaion in comparison to the National Civilian Labor Force (CLF). White women are underrepresented in eight out of the nine major professional series; the exception is the Attorneys series.

In the major Professional series, underrepresentation has been eliminated for several targeted groups. Those groups are black men and woman, Hispanic men and women, and Asian Pacific men and women. The most underrepresented professional groups are white women and American Indians. Although there are 26 American Indian professionals in the EPA, American Indians are conspicuously absent from five of the nine major professional series. Specifically, American Indian men are underrepresented in eight of the nine major professional series, while American Indian females are underrepresented in five of the nine major series. Additionally, white women are underrepresented in seven of the nine professional series. The analysis describes the level of underrepresentation for each targeted group by job series and the specific number of hires required to eliminate this underrepresentation in comparison with the National Civilian Labor Force professional index.

Biologists: The underrepresentation rates for white women, black women, and Hispanic women are 0.11%, 0.19%, and 0.58%, respectively. The addition of one white, one black, and four Hispanic women would bring these groups to parity. Asian men are under represented by 1.59%, and Asian women by 0.67%. The addition of 12 Asian men and five Asian women would bring them to parity. American Indian men are underrepresented by 0.06% and the addition of one man would improve the representation rate of this group.

Accountants: White women are underrepresented by 5.83%, Hispanic men by 1.04%, Asian men by 1.9%, and American Indian men and women each by 0.20%. To eliminate this under representation, we need to hire 11 white women, two Hispanic men, four Asian men, and one American Indian man.

Auditors: White women are underrepresented by 1.42%, Hispanic men by 0.29%, Asian men by 2.42%, American Indian men by 0.20%, and American Indian women by 0.20%. To reach parity for each group, the EPA should hire four white women, one Hispanic man, seven Asian men, and one each American Indian men and women.

Environmental Engineers: White women are underrepresented by 11.87% American Indian women by 0.16%, and American Indian women by 0.11%. To eliminate underrepresentation in this occupation we need to hire 267 white women, four American Indian men, and three American Indian women.

Chemical Engineers: White women are underrepresented by 5.9%, black women by 0.22%, Asian women by 0.11%, and American Indian men and women by 0.20%. To eliminate underrepresentation, the EPA needs to hire 10 white women and one each for the other underrepresented groups, although their underrepresentation rates are not significant.

Attorneys: Asian men are underrepresented by 2.14% and Asian women by 0.33%. To eliminate underrepresentation for each group, we need to bring 20 Asian men and three Asian women on board.

Physical Scientists: White women are underrepresented by 2.52%, black women by 0.04%, Hispanic men by

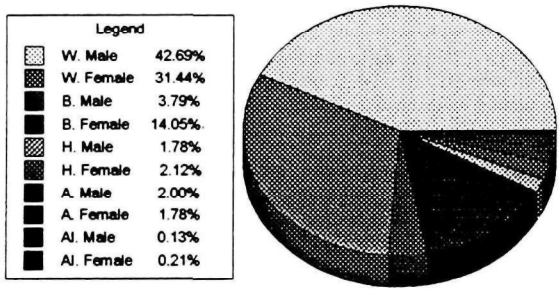
0.44%, Asian men by 1.68%, and American Indian men by 0.04%. To eliminate underrepresentation for each group, the EPA needs to bring 45 white women, one black woman, eight Hispanic men, 31 Asian men and one American Indian man on board.

Chemists: White women are underrepresented by 9.01%, black women by 0.83%, Hispanic men by 0.68%, American Indian men by 0.04% and American Indian women by 0.20%. To eliminate underrepresentation for these groups, the EPA needs to hire 56 white women, five black women, four Hispanic men, and one American Indian woman. While the underrepresentation rate of American Indian men is not very significant, we should still hire one professional in this category to improve the representation.

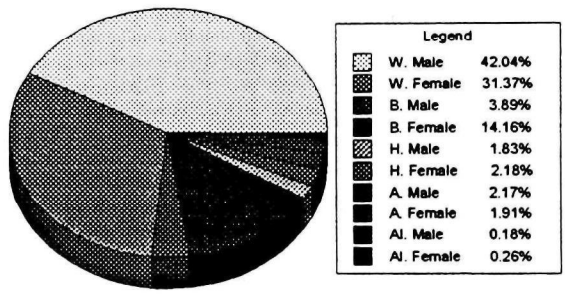
Geologists: White women are underrepresented by 11.40%, black women by 2.41%, Hispanic men by 1.31%, Hispanic women by 1.4%, Asian men by 1.93%, Asian women by 2.4%, American Indian men by 0.20%, and American Indian women by 0.20%. To eliminate underrepresentation in this occupation, the EPA needs to hire 14 white women, three black women, two Hispanic men, two Hispanic women, two Asian men, two Asian women, and one each American Indian men and women.

EPA WORKFORCE DISTRIBUTION

FY 1994



FY 1995



The above distribution charts show the change in EPA workforce diversity from FY 1994 to FY 1995. The total workforce increased by 109 employees, or 0.64% going from 16,957 in FY 1994 to 17,066 in FY 1995. Even though there was an increase in the total EPA work force, the white male population decreased by 0.65% and the white female population decreased by 0.07%. All minority groups (male and female) showed an increase in total number.

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: Most EEO groups were represented in this category except American Indian men. White men occupied 10.16% of these positions while minorities and women represented 89.84%. Women occupied 75% of these positions. White women represented 21.09%. Minority women held 54% of these grade levels with black women at 39.06%, Hispanic women at 13.38%, while Asian and American Indian women each held 0.78%. Minority men occupied 14.84% of these grades: black men represented 10.94%, while all other minority men together constituted 3.9%.

GS 5-8: All EEO groups were represented in this grade group. White men occupied 6.72% of these positions while minorities and women represented 93.28%. Women occupied 88.22% of these positions. White women represented 35.47% of these levels. Minority women represented 52.75% of these levels with black women at 45.03%, Hispanic women at 5.19%, Asian women at 2.31%, and American Indian women at 0.22%. Minority men occupied 5.06% of these grades: black men represented 3.40%, Asian men 0.57%, Hispanic men 1%, and American Indian men 0.09%.

GS 9-12: All EEO groups were represented in this group. White men occupied 35.26% of these positions while minorities and women represented 64.74%. Women occupied 54.83% of these positions. White women represented 34.47% of these levels. Minority women represented 20.35% with black women at 14.90%, Hispanic women at 2.54%, Asian women 2.43%, and American Indian women 0.48%. Minority men held 9.91% of these grades: black men represented 4.81%, Hispanic men 2.31%, Asian men 2.54%, and American Indian men 0.25%.

GS-13: All EEO groups were represented in this grade level. White men occupied over half of them, with 50.34%, while minorities and women represented 49.66%. Women occupied 40.76% of these positions. White women represented 29.90% of this level. Minority women occupied 10.85% of this level with black women at 7.20%, Asian women 2.08%, Hispanic women 1.37%, and American Indian women held 0.20%. Minority men held 8.9% of the GS-13 positions: black men represented 3.89%, Hispanic men 1.96%, Asian men 2.80%, and American Indian men 0.24%.

GS-14: Most EEO groups were represented in this grade level, except American Indian women. White men occupied over half, 59.0%, while minorities and women represented 41.0%. Women occupied 34.94% of these positions. White women represented 28.77% of these positions. Minority women occupied 6.16% with black women at 4.36%, Hispanic women 0.86%, and Asian women 0.94%. Minority men only held 6.05% of this grade level: black men represented 2.52%, Hispanic men 1.45%, Asian men 2.04%, and the only American Indian man represented 0.04%.

GS-15: Most EEO groups were represented in this category, except American Indian women. White men occupied two thirds, with 66.87% of these positions, while minorities and women represented 33.13%. Women occupied 26.93% of these positions. White women represented 23.61% of these positions. Minority women occupied 3.33% with black women at 2.4%, Hispanic women 0.23%, and Asian women 0.70%. Minority men held 6.19% of the GS-15 positions: black men represented 2.63%, Hispanic men 1.78%, Asian men 1.70%, and the only American Indian man at the GS-15 level represented 0.08%.

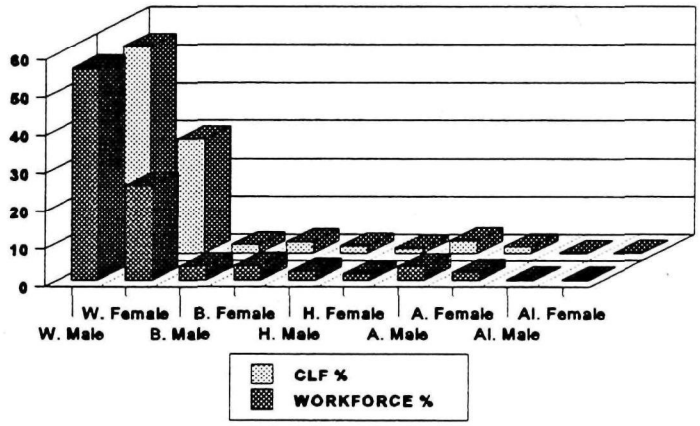
SES: Most EEO groups were represented in this category except Asian men and women. White men occupied over two thirds, with 67.05% of all executive positions, while minorities and women represented 32.95%. Women occupied 25% of these positions. White women represented 25.38% of these positions. Minority women represented1.90% with black women at 1.14%, and there was one Hispanic and one American Indian woman, for a representation rate of 0.38% each. Black men represented 4.55% of the executives, Hispanic men 0.76%, and the one American Indian man represented 0.38%.

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

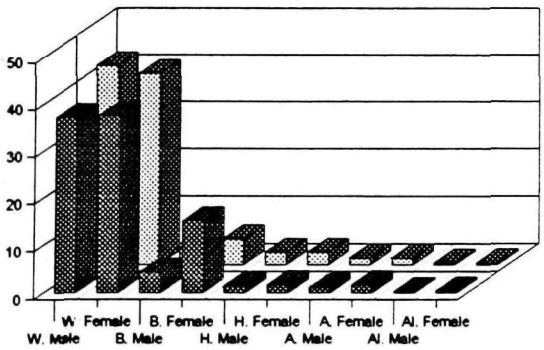
DIVERSITY OF OF EPA WORK FORCE	% OF EPA WORK FORCE	% OF NATIONAL CIVILIAN LABOR FORCE
White Male	42.04	42.6
White Female	31.37	35.3
Black Male	3.89	4.9
Black Female	14.16	5.4
Hispanic Male	1.83	4.8
Hispanic Female	2.18	3.3
Asian/Pacific Male	2.17	1.5
Asian/Pacific Female	1.91	1.3
American Indian Male	0.18	0.3
American Indian Female	0.26	0.3

EPA WORKFORCE COMPARISON WITH CLF

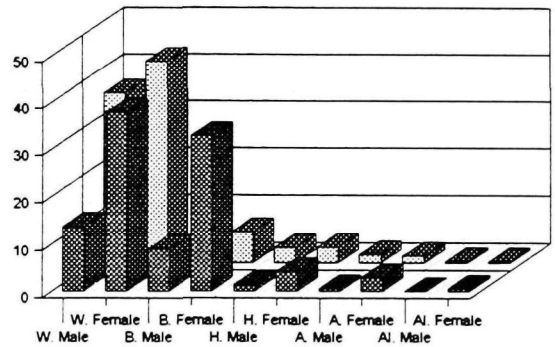
PROFESSIONAL



ADMINISTRATIVE



TECHNICAL



AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Sufficient financial support for Special Emphasis Programs (SEP) is not being provided. Some SEP 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 and minorities.

OBJECTIVE: To make Special Emphasis Programs in Regional Offices and laboratories effective in addressing the employment issues of minorities and women and providing sound advice, information, and feedback to their management officials as well as to the national EEO managers.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Provide financial resources, training and guidance to field level SEPMs to enhance their skills, knowledge and abilities so that their respective 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 EEO Managers (Technical Assistance)	Annually or as needed.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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 the 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, Office, Division and Branch levels.	Assistant Administrators General Counsel Inspector General Regional Administrators	January 1997
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 1996
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 Training Institute.	Office of Human Resources Management Office of Civil Rights	October 1996
Develop policy recommendation on requirement for all supervisors to receive a minimum amount of EEO training annually.	Office of Civil Rights	Dec 31, 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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 selection to SES positions on a priority goal.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Review/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)	Annually
Design and maintain a system by which qualified applicants are tracked to determine the number of minority (by race, national origin/gender) and non-minority women applicants for SES positions.	Office of Human Resources and Organizational Services (OHROS)	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 toward minority and women professional groups.	Office of Communication, Education and Public Affairs (Lead) Office of Human Resources and Organizational Services (Assistance)	Sep 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	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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 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	Accomplished in FY-95
Provide the Office of Civil Rights with a report on the number of MAIs participating in research fellowship and training programs.	Office of Research and Development	Annually
Provide the Office of Civil Rights with a report on the Environmental Education Undergraduate Financial Assistance program.	Office of Communication, Education and Public Affairs	Annually
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	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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. 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 appropriate targeted group selections.

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 underrepresented at grade 13 level.	Offices of Human Resources and Organizational Services (Lead) Office of Civil Rights (Technical Assistance)	Sept 30, 1997
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, 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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 is 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	December 1996
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

AGENCY-WIDE

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 women.

OBJECTIVE: To select minorities and 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. (This action pending lifting of Agency hiring freeze.)	Assistant Administrators Regional Administrators Laboratories Staff Office Directors	As needed
Provide training to recruitment team members regarding recruitment responsibilities, interviewing techniques, reporting requirements, etc. (This action pending lifting of Agency hiring freeze.)	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. (This action pending lifting of Agency hiring freeze.) **Note:** Although EPA is under a hiring freeze, a recruitment plan pending lifting of the freeze is still necessary.	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)	4th 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. (This action pending lifting of Agency hiring freeze).	Office of Human Resources and Organizational Services (Lead)	4th Quarter, FY 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT- EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Some managers perceive that minorities and women are not qualified for managerial positions and tend not to select them for these jobs. Some EPA officials do not understand or value diversity in the work force. The absence of EEO and diversity training create barriers to resolving this problem.

