



**AFFIRMATIVE
EMPLOYMENT PROGRAM
PLAN
FOR
WOMEN AND
MINORITIES**

**FY 2003
PLAN UPDATE
&
FY 2002
ACCOMPLISHMENT
REPORT**



United States
Environmental Protection
Agency

Office of
The Administrator
(1201A)

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April, 2003

HEADQUARTERS



AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR WOMEN AND MINORITIES

FY 2003 PLAN UPDATE & FY 2002 ACCOMPLISHMENT REPORT

EXECUTIVE SUMMARY

Total Workforce

At the close of FY 02, the U. S. Environmental Protection Agency's (EPA) total work force consisted of 17,790 full-time permanent employees. There was a net increase of 83 employees from 17,707 at the end of FY 01. The majority of the EPA workforce (90.8%) is in the Professional (46.6%) and Administrative positions (44.2%). As of September 30, White men occupied 39.9% of the positions; White women occupied 30.2%; and Minorities occupied 29.8%: Black men 4.2%, Black women 14.6%; Hispanic men 2.2%, Hispanic women 2.5%; Asian men 2.7%, Asian women 2.6%; and American Indian men .4%, American Indian women .4%. During FY 02, there were increases for White women and Minorities, including Black men and women, Hispanic men and women, Asian men and women, and American Indian women. There were decreases for White men and American Indian men.

Grades

Out of 17,790 employees, 1472 (8.3%) are in Entry-level positions (GS 1-8); 4110 (23.1%) in Mid-level; 11,818 (66.4%) in Senior-level; and 313 (1.8%) in SES/EQ positions. During FY 02, there were increases at the GS 1-4, GS/GM 13, GS/GM 15, and SES/GS EQ levels; there were decreases at the GS 5-8, 9-12, and GS/GM 14 levels.

Women represented 64% of employees at the GS 9-12 level and Minorities represented 41.1% at that level, which shows an adequate pipeline for career development for women and minorities into Senior level positions. White and Black women represented the largest percentage at the GS 9-12 level, 33.6% and 23.0% respectively.

At the Senior levels, Women represented 5,092 (43%) and Minorities represented 2,700 (23%). Based on the Civil Labor Force data (1990), White women (29.2%, CLF 35.3%) and Hispanics (3.9%, CLF 8.1%) were under represented at the Senior Level. In the Senior Executive Service (SES), the White women (25.1%, CLF 35.3%), Blacks (7.2%, CLF 10.4%), Asians (2.2%, CLF 2.8%), Hispanics (3.3%, CLF 8.1%) were under represented. There were no American Indian men or women at the SES/EQ level, but are represented at the GS 15 level with 4 American Indian men and 3 American Indian women.

Professional

At the close of FY 02, 8,302 (46.7%) of the Agency's work force were employed in Professional occupations. This represents an increase of 61 employees, from 8,241 in FY 01. The total number of minorities increased by 60 from 1,652 to 1,712. White men occupied 4,411 (53.1%) positions, which was a decrease of 48 from 4,459; White women occupied 2,179 (26.3%) positions, which was an increase of 49 from 2,130 in FY 01.

Among minorities, Black men occupied 315 (3.8%) positions, Black women 386 (4.7%), Hispanic men 226 (2.7%), Hispanic women 147 (1.8%), Asian men 350 (4.2%), Asian women 232 (2.8%), American Indian men 32 (0.4%) and American Indian women 24 (0.3%). During FY 02, Blacks had a net increase of 0.5%, Hispanics increased by 0.1%, Asians remained the same at 0.2% and there was a net increase for American Indians by 0.2%. The total number of women increased by 89 (0.5%) from 2879 to 2968. Based on the CLF in the Professional occupational category, the under represented group was White women (26.3% ,CLF 30.3%).

Administrative

At the close of FY 02, 7860 (44.2%) of the Agency's work force were employed in Administrative occupations. This represents an increase of 143 employees from 7,717 in FY 01. The total numbers of minorities increased by 96, from 2,493 to 2,589 in FY 02. White men occupied 2,550 (32.4%) positions, an increase of 34 (0.4%) from 2,516; White women occupied 2,721 (34.6%) positions, which was an increase of 13 from 2,708 in FY 01. Minorities occupied 2,589 (32.9%) positions, which was an increase of 96 from 2,493 in FY 01.

Among minorities, Black men held 374 (4.8%) positions, Black women 1,484 (18.9%), Hispanic men 163 (2.1%), Hispanic women 187 (2.4%), Asian men 120 (1.5%), Asian women 184 (2.3%), American Indian men 31 (0.4%) and American Indian women 47% (0.6%). During FY 02, Blacks had a net increase of 0.4%, Hispanics had a net increase of 0.1%, Asians had an increase of 0.2%, and there was a net increase of 0.01% for American Indians. The total number of women increased by 93 (1.2%), from 4,530 to 4,623. Based on the CLF in the Administrative occupational category, the under represented groups were White women (34.6%, CLF 40.4%), Hispanic men (2.1%, CLF 2.6%) and Hispanic women (2.4%, CLF 2.6%).

Promotions and Separations

During FY 02, EPA had lower promotion rates for the following groups: Hispanic men, Asian men, and American Indian men. EPA had higher separation rates for the following groups: Black men, Asian women, and White women.

Noteworthy Activities

The EPA Headquarter's Program Offices and Regional Offices/Laboratories initiated and implemented numerous activities, actions, and programs to increase the under representation of women and minorities. The Agency made progress in promoting a diverse work force through national recruitment strategies, civil rights and diversity training, increased participation in special emphasis programs, establishing effective relationships with Minority Academic Institutions, and review of personnel policies, procedures, practices and programs.

Complaints Processing

During FY 02, 172 pre-complaints were counseled, with 104 complainants filing formal complaints. The Alternative Dispute Resolution (ADR) program was utilized at the pre-complaint stage by 28 aggrieved employees, which resulted in 12 precomplaints being resolved. In addition, approximately 1600 manager/supervisors received mandatory EEO complaints training from conducted by the Equal Employment Opportunity Commission (EEOC).