OBJECTIVE: To eliminate the perception that minorities and women are not qualified for managerial positions.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Provide project management assignments, details, rotational assignments, temporary promotions to managerial positions, and other career development options to enhance the visibility of minorities and 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) Supervisors/Managers Agency-wide Laboratories EEO Officer/Special Emphasis Program Managers (Advisory)	Ongoing
Expand target mid-level training opportunities to address specific needs of minorities and women and enhance their credentials		As needed
Train all managers in EEO, affirmative employment, and diversity.		Within 6 months of assignment and biennially thereafter
Publish and highlight the "success stories" of minorities and women within the EPA to increase their visibility, and their opportunities to serve 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) Office of Civil Rights (Special Emphasis Programs Managers)	Annually
Develop a standard/routine course on Civil Rights for implementation throughout the Agency.	Office of Civil Rights EEO Officers/Area Directors/National EEO Managers	Pilot course by December 30, 1996.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT- EMPLOYEE DEVELOPMENT PROGRAMS

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

OBJECTIVE: To train employees and allow 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.	Completed in FY95
Monitor equal opportunity complaints or problems to determine EEO training needs.	Office of Civil Rights	Ongoing
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)	December 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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: To select 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	October 1996
Use the Individual Development Plan (IDP) process to focus on needs of individuals with managerial responsibilities as defined in EPA Order Number 3140.3.		October 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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: To maintain 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	December 30, 1996
Establish Agency-wide policies and programs concerning job sharing/part-time tours, flexible workplace, and other "family friendly" issues.	EPA Administrator	Completed, FY95
Publicize formal career counseling/assistance services at HQ, in Regions, and large labs accessible to employees in other labs.	OHROS	Ongoing
In diversity and management 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

AGENCY-WIDE

REPORT ON OBJECTIVES AND ACTION ITEMS

PROBLEM/BARRIER IDENTIFICATION - EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Many women and minorities in scientific professions perceive that they 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: To 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, to ensure that 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	October, 1996
Revise agency management development programs to address race, sex stereotyping, and other attitudinal barriers.	OHROS OCR	January 1997
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	Ongoing
Expand management development programs and increase employee participation.	Administrator, OHROS; Assistant Regional Administrators	January 1997

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

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; and to institutionalize the responsibility for administration 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	December 1996
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	December 1996
Designate an Agency component as having primary responsibility for coordinating MAI activities	Office of Civil Rights (Lead) Administrator	October 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)	October 1996

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT- PROGRAM EVALUATION

PROBLEM/BARRIER STATEMENT: Some program and regional offices 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: To ensure that each Agency organization cooperates 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 Area Directors of Civil Rights Laboratories Affirmative Employment Program Liaison Committee	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.		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

AGENCY-WIDE

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: To establish a comprehensive and consistent formal process through which Affirmative Employment Program initiatives on the part of each individual organization 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	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	As required.

NOTEWORTHY ACTIVITIES/INITIATIVES

AGENCY-WIDE

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

The following are activities/initiatives, etc., which the EPA is engaged in that are not described elsewhere in this report and are of significant importance to its EEO program.

CIVIL RIGHTS STAFF TRAINING/EDUCATION

One of the critical elements needed for a successful Equal Opportunity Program is a well informed and technically competent Civil Rights Staff. During FY 1995 the Agency's Office of Civil Rights (OCR) sponsored training for all Special Emphasis Program managers. The training was conducted in conjunction with non-government organizations' training conferences with objectives that parallel those of each of the respective SEP programs, i.e. Blacks in Government, Federally Employed Women, and IMAGE .

The Environmental Protection Agency's reinvention and streamlining plans state that "information is a key tool in improving EPA's diversity profile" and "we must take advantage of individual differences to build effective teams to increase organization capacity and effectiveness." In support of these principles, OCR staff, EEO Officers from each of the Agency's 10 regions, and national Special Emphasis Program managers held a conference to tackle difficult programmatic issues having impact on the Agency's equal opportunity program. This provided the agency EEO professionals the opportunity to discuss program issues, exchange information on program matters, and develop plans for carrying out program priorities in support of the Agency's mission and functions. As a result of extensive deliberations in the form of workshops, strategies were developed for improving program administration in neglected program areas. OCR continues to work to implement these strategies.

SPECIAL DEVELOPMENTAL PROGRAMS

There are several special developmental programs in place in the Agency that are designed to enhance the marketability and promotion potential of employees. These programs are either EPA sponsored programs or programs designed elsewhere with consistent participation by EPA employees. Below is a description of the activity of each of these programs and the degree to which they benefit minorities and women:

Career Enhancement Program (CEP) - This is a graduate-level program offered to employees who wish more knowledge and a better understanding of subjects related to public administration and policy. The program has been expanded to include courses directly related to science, particularly public health. EPA has agreements with three universities to offer graduate courses for credit during work hours onsite. Courses are taught by university instructors and are of the same quality and degree of difficulty as those offered on campus. There were 251 employees enrolled in FY 1995, 61% were women.

The Looking Glass Experience: Leadership in Action- A five-day intensive leadership training program tailored by EPA for grades 13-15 non-supervisory employees who represent the major feeder group into management positions. EPA is the first federal agency to target Looking Glass to this grade range. In FY 1995, 101 employees were trained, 62% were minorities and women.

Executive Potential Program - A 12-month program designed primarily for occupational specialists at the GS 13-14 level who are transitioning into managers as second professions. The program is tailored by OPM for these level individuals in preparation for higher level management positions. There were 13 employees selected for this program in FY 1995, seven were women, one of them a black woman.

NOTEWORTHY ACTIVITIES/INITIATIVES

AGENCY-WIDE

Women's Executive Leadership Program (WEL) - EPA participates in the Office of Personnel Management's WEL program annually. This is a one-year program targeted for women GS 11-12, which prepares them to become future managers. The program includes training sessions, individual development plans, developmental assignments, shadowing and interviewing of federal managers, group projects and management readings. In FY 1995 EPA sponsored 13 participants, of which 10 were women, including two black women.

In addition to the above programs, EPA sponsored 34 participants at the Federal Executive Institute which prepares employees for entry into the senior executive service. Thirty-four employees were sponsored, including 12 white women, two black women, and one Hispanic man.

RELATIONS WITH ACADEMIC INSTITUTIONS

Several EPA organizations with grant-making authority are supporting research, fellowship, and educational programs in academic institutions with large minority and women's populations. Among the most active program offices are the Offices of Solid Waste and Emergency Response (OSWER), the Office of Research and Development, and the Office of Water.

The Office of Solid Waste and Emergency Response (OSWER) provided $3.4 for the FY95 Hazardous Waste Superfund appropriations to six Historically Black Colleges and Universities (HBCUs). The OSWER office also provided an additional $1.1 million to minority institutions through the National Institute of Environmental and Health Sciences Superfund Basic Research Program.

The Office of Research and Development (ORD) continued to expand the number of research grants related programs with Minority Academic Institutions (MAIs), while steadily increasing the amount of financial assistance being provided for fellowships and training. The Office of Research and Development awarded $1.9 million to seven MAIs to fund scientific projects in areas of critical need to the EPA. The universities participating in the research program included Howard University, Washington, D.C., Clark Atlanta University, Atlanta, Georgia, Morehouse College, Atlanta, Georgia, Southern University, Baton Rouge, La., North Carolina A&T State University, Greensboro, N.C., Prairie A&M University, Prairie, Texas and Texas Southern University, Houston, Texas.

A research apprenticeship program was initiated several years ago at Shaw University in Raleigh, N.C. The success of this program resulted in the EPA expanding the apprenticeship program to three other MAIs: Clark Atlanta University, Atlanta, Georgia; Xavier University, New Orleans, LA; and N.C. Central University, Durham, N.C.

The Minority Institutions Undergraduate Fellowship Program was implemented to increase the number of qualified minority professionals available to work and teach in environmental health, sciences and other environmental-related occupations. Under this program, two-year academic fellowships are awarded to full time juniors at minority institutions. The Minority Summer Internship program allows students with fellowships to gain some practical experience in their chosen field of study.

NOTEWORTHY ACTIVITIES/INITIATIVES

AGENCY-WIDE

The EPA continues to participate in numerous partnership agreements with Minority Academic Institutions. In FY 95, 31 grants were awarded to 15 Historically Blacks Colleges and Universities (HBCUs) totaling slightly more than $3.6 million. Eight Hispanic Serving Institutions (HSIs) were awarded 13 grants for $1.8 million and one American Indian University received an award for $70,000. The total of these awards is $5.5 million. The Minority Academic Institutions receiving grants are listed below:

HBCUs

Alabama A&M University	Technical Support	$65K
Tuskegee University	Radon Training	$161K
Tuskegee University	Sampling/Analysis	$80K
Howard University	Injured Bacteria	$145K
Howard University	Curricula Tools	$150K
Howard University	Chemical Studies	$85K
Clark Atlanta University	Traineeships	$100K
Clark Atlanta University	Ecological Study	$116K
Morehouse College	Heavy Metals	$114K
Southern University	Env. Policy	$125K
Southern University	Env. Policy	$125K
Xavier University	Community Project	$300K
Xavier University	Air Toxins	$300K
Morgan State University	Education Grant	$50K
Morgan State University	Urban Env. Ctr.	$133K
Morgan State University	Secondary Teachers	$237K
Morgan State University	Summer Interns	$200K
Morgan State University	Summer Interns	$16K
Morgan State University	Secondary Teachers	$15K
Alcorn State University	Training Grant	$70K
Jackson State University	Training Grant	$90K
Tougaloo College	Education Grant	$35K
Shaw University	Apprenticeship	$140K
Shaw University	Apprenticeship	$50K
Shaw University	Apprenticeship	$75K
Prairie View A&M Univ.	Research Grant	$62K
Texas Southern University	Research Grant	$100K
Texas Southern University	Research Grant	$242K
Texas southern University	Education Grant	$200K
Virginia State University	Training Grant	$63K
Virginia State University	Training Grant	$18K
	Total	$3,662,000

American Indian University

Haskell Indian Nations University	Pesticide Technology for Technology for Americans Indians	$70K
	Total	$70,000

HSIs

Northern Arizona	Air Quality Grant	$339K
Northern Arizona	Summer Intern Program	$30K
Northern Arizona	American Indian Air Quality	$52K
New Mexico State (Las Cruces)	Radiation	$79K
New Mexico State (Las Cruces)	Env. Policy	$99K
New Mexico State (Las Cruces)	Orchard Spray	$197K
No. New Mexico Comm. College	Research	$267K
Univ. of New Mexico (Albuquerque)	Research	$185K
Univ. of New Mexico (Albuquerque)	Research	$35K
University of Puerto Rico (Rio Piedras)	Research	$83K
University of Puerto Rico (Mayaguez)	Research	$81K
El Paso Community College (El Paso)	Research	$72K
Hostos Community College (NY)	Env. Policy	$300K
	Total	$1,819,000

Several EPA components have strengthened their partnerships with Minority Academic Institutions, while others are establishing new initiatives. The Office of Communications, Education and Public Affairs (OCEPA) sponsored an educational outreach project through Alcorn State University. This project is designed to educate community leaders, residents and volunteers in two counties about airborne diseases and other contaminants to water quality. The Office of Civil Rights (OCR) was successful in gaining an additional $2 million to augment the Office of Environmental Justice (OEJ) grant program. The additional program funding allowed the OEJ to provide grants to small HBCUs serving rural communities. The EPA is an active participant in the Science and Engineering cluster sponsored by the White House Initiative on Historically Black Colleges and Universities. The cluster sponsored a seminar on utilizing the Internet. The Agency also participated in the twenty-first Annual Conference of Blacks in higher Education. During this conference EPA employees could discuss current programs and research activities' with the Presidents, Chancellors and Director of the Offices of Sponsored Research.

Community Outreach

The Region V Chapter of Women in Science and Engineering developed a video tape entitled "Career Decision: Interviews with Women in EPA." This video tape will be used as a marketing tool for the Agency as it provides viewers with a clear example of the quality of scientists employed by EPA and highlights our organization as one concerned about the current status of women in the workplace. The primary goal of the video is to encourage young women to consider a variety of career options associated with environmental protection, especially those in science and engineering.

WORK FORCE STATISTICAL CHARTS

DISTRIBTION OF EEO GROUPS AND COMPARISON BY PATCO
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

PATCO CATEGORIES	FISCAL 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 95 #	8004	4543	2035	298	314	194	131	293	170	13	13
	%	100.0	56.48	25.30	3.70	3.90	2.41	1.63	3.64	2.11	0.16	0.16
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
ADMINISTRATIVE	FY 95 #	6681	2459	2488	283	1012	104	113	70	112	16	24
	%	100.0	36.81	37.24	4.24	15.15	1.56	1.69	1.05	1.68	0.24	0.36
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
TECHNICAL	FY 95 #	783	130	296	30	256	9	32	4	22	0	4
	%	100.0	16.60	37.80	3.83	32.69	1.15	4.09	0.51	2.81	0.00	0.51
	CLF *		**36.10**	**42.90**	**3.60**	**6.60**	**3.20**	**3.40**	**1.90**	**1.60**	**0.40**	**0.40**
CLERICAL	FY 95 #	1595	43	534	52	833	6	96	4	22	2	3
	%	100.0	2.70	33.48	3.26	52.23	0.38	6.02	0.25	1.38	0.13	0.19
	CLF *		**14.00**	**63.40**	**2.80**	**9.60**	**1.70**	**5.20**	**0.80**	**1.90**	**0.10**	**0.50**
OTHER	FY 95#	3	0	0	1	2	0	0	0	0	0	0
	%	100.0	0.00	0.00	33.33	66.67	0.00	0.00	0.00	0.00	0.00	0.00
	CLF *		**67.60**	**11.20**	**9.70**	**3.20**	**4.80**	**1.00**	**1.20**	**0.30**	**0.90**	**0.20**

* National (U.S.) Civilian Labor Force

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY MAJOR OCCUPATIONS
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES PROFESSIONAL	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
SERIES 401	FY 95 #	732	417	221	28	22	10	6	14	9	1	4
BIOLOGIST	%	100.0	56.97	30.19	3.83	3.01	1.37	0.82	1.91	1.23	0.14	0.55
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 510	FY 95 #	188100	77	46	9	36	2	3	3	11	0	1
ACCOUNTANT	%		40.96	24.47	4.79	19.15	1.06	1.60	1.60	5.85	0.00	0.53
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 511	FY 95 #	277100	127	80	22	29	5	5	3	6	0	0
AUDITOR	%		45.85	28.88	7.94	10.47	1.81	1.81	1.08	2.17	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 819	FY 95 #	2252100	1335	415	88	77	99	46	133	56	1	2
ENVIRONMENTAL ENGINEER	%		59.28	18.43	3.91	3.42	4.40	2.04	5.91	2.49	0.04	0.09
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 893	FY 95 #	168100	86	41	6	5	9	4	14	3	0	0
CHEMICAL ENGINEER	%		51.19	24.40	3.57	2.98	5.36	2.38	8.33	1.79	0.00	0.00
	CLF *		**54.70**	**30.20**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**

* National (U.S.) Civilian Labor Force

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY MAJOR OCCUPATIONS
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL 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 95 #	954	452	353	29	45	20	22	13	15	3	2
	%	100.0	47.38	37.00	3.04	4.72	2.10	2.31	1.36	1.57	0.31	0.21
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 1301 PHYSICAL SCIENTIST	FY 95 #	1868	1090	519	62	59	31	27	34	39	3	4
	%	100.0	58.35	27.78	3.32	3.16	1.66	1.45	1.82	2.09	0.16	0.21
	CLF *		**54.70**	**30.20**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 1320 CHEMIST	FY 95 #	634	380	135	24	15	9	11	36	23	1	0
	%	100.0	59.94	21.29	3.79	2.37	1.42	1.74	5.68	3.63	0.16	0.00
	CLF *		**54.70**	**30.20**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 1350 GEOLOGIST	FY 95 #	127	95	24	5	1	1	0	2	0	0	0
	%	100.0	74.80	18.90	3.94	0.79	0.79	0.00	1.57	0.00	0.00	0.00
	CLF *		**54.70**	**30.20**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**

* National (U.S.) Civilian Labor Force

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY OCCUPATIONS
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL 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 PROTECTION SPECIALIST	FY 95 #	2376	928	1010	61	215	27	38	29	49	9	10
	%	100.0	39.06	42.51	2.57	9.05	1.14	1.60	1.22	2.06	0.38	0.42
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 301 ADMINISTRATIVE	FY 95 #	830	305	280	32	147	17	10	6	7	2	4
	%	100.0	36.75	33.73	3.86	17.71	2.05	1.20	0.72	0.84	0.24	0.48
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 340 PROGRAM MANAGER	FY 95 #	290	171	89	11	6	5	1	3	3	1	0
	%	100.0	58.97	30.69	3.79	2.07	1.72	0.34	1.03	1.03	0.34	0.00
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 343 MANAGEMENT ANALYST	FY 95 #	1185	359	505	42	220	13	19	6	17	2	2
	%	100.0	30.30	42.62	3.54	18.57	1.10	1.60	0.51	1.43	0.17	0.17
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 1102 CONTRACT SPECIALIST	FY 95 #	329	100	122	27	66	4	4	2	2	0	2
	%	100.0	30.40	37.08	8.21	20.06	1.22	1.22	0.61	0.61	0.00	0.61
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**

* National (U.S.) Civilian Labor Force

ACCOMPLISHMENTS BY PATCO CATEGORY
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

PATCO CATEGORIES	FISCAL 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 #	8023	4646	2008	294	305	194	123	278	157	9	9
	%	100.00	57.91	25.03	3.66	3.80	2.42	1.53	3.47	1.96	0.11	0.11
	FY 95 #	8004	4543	2035	298	314	194	131	293	170	13	13
	%	100.00	56.76	25.42	3.72	3.92	2.42	1.64	3.66	2.12	0.16	0.16
	% DIFFERENCE		**-1.15**	**0.39**	**0.06**	**0.12**	**0.00**	**0.11**	**0.19**	**0.16**	**0.05**	**0.05**
ADMINISTRATIVE	FY 94 #	6372	2436	2391	265	904	91	99	53	104	11	18
	%	100.00	38.23	37.52	4.16	14.19	1.43	1.55	0.83	1.63	0.17	0.28
	FY 95 #	6681	2459	2488	283	1012	104	113	70	112	16	24
	%	100.00	36.81	37.24	4.24	15.15	1.56	1.69	1.05	1.68	0.24	0.36
	% DIFFERENCE		**-1.42**	**-0.28**	**0.08**	**0.96**	**0.13**	**0.14**	**0.22**	**0.05**	**0.07**	**0.08**
TECHNICAL	FY 94 #	718	106	296	30	221	12	32	4	15	0	2
	%	100.00	14.76	41.23	4.18	30.78	1.67	4.46	0.56	2.09	0.00	0.28
	FY 95 #	783	130	296	30	256	9	32	4	22	0	4
	%	100.00	16.60	37.80	3.83	32.69	1.15	4.09	0.51	2.81	0.00	0.51
	% DIFFERENCE		**1.84**	**-3.43**	**-0.35**	**1.91**	**-0.52**	**-0.37**	**-0.05**	**0.72**	**0.00**	**0.23**
CLERICAL	FY 94 #	1842	51	637	52	952	5	106	4	26	2	7
	%	100.00	2.77	34.58	2.82	51.68	0.27	5.75	0.22	1.41	0.11	0.38
	FY 95 #	1595	43	534	52	833	6	96	4	22	2	3
	%	100.00	2.70	33.48	3.26	52.23	0.38	6.02	0.25	1.38	0.13	0.19
	% DIFFERENCE		**-0.07**	**-1.10**	**0.44**	**0.55**	**0.11**	**0.27**	**0.03**	**-0.03**	**0.02**	**-0.19**
OTHERS	FY 94 #	2	0	0	1	1	0	0	0	0	0	0
	%	100.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
	FY 95 #	3	0	0	1	2	0	0	0	0	0	0
	%	100.00	0.00	0.00	33.33	66.67	0.00	0.00	0.00	0.00	0.00	0.00
	% DIFFERENCE		**0.00**	**0.00**	**-16.67**	**16.67**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

* National (U.S.) Civilian Labor Force

ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL 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 #	654	390	178	25	24	9	6	12	9	1	0
	%	100.0	59.63	27.22	3.82	3.67	1.38	0.92	1.83	1.38	0.15	0.00
	FY 95 #	732	417	221	28	22	10	6	14	9	1	4
	%	100.0	56.97	30.19	3.83	3.01	1.37	0.82	1.91	1.23	0.14	0.55
	% DIFFERENCE		**-2.66**	**2.97**	**0.01**	**-0.66**	**-0.01**	**-0.10**	**0.08**	**-0.15**	**-0.01**	**0.55**
SERIES 510 ACCOUNTANT	FY 94 #	180	77	43	8	35	2	3	3	8	0	1
	%	100.0	42.78	23.89	4.44	19.44	1.11	1.67	1.67	4.44	0.00	0.56
	FY 95 #	188	77	46	9	36	2	3	3	11	0	1
	%	100.0	40.96	24.47	4.79	19.15	1.06	1.60	1.60	5.85	0.00	0.53
	% DIFFERENCE		**-1.82**	**0.58**	**0.35**	**-0.29**	**-0.05**	**-0.07**	**0.07**	**1.41**	**0.00**	**-0.03**
SERIES 511 AUDITOR	FY 94 #	283	133	77	23	30	5	6	4	5	0	0
	%	100.0	47.00	27.21	8.13	10.60	1.77	2.12	1.41	1.77	0.00	0.00
	FY 95 #	277	127	80	22	29	5	5	3	6	0	0
	%	100.0	45.85	28.88	7.94	10.47	1.81	1.81	1.08	2.17	0.00	0.00
	% DIFFERENCE		**-1.15**	**1.67**	**-0.19**	**-0.13**	**0.04**	**-0.31**	**-0.33**	**0.40**	**0.00**	**0.00**
SERIES 819 ENVIRONMENTAL ENGINEER	FY 94 #	2199	1298	413	83	76	100	47	130	51	1	0
	%	100.0	59.03	18.78	3.77	3.46	4.55	2.14	5.91	2.32	0.05	0.00
	FY 95 #	2252	1335	415	88	77	99	46	133	56	1	2
	%	100.0	59.28	18.43	3.91	3.42	4.40	2.04	5.91	2.49	0.04	0.09
	% DIFFERENCE		**0.25**	**-0.35**	**0.14**	**-0.04**	**-0.15**	**-0.10**	**0.00**	**0.17**	**-0.01**	**0.09**
SERIES 893 CHEMICAL ENGINEER	FY 94 #	168	90	42	6	4	6	3	15	2	0	0
	%	100.0	53.57	25.00	3.57	2.38	3.57	1.79	8.93	1.19	0.00	0.00
	FY 95 #	168	86	41	6	5	9	4	14	3	0	0
	%	100.0	51.19	24.40	3.57	2.98	5.36	2.38	8.33	1.79	0.00	0.00
	% DIFFERENCE		**-2.38**	**-0.60**	**0.00**	**0.60**	**1.79**	**0.59**	**-0.60**	**0.60**	**0.00**	**0.00**

ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL 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	FY 94 #	991	474	375	29	42	20	19	12	14	3	3
ATTORNEY	%	100.0	47.83	37.84	2.93	4.24	2.02	1.92	1.21	1.41	0.30	0.30
	FY 95 #	954	452	353	29	45	20	22	13	15	3	2
	%	100.0	47.38	37.00	3.04	4.72	2.10	2.31	1.36	1.57	0.31	0.21
	% DIFFERENCE		**-0.45**	**-0.84**	**0.11**	**0.48**	**0.08**	**0.39**	**0.15**	**0.16**	**0.01**	**-0.09**
SERIES 1301	FY 94 #	1850	1086	522	61	60	28	25	34	28	2	4
PHYSICAL	%	100.0	58.70	28.22	3.30	3.24	1.51	1.35	1.84	1.51	0.11	0.22
SCIENTIST	FY 95 #	1868	1090	519	62	59	31	27	34	39	3	4
	%	100.0	58.35	27.78	3.32	3.16	1.66	1.45	1.82	2.09	0.16	0.21
	% DIFFERENCE		**-0.35**	**-0.44**	**0.02**	**-0.08**	**0.15**	**0.10**	**-0.02**	**0.58**	**0.05**	**- 0.01**
SERIES 1320	FY 94 #	640	408	123	24	13	9	9	30	24	0	0
CHEMIST	%	100.0	63.75	19.22	3.75	2.03	1.41	1.41	4.69	3.75	0.00	0.00
	FY 95 #	634	380	135	24	15	9	11	36	23	1	0
		100.0	59.94	21.29	3.79	2.37	1.42	1.74	5.68	3.63	0.16	0.00
	% DIFFERENCE		**-3.81**	**2.07**	**0.04**	**0.34**	**0.01**	**0.33**	**0.99**	**-0.12**	**0.16**	**0.00**
SERIES 1350	FY 94 #	131	99	24	4	1	1	0	2	0	0	0
GEOLOGIST	%	100.0	75.57	18.32	3.05	0.76	0.76	0.00	1.53	0.00	0.0O	0.00
	FY 95 #	127	95	24	5	1	1	0	2	0	0	0
	%	100.0	74.80	18.90	3.94	0.79	0.79	0.00	1.57	0.0O	0.00	0.00
	% DIFFERENCE		**-0.77**	**0.58**	**0.89**	**0.03**	**0.03**	**0.00**	**0.04**	**0.00**	**0.00**	**0.00**

ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL 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	FY 94 #	2259	902	966	58	192	31	29	21	44	7	9
ENVIRONMENTAL	%	100.0	39.93	42.76	2.57	8.50	1.37	1.28	0.93	1.95	0.31	0.40
PROTECTION	FY 95 #	2376	928	1010	61	215	27	38	29	49	9	10
SPECIALIST	%	100.0	39.06	42.51	2.57	9.05	1.14	1.60	1.22	2.06	0.38	0.42
	% DIFFERENCE		**-0.87**	**-0.25**	**0.00**	**0.55**	**-0.23**	**0.32**	**0.29**	**0.11**	**0.07**	**0.02**
SERIES 301	FY 94 #	748	262	279	32	140	9	11	3	6	2	4
ADMINISTRATIVE	%	100.0	35.03	37.30	4.28	18.72	1.20	1.47	0.40	0.80	0.27	0.53
	FY 95 #	830	305	280	32	147	17	10	6	7	2	4
	%	100.0	36.75	33.73	3.86	17.71	2.05	1.20	0.72	0.84	0.24	0.48
	% DIFFERENCE		**1.72**	**-3.57**	**-0.42**	**-1.01**	**0.85**	**-0.27**	**0.32**	**0.04**	**-0.03**	**-0.05**
SERIES 340	FY 94 #	303	197	86	7	5	3	1	1	2	1	0
PROGRAM	%	100.0	65.02	28.38	2.31	1.65	0.99	0.33	0.33	0.66	0.33	0.00
MANAGER	FY 95 #	290	171	9	11	6	5	1	3	3	1	0
	%	100.0	58.97	3.10	3.79	2.07	1.72	0.34	1.03	1.03	0.34	0.00
	% DIFFERENCE		**-6.05**	**2.31**	**1.48**	**0.42**	**0.73**	**0.01**	**0.70**	**0.37**	**0.01**	**0.00**
SERIES 343	FY 94 #	1111	333	480	35	201	13	19	6	20	1	3
MANAGEMENT	%	100.0	29.97	43.20	3.15	18.09	1.17	1.71	0.54	1.80	0.09	0.27
ANALYST	FY 95 #	1185	359	505	42	220	13	19	6	17	2	2
	%	100.0	30.30	42.62	3.54	18.57	1.10	1.60	0.51	1.43	0.17	0.17
	% DIFFERENCE		**0.33**	**-0.58**	**0.39**	**0.48**	**-0.07**	**-0.11**	**-0.03**	**-0.37**	**0.08**	**-0.10**
SERIES 1102	FY 94 #	314	99	125	27	53	3	3	1	2	0	1
CONTRACT	%	100.0	31.53	39.81	8.60	16.88	0.96	0.96	0.32	0.64	0.00	0.32
SPECIALIST	FY 95 #	329	100	122	27	66	4	4	2	2	0	2
	%	100.0	30.40	37.08	8.21	20.06	1.22	1.22	0.61	0.61	0.00	0.61
	% DIFFERENCE		**-1.13**	**-2.73**	**-0.39**	**3.18**	**0.26**	**0.26**	**0.29**	**-0.03**	**0.00**	**0.29**

ACCOMPLISHMENTS BY GRADE GROUPING
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

GRADE LEVEL	FISCAL 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 94 #	148	14	32	14	60	1	22	3	1	0	1
	%	100.0	09.46	21.62	9.46	40.54	0.68	14.86	2.03	0.68	0.0	0.68
	FY 95 #	128	13	27	14	50	2	17	3	1	0	1
	%	100.0	10.16	21.09	10.94	39.06	1.56	13.38	2.34	0.78	0.0	0.78
	% DIFFERENCE		**0.70**	**-0.53**	**1.48**	**-1.48**	**0.88**	**-1.58**	**0.31**	**0.10**	**0.0**	**0.10**
GS 5-8	FY 94 #	2351	114	872	74	1084	22	118	10	48	2	7
	%	100.0	4.85	37.09	3.15	46.11	0.94	5.02	0.43	2.04	0.09	0.30
	FY 95 #	2292	154	813	78	1032	23	119	13	53	2	5
	%	100.0	6.72	35.47	3.40	45.03	1.00	5.19	0.57	2.31	0.09	0.22
	% DIFFERENCE		**1.87**	**-1.62**	**0.25**	**-1.08**	**0.06**	**0.17**	**0.14**	**0.27**	**0.00**	**-0.08**
GS 9-12	FY 94 #	5542	2012	1928	252	798	138	131	126	128	8	21
	%	100.0	36.30	34.79	4.55	14.40	2.49	2.36	2.27	2.31	0.14	0.38
	FY 95 #	5590	1971	1927	269	833	129	142	142	136	14	27
	%	100.0	35.26	34.47	4.81	14.90	2.31	2.54	2.54	2.43	0.25	0.48
	% DIFFERENCE		**-1.04**	**-0.32**	**0.26**	**0.50**	**-0.18**	**0.18**	**0.27**	**0.12**	**0.11**	**0.10**
GS-13	FY 94 #	4810	2483	1436	196	309	84	66	126	95	9	6
	%	100.0	51.62	29.85	4.07	6.42	1.75	1.37	2.62	1.98	0.19	0.12
	FY 95 #	4956	2495	1482	193	357	97	68	139	103	12	10
	%	100.0	50.34	29.90	3.89	7.20	1.96	1.37	2.80	2.08	0.24	0.20
	% DIFFERENCE		**-1.28**	**0.05**	**-0.18**	**0.78**	**0.21**	**0.00**	**0.18**	**0.10**	**0.05**	**0.08**
GS-14	FY 94 #	2495	1511	693	60	101	33	20	53	22	1	1
	%	100.0	60.56	27.78	2.40	4.05	1.32	0.80	2.12	0.88	0.04	0.04
	FY 95 #	2544	1501	732	64	111	37	22	52	24	1	0
	%	100.0	59.00	28.77	2.52	4.36	1.45	0.86	2.04	0.94	0.04	0.00
	% DIFFERENCE		**-1.56**	**0.99**	**0.12**	**0.31**	**0.13**	**0.06**	**-0.08**	**0.06**	**0.00**	**-0.04**