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ANNUAL AFFIRMATIVE EMPLOYMENT PLAN

FY 2003 PLAN UPDATE

FY 2002 ACCOMPLISHMENT REPORT

Name of Organization: **U.S. Environmental Protection Agency**

Address of Organization: 1200 Pennsylvania Avenue, NW
Washington, DC 20460

Organization Level: **Agency-wide**

Number of Employees Covered By Plan: 17,790 TOTAL

8,302 PROFESSIONAL 7,860 ADMINISTRATIVE 631 TECHNICAL

906 CLERICAL 77 OTHER 14 BLUE COLLAR

Name of Contact Persons Preparing Form
Mirza Baig/Keith Bailey

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Name/Title of Responsible EEO Official

SUSAN M. MORRIS

Assistant Director for Workforce Diversity, Office of Civil Rights

Signature of Responsible EEO Official

Date

Certifies that this Report is in compliance with EEOC MD-714

Name/Title of Agency EEO Director

KAREN D. HIGGINBOTHAM

Director, Office of Civil Rights

Signature of Agency EEO Director

Date

Certifies that this Report is in compliance with EEOC MD-714

EEOC Form 566 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ANNUAL AFFIRMATIVE EMPLOYMENT PLAN

FY 2003 PLAN UPDATE

FY 2002 ACCOMPLISHMENT REPORT

Name of Organization: **U.S. Environmental Protection Agency**

Address of Organization: 1200 Pennsylvania Avenue, NW
Washington, DC 20460

Organization Level: **Headquarters**

Number of Employees Covered By Plan: 9,281 TOTAL

3,957 PROFESSIONAL 4,547 ADMINISTRATIVE 304 TECHNICAL

446 CLERICAL 18 OTHER 9 BLUE COLLAR

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Name/Title of Responsible EEO Official

SUSAN M. MORRIS
Assistant Director for Workforce Diversity, Office of Civil Rights

Signature of Responsible EEO Official
Certifies that this Report is in compliance with EEOC MD-714

Date

Name/Title of Agency EEO Official

KAREN D. HIGGINBOTHAM
Director, Office of Civil Rights

Signature of Agency EEO Official
Certifies that this Report is in compliance with EEOC MD-714
EEOC Form 566 (8/87)

Date

May 14, 2001

SUBJECT: Policy on Equal Employment Opportunity and
Prohibiting Discrimination and Harassment

TO: All Employees

Every American has the right to work in a workplace free from discrimination and harassment. At the EPA, I am determined to ensure that every one of our fellow employees enjoys that right. Toward that end, it is useful to periodically access and renew our commitment to providing equal employment opportunity and equality for all employees and applicants for employment. As part of that commitment, I expect every EPA employee to fully comply with the following policies, which prohibit all forms of discrimination and harassment in the workplace.

Equal Employment Opportunity: It is the policy of EPA to provide equal employment opportunity to all persons and to promote the full realization of equal employment opportunity through a continuing affirmative employment program at EPA, in accordance with regulations issued by the Equal Employment Opportunity Commission at 29 C. F.R. Part 1614.

Discrimination and Harassment: In accordance with applicable Federal laws, Executive Orders, and regulations, it is the policy of EPA that discrimination against any employee or applicant for employment because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, parental status, or protected genetic information, will not be tolerated.

Employees are sometimes confused about what behavior constitutes sexual harassment. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made explicitly or implicitly a term or condition of an employee's job, pay, or career; (b) submission to or rejection of such conduct by an employee is used as a basis for career or employment decisions affecting that employee; (c) such conduct has the purpose or effect of unreasonably interfering with an employee's performance or creates an intimidating, hostile, or offensive environment.

EPA will apply a "zero tolerance" policy with respect to discrimination or harassment by any manager, supervisor or employee. "Zero Tolerance" is applicable to all conduct in the workplace and extends to conduct which occurs at any location that can reasonably be considered to be an extension of the workplace. Such locations include, but are not limited to, conferences and field sites. If there is a finding of

discrimination or harassment, an EPA employee may be subject to disciplinary action in accordance with EPA's Conduct and Discipline Manual (EPA Order 3120.1, dated September 20, 1985).

All EPA employees are required to maintain a work environment free of all forms of discrimination and harassment. Employees should immediately report suspected violations of this policy to their manager or supervisor, to the Director, Office of Civil Rights, or to a regional EEO Officer. Managers and supervisors must take all allegations of discrimination or harassment seriously, immediately inquire into the matter, and refer the matter to a higher-level manager or supervisor, to the Director, Office of Civil Rights, or to a regional EEO Officer. Behind the civil rights laws, Executive Orders, and regulations is an important message: Every person's civil rights matter. It is EPA's policy to protect these rights, and I call upon each of you to join me in ensuring that our workplace is free of discrimination and harassment.

Christine Todd Whitman
Administrator

ACKNOWLEDGMENTS

The success of any program is measured by the support and commitment received from the leadership and key players in an organization. At EPA, this includes the support of the Administrator, Deputy Administrator, Assistant Administrators, Regional Directors, Program Management Officers, Managers and Supervisors, EEO Officers and Specialists, Special Emphasis Program Managers, Union Officials, EEO Counselors, Non-Labor Employee Groups, and others involved with the Office of Civil Rights. The almost 18,000 employees at the EPA contribute in their own special and individual ways - professionally, ethnically, culturally, and personally - in meeting EPA's mission to protect our human health and environment.