ACCOMPLISHMENTS BY GRADE GROUPING
AGENCY-WIDE
AS OF SEPTEMBER 30, 1995

GRADE LEVEL	FISCAL 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 94 #	1331	909	303	37	28	22	3	20	8	1	0
	%	100.0	68.29	22.76	2.78	2.10	1.65	0.23	1.50	0.60	0.08	0.00
	FY 95 #	1292	864	305	34	31	23	3	22	9	1	0
	%	100.0	66.87	23.61	2.63	2.40	1.78	0.23	1.70	0.70	0.08	0.00
	% DIFFERENCE		**-1.42**	**0.85**	**-0.15**	**0.30**	**0.13**	**0.00**	**0.20**	**0.10**	**0.00**	**0.00**
SES	FY 94 #	280	196	68	9	3	2	0	1	0	1	0
	%	100.0	70.00	24.29	3.21	1.07	0.71	0.00	0.36	0.00	0.36	0.00
	FY 95 #	264	177	67	12	3	2	1	0	0	1	1
	%	100.0	67.05	25.38	4.55	1.14	0.76	0.38	0.00	0.00	0.38	0.38
	% DIFFERENCE		**-2.95**	**1.09**	**1.34**	**0.07**	**0.05**	**0.38**	**-0.36**	**0.00**	**0.02**	**0.38**

AGENCY-WIDE HIRES NEEDED TO ELIMINATE UNDERREPRESENTATION IN PROFESSIONAL AND ADMINISTRATIVE CATEGORIES

PATCO CATEGORIES	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
	M	F	M	F	M	F	M	F	M	F
Professional National Civilian Labor Force (CLF)	**54.70%**	**30.30%**	**2.40%**	**3.20%**	**2.10%**	**1.40%**	**3.50%**	**1.90%**	**0.20%**	**0.20%**
Number of professional staff needed to eliminate underrepresentation	--	390	--	--	--	--	--	--	3	3
Administrative National Civilian Labor Force (CLF)	**42.10%**	**40.40%**	**3.60%**	**5.30%**	**2.60%**	**2.60%**	**1.40%**	**1.40%**	**0.30%**	**0.30%**
Number of administrative staff needed to eliminate underrepresentation	--	211	--	--	70	61	24	--	4	--

NOTE: This chart compares the total population in EPA's Agency-wide professional and administrative jobs against the National (U.S.) Civilian Labor Force (CLF) representation. This comparison determines the number of hires needed to bring the number of minorities and women to the same representation rate as that of the CLF. It includes all professional and administrative job series, including the most populous in each group.

AGENCY HIRES NEEDED TO ELIMINATE UNDERREPRESENTATION IN MAJOR PROFESSIONAL SERIES

OCCUPATIONS/ SERIES	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
	M	F	M	F	M	F	M	F	M	F
National Civilian Labor Force (CLF)	**54.70%**	**30.30%**	**2.40%**	**3.20%**	**2.10%**	**1.40%**	**3.50%**	**1.90%**	**0.20%**	**0.20%**
BIOLOGISTS/ Series 401	--	1	--	1	5	4	12	5	1	--
ACCOUNTANTS/ Series 510	--	11	--	--	2	--	4	--	1	--
AUDITORS/ Series 511	--	4	--	--	1	--	7	--	1	1
ENVIRONMENTAL ENGINEERS/ Series 819	--	267	--	--	--	--	--	--	4	3
CHEMICAL ENGINEERS/ Series 893	--	10	--	1	--	--	--	1	1	1
ATTORNEYS/ Series 905	--	--	--	--	--	--	20	3	--	--
PHYSICAL SCIENTISTS/ Series 1301	--	45	--	1	8	--	31	--	1	--
CHEMISTS/ Series 1320	--	56	--	5	4	--	--	--	1	1
GEOLOGISTS/ Series 1350	--	14	--	3	2	2	2	2	1	1

NOTE: This chart reflects the number of hires needed to bring the population in each of the nine most populous professional job series Agency-wide to the same representation rate in the National Civilian Labor Force (CLF). The CLF is established by the U.S. Equal Employment Opportunity Commission and it is based on the 1990 U.S. Census survey.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT- ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Sufficient financial support for Special Emphasis Programs is not being provided. Some of the SEP 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 their constituencies.

OBJECTIVE: To make Special Emphasis Programs in the Regional Offices and laboratories effective in addressing employment issues of minorities and women and provide sound advice, information, and feedback to their management officials and to the national EEO managers.

ACTION ITEMS	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Provide financial resources, training and guidance to field Special Emphasis Program managers to enhance their skills, knowledge and abilities so that their respective programs are administered effectively and efficiently		X	

ACCOMPLISHMENTS

During FY 1995, the Agency's Office of Civil Rights sponsored training for all Special Emphasis Program managers. The training was conducted in conjunction with non-government organization's training conferences with objectives that parallel those of each of the respective Special Emphasis Programs. Financial resources for SEP implementation remain at a minimum. At present, the EPA is operating within severe budget constraints. Expenditures for travel, training and all other programmatic activities have been curtailed until budget restrictions are lifted.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT- ORGANIZATION AND RESOURCES

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

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.

EPA officials receive provided copies of the Agency's Affirmative Employment Program Plan to make them aware of occupational categories and grade levels where targeted recruitment is needed. Training is also available through the EPA Training Institute to help managers and supervisors gain the essential skills and practical experience required to effectively interact with diverse groups of people.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENTS 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 professional occupations, all minority groups and women experienced increases in their representation. Similarly, there were also increases in many administrative occupations. These increases occurred even though the Agency found it necessary to impose a freeze on hiring and promotions during the latter part of the fiscal year.

An automated personnel data system referred to as EEOMAS (Equal Employment Opportunity Monitoring and Analysis System) has been purchased. 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

AGENCY-WIDE

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT- RECRUITMENT AND HIRING

PROGRAM/BARRIER STATEMENT: The EPA does not enjoy a mutually beneficial relationship with Minority Academic Institutions (MAIs) to the extent possible and desirable. EPA programs are not well known among MAIs, nor has the Agency worked with them to make environmental science related courses core components of liberal arts and technical degree programs. The EPA also has a small Graduate Fellowship program (including trainees and interns) and a very limited faculty/executive exchange program.

OBJECTIVE: To expand EPA's relationships with Minority Academic Institutions (MAIs) and establish more effective partnerships with them for the benefit of both the institutions, students, and the EPA.

ACTION ITEMS:	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 two-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	

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENTS OF OBJECTIVES

PROGRAM ELEMENT- RECRUITMENT AND HIRING

ACCOMPLISHMENTS

The Office of Research and Development sponsors a two-year Environmental Science Management Training Program. This program offers mid-career professionals an opportunity to earn a masters degree in environmental science management and to gain work experience at EPA. Current budget limitations severely limit the accomplishment of MAI outreach activities.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT- RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Many women and minorities perceive that unnecessary education restrictions tend to limit development of the applicant pool, screening out qualified minorities and women for managerial and pre-managerial positions. There is also the perception that the barriers to eliminating this practice or lessening 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 managerial 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 that limiting applicants to one or two professional job series.	EPA requires that GS-13 and above vacancy announcements be advertised nationally and be kept 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 managerial 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 OCR and the Office of Human Resources and Organizational Services (OHROS) periodically review assessment data on the number of minorities and women hired for 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 managers 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

AGENCY-WIDE

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT- RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance and, in some cases, a 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
Hire minorities and 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

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 Goalsetters Reaching for Opportunities (GRO) for employees in grades ranging from GS-4 to GS-10.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENT 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: To implement 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

AGENCY-WIDE

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT- RECRUITMENT AND HIRING

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

OBJECTIVE: To select minorities and 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 1995 AEP Accomplishment Report and FY 1996 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. Some of the major accomplishments are: 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; and the EPA's increased involvement in, and contributions to, Minority Academic Institutions.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENT 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 was purchased and installed by the end of FY 1995.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AGENCY-WIDE

REPORT ON ACCOMPLISHMENT 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: To implement 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 1995, 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 1996. 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

FY 1996 UPDATE
AND
FY 1995 ACCOMPLISHMENT REPORT

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

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: 6195 TOTAL

2190 PROFESSIONAL 3310 ADMINISTRATIVE 125 TECHNICAL

584 CLERICAL 1 OTHER

Name of Contact Person/Person Preparing Form: Lucy Lovett

TELEPHONE NUMBER: (202) 260-7780

Name/Title of Principal EEO Official:
Dan J. Rondeau
Director, Office of Civil Rights

Signature of Principal EEO Official

DATE: April 4, 1996
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: APR 12 1996
Certify that this report is in compliance with EEOC-MD-714.

AFFIRMATIVE EMPLOYMENT PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

WORK FORCE PROFILE AND ANALYSIS

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

The work force profiles in this section depict the distribution of the Headquarters' 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 are 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 professional and administrative staff. These two occupational categories represent 89% of the Headquarters work force. The data are also arranged by specific grade groups, as follows: GS 1-4, 5-8, 9-12, 13, 14, 15, and SES. We also include data pertaining to the EPA Headquarters' major occupational categories and the percent of distribution of all groups (minorities and whites) for fiscal year 1995.

We based our work force computations and subsequent analysis on comparisons with the National Civilian Labor Force (CLF) data stemming from the 1990 Census. We used the National CLF to analyze our professional and administrative occupational groups at Headquarters. This section also contains a profile of planned versus actual accomplishments for minorities and women.

SUMMARY ANALYSIS

At the end of FY 1994, EPA Headquarters' full-time and part-time population had been 6195. By the close of FY 1995, the total population was 6210, a net increase of 15 employees. Most (89%) of the Headquarters work force was assigned to professional and administrative positions. While minorities and women make up 60.21% of the Headquarters population, their representation rate in the professional ranks is much lower, or 45.62%, while their representation rate in the administrative positions is slightly higher, or 62.33%. Furthermore, of the 3739 minorities and women at EPA Headquarters, the largest group (55.18%) is found in administrative positions.

PROFESSIONAL

PATCO: The total number of Headquarters employees in the professional category decreased by 20, going from 2210 in FY 1994 to 2190 in FY 1995. Among minorities and women, white women decreased by 7%, going from 582 in FY 1994 to 576 in FY 1995. In FY 1995, 35.26% of the EPA Headquarters work force held professional positions. White men occupied most of them, with a representation rate of 54.38%. The only minority groups that remain below their National CLF representation rate are Hispanic men and women, and American Indian men and women.

As a group, women occupied 34.93% of the professional positions. In particular, white women occupied 26.30% of these positions. Minority women occupied 8.63% with black women at 4.93%, Hispanic women 1.32%, Asian women 2.33%, and American Indian women 0.05% of the positions. Minority men occupied only 10.68% of the professional positions. In particular, black men represented 4.66%, Hispanic men 1.55%, Asian men 4.43%, and American Indian men 0.05%.

MAJOR OCCUPATIONAL SERIES: The nine most populous professional job series are biologist, environmental engineer, chemical engineer, physical scientist, chemist, geologist, accountant, auditor, and attorney positions. White men occupied an average of 51.46% of them. While minorities and women together occupied the balance, their representation rates varied from a high of 66.67% among accountants to a low of 36.88% among physical scientists. Notwithstanding, the representation rates by individual targeted groups varied from occupation to occupation. For instance, white women made up 12.50% of the geologist positions,

and there were no Hispanics, Asians, or American Indians in that job series.

ADMINISTRATIVE

PATCO: The total number of Headquarters employees in administrative positions increased by 91, from 3219 in FY 1994 to 3310 in FY 1995. The number of women and minorities in those positions also increased by 78, from 1985 in FY 1994 to 2063 in FY 1995. In FY 1995, 53.30% of the EPA Headquarters work force held administrative positions. Minorities and women represented 62.33%of those positions, while white men occupied 37.67%. Most minority groups still remain below their National CLF representation rate.

As a group, women occupied 55.20% of the administrative positions. In particular, white women occupied 34.14% of these positions with minority women occupying 21.06%. Black women held 18.67%, Hispanic women 1.03%, Asian women 1.21%, and American Indian women 0.15%. Minority men only occupied 7.13% of these positions: black men represented 4.62%, Hispanic men 1.60%, Asian men 0.82%, and American Indian men 0.09% of the administrative work force.

MAJOR OCCUPATIONAL SERIES: The five most populous administrative job series are environmental protection specialist, administrative, program manager, management analyst, and contract specialist. White men occupied an average of 41.03% of the positions in these series. While minorities and women together occupied the balance, their representation rates varied from a high of 68.31% among management analysts to a low of 35.72% for program manager positions. The representation rates by individual targeted group varied from position to position. For instance, while underrepresentation was eliminated for white women in one of the series (environmental protection specialist) and underrepresentation was eliminated in four of them (administrative, program manager, management analyst, and contract specialist) for black males, there were little or no gains in eliminating underrepresentation for the other groups.

TECHNICAL

PATCO: The total number of Headquarters employees in technical positions increased by 11, from 114 in FY 1994 to 125 in FY 1995. While the number of minorities and women also increased, from 100 to 107, their representation rate went down slightly, from 87.72% to 85.60%. At the of FY 1995, only 2% of the total EPA Headquarters work force held technical positions; white men held 14.40% of them, while minorities and women represented the balance, or 85.60%.

As a group, women occupied 81.60% of the technical positions. In particular, white women occupied 17.60% of these positions with minority women occupying 64%. Black women held 62.40%, and Asian women 1.60%. There were no Hispanic or American Indian women assigned to technical positions. Black men occupied 4.00% of these positions and were the only minority males represented in them. There were no Hispanic, Asian, or American Indian men in technical positions.