The Office of Civil Rights has a responsibility to process claims of discrimination and to manage an effective affirmative employment program. In that regard, a large part of our mission is to be a catalyst for change as we attempt to eliminate any under-representation and build upon our diversity. We are a unique and diversified office that counts on a large segment of the work force to assist in carrying out its mission. With a small committed staff to handle affirmative employment and complaints processing, we regularly depend on the Program Offices, both at Headquarters and in the Regions, as well as the many employees who serve on a collateral-duty basis as Special Emphasis Program Managers and EEO counselors.

Susan M. Morris, Assistant Director, Office of Civil Rights, Workforce Diversity & Analysis Team, and team members, Mirza P. Baig, Affirmative Employment Program Manager; Keith Bailey, Disability Program Manager; Lucy Arenrin, Federal Women's Program Manager; Brenda Fooks-Simon, Black Employment Program Manager; Melissa Rodriguez, Hispanic Employment Program Manager; June Turner, Asian American/Pacific Islander Program Manager; and Fredericka Joseph, American Indian/Alaskan Native Program Manager developed this year's Affirmative Employment Plan for Women and Minorities. The HQ's and field office staff members did an outstanding job in capturing and submitting the many noteworthy initiatives and accomplishments realized by their individual organizations in attempting to meet the Agency's affirmative employment goals and objectives. We appreciate your many contributions and hope that you will use and distribute this plan throughout your work force.

Karen D. Higginbotham
Director

I. INTRODUCTION

A. OVERVIEW

1. PURPOSE

The FY 2002 Affirmative Employment Program (AEP) Plan Accomplishment Report for Minorities and Women and FY 2003 Plan Update shows the Environmental Protection Agency's (EPA) progress in improving employment and advancement opportunities for women and minorities during the period. The report also documents the status of significant program objectives and action items directed towards correcting any imbalances, artificial barriers, or under-representation, as previously outlined in EPA's Multi-Year Affirmative Employment Plan for Women and Minorities (FY 1988-1992).

2. 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 an affirmative program of equal employment opportunity for all employees and applicants for employment. Policies, procedures, guidance and formats for the development and submission of annual Affirmative Employment Program Accomplishment Reports and Affirmative Employment Plan Updates are in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive 714, dated October 6, 1987. The Office of Civil Rights (OCR) has responsibility for the development and execution of this program requirement through the senior level EPA management structure, and provides guidance and instruction to all EPA organizations nationwide in preparation and submission of this Plan.

3. DATA SOURCE

The work force data in this report has been obtained from the Agency's Employee Payroll System (EPAYS), as of September 30, 2002. The EPAYS system stores and maintains current and historical data on all EPA employees.

In order to determine the existence of under-representation, the EPA work force is compared to the appropriate Civilian Labor Force (CLF) representation data, using the most current census data of 1990. For the analysis, the work force is compared to the National CLF for each most populous Professional series, and the aggregated National CLF for each most populous Administrative job series. This data is used to determine whether any AEP group is under-represented in EPA's mission-related major occupations.

4. FY 2003 PLAN UPDATE - AGENCY-WIDE

This section of the report provides a full assessment of the current status of the Affirmative Employment Program and any outstanding EEO-related problems, both at the Agency-wide and Headquarters level.

a. WORK FORCE PROFILE AND ANALYSIS:

Provides a narrative of the actual work force profile and employment status of AEP groups in relation to the appropriate CLF. This includes data by Professional and Administrative classifications, grade levels, and major mission-related occupations. For purposes of this analysis, the AEP groups include: Women, Blacks, Hispanics, Asian American/Pacific Islanders, and American Indians.

b. PROBLEMS/BARRIERS, OBJECTIVES AND ACTION ITEMS:

Identifies and analyzes human resources and management policies, practices, systems, and procedures which may serve as problems and barriers to the employment of AEP groups. It also presents a clear statement of specific and measurable objectives with supporting action items designed to resolve work force problems identified in the annual plans.

c. NUMERICAL GOALS:

Numerical goals have been set only when the work force analysis has shown the existence of under-representation of any individual AEP group. Since employees in Professional and Administrative occupations make up over 90.8% of the Agency's total work force, the Agency has focused on those two major Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB) occupational categories. Therefore, goals were set for Agency-wide and Headquarters for these two occupational categories only.

5. FY 2002 ACCOMPLISHMENT REPORT

This section of the report presents the Agency's accomplishments for Agency-wide organizations and the Headquarters program offices.

6. NOTEWORTHY ACTIVITIES /INITIATIVES

This section contains program information highlighting Agency achievements in providing employment and advancement opportunities for under-represented AEP groups during the reporting year.

B. ORGANIZATION AND AUTHORITY

1. AGENCY MISSION

The EPA is a regulatory agency of the Federal executive branch responsible for implementation of the Federal laws designed to promote public health by protecting the nation's air, water, and soil from harmful pollution. EPA endeavors to accomplish its mission systematically by proper integration of a variety of research, monitoring, standard-setting, and enforcement activities. As a complement to its other activities, EPA coordinates and supports research and anti-pollution activities by state and local government, private and public groups, individuals, and educational institutions. EPA also monitors the operations of other Federal agencies with respect to their impact on the environment.

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

- Clean 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).

2. DELEGATION OF AUTHORITY

The EPA is headed by an Administrator appointed by the President with the advice and consent of the Senate. The organization's senior executive management consists of a Deputy Administrator, nine Assistant Administrators, three Associate Administrators, ten Staff Office Directors, an Inspector General, a Chief Financial Officer, a General Counsel and ten Regional Administrators.

Organizationally, the Agency is comprised of thirteen major program offices, ten regional offices and several laboratory sites. Program offices are functional divisions headed by the Agency's Assistant Administrators or equivalent positions. Program offices are structured along media and topic lines. The Assistant Administrators manage the Headquarters program offices and report

to the Administrator. Regional Administrators manage the Regional offices and conduct work in support of Agency programs. The Laboratories are components of various program offices and report through the program's hierarchy.

The 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 of the Agency's Equal opportunity and affirmative employment initiatives. The OCR processes complaints for both Title VII and VI from the pre-complaint through the formal process. The Office handles all responsibilities and functions for the Headquarters Affirmative Employment Program including staff assistance and guidance to Program Management Officers in the supervision of the large cadre of collateral-duty Special Emphasis Program Managers.

Management officials at all levels are required to ensure that the program's goals and objectives are met within their respective organizations. The OCR Director reports to the Administrator and is a member of the Agency's senior staff. The OCR Director and staff advises and assists senior- and mid-level management officials establish, maintain, and conduct programs under their authority. Two separate Area Directors of Civil Rights, who report to the OCR Director, provide guidance and direction in planning, developing, implementing, and evaluating their EEO/Affirmative Employment Program for Laboratories.

The OCR consists of three major units: Work Force Diversity and Analysis Team (WD&A), Complaints Resolution and Internal Compliance Team (Title VII), and External Complaints and Compliance Team (Title VI). The centralized Title VII Team manages the Agency's discrimination complaints processing program pursuant to Title VII of the Civil Rights Act of 1964, as amended, and other non-discrimination statutes and guidelines. The unit recommends Agency-wide policies and procedures for processing allegations of discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, parental status, and reprisal. Further, the unit selects and trains collateral-duty EEO counselors who, as neutral third parties, attempt to solve such allegations informally. The unit also establishes counseling procedures, reviews EEOC decisions, and administers the Agency's systems for intake, resolution, investigation, processing, monitoring, and tracking of formal complaints.

The Work Force Diversity and Analysis (WD&A) Team ensures implementation of the Agency's Affirmative Employment Program and six major special emphasis programs. The unit includes six National EEO Managers, who serve both as liaisons with individual EPA organizations and as National Special Emphasis Program Managers (NSEPMs). NSEPMs administer the Federal

Women's Program (FWP), including Women In Science and Engineering (WISE), and the National Administrative Council for Excellence (NACE); Black Employment Program (BEP); Asian/Pacific Islander Employment Program (APIEP); Hispanic Employment Program (HEP); American Indian/Alaska Native Employment Program (AIEP); and Persons with Disabilities Program (PWDP).

The NSEPMs provide guidance and direction to formally appointed collateral-duty SEP managers in the Agency's Headquarters and Regional offices, who devote up to 20 percent of their time on SEP duties and responsibilities. The NSEPMs serve as technical advisors to the Office of Human Resources and Organizational Services (OHROS) regarding all matters having direct or indirect impact on the EEO program. In addition, the WD&A Team is responsible for developing the Agency's Affirmative Employment Program (AEP) Plans for Women and Minorities, and Persons with Disabilities. The NSEPMs are responsible for conducting program reviews of the EPA civil rights programs at Headquarters and Regional offices; developing Agency-wide Affirmative Employment policies, programs and plans; providing workforce data and analysis; developing and implementing Special Emphasis Programs and observances; and fostering partnerships between Agency program offices and Minority Academic Institutions (MAIs).

The Title VII Team manages the Agency's internal complaint program in accordance with Title VII of the Civil Rights Act of 1964, as amended, and other civil rights statutes. The team processes complaints of discrimination based on race, color, national origin, sex, religion, age, disability and reprisal at the formal level of the process, which includes acceptance and dismissal of complaints, investigations on the merits of the complaints, and issuance of Final Agency Decisions.

The Title VI Team manages the Agency's external compliance program in accordance with Title VI of the Civil Rights Act of 1964, as amended, and other external civil rights statutes to ensure that recipients of EPA financial assistance do not discriminate on the basis of race, color, or national origin. The unit serves as the Agency's Title VI Coordinator pursuant to the Act, Executive Order 11764, and regulations of the Department of Justice.

AGENCY - WIDE
FY 2003 PLAN UPDATE

II. AGENCY-WIDE FY 03 PLAN UPDATE

A. WORK FORCE PROFILE AND ANALYSIS - AGENCY-WIDE

1. SUMMARY

This report consists of EPA's accomplishments in hiring, promoting, and developing the skills and abilities of minorities and women. The section depicts the distribution of EPA's permanent full-time employees by race and gender. The data is organized to show the total EPA population by Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB) categories. The report concentrates on the Professional and Administrative occupational categories (mission critical series over 100 employees) because they represent the majority of the EPA work force (90.8%). The data is also arranged by specific grade groupings as follows: GS 1-4, GS 5-8, GS 9-12, GS/GM-13, GS/GM-14, GS/GM-15, and SES, GS EQ.

The Agency-wide work force computations and subsequent analyses are based on comparisons with the National Civilian Labor Force (CLF) data for Professional and Administrative categories. The CLF is extracted from the 1990 Census, and provided by the U.S. Equal Employment Opportunity Commission (EEOC). The National CLF data for specific Professional occupations was used to analyze the Professional job series and the aggregated National Administrative CLF was used to analyze the Administrative job series.

The work force data is from EPAYS as of the last pay period of FY 02 (September 21, 2002), unless stated otherwise. The tables present the actual numbers and the percentages are rounded to one decimal place, except when the percentage is less than one percent.

At the close of FY 02, EPA's full-time permanent work force was 17,790. There was a net increase of 83 employees, from 17,707 to 17,790. The majority of the EPA work force (90.8%) were in Professional and Administrative positions. As of September 30, 2002, White men occupied 7,113 (39.9%) of the positions, White women occupied 5,380 (30.2%), Minorities 5,297 (29.8%): Black men 762 (4.2%), Black women 2,593 (14.6%), Hispanic men 401 (2.2%), Hispanic women 450 (2.5%), Asian men 481 (2.7%), Asian women 465 (2.6%), American Indian men 65 (0.4%) and American Indian women 80 (0.4%). From FY 01 to FY 02, White men decreased by 24; White women increased by 24; Minorities increased by 83: Black men increased by 8; Black women increased by 28; Hispanic men increased by 16; Hispanic women increased by 11; Asian men increased by 6; Asian women increased by 11; American Indian men decreased by 1; and American Indian women increased by 4.