CLERICAL

PATCO: The total number of Headquarters employees assigned to clerical positions decreased by 68, from 652 in FY 1994 to 584 in FY 1995. At the end of FY 1995, only 9.40% of the total EPA Headquarters work force held clerical positions; women held the overwhelming majority. White men only held 2.57% of these positions while minorities and women represented 97.43%. Black women occupied the largest percentage of the clerical positions, with 72.95% of the jobs, while white women held 19.01% and Hispanic 0.51%. There were no Asian or American Indian women in clerical positions. Minority men occupied 4.97% of these positions, with black men assigned to 4.6% of them. All EEO groups held clerical positions except Hispanic and American Indian men.

OTHER

The only Headquarters employee classified as other in FY 1995 was one black woman.

COMPARATIVE ANALYSIS OF CLF AND EPA WORKFORCE IN MAJOR PROFESSIONAL SERIES -

This analysis focuses on the major professional occupational series. Over one third, or 35.3%, of the EPA Headquarters work force is employed in this category, and 81.4% of that is employed in nine major occupational series. These are: biologists, accountants, auditors, environmental engineers, chemical engineers, attorneys, physical scientists, chemists, and geologists.

In the entire Professional category, several targeted groups are underrepresented or even non-existent. The analysis describes the underrepresentation rate for each of the targeted groups (where applicable) by job series and the number of staff needed to eliminate underrepresentation in comparison to the National Civilian Labor Force (CLF). The most underrepresented groups are American Indians and white women. There are no American Indian men in any of the nine major Professional series, while white women are under-represented in eight out of the nine (the exception is the attorneys series). There are no American Indian women in seven out of the nine major professional series; the exceptions are the biologists and attorneys series, where there is one in each.

Biologists: Hispanic men are underrepresented by 1.7%, Asian men by 3.10%, Asian women by 0.31%, and American Indian men by 0.2%. The addition of four Hispanic men, eight Asian men, and one each white women, Asian women, and American Indian men would eliminate underrepresentation of these groups in this occupation. Although the underrepresentation rate for white women is not significant (0.14%), the addition of one white woman would improve their representation. There are no American Indian men in this series.

Accountants: White women are underrepresented by 6.30 %, Hispanic men by 0.77%, Hispanic women by 1.40%, Asian men by 2.17%, and American Indian men and women each by 0.2%. To eliminate this under-representation, the EPA needs to hire five white women, one each Hispanic men and women, two Asian men, and one each American Indian men and women. Note that there are no Hispanic women, American Indian men, or American Indian women in this series.

Auditors: White women are underrepresented by 1.57%, Hispanic men by 0.20%, Asian men by 2.40%, and American Indian men and women by 0.2% each. To eliminate underrepresentation for each group, the EPA should hire four white women, one Hispanic man, six Asian men, and one each American Indian men and women. Note that there are no American Indian men or women in this series.

Environmental Engineers: White women and American Indian men and women are the only underrepresented groups in this job series, by 14.58%, 0.2%, and 0.2%, respectively. To eliminate underrepresentation, the EPA should hire 33 white women and one each American Indian men and women. Note that there are no American Indian men or women in this series.

Chemical Engineers: American Indian men and women are underrepresented by 0.2% each, while white women are underrepresented by 0.73%. To eliminate underrepresentation, the EPA needs to hire one each white women, American Indian men, and American Indian women. Note that there are no American Indian men or women in this series.

Attorneys: Hispanic men are underrepresented by 0.98%, Asian men by 1.82%, Asian women by 0.78%, and American Indian men and women by 0.2% each. In order to eliminate underrepresentation for each group,the EPA needs to hire four Hispanic men, seven Asian men, three Asian women, and one each American Indian men and women into the attorneys series. Note that there are no American Indian men in this series.

Physical Scientists: White women are underrepresented by 7.18%, black women by 0.39%, Hispanic men by

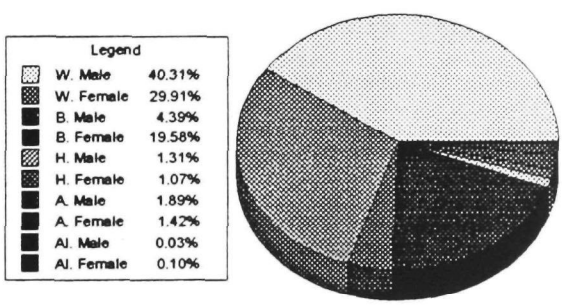
0.85%, Hispanic women by 0.78%, Asian men by .69%, and American Indian men and women by 0.2% each. To eliminate underrepresentation for each group, the EPA should bring 23 white women, one black woman, three each Hispanic men and women, two Asian men, and one each American Indian men and women. Note that there are no American Indian men or women in this series.

Chemists: White women are underrepresented by 6.71%, black women by 0.64%, and American Indian men and women by 0.2% each. In order to eliminate underrepresentation, the EPA should hire 13 white women and one each black women, American Indian men, and American Indian women. Note that there are no American Indian men or women in this series.

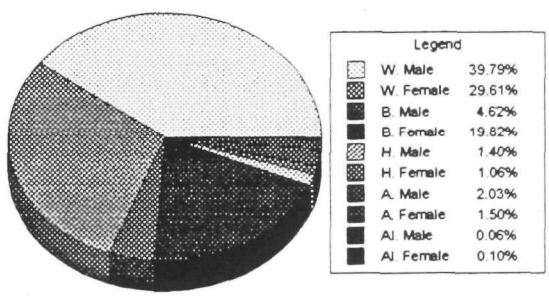
Geologists: White women are underrepresented by 17.80%, Hispanic men by 2.10%, Hispanic women by 1.40%, Asian men by 3.50%, Asian women by 1.90%, and American Indian men and women by 0.2% each. In order to eliminate underrepresentation, the EPA should hire three white women, and one each Hispanic men and women, Asian men and women, and American Indian men and women. Note that there are no Hispanic men or women, Asian men or women, or American Indian men or women in this series.

HQ WORKFORCE DISTRIBUTION

FY 1994



FY 1995



The above distribution charts show the change in Headquarters diversity from FY 1994 to FY 1995. The total workforce increased by 15, or 0.24% going from 6195 in FY 1994 to 6210 in FY 1995. While there was an increase in the total population, the white male population decreased by 0.52% and the white female population decreased by 0.30%. Except for Hispanic females, all other minority groups showed an increase in their total numbers.

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: Most EEO groups were represented in this category except Hispanic men, Asian women, and American Indian men and women. White men occupied 21.62% of these positions, while minorities and women represented 78.38%. Women occupied 54.05% of all these positions: black women were the largest group, with 27.03%; white women represented 24.32%, and Hispanic women 2.70%. There were no Asian or American Indian women in these grades.

Minority men occupied 24.32% of these positions. Black men represented 18.92% of the population and Asian men held 5.41%. There were no Hispanic or American Indian men in these grade levels.

GS 5-8: Most EEO groups were represented in this category except American Indian men and women. White men occupied 6.96% of these positions, while minorities and women represented 93.04%. Women occupied 86.96% of all positions: the largest group was black women, with 66.67%; white women represented 19.41%, Hispanic women 0.59%, and Asian women 0.30%. There were no American Indian women in these grades.

Minority men occupied 6.07% of these grades: black men represented 5.48%, while Hispanic and Asian men each represented 0.30%. There were no American Indian men in these grades.

GS 9-12: All EEO groups were represented in this category. White men occupied 26.32% of these positions, while minorities and women represented the balance, or 73.68%. Women occupied 65.05% of all positions: the largest group was black women, with 34.38%; white women represented 26.89%, Hispanic women 1.89%, Asian women 1.64%, and American Indian women 0.25%.

Minority men held 8.63% of these grades: black men represented 5.43%, Hispanic men 1.73%, Asian men 1.40%, and American Indian men 0.08%.

GS-13 : All EEO groups were represented in this category. White men occupied the largest percentage, 39.18%, while minorities and women represented the balance, or 60.82%. Women occupied 51.03% of all GS-13 positions: white women represented 33.86%, black women 13.16%, Hispanic women 1.32%, Asian women 2.58%, and American Indian women 0.11%.

Minority men held 9.79% of the GS-13 positions: black men represented 5.16%, Hispanic men 1.58%, Asian men 2.95%, and American Indian men 0.11%.

GS-14: Most EEO groups were represented in this category except American Indian men and women. White men occupied 51.38% of these positions, with minorities and women representing the balance, or 48.62%. Women occupied 41.33% of all positions: white women represented 33.75%, black women 5.76%, Hispanic women 0.80%, and Asian women 1.02%. There were no American Indian women.

Minority men held 7.29% of these positions: black men represented 3.43%, Hispanic men 1.38%, and Asian men 2.48%. There were no American Indian men at the GS-14 grade level.

GS-15: Most EEO groups were represented in this category, except American Indian women. White men occupied nearly two-thirds of these positions, 63.22%, while minorities and women represented the balance, or 36.78%. Women occupied 30.50% of all positions: white women represented 26.57%, while women of color

were noticeably scarce. For instance, the 22 black women made up 2.71%, the two Hispanic women at this grade level made up 0.25%, and the eight Asian women held 0.98% of the positions. There were no American Indian women at the GS-15 grade level.

Minority men held 6.27% of the GS-15 positions: black men represented 2.71%, Hispanic men 1.60%, and Asian men 1.85%. There was only one American Indian man at the GS-15 level, representing 0.12% of the total population at that grade level.

SES: About two-thirds of the EEO groups were represented in this category. Absent were Hispanic women, Asian men and women, and American Indian men. White men occupied over two-thirds, 67.17%, while minorities and women represented the balance, or 32.83% of the EPA executive ranks.

Women occupied 26.77% of the positions: white women represented 25.25%, the two black women in this group represented 1.01%, and the only American Indian woman in it made up 0.51% of the group. EPA has no Hispanic or Asian women in its executive ranks.

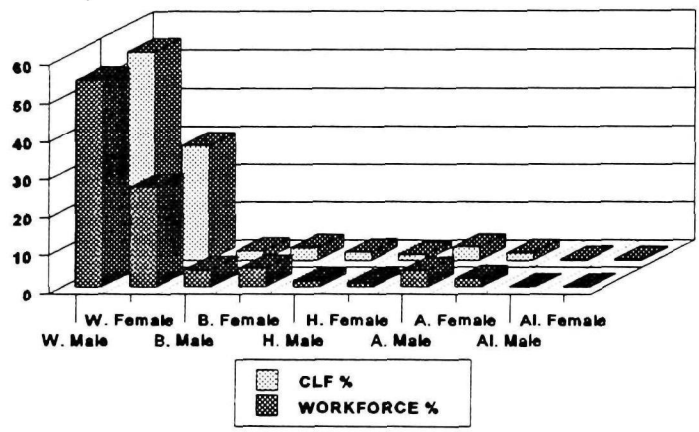
Minority men held 6.06% of the senior executive positions. The 10 black men in the group represented 5.05% and the two Hispanic men represented 1.01% of these positions. There were no Asian or American Indian men in these ranks.

COMPARISON OF THE EPA AGENCY-WIDE AND HEADQUARTERS WORK FORCE WITH THE NATIONAL CIVILIAN LABOR FORCE

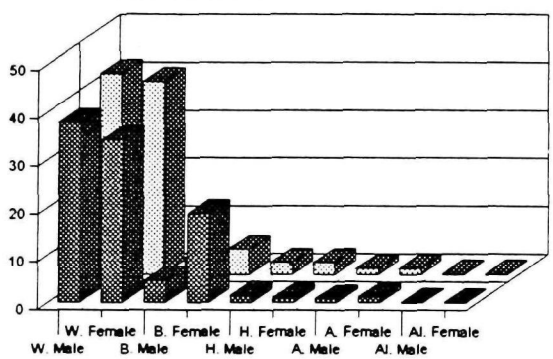
DIVERSITY OF OF EPA WORK FORCE	% OF AGENCY-WIDE WORK FORCE	% OF HQ WORK FORCE	% OF NATIONAL CIVILIAN LABOR FORCE
White Male	42.04	39.79	42.6
White Female	31.37	29.61	35.3
Black Male	3.89	4.62	4.9
Black Female	14.16	19.82	5.4
Hispanic Male	1.83	1.40	4.8
Hispanic Female	2.18	1.06	3.3
Asian Male	2.17	2.03	1.5
Asian Female	1.91	1.50	1.3
American Indian Male	0.18	0.06	0.3
American Indian Female	0.26	0.10	0.3

HQ WORKFORCE COMPARISON WITH CLF

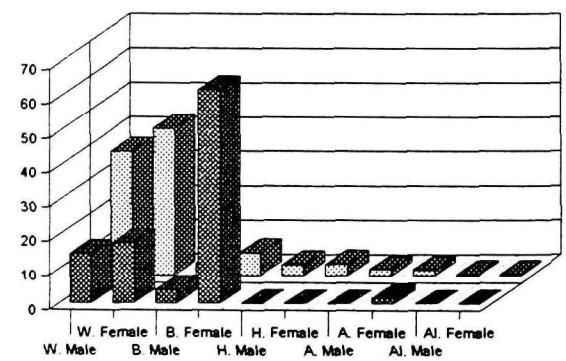
PROFESSIONAL



ADMINISTRATIVE



TECHNICAL



AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Collateral-duty managers need to be identified to help senior managers 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, prepare position papers and plans for program expenditures, and assign program responsibility to senior managers, such as Deputy Assistant Administrators and their counterparts.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Identify employees in each of the offices and laboratory locations to serve as collateral-duty SEP managers.	Senior Managers (AAs, DAAs) OCR Area Directors (Technical assistance)	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

HEADQUARTERS

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 Headquarters organizations.	Assistant Administrators General Counsel Inspector General	December 1996
Institute policy and mechanisms to ensure that hiring officials actively recruit and consider minorities and women before making selections.	Office of Human Resources & Organizational Services (OHROS) Office of Civil Rights	December 1996
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 training through the EPA Training Institute.	Office of Human Resources & Organizational Services (OHROS) Office of Civil Rights	Sept 30, 1996
Develop policy recommendation on minimum annual EEO training requirements for all supervisors and managers.	Office of Civil Rights	Dec. 31, 1996

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

HEADQUARTERS

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 American Indians.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Identify black, Hispanic, Asian, and American Indian applicants and employees for consideration for selection to professional and administrative positions.	Office of Human Resources & Organizational Services (OHROS) Managers/Supervisors	Ongoing
Design, develop, and offer EEO awareness training through the EPA Training Institute.	OHROS Office of Civil Rights (OCR) (Technical assistance)	Ongoing
Issue policy statement outlining specific goals and program objectives and demonstrating commitment to affirmative employment.	OCR	December 1996
Provide guidance to hiring officials on developing recruitment mechanisms for minorities and women.	OHROS OCR (Technical assistance)	Ongoing
Meet with senior level Agency officials to inform them of work force profile statistics and areas of underrepresentation.	OCR EEO Managers Collateral-duty SEP managers	Ongoing

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: The misperception by some managers that minorities and 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 (OCR) Office of Human Resources & Organizational Services (OHROS)	Annually
Continue to provide training on EEO law and cultural diversity to help staff, especially managers and supervisors, understand and support the Agency's legal responsibilities and appropriately manage and value the diversity of individuals.	OHROS (Lead) OCR (Technical assistance) AAs (Program support)	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Career development opportunities for secretarial and clerical staff are limited 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) Laboratory Directors Supervisors/Managers	Annually
Provide support staff with rotational assignments to non-support positions.	Assistant Administrators (AAs) Laboratory Directors Supervisors/Managers	Annually
Provide financial support for secretaries to enroll in the Certified Professional Secretaries Program and the Goalsetters Reaching for Opportunities (GRO) programs.	Assistant Administrators (AAs) 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) Laboratory Directors Supervisors/Managers	Annually

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: There is insufficient support (financial and other resources) for the Agency's Special Emphasis Programs (SEPs). Because of inadequate training, some of the collateral-duty SEP managers lack the needed skills, knowledge, and abilities 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 the employment concerns of women and minorities. The activities of local and national SEP organizations are neither synchronized nor mutually supportive. The national SEP managers do not have the level of interaction with senior managers necessary to select issues for national attention.