PROFESSIONAL

At the end of FY 02, 8,302 (46.7%) of the Agency's work force were employed in Professional occupations. This represented an increase of 61 employees, from 8,241 in FY 01. The total number of minorities increased by 60, from 1,652 to 1,712. White men occupied 4,411 (53.1%) of the Professional positions in FY 02, which was a decrease of 48, from 4,459; White women occupied 2,179 (26.3%) of the Professional positions, which was an increase of 49, from 2,130 in FY 01.

Among minorities holding Professional positions, Black men held 315 (3.8%), Black women 386 (4.7%), Hispanic men 226 (2.7%), Hispanic women 147 (1.8%), Asian men 350 (4.2%), Asian women 232 (2.8%), American Indian men 32 (0.4%), and American Indian women 24 (0.3%). During FY 02, Blacks had a net increase of 0.5%, Hispanics increased by 0.1%, Asians remained same at 0.2%, and there was an increase for American Indians by 0.02%. The total number of women increased by 89 (0.8%), from 2,879 to 2,968.

ADMINISTRATIVE

At the end of FY 02, 7,860 (44.2%) of the Agency's work force were employed in Administrative occupations. This represented an increase of 143 employees, from 7,717 in FY 01. Minorities occupied 2,589 (32.9%) of the positions, an increase of 96 from FY 01; White men occupied 2,550 (32.4%) of the positions, an increase of 34; White women occupied 2,721 (34.6%), an increase of 13.

Among minorities holding Administrative positions, Black men held 374 (4.8%), Black women 1,484 (18.9%), Hispanic men 163 (2.1%), Hispanic women 187 (2.4%), Asian men 120 (1.5%), Asian women 184 (2.3%), American Indian men 30 (-0.2%), and American Indian women 47 (0.6%). During FY 02, Blacks had a net increase of 0.4%, Hispanics a net increase of 0.1%, Asians an increase of 0.2%, and there was a net increase of 0.01% for American Indians. The total number of women increased by 93 (1.2 %), from 4,530 to 4623.

CLERICAL

At the end of FY 02, 906 (5.1%) of the Agency's work force were employed in Clerical positions, which represented a decrease of 51 from FY 01. The total number of Women in these occupations was 849 (93.7%): White women 303 (33.4%), Black women 460 (50.8%), Hispanic women 66 (7.3%), Asian women 18 (2.0%), and American Indian women 2 (0.2%). There was an overall decrease of Women by 5.2%, with decreases for White women (-0.95%), Hispanic women (-0.28%), Asian women (-0.42%), and American Indian women (-0.3%). White men occupied 23 of these positions (2.5%), an increase of 0.24%; Minority men held 34 of these positions (3.6%): Black men 24 (2.7%), Hispanic men 6 (0.1%), Asian men 3 (.33%), and American Indian men 1 (0.1%).

OTHER

At the end of FY 02, 77 (0.4%) of the Agency's work force were employed in positions under the "Other" category, which was an increase of 3 positions from FY 01. Women occupied 51 of those positions (66.2%) and Minorities occupied 49 (63.6%).

BLUE COLLAR

At the end of FY 02, 14 (0.08%) of the Agency's work force were employed in Blue Collar positions. White men occupied 7 (50.0%) of those positions and Black men occupied 7 (50.0%).

COMPLAINTS PROCESSING - TITLE VII

During FY 02, 172 pre-complaints were counseled and 104 formal complaints were filed, which resulted in a 39.5% resolution rate for the period. The major claims filed were: Reprisal (43) and Assignment of duties (19).

At the pre-complaint stage, 28 employees selected Alternative Dispute Resolution (ADR), of which 12 were resolved and 11 were unresolved; 2 were not accepted for mediation by the Agency, 2 filed formal complaints, and 1 complaint is pending. At the formal stage of the process, 2 complainants selected ADR, which resulted in one settlement and one continued through the process.

There were 149 complaints on hand at the beginning of the report period, with 83 complaints closed. Of the complaints closed, there were 6 withdrawals, 14 settlements (including formal complaints settled during ADR), and 63 Final Agency Decisions (FADs): 41 at the Agency level and 22 decisions rendered by EEOC at the Hearing stage.

Environmental Protection Agency
Change in Workforce EEO Profile by PATCOB Category
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

PATCOB	Date		White			Black			Hispanic			Asian American			American Indian			Total		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total			
PROFESSIONAL	09/30/2001	#	4459	2130	6589	303	355	658	219	143	362	349	229	578	32	22	54	5362	2879	8241
		%	54.11	25.85	79.95	3.68	4.31	7.98	2.66	1.74	4.39	4.23	2.78	7.01	0.39	0.27	0.66	65.06	34.94	100.00
	09/30/2002	#	4411	2179	6590	315	386	701	226	147	373	350	232	582	32	24	56	5334	2968	8302
		%	53.13	26.25	79.38	3.79	4.65	8.44	2.72	1.77	4.49	4.22	2.79	7.01	0.39	0.29	0.67	64.25	35.75	100.00
	Change	#	-48	49	1	12	31	43	7	4	11	1	3	4	0	2	2	-28	89	61
		%	-0.98	0.40	-0.58	0.12	0.34	0.46	0.06	0.04	0.10	-0.02	0.02	0.00	0.00	0.02	0.02	-0.82	0.82	0.00
ADMINISTRATIVE	09/30/2001	#	2516	2708	5224	373	1424	1797	153	182	335	114	172	286	31	44	75	3187	4530	7717
		%	32.60	35.09	67.69	4.83	18.45	23.29	1.98	2.36	4.34	1.48	2.23	3.71	0.40	0.57	0.97	41.30	58.70	100.00
	09/30/2002	#	2550	2721	5271	374	1484	1858	163	187	350	120	184	304	30	47	77	3237	4623	7860
		%	32.44	34.62	67.06	4.76	18.88	23.64	2.07	2.38	4.45	1.53	2.34	3.87	0.38	0.60	0.98	41.18	58.82	100.00
	Change	#	34	13	47	1	60	61	10	5	15	6	12	18	-1	3	2	50	93	143
		%	-0.16	-0.47	-0.63	-0.08	0.43	0.35	0.09	0.02	0.11	0.05	0.11	0.16	-0.02	0.03	0.01	-0.12	0.12	0.00
TECHNICAL	09/30/2001	#	127	188	315	35	278	313	4	38	42	5	21	26	2	5	7	173	530	703
		%	18.07	26.74	44.81	4.98	39.54	44.52	0.57	5.41	5.97	0.71	2.99	3.70	0.28	0.71	1.00	24.61	75.39	100.00
	09/30/2002	#	112	159	271	33	247	280	3	39	42	4	25	29	2	7	9	154	477	631
		%	17.75	25.20	42.95	5.23	39.14	44.37	0.48	6.18	6.66	0.63	3.96	4.60	0.32	1.11	1.43	24.41	75.59	100.00
	Change	#	-15	-29	-44	-2	-31	-33	-1	1	0	-1	4	3	0	2	2	-19	-53	-72
		%	-0.32	-1.54	-1.86	0.25	-0.40	-0.15	-0.09	0.78	0.68	-0.08	0.97	0.90	0.03	0.40	0.43	-0.20	0.20	0.00
CLERICAL	09/30/2001	#	22	311	333	25	493	518	7	67	74	3	23	26	1	5	6	58	899	957
		%	2.30	32.50	34.80	2.61	51.52	54.13	0.73	7.00	7.73	0.31	2.40	2.72	0.10	0.52	0.63	6.06	93.94	100.00
	09/30/2002	#	23	303	326	24	460	484	6	66	72	3	18	21	1	2	3	57	849	906
		%	2.54	33.44	35.98	2.65	50.77	53.42	0.66	7.28	7.95	0.33	1.99	2.32	0.11	0.22	0.33	6.29	93.71	100.00
	Change	#	1	-8	-7	-1	-33	-34	-1	-1	-2	0	-5	-5	0	-3	-3	-1	-50	-51
		%	0.24	0.95	1.19	0.04	-0.74	-0.71	-0.07	0.28	0.21	0.02	-0.42	-0.40	0.01	-0.30	-0.30	0.23	-0.23	0.00

Environmental Protection Agency
 VP505 Change in Workforce EEO Profile by PATCOB Category
 From: 09/30/2001 To: 09/30/2002
 Full/PartTime Permanent Workforce

PATCOB	Date		White			Black			Hispanic			Asian American			American Indian			Total		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
OTHER	09/30/2001	#	6	19	25	10	15	25	2	9	11	4	9	13	0	0	0	22	52	74
		%	8.11	25.68	33.78	13.51	20.27	33.78	2.70	12.16	14.86	5.41	12.16	17.57	0.00	0.00	0.00	29.73	70.27	100.00
	09/30/2002	#	10	18	28	9	16	25	3	11	14	4	6	10	0	0	0	26	51	77
		%	12.99	23.38	36.36	11.69	20.78	32.47	3.90	14.29	18.18	5.19	7.79	12.99	0.00	0.00	0.00	33.77	66.23	100.00
	Change	#	4	-1	3	-1	1	0	1	2	3	0	-3	-3	0	0	0	4	-1	3
		%	4.88	-2.30	2.58	-1.83	0.51	-1.32	1.19	2.12	3.32	-0.21	-4.37	-4.58	0.00	0.00	0.00	4.04	-4.04	0.00
BLUE-COLLAR	09/30/2001	#	7	0	7	8	0	8	0	0	0	0	0	0	0	0	0	15	0	15
		%	46.67	0.00	46.67	53.33	0.00	53.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
	09/30/2002	#	7	0	7	7	0	7	0	0	0	0	0	0	0	0	0	14	0	14
		%	50.00	0.00	50.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
	Change	#	0	0	0	-1	0	-1	0	0	0	0	0	0	0	0	0	-1	0	-1
		%	3.33	0.00	3.33	-3.33	0.00	-3.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	09/30/2001	#	7137	5356	12493	754	2565	3319	385	439	824	475	454	929	66	76	142	8817	8890	17707
		%	40.31	30.25	70.55	4.26	14.49	18.74	2.17	2.48	4.65	2.68	2.56	5.25	0.37	0.43	0.80	49.79	50.21	100.00
	09/30/2002	#	7113	5380	12493	762	2593	3355	401	450	851	481	465	946	65	80	145	8822	8968	17790
		%	39.98	30.24	70.22	4.28	14.58	18.86	2.25	2.53	4.78	2.70	2.61	5.32	0.37	0.45	0.82	49.59	50.41	100.00
	Change	#	-24	24	0	8	28	36	16	11	27	6	11	17	-1	4	3	5	78	83
		%	-0.32	-0.01	-0.33	0.03	0.09	0.11	0.08	0.05	0.13	0.02	0.05	0.07	-0.01	0.02	0.01	-0.20	0.20	0.00

Environmental Protection Agency
Distribution of EEO Groups and Comparison by PATCOB
As of 09/30/2002
Full/PartTime Permanent Workforce