OBJECTIVE: To have SEPs that effectively address the employment issues of women and minorities, provide sound advice, information, and feedback to both their management officials and the national SEP managers, and lead their councils and groups.

ACTION ITEMS:	RESPONSIBLE OFFICIAL(S)	TARGET DATE(S)
Provide resources (financial and others), training, and guidance to collateral-duty SEP managers to enhance their skills, knowledge, and abilities so that they may administer their respective programs effectively and efficiently.	Assistant Administrators (AAs) Office of Civil Rights (OCR)	Annually
Conduct regular meetings of the national SEP councils to enhance the implementation of initiatives and actions to improve opportunities for women and minorities in the EPA.	OCR AAs (Support)	Bi-Annually
Conduct a minimum of four technical assistance visits to EPA organizations.	OCR	Annually

NOTEWORTHY ACTIVITIES/INITIATIVES

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 completed their streamlining and reinvention efforts. One of the major initiatives involved the reorganization and consolidation of the EPA enforcement programs to create a new strategic enforcement and compliance assurance organization.

In its reinvention efforts, the Office of Enforcement and Compliance Assurance (OECA) intended 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. OECA incorporated into its reinvention the development of an affirmative employment plan to guide senior managers in their recruitment and hiring strategies. OECA's senior leaders intend to duplicate the success of the Director, Office of Criminal Enforcement, who created a diverse work force of criminal investigators. As a result of his efforts, the Director received the Agency's Suzanne B. Olive Equal Opportunity Award in FY 1995.

Several EPA Headquarters organizations have used this period of downsizing and streamlining to place emphasis on retaining and developing the diverse staff they already had on board. Many of them were concerned with the effect of the Agency's downsizing efforts on minority front-line supervisors and managers, where many of them have been displaced to non-supervisory positions. The Office of Solid Waste and Emergency Response (OSWER) was able to maintain a representative roster of supervisors by paying careful attention to their "360-degree" feedback process and involving senior level management in the decision process. As a result, while under the former OSWER organization 64.4% of the permanent supervisors were white males, only 50.8% of those in supervisory positions in the new organization fall into this category. Similarly, the representation of physically challenged supervisors increased from 0.8% to 1.6%.

Merit Promotions and Entry-Level Hiring

At the beginning of FY 1995, several EPA organizations had hiring opportunities as a result of the requirements by the U.S. Congress that the Agency take over work that until then had been done by private contractors. This translated into over 700 new positions granted to EPA for "contractor conversion" purposes. Several of the new hires were part of this "contractor conversion" effort. Many EPA organizations made a concerted effort to use this opportunity to address their areas of under representation.

While most Headquarters organizations carried out minimal hiring during FY 1995 and were under a total hiring freeze during the last quarter, some of them initiated or continued limited activities regarding merit promotions and entry-level recruitment and hiring. Several organizations participated in the three-year certificate Howard University Environmental Speciality (HUES) program, designed to help employees at grades GS 6-10 compete successfully for entry-level Environmental Protection Specialist (EPS) positions. The HUES program, which successfully completed its first year in operations, provides fundamental course work for employees (i.e., clerical, administrative/program support, and employees in equivalent positions) by offering 36 credit hours of Environmental Specialty courses through the Howard University School of Continuing Education (HUSCE). Upon completion of the program, students receive a certificate from the

NOTEWORTHY ACTIVITIES/INITIATIVES

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

Merit Promotions and Entry-Level Hiring, cont.

HUSCE and become eligible to compete for EPS positions. The HUES program enrolled 31 employees during FY 1995.

The Office of Air and Radiation (OAR) selected a minority woman for the HUES program. OAR also recruited and placed seven student interns for summer employment, and three student interns participated in a pilot environmental training program that extended their training into the Fall semester. As a result of this effort, one of the OAR interns was hired by another EPA organization. The Office of International Activities (OIA) also had three participants in the HUES program. The Office of Pollution, Prevention, and Toxic Substances (OPPTS) and the Office of Human Resources and Organizational Management (OHROS) established an informal mentor program for HUES participants.

The Office of International Activities (OIA) had 12 new hires; of those, eight were women: six white and one each Hispanic and black. Of 13 promotions, nine went to women: four white and five black. OIA provided mentors for several staff who sough career-developmental rotational assignments and included EEO standards in the performance plans of all managers and supervisors. In addition, OIA has worked with OCR and the national SEP managers to identify sources of women and minority candidates, and has initiated the design of a computerized tracking system that will analyze such information as race and national origin, grade level, and job series for all OIA applicants, new hires, and current employees. The Office encouraged managers to identify promising women and minority candidates for potential permanent and rotational opportunities. Of OSWER's 45 professional and administrative staff hired, 27 (60%) were minority or female: 16 (35.5%) were white women and 11 (24.4%) were minorities.

EPA held its first job fair for people with disabilities. Every office at EPA Headquarters was represented at the event, which resulted in 15 new hires.

Several EPA Headquarters employees participated in a one-year leadership and career development program for employees in grades GS 4-10, Goalsetters Reaching for Opportunities (GRO). Established in FY 1993, GRO has already trained and graduated 39 employees in two classes. The third class began in May 1995 with 16 participants. The first class produced two promotions and one upward-mobility position, while the second class produced seven promotions and three reassignments with new job titles. The vast majority (90%) of GRO participants are women and 95% are minorities.

By the close of FY 1995, the total number and the representation rate of minorities in professional positions at EPA Headquarters organizations had increased slightly. Minority men increased from 219 (9.91%) to 234 (10.68%), while minority women increased from 179 (8.10%) to 189 (8.63%). The total number and the representation rate of minorities in administrative positions also rose. Minority men increased from 220 (6.83%) to 236 (7.13%), while minority women increased from 637 (19.79%) to 697 (21.06%).

NOTEWORTHY ACTIVITIES/INITIATIVES

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

Relations with Minority Academic Institutions

Several headquarters organizations, including many with grant-making authority, either established or strengthened initiatives with academic institutions with large numbers of women and minority students. In FY 1995, EPA awarded slightly over $8 million to minority academic institutions. Of this, $6.5 went to 15 Historically Black Colleges and Universities (HBCUs), while eight Hispanic Serving Institutions (HSIs) received slightly over $1.8 million and an American Indian school received $70,000. These initiatives included providing support for research, fellowships, and educational programs. Some of the most active EPA Headquarters organizations were the Office of Solid Waste and Emergency Response (OSWER), the Office of Research and Development (ORD), the Office of Air and Radiation (OAR), the Office of Communication, Education, and Public Affairs (OCEPA), and the Office of Civil Rights (OCR). Many of these organizations carried out their activities with minority academic institutions in partnership with EPA regional offices.

- The Office of Solid Waste and Emergency Response (OSWER) provided $3.4 million for the FY 1995 Hazardous Waste superfund appropriations to six HBCUs. It also provided another $1.1 million to minority institutions through the National Institute of Environmental and Health Sciences Superfund Basic Research Program. Six years ago, OSWER had established one of EPA's first multi-dimensional college relations program with the University of Arizona, an associate member of the Hispanic Association of Colleges and Universities (HACU). Their partnership has included an active internship program, a speakers series, and a cooperative education agreement. During FY 1995, the program committed about $80,000 in grant funds for a summer internship program and it continued a formal cooperative education agreement whereby OSWER hired and placed a Hispanic female as an intern with Headquarters and placed eight engineering students (three of them Hispanic) in hazardous waste management programs. OSWER also formed an academic partnership with Southern A&M University, an HBCU in Baton Rouge, Louisiana, awarding it a $125,000 training grant to establish a one-year hazardous waste management pilot project, "Environmental Justice and Sustainable Community Building." In addition, OSWER participated in OECA's summer internship program with Morgan State University.

- The Office of Research and Development (ORD) expanded the number of research grants and related programs with minority academic institutions and increased the amount of financial assistance for fellowships and training. It awarded $1.9 million to seven minority academic institutions to fund specific projects in areas of critical need at the EPA. The universities participating in the research program included Howard University, Clark Atlanta University, Morehouse College, Southern University, North Carolina A&T State University, Prairie A&M University, and Texas Southern University. Several years ago, ORD had initiated a research apprenticeship program at Shaw University. Due to its success, it has been expanded to three other minority academic institutions: Clark Atlanta University, Xavier University, and N.C. Central University. ORD also implemented the Minority Institutions Undergraduate

NOTEWORTHY ACTIVITIES/INITIATIVES

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

Relations with Academic Institutions, cont.

Fellowship Program to increase the number of minority professionals available to work and teach in environmental health, sciences, and other environmen-related careers. Under this program, two-year academic fellowships are awarded to full-time juniors at minority academic institutions. ORD's Minority Summer Internship program allows those students to gain some practical experience in their chosen field of study.

- The Office of Air and Radiation (OAR) continued its long-standing relationships with several minority academic institutions, such as North Carolina A&T, Tuskegee University, and Northern Arizona University. These activities included inter-personnel agreements, student internships, research grants, and contract work with expert university faculty. A notable example is a partnership with North Carolina A&T to build a challenge car for a hybrid vehicle competition using "Clean Car" technologies that are directly related to work being done in OAR's Office of Mobile Sources lab.

- The Office of Communication, Education, and Public Affairs (OCEPA) sponsored an educational outreach project through Alcorn State University. This project is designed to educate community leaders, residents, and volunteers in two counties about airborne diseases and other contaminants to water quality. During FY 1995, OCEPA also continued to manage EPA's Tribal Lands Environmental Science Scholarship Program, in partnership with the American Indian Science and Engineering Society (AISES). The program provided $286,000 to fund 60 sciences and engineering scholarships for undergraduate and graduate students, most of them American Indians.

- The Office of Civil Rights (OCR) was successful in gaining an additional $2 million to augment the Office of Environmental Justice (OEJ) grant program. The additional program funding allowed the OEJ to provide grants to small HBCUs serving rural communities.

Under Executive Order 12900, the EPA undertook a survey to determine any and all activities of educational nature that the Agency carries out, and which of those involved Hispanic Serving Institutions (HSIs) or Hispanic individuals. The survey, which was mandated by the White House Initiative on Educational Excellence for Hispanic Americans, was spearheaded by the Deputy Administrator and the Office of Civil Rights. The results showed that, while EPA is involved in several activities that are educational in nature, it lacks an adequate tracking system to determine who are their individual or institutional beneficiaries. The next steps are to establish such a tracking system and help the EPA organizations involve such individuals and organizations.

Diversity Management

In FY 1995, the Office of General Counsel (OGC) entered into an Interagency Agreement with the USDA Graduate School to fund the first phase of a diversity enhancement initiative. This was the "Assessment" stage, designed to elicit employment issues related to gender, staff levels, race, and ethnicity. In this phase,

NOTEWORTHY ACTIVITIES/INITIATIVES

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

Diversity Management, cont.

OGC staff members helped determine the need for a full diversity enhancement training program in FY 1996, as well as help develop it. USDA faculty conducted a series of small focus groups, personal interviews, and written surveys among OGC staff. The focus groups were representative of a cross-section of OGC. The USDA presented the General Counsel a report with findings and recommendations. OGC is now prepared to enter into the second phase of the this initiative.

The Office of Human Resources and Organizational Services (OHROS) and its Training Institute successfully launched four cultural diversity courses and two train-the-trainer cultural diversity offerings. It also helped several EPA organizations launch their cultural diversity training programs. Approximately 200 employees underwent cultural diversity training during FY 1995.

Special Emphasis Programs

Several Assistant Administrators entered into partnerships with OCR to become the chief sponsors and planners of special observances, such as American Indian Heritage Month, Hispanic Heritage Month, and Women's History Month.

The Headquarters Hispanic Employment Program (HEP) was expanded. Where in prior years one collateral-duty HEP manager worked with all of Headquarters' organizations (which encompass about one-third of the entire EPA work force), during FY 1995 each program office appointed one or two collateral-duty HEP managers (sometimes at the senior level) whose role is to assess the status of Hispanics in the organization and provide advice to senior management on employment issues affecting them. This organizational structure already exists in the Headquarters Black and Federal Women's Programs.