	# % CLF	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native		Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
PROFESSIONAL	#	4411	2179	315	386	226	147	350	232	32	24	8302
	%	53.13	26.25	3.79	4.65	2.72	1.77	4.22	2.79	0.39	0.29	100.00
National Professional	CLF	54.70	30.30	2.40	3.20	2.10	1.40	3.50	1.90	0.20	0.20	100
ADMINISTRATIVE	#	2550	2721	374	1484	163	187	120	184	30	47	7860
	%	32.44	34.62	4.76	18.88	2.07	2.38	1.53	2.34	0.38	0.60	100.00
National Administrative	CLF	42.10	40.40	3.60	5.30	2.60	2.60	1.40	1.40	0.30	0.30	100
TECHNICAL	#	112	159	33	247	3	39	4	25	2	7	631
	%	17.75	25.20	5.23	39.14	0.48	6.18	0.63	3.96	0.32	1.11	100.00
National Technical	CLF	36.10	42.90	3.60	6.60	3.20	3.40	1.90	1.60	0.40	0.40	100
CLERICAL	#	23	303	24	460	6	66	3	18	1	2	906
	%	2.54	33.44	2.65	50.77	0.66	7.28	0.33	1.99	0.11	0.22	100.00
National Clerical	CLF	14.00	63.40	2.80	9.60	1.70	5.20	0.80	1.90	0.10	0.50	100
OTHER	#	10	18	9	16	3	11	4	6	0	0	77
	%	12.99	23.38	11.69	20.78	3.90	14.29	5.19	7.79	0.00	0.00	100.00
National Other	CLF	67.60	11.20	9.70	3.20	4.80	1.00	1.20	0.30	0.90	0.20	100
BLUE-COLLAR	#	7	0	7	0	0	0	0	0	0	0	14
	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
National Blue-Collar	CLF	65.40	9.80	9.10	2.20	8.70	1.50	1.70	0.50	0.80	0.20	100

3. **GRADE LEVELS**

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

EPA Agency-wide work force at the end of FY 02 was 17,790, an increase of 83 employees from FY 01. White men occupied 40.0%, White women 30.2%, Minorities 29.9%: Black men 4.3%, Black women 14.6%, Hispanic men 2.3%, Hispanic women 2.5%, Asian men 2.7%, Asian women 2.6%, American Indian men 0.4%, and American Indian women 0.5%. There were increases for the following groups: Black women 0.1%, Hispanic men 0.1%, and American Indian women 0.1%.

The following groups remained the same: White women, Black men, Hispanic women, Asian men, Asian women, and American Indian men. White men decreased by 0.3%.

GS 1-4: At the end of FY 2002, 146 (0.82%) employees were in this grade grouping, an increase of 23 employees from FY 01. American Indian men and American Indian women were absent at this level. White men occupied 29.5% of these positions, White women 23.4%, Minorities 47.1%: Black men 11.6%, Black women 26.0%, Hispanic men 1.4%, Hispanic women 3.4%, Asian men 2.0%, and Asian women 2.7%. There were decreases for Black men (-1.4%), Black women (-16.3%), Hispanic men (-1.0%), Hispanic women (-4.7%), Asian men (-2.1%), Asian women (-2.2%), and American Indian women (-0.8%).

GS 5-8: Of the total work force, 1326 (7.5%) employees were in this grade grouping, a decrease of 27 employees from FY 01. All groups were represented at this level. White men occupied 10.5% of these positions, White women 30.2%, Minorities 59.3%: Black men 3.6%, Black women 42.5%, Hispanic men 1.1%, Hispanic women 7.2%, Asian men 0.7%, Asian women 3.4%, American Indian men 0.2%, American Indian Women 0.6%. There were decreases for White women (-2.0%), Black men (-0.4%), and Black women (-2.1%). White men increased by 3.6%, Hispanic men 0.3%, Asian men 0.1%, Asian women 0.4%, and American Indian women 0.1%.

GS 9-12: Of the total work force, 4110 (23.1%) employees were in this grade grouping, a decrease of 196 employees from FY 01. All groups were represented at this level. White men occupied 25.3% of these positions, White women 33.6%, Minorities 41.1%: Black men 5.2%, Black women 23.0%, Hispanic men 2.4%, Hispanic women 3.4%, Asian men 2.6%, Asian women 3.1%, American Indian men 0.5%, American Indian women 0.9%. The following groups remained the same: Hispanic men and women, American Indian men and women. The following decreased: White men (-0.8%) and Asian women (-0.3%). White women increased by 0.1%, Black men 0.1%, Black women 0.9%, and Asian men 0.1%.

GS/GM-13: Of the total work force, 6735 (37.9%) employees were in this grade grouping, which was an increase of 172 from FY 01. All groups were represented at this level. White men occupied 44.4%, White women 29.3%, Minorities 26.3%: Black men 4.2%, Black women 10.2%, Hispanic men 2.5%, Hispanic women 1.8%, Asian men 3.6%, Asian women 3.1%, American Indian men 0.5%, American Indian women 0.4%. The following groups increased: White women by 0.2%, Black men 0.1%, Black women 0.5%, Hispanic men and women, each by 0.1%, Asian men 0.1%, Asian women 0.2%, and American Indian women 0.1%. American Indian men remained the same; White men decreased (-1.1%).

GS/GM-14: Of the total work force, 3022 (16.9%) employees were in this grade grouping, which was a decrease of 30 employees from FY 01. All groups were represented at this level. White men occupied 50.5% of these positions, White women 29.2%, Minorities 20.3%: Black men 3.8%, Black women 7.6%, Hispanic men 2.3%, Hispanic women 1.9%, Asian men 2.5%, Asian women 1.8%, American Indian men 0.3% and American women 0.3%. The following decreased: White men (-0.5%), White women (-0.5%) and Asian men (-0.1%). American Indian men and Black men remained the same. The following increased: Black women 0.6%, Hispanic men and women, each by 0.2%, Asian women 0.1%, and American Indian women 0.1%.

GS/GM-15: Of the total work force, 2061 (11.6%) employees were in this grade grouping, which was an increase of 177 employees from FY 01. All the groups were represented at this level. White men occupied 57.7% of these positions, White women 29.1%, Minorities 13.2%: Black men 2.6%, Black women 4.7%, Hispanic men 1.8%, Hispanic women 1.1%, Asian men 1.7%, Asian women 1.0%, American Indian men 0.2%, American Indian women 0.1%. American Indian men remained the same. White men decreased (-1.5%). The following increased: White women 0.8%, Black men 0.2%, Black women 0.1%, Hispanic men 0.2%, Hispanic women 0.2%, Asian men and women, each by 0.1%, and American Indian women 0.1%.