WORK FORCE STATISTICAL CHARTS

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCO
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

PATCO CATEGORIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
PROFESSIONAL	FY 95 #	2190	1191	576	102	108	34	29	97	51	1	1
	%	100.0	54.38	26.30	4.66	4.93	1.55	1.32	4.43	2.33	0.05	0.05
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
ADMINISTRATIVE	FY 95 #	3310	1247	1130	153	618	53	34	27	40	3	5
	%	100.0	37.67	34.14	4.62	18.67	1.60	1.03	0.82	1.21	0.09	0.15
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
TECHNICAL	FY 95 #	125	18	22	5	78	0	0	0	2	0	0
	%	100.0	14.40	17.60	4.00	62.40	0.00	0.00	0.00	1.60	0.00	0.00
	CLF *		**36.10**	**42.90**	**3.60**	**6.60**	**3.20**	**3.40**	**1.90**	**1.60**	**0.40**	**0.40**
CLERICAL	FY 95 #	584	15	111	27	426	0	3	2	0	0	0
	%	100.0	2.57	19.01	4.62	72.95	0.00	0.51	0.34	0.00	0.00	0.00
	CLF *		**14.00**	**63.40**	**2.80**	**9.60**	**1.70**	**5.20**	**0.80**	**1.90**	**0.10**	**0.50**

*National (U.S.) Civilian Labor Force

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY MAJOR OCCUPATIONS
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
Professional			M	F	M	F	M	F	M	F	M	F
SERIES 511 AUDITOR	FY 95 #	268	122	77	21	29	5	5	3	6	0	0
	%	100.0	45.52	28.73	7.84	10.82	1.87	1.87	1.12	2.24	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 819 ENVIRONMENTAL ENGINEER	FY 95 #	229	144	36	7	8	6	4	19	5	0	0
	%	100.0	62.88	15.72	3.06	3.49	2.62	1.75	8.30	2.18	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 893 CHEMICAL ENGINEER	FY 95 #	71	26	21	4	4	4	3	7	2	0	0
	%	100.0	36.62	29.58	5.63	5.63	5.63	4.23	9.86	2.82	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 905 ATTORNEY	FY 95 #	357	185	131	9	12	4	6	6	4	0	1
	%	100.0	51.82	36.69	2.52	3.36	1.12	1.68	1.68	1.12	0.00	0.28
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 510 ACCOUNTANT	FY 95 #	75	25	18	7	19	1	0	1	4	0	0
	%	100.0	33.78	24.32	9.46	25.68	1.35	0.00	1.35	5.33	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 401 BIOLOGIST	FY 95 #	252	135	76	14	9	1	4	1	8	0	1
	%	100.0	53.57	30.16	5.56	3.57	0.40	1.59	0.40	3.17	0.00	0.40
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY MAJOR OCCUPATIONS
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
Professional			M	F	M	F	M	F	M	F	M	F
SERIES 1301	FY 95 #	320	202	74	14	9	4	2	9	6	0	0
PHYSICAL	%	100.0	63.13	23.13	4.38	2.81	1.25	0.63	2.81	1.88	0.00	0.00
SCIENTIST												
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 1320	FY 95 #	195	105	46	6	5	4	3	15	11	0	0
CHEMIST	%	100.0	53.85	23.59	3.08	2.56	2.05	1.54	7.69	5.64	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**
SERIES 1350	FY 95 #	16	10	2	3	1	0	0	0	0	0	0
GEOLOGIST	%	100.0	62.50	12.50	18.75	6.25	0.00	0.00	0.00	0.00	0.00	0.00
	CLF *		**54.70**	**30.30**	**2.40**	**3.20**	**2.10**	**1.40**	**3.50**	**1.90**	**0.20**	**0.20**

* National (U.S.) Civilian Labor Force

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY MAJOR OCCUPATIONS
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
Administrative			M	F	M	F	M	F	M	F	M	F
SERIES 028	FY 95 #	903	378	377	26	77	12	6	11	15	1	0
ENVIRONMENTAL	%	100.0	41.86	41.75	2.88	8.53	1.33	0.66	1.21	1.22	0.11	0.00
PROTECTION SPECIALIST	**CLF ***		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 301	FY 95 #	459	161	147	17	113	11	3	1	4	0	2
ADMINISTRATIVE	%	100.0	35.08	32.03	3.70	24.62	2.40	0.65	0.22	0.88	0.00	0.44
	CLF *		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 340	FY 95 #	155	99	43	8	2	1	1	0	0	1	0
PROGRAM	%	100.0	63.87	27.74	5.16	1.29	0.65	0.65	0.00	0.00	0.65	0.00
MANAGER	**CLF ***		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 343	FY 95 #	937	297	361	37	203	11	10	5	12	1	0
MANAGEMENT	%	100.0	31.70	38.53	3.95	21.66	1.17	1.07	0.53	1.28	0.11	0.00
ANALYST	**CLF ***		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**
SERIES 1102	FY 95 #	152	49	48	10	37	2	3	0	2	0	1
CONTRACTING	%	100.0	32.24	31.58	6.58	24.34	1.32	1.97	0.00	1.32	0.00	0.66
SPECIALIST	**CLF ***		**42.10**	**40.40**	**3.60**	**5.30**	**2.60**	**2.60**	**1.40**	**1.40**	**0.30**	**0.30**

* National (U.S.) Civilian Labor Force

ACCOMPLISHMENTS BY PATCO CATEGORY
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

PATCO CATEGORIES	FISCAL 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 #	2210	1230	582	94	102	35	26	90	50	0	1
	%	100.0	55.66	26.33	4.25	4.62	1.58	1.18	4.07	2.26	0.00	0.05
	FY 95 #	2190	1191	576	102	108	34	29	97	51	1	1
	%	100.0	54.38	26.30	4.66	4.93	1.55	1.32	4.43	2.33	0.05	0.05
	% DIFFERENCE		**-1.28**	**-0.03**	**0.41**	**0.31**	**-0.03**	**0.14**	**0.36**	**0.07**	**0.05**	**0.00**
ADMINISTRATIVE	FY 94 #	3219	1234	1128	146	562	46	35	26	36	2	4
	%	100.0	38.33	35.04	4.54	17.46	1.43	1.09	0.81	1.12	0.06	0.12
	FY 95 #	3310	1247	1130	153	618	53	34	27	40	3	5
	%	100.0	37.67	34.14	4.62	18.67	1.60	1.03	0.82	1.21	0.09	0.15
	% DIFFERENCE		**-0.66**	**-0.90**	**0.08**	**1.21**	**0.17**	**-0.06**	**0.01**	**0.09**	**0.03**	**0.03**
TECHNICAL	FY 94 #	114	14	18	6	75	0	0	0	1	0	0
	%	100.0	12.28	15.79	5.26	65.79	0.00	0.00	0.00	0.88	0.00	0.00
	FY 95 #	125	18	22	5	78	0	0	0	2	0	0
	%	100.0	14.40	17.60	4.00	62.40	0.00	0.00	0.00	1.60	0.00	0.00
	% DIFFERENCE		**2.12**	**1.81**	**-1.26**	**-3.39**	**0.00**	**0.00**	**0.00**	**0.72**	**0.00**	**0.00**
CLERICAL	FY 94 #	652	19	125	26	474	0	5	1	1	0	1
	%	100.0	2.91	19.17	3.99	72.10	0.00	0.77	0.15	0.15	0.00	0.15
	FY 95 #	584	15	111	27	426	0	3	2	0	0	0
	%	100.0	2.57	19.01	4.62	72.95	0.00	0.51	0.34	0.00	0.00	0.00
	% DIFFERENCE		**-0.34**	**-0.16**	**0.63**	**0.25**	**0.00**	**-0.26**	**0.19**	**-0.15**	**0.00**	**-0.15**
OTHER	FY 94 #	0	0	0	0	0	0	0	0	0	0	0
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FY 95 #	1	0	0	0	1	0	0	0	0	0	0
	%	100.0	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	% DIFFERENCE		**0.00**	**0.00**	**0.00**	**100.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
Professional			M	F	M	F	M	F	M	F	M	F
SERIES 401	FY 94 #	244	132	70	12	11	2	4	8	5	0	0
BIOLOGIST	%	100.0	54.09	28.68	4.92	4.50	0.81	1.63	3.27	2.04	0.00	0.00
	FY 95 #	252	135	76	14	9	1	4	8	4	0	1
	%	100.0	53.57	30.15	5.55	3.57	0.39	1.58	3.17	1.58	0.00	0.39
	% DIFFERENCE		**-0.52**	**1.47**	**0.63**	**-0.93**	**-0.42**	**-0.05**	**-0.10**	**-0.46**	**0.00**	**0.39**
SERIES 510	FY 94 #	68	25	15	6	16	2	0	1	3	0	0
ACCOUNTANT	%	100.0	36.76	22.05	8.82	23.52	2.94	0.00	1.47	4.41	0.00	0.00
	FY 95 #	75	25	18	7	19	1	0	1	4	0	0
	%	100.0	33.33	24.00	9.33	25.33	1.33	0.00	1.33	5.33	0.00	0.00
	% DIFFERENCE		**-3.43**	**1.95**	**0.51**	**1.81**	**-1.61**	**0.00**	**-0.14**	**0.92**	**0.00**	**0.00**
SERIES 511	FY 94 #	119	52	29	14	21	1	0	0	2	0	0
AUDITOR	%	100.0	43.69	24.36	11.76	17.64	0.80	0.00	0.00	1.68	0.00	0.00
	FY 95 #	268	122	77	21	29	5	5	3	6	0	0
	%	100.0	45.52	28.73	7.83	10.82	1.90	1.86	1.12	2.24	0.00	0.00
	% DIFFERENCE		**1.83**	**4.37**	**-3.93**	**-6.82**	**1.06**	**1.86**	**1.12**	**0.55**	**0.00**	**0.00**
SERIES 819	FY 94 #	220	143	32	6	9	4	3	18	5	0	0
ENVIRONMENTAL	%	100.0	65.00	14.55	2.72	4.09	1.81	1.36	8.18	2.27	0.00	0.00
ENGINEER	FY 95 #	229	144	36	7	8	6	4	19	5	0	0
	%	100.0	62.88	15.72	3.05	3.49	2.62	1.75	8.29	2.18	0.00	0.00
	% DIFFERENCE		**-2.12**	**1.18**	**1,51**	**-0.60**	**0.81**	**0.38**	**0.11**	**-0.09**	**0.00**	**0.00**
SERIES 893	FY 94 #	67	27	21	3	2	3	2	7	2	3	0
CHEMICAL	%	100.0	40.30	30.00	4.28	2.85	4.28	2.85	10.00	2.85	4.28	0.00
ENGINEER	FY 95 #	71	26	21	4	4	4	3	7	2	0	0
	%	100.0	36.61	29.57	5.63	5.63	5.63	4.22	9.85	2.81	0.00	0.00
	% DIFFERENCE		**-3.68**	**-0.43**	**1.35**	**2.78**	**1.35**	**1.37**	**-0.15**	**-0.04**	**-4.28**	**0.00**
SERIES 905	FY 94 #	358	186	137	7	10	4	5	5	3	0	1
ATTORNEY	%	100.0	51.95	38.26	1.95	2.70	1.11	1.39	1.39	0.83	0.00	0.27
	FY 95 #	357	185	131	9	12	4	6	6	4	0	1
	%	100.0	51.82	36.69	2.52	3.36	1.12	1.68	1.68	1.12	0.00	0.28
	% DIFFERENCE		**-0.13**	**-1.57**	**2.14**	**0.57**	**0.01**	**0.29**	**0.29**	**0.29**	**0.00**	**0.01**

ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
Professional			M	F	M	F	M	F	M	F	M	F
SERIES 1301	FY 94 #	286	173	75	11	8	4	2	8	5	0	0
PHYSICAL	%	100.0	60.48	26.22	3.84	2.79	1.39	0.69	2.79	1.74	0.00	0.00
SCIENTIST	FY 95 #	320	202	74	14	9	4	2	9	6	0	0
	%	100.0	63.12	23.12	4.37	2.81	1.25	0.62	2.81	1.87	0.00	0.00
	% DIFFERENCE		**2.64**	**-3.08**	**0.53**	**0.02**	**-0.14**	**-0.07**	**0.02**	**0.13**	**0.00**	**0.00**
SERIES 1320	FY 94 #	182	97	44	6	6	4	3	11	11	0	0
CHEMIST	%	100.0	53.29	24.17	3.29	3.29	2.19	1.64	6.04	6.04	0.00	0.00
	FY 95 #	195	105	46	6	5	4	3	15	11	0	0
	%	100.0	53.84	23.59	3.19	2.60	2.05	1.59	7.69	5.85	0.00	0.00
	% DIFFERENCE		**0.55**	**-0.58**	**-0.10**	**-0.69**	**-0.14**	**0.05**	**1.65**	**-0.19**	**0.00**	**0.00**
SERIES 1350	FY 94 #	17	12	2	0	0	0	0	0	0	2	1
GEOLOGIST	%	100.0	70.58	11.76	0.00	0.00	0.00	0.00	0.00	0.00	11.76	5.8
	FY 95 #	16	10	2	3	1	0	0	0	0	0	0
	%	100.0	62.50	12.50	18.75	6.25	0.00	0.00	0.00	0.00	0.00	0.00
	% DIFFERENCE		**8.08**	**0.74**	**18.75**	**6.25**	**0.00**	**0.00**	**0.00**	**0.00**	**-11.76**	**-5.8**

ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

OCCUPATIONS/ SERIES	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
Administrative			M	F	M	F	M	F	M	F	M	F
SERIES 028	FY 94 #	891	372	380	23	71	12	10	10	11	1	1
ENVIRONMENTAL	%	100.0	41.75	42.64	2.58	7.96	1.35	1.12	1.12	1.23	0.11	0.11
PROTECTION	FY 95 #	903	378	377	26	77	12	6	11	15	1	0
SPECIALIST	%	100.0	41.86	41.74	2.87	8.52	1.32	0.66	1.21	1.66	0.11	0.00
	% DIFFERENCE		**0.11**	**-0.9**	**0.29**	**0.56**	**-0.02**	**-0.46**	**0.09**	**0.43**	**0.00**	**-0.11**
SERIES 301	FY 94 #	435	155	148	19	93	7	5	1	4	0	3
ADMINISTRATIVE	%	100.0	35.63	34.02	4.37	21.37	1.60	1.15	0.22	0.91	0.00	0.69
	FY 95 #	459	161	147	17	113	11	3 0.65	1	4	0	2
	%	100.0	35.08	32.03	3.70	24.62	2.40	-0.50	0.22	0.87	0.00	0.44
	% DIFFERENCE		**-0.55**	**-1.99**	**-0.67**	**3.25**	**0.80**		**0.00**	**-0.04**	**0.00**	**-0.25**
SERIES 340	FY 94 #	102	67	29	4	1	1	0	0	0	1	0
PROGRAM	%	100.0	65.68	28.43	3.92	0.98	0.98	0.00	0.00	0.00	0.11	0.00
MANAGER	FY 95 #	155	99	43	8	2	1	1	0	0	1	0
	%	100.0	64.28	27.92	5.19	1.29	0.64	0.64	0.00	0.00	0.10	0.00
	% DIFFERENCE		**-1.40**	**-0.51**	**1.27**	**0.31**	**-0.34**	**0.64**	**0.00**	**0.00**	**-0.01**	**0.00**
SERIES 343	FY 94 #	895	281	351	31	189	12	9	6	15	1	0
MANAGEMENT	%	100.0	31.39	39.20	3.46	21.1120	1.34	1.00	0.67	1.67	0.11	0.00
ANALYST	FY 95 #	937	297	361	37	3	11	10	5	12	1	0
	%	100.0	31.69	38.52	3.94	21.66	1.17	1.06	0.53	1.28	0.10	0.00
	% DIFFERENCE		**0.30**	**-0.68**	**0.48**	**0.55**	**-0.17**	**0.06**	**-0.14**	**-0.39**	**-0.01**	**0.00**
SERIES 1102	FY 94 #	142	44	51	11	29	2	2	0	2	0	0
CONTACTING	%	100.0	30.99	36.17	7.80	20.56	1.41	1.41	0.00	1.41	0.00	0.00
SPECIALIST	FY 95 #	152	49	48	10	37	2	3	0	2	0	1
	%	100.0	32.23	31.57	6.57	24.34	1.31	1.97	0.00	1.31	0.00	0.65
	% DIFFERENCE		**1.24**	**-4.60**	**-1.23**	**3.78**	**-0.10**	**0.56**	**0.00**	**-0.10**	**0.00**	**0.65**

ACCOMPLISHMENTS BY GRADE GROUPING
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

GRADE LEVEL	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
GS 1-4	FY 94 #	41	7	10	7	15	0	1	1	0	0	0
	%	100.0	17.07	24.39	17.07	36.59	0.00	2.44	2.44	0.00	0.00	0.00
	FY 95 #	37	8	9	7	10	0	1	2	0	0	0
	%	100.0	21.62	24.32	18.92	27.03	0.00	2.70	5.41	0.00	0.00	0.00
	% DIFFERENCE		**4.55**	**-0.07**	**1.85**	**-9.56**	**0.00**	**0.26**	**2.97**	**0.00**	**0.00**	**0.00**
GS 5-8	FY 94 #	671	30	125	29	476	2	3	3	3	0	0
	%	100.0	4.47	18.63	4.32	70.94	0.30	0.45	0.45	0.45	0.00	0.00
	FY 95 #	675	47	131	37	450	2	4	2	2	0	0
	%	100.0	6.96	19.41	5.48	66.67	0.30	0.59	0.30	0.30	0.00	0.00
	% DIFFERENCE		**2.49**	**0.78**	**1.16**	**-4.27**	**0.00**	**0.14**	**-0.15**	**-0.15**	**0.00**	**0.00**
GS 9-12	FY 94 #	1262	325	368	62	418	21	24	16	24	0	4
	%	100.0	25.75	29.16	4.91	33.12	1.66	1.90	1.27	1.90	0.00	0.32
	FY 95 #	1216	320	327	66	418	21	23	17	20	1	3
	%	100.0	26.32	26.89	5.43	34.38	1.73	1.89	1.40	1.64	0.08	0.25
	%DIFFERENCE		**0.57**	**-2.27**	**0.52**	**1.26**	**0.07**	**-0.01**	**0.13**	**-0.26**	**0.08**	**-0.07**
GS-13	FY 94 #	1822	739	636	99	208	26	24	49	39	1	1
	%	100.0	40.56	34.91	5.43	11.42	1.43	1.32	2.69	2.14	0.05	0.05
	FY 95 #	1899	744	643	98	250	30	25	56	49	2	2
	%	100.0	39.18	33.86	5.16	13.16	1.58	1.32	2.95	2.58	0.11	0.11
	% DIFFERENCE		**-1.38**	**-1.05**	**-0.27**	**1.74**	**0.15**	**0.00**	**0.26**	**0.44**	**0.06**	**0.06**
GS-14	FY 94 #	1353	717	442	43	75	16	11	33	15	0	1
	%	100.0	52.99	32.67	3.18	5.54	1.18	0.81	2.44	1.11	0.00	0.07
	FY 95 #	1372	705	463	47	79	19	11	34	14	0	0
	%	100.0	51.38	33.75	3.43	5.76	1.38	0.80	2.48	1.02	0.00	0.00
	% DIFFERENCE		**-1.61**	**1.08**	**0.25**	**0.22**	**0.20**	**-0.01**	**0.04**	**-0.09**	**0.00**	**-0.07**

ACCOMPLISHMENTS BY GRADE GROUPING
HEADQUARTERS
AS OF SEPTEMBER 30, 1995

GRADE LEVEL	FISCAL YEAR	TOTAL EMP	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			M	F	M	F	M	F	M	F	M	F
GS-15	FY 94 #	836	533	220	25	19	14	3	14	7	1	0
	%	100.0	63.76	26.3221	2.99	2.27	1.67	0.36	1.67	0.84	0.12	0.00
	FY 95 #	813	514	6	22	22	13	2	15	8	1	0
	%	100.0	63.22	26.57	2.71	2.71	1.60	0.25	1.85	0.98	0.12	0.00
	% DIFFERENCE		**-0.54**	**0.25**	**-0.28**	**0.44**	**-0.07**	**-0.11**	**0.18**	**0.14**	**0.00**	**0.00**
SES	FY 94 #	210	146	52	7	2	2	0	1	0	0	0
	%	100.0	69.52	24.76	3.33	0.95	0.95	0.00	0.48	0.00	0.00	0.00
	FY 95 #	198	133	50	10	2	2	0	0	0	0	1
	%	100.0	67.17	25.25	5.05	1.01	1.01	0.00	0.00	0.00	0.00	0.51
	% DIFFERENCE		**-2.35**	**0.49**	**1.72**	**0.06**	**0.06**	**0.00**	**-0.48**	**0.00**	**0.00**	**0.51**

HEADQUARTERS HIRES NEEDED ELIMINATE UNDERREPRESENTATION IN PROFESSIONAL AND ADMINISTRATIVE CATEGORIES

PATCO CATEGORIES	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
	M	F	M	F	M	F	M	F	M	F
Professional National Civilian Labor Force (CLF)	**54.70%**	**30.30%**	**2.40%**	**3.20%**	**2.10%**	**1.40%**	**3.50%**	**1.90%**	**0.20%**	**0.20%**
Number of professional staff needed to eliminate underrepresentation	--	88	--	--	12	2	--	--	3	3
Administrative National Civilian Labor Force (CLF)	**42.10%**	**40.40%**	**3.60%**	**5.30%**	**2.60%**	**2.60%**	**1.40%**	**1.40%**	**0.30%**	**0.30%**
Number of administrative staff needed to eliminate underrepresentation	--	207	--	--	33	52	19	6	7	5

NOTE: This chart compares the total population in EPA Headquarters professional and administrative jobs against the National (U.S.) Civilian Labor Force (CLF) representation. This comparison determines the number of hires needed to bring the number of minorities and women to the same representation rate as that of the CLF. It includes all professional and administrative job series, including the most populous in each group.

HEADQUARTERS HIRES NEEDED TO ELIMINATE UNDERREPRESENTATION IN MAJOR PROFESSIONAL SERIES

OCCUPATIONS NAME/SERIES	WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
	M	F	M	F	M	F	M	F	M	F
National Civilian Labor Force (CLF)	**54.70%**	**30.30%**	**2.40%**	**3.20%**	**2.10%**	**1.40%**	**3.50%**	**1.90%**	**0.20%**	**0.20%**
BIOLOGISTS/ Series 401	--	1	--	--	4	--	8	1	1	--
ACCOUNTANTS/ Series 510	--	5	--	--	1	1	2	--	1	1
AUDITORS/ Series 511	--	4	--	--	1	--	6	--	1	1
ENVIRONMENTAL ENGINEERS/ Series 819	--	33	--	--	--	--	--	--	1	1
CHEMICAL ENGINEERS/ Series 893	--	1	--	--	--	--	--	--	1	1
ATTORNEYS/ Series 905	--	--	--	--	4	--	7	3	1	1
PHYSICAL SCIENTISTS/ Series 1301	--	23	--	1	3	3	2	--	1	1
CHEMISTS/ Series 1320	--	13	--	1	--	--	--	--	1	1
GEOLOGISTS/ Series 1350	--	3	--	--	1	1	1	1	1	1

NOTE: This chart reflects the number of hires needed to bring the population in each of the nine most populous professional job series at Headquarters to the same representation rate in the National Civilian Labor Force (CLF). The CLF is established by the U.S. Equal Employment Opportunity Commission and it is based on the 1990 U.S. Census survey.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROBLEM/BARRIER STATEMENT: The Agency's Special Emphasis Programs (SEPs) are not getting sufficient support (financial and otherwise). Because of inadequate training, some of the collateral-duty SEP managers lack the needed skills, knowledge, and abilities 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 and minorities. The activities of the local and national SEP organizations are neither synchronized nor mutually supportive. The national SEP managers do not have the level of interaction with senior management necessary to select issues for national attention.

OBJECTIVE: To have Special Emphasis Programs that effectively address the employment issues of women and minorities, provide sound advice, information, and feedback to their management officials and to the national SEP managers, and lead their councils and groups.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Provide financial resources, training, and guidance to collateral-duty SEP managers to enhance their skills, knowledge and abilities so that their may administer their respective programs effectively and efficiently.		X	
Conduct regular meetings of the national SEP councils and thus enhance the implementation of initiatives and actions to improve opportunities for women and minorities in EPA.		X	
Conduct a minimum of four technical assistance visits to EPA organizations.		X	

ACCOMPLISHMENTS

Several of the Headquarters organizations appointed collateral-duty SEP managers. Many of the organizations provided adequate financial and other support to those SEP managers so that they could participate in training conferences during the first three quarters of FY 1995.

Because of budgetary constraints, few of the national SEP councils were able to hold their annual meetings and training conferences during the last quarter of FY 1995. However, the national SEP managers used various means (electronic and paper, as well as conference calls) to keep collateral-duty SEP managers informed of EPA and government-wide program developments.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT - ORGANIZATION AND RESOURCES

PROBLEM/BARRIER STATEMENT: Collateral-duty Special Emphasis Program (SEP) managers need to be identified to help senior managers 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, prepare position papers and plans for program expenditures, and assign program responsibility to Deputy Assistant Administrators and their counterparts.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Identify employees in each of the Headquarters organizations and 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

Most of the Headquarters organizations appointed collateral-duty SEP managers and/or members to SEP advisory councils. 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 in the laboratory locations. However, not all of Headquarters organizations and major laboratory locations have been successful in appointing collateral-duty SEP managers for the American Indian and the Asian employment programs.

As appropriate, these appointments are made for one or two year tenures.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

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 and females 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 and career development of black, Hispanic, Asian, and American Indian men and women.

ACTION ITEMS:	ACCOMPLISHMENTS STATUS		
	YES	PARTIAL	NO
Identify black, Hispanic, Asian, and American Indian applicants and employees for consideration for professional and administrative positions.		X	
Meet with senior level officials to inform them of work force profile statistics and areas of underrepresentation.		X	
Design, develop, and offer EEO awareness training through the EPA Training Institute.			X
Issue policy statement outlining specific goals and program objectives for the Agency and demonstrating a commitment to affirmative employment.	X		
Provide guidance to hiring officials on developing recruitment mechanisms for minorities and women.			X

ACCOMPLISHMENTS

Most EPA components include goals and objectives in their annual Affirmative Employment Program (AEP) Plan Update and Accomplishment Reports as required. However, not all manager's performance standards on human resources management and development contain an EEO element.

The Office of Civil Rights and its EEO Managers work with the various collateral-duty Special Emphasis Program (SEP) managers to help place candidates in professional and administrative positions. In an effort to correct the under-representation of minorities, more attention must be given to identifying potential minority applicants so that they can be referred to senior level officials for recruitment and hiring consideration.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

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 senior management's commitment to and accountability 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 Headquarters organizations.	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 training through the EPA Training Institute.			X
Develop policy recommendation requiring minimum annual EEO training for all supervisors and managers.			X

ACCOMPLISHMENTS

The Office of civil Rights (OCR) regularly provides guidance to hiring officials on developing recruitment mechanisms for minorities and women. This is done through the Agency's Human Resources Officers, Human Resources Councils, and collateral-duty SEP managers and advisory councils. Collateral-duty SEP managers and SEP advisory councils provide information, feedback, and assistance to hiring and selecting officials.

The EPA Training Institute has successfully incorporated segments on EEO responsibilities and diversity management in two of its core managerial and supervisory courses.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT- EMPLOYMENT DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: The misperception by some managers that minorities and 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 providing training on equal employment opportunity (EEO) law and cultural diversity to help staff, especially managers and supervisors, understand and support the Agency's legal responsibilities and appropriately value the diversity of individuals.		X	

ACCOMPLISHMENTS

In response to the recommendations of its Cultural Diversity Task Force and by monitoring EEO complaints, EPA has identified several of its training needs. Under the Office of Human Resources and Organizational Services (OHROS), the EPA Training Institute has institutionalized a four-hour Cultural Diversity Awareness Workshop for all staff and incorporated a one-hour module on cultural diversity into two of its mandatory managerial/supervisory courses. The Office of Civil Rights (OCR) participated in reviewing, adapting, and piloting a purchased package, which resulted in the four-hour workshop. Some of OCR's national SEP managers are workshop facilitators. While not mandatory, the workshop is part of EPA's core course curriculum and has been made mandatory by some EPA organizations. Over 200 employees participated in the workshop during FY 1995.

The Office of Civil Rights issued specific, detailed instructions and guidance to Headquarters organizations for the preparation of AEP reports and the development of targeted affirmative employment goals and objectives.

Upon an organization's request, OCR staff provides tailored EEO and cultural diversity training and presentations. 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 hundred EPA employees.

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN

HEADQUARTERS

REPORT ON ACCOMPLISHMENT OF OBJECTIVES

PROGRAM ELEMENT- EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: Career development opportunities for secretarial and clerical employees are limited 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 and the Goalsetters Reaching for Opportunities (GRO) programs.		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

A few years ago, EPA began its Goalsetters Reaching for Opportunities (GRO) program, a one-year leadership and career development program for employees in grades GS 4-10. The vast majority (90%) of its participants are women, and most of them (95%) are minorities. Since GRO's inception, 39 participants have graduated from it. They have received nine promotions, one upward-mobility position, and three reassignments with new job titles. EPA's third GRO class began in May 1995 with 16 participants.

APPENDIX (ATTACHMENT I-IV)

Attachment I

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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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

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

Attachment III

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 1 1993

THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Policy Statement on Prohibition of Sexual Harassment

TO: ALL EMPLOYEES

Our Agency is committed to maintaining a work environment governed by responsible, efficient, and ethical management. To ensure such a commitment, we all need to know the policies and guidelines prohibiting sexual harassment. Any behaviors which weaken our ability to lead and manage our people and programs are unacceptable in our work place.

Sexual harassment 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. Specifically, sexual harassment is deliberate, or repeated, unsolicited verbal comments, gestures, or physical contacts of a sexual nature which are unwelcomed. Such sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) they are made explicitly or implicitly a condition of an individual's employment; (2) submission to, or rejection of them, affects employment decisions impacting an individual, such as promotion or work assignments; or (3) they unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive work environment.

Any behavior which undermines the integrity of the employment relationship, impairs morale or interferes with employee productivity is a violation of ethical conduct in our Agency.

This memorandum constitutes the official policy regarding sexual harassment at the Environmental Protection Agency. We all share in the responsibility to promote a climate free from sexual harassment.

Carol M. Browner

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, D.C. 20460

OCT 18 1994

OFFICE OF
CIVIL RIGHTS

MEMORANDUM

SUBJECT: Prevention of Sexual Harassment in the Workplace

FROM: Dan J. Rondeau
Director

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.

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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.