SES + GS EQ: Of the total work force, 313 (1.7%) employees were in SES positions, which was an increase of 23 employees from FY 01. American Indian men and women were absent at this level. All other groups were represented. White men occupied 56.5% of these positions, White women 28.8%, Minorities 14.7%: Black men 5.4%, Black women 2.9%, Hispanic men 3.5%, Hispanic women 0.3%, Asian men 1.6%, Asian women 1.0%. White men and Black men decreased, (-1.4%) and (-0.5%) respectively. Hispanic women and Asian women remained the same. The following groups increased: White women 0.9%, Black women 0.5%, Hispanic men 0.4%, and Asian men 0.2%.

U.S. ENVIRONMENTAL PROTECTION AGENCY
AGENCY-WIDE

CHANGE IN WORKFORCE EEO PROFILE BY PATCOB CATEGORY
October 1, 2001 to September 30, 2002

		TOTAL		WHITE		BLACK		HISPANIC		ASIAN/PACIFIC ISLANDER		AMER INDIAN ALASKA NATIVE	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
GS 1-4	10/01 #	123	90	9	21	16	52	3	10	5	6	0	1
	%		73.2	7.3	17.1	13.0	42.3	2.4	8.1	4.1	4.9	0.0	0.8
	9/02 #	146	81	43	34	17	38	2	5	3	4	0	0
	%		55.5	29.5	23.3	11.6	26.0	1.4	3.4	2.0	2.7	0.0	0.0
	CHANGE %	23	-17.7	22.2	6.2	-1.4	-16.3	-1.0	-4.7	-2.1	-2.2	0.0	-0.8
GS 5-8	10/01 #	1353	1183	94	435	53	602	11	98	9	41	3	7
	%		87.4	6.9	32.2	3.9	44.5	0.8	7.2	0.6	3.0	0.2	0.5
	9/02 #	1326	1113	139	401	47	563	15	96	9	45	2	8
	%		83.9	10.5	30.2	3.6	42.5	1.1	7.2	0.7	3.4	0.2	0.6
	CHANGE %	-27	-3.5	3.6	-2.0	-0.3	-2.0	0.3	0.0	0.1	0.4	0.0	0.1
GS 9-12	10/01 #	4306	2728	1123	1444	222	956	104	146	109	145	20	37
	%		63.4	26.1	33.5	5.2	22.2	2.4	3.4	2.5	3.4	0.5	0.9
	9/02 #	4110	2630	1039	1381	219	948	98	139	105	126	19	36
	%		64.0	25.3	33.6	5.2	23.0	2.4	3.4	2.6	3.1	0.5	0.9
	CHANGE %	-196	0.6	-0.8	0.1	0.0	0.8	0.0	0.0	0.1	-0.3	0.0	0.0
GS/GM 13	10/01 #	6563	2881	2988	1911	273	644	159	114	232	190	30	22
	%		43.9	45.5	29.1	4.2	9.8	2.4	1.7	3.5	2.9	0.5	0.3
	9/02 #	6735	3015	2992	1974	288	691	167	119	241	206	32	25
	%		44.8	44.4	29.3	4.2	10.2	2.5	1.8	3.6	3.1	0.5	0.4
	CHANGE %	172	0.9	-1.1	0.2	0.0	0.4	0.1	0.1	0.1	0.2	0.0	0.1
GS/GM 14	10/01 #	3052	1229	1555	905	116	215	65	51	78	51	9	7
	%		40.3	51.0	29.7	3.8	7.0	2.1	1.7	2.6	1.7	0.3	0.2
	9/02 #	3022	1231	1526	882	112	230	68	56	77	55	8	8
	%		40.7	50.5	29.2	3.8	7.6	2.3	1.9	2.5	1.8	0.3	0.3
	CHANGE %	-30	0.4	-0.5	-0.5	0.0	0.6	0.2	0.2	-0.1	0.1	0.0	0.1
GS/GM 15	10/01 #	1884	657	1116	534	45	87	31	17	31	17	4	2
	%		34.9	59.2	28.3	2.4	4.6	1.6	0.9	1.6	0.9	0.2	0.1
	9/02 #	2061	743	1190	600	53	97	36	23	35	20	4	3
	%		36.1	57.7	29.1	2.6	4.7	1.8	1.1	1.7	1.0	0.2	0.1
	CHANGE %	177	1.2	-1.5	0.8	0.2	0.1	0.2	0.2	0.1	0.1	0.0	0.0
SES + GS EQ	10/01 #	290	92	168	81	17	7	9	1	4	3	0	0
	%		31.7	57.9	27.9	5.9	2.4	3.1	0.3	1.4	1.0	0.0	0.0
	9/02 #	313	103	177	90	17	9	11	1	5	3	0	0
	%		32.9	56.5	28.8	5.4	2.9	3.5	0.3	1.6	1.0	0.0	0.0
	CHANGE %	23	1.2	-1.4	0.9	-0.5	0.5	0.4	0.0	0.2	0.0	0.0	0.0

U.S. ENVIRONMENTAL PROTECTION AGENCY
AGENCY-WIDE

CHANGE IN WORKFORCE EEO PROFILE BY GRADE GROUPING
October 1, 2000 to September 30, 2001

		TOTAL		WHITE		BLACK		HISPANIC		ASIAN/PACIFIC ISLANDER		AMER INDIAN ALASKA NATIVE	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
ALL OTHERS	10/01 #	136	30	86	25	12	2	3	2	5	1	0	0
	%		22.1	63.2	18.4	8.8	1.5	2.2	1.5	3.7	0.7	0.0	0.0
	9/02 #	77	51	10	18	9	16	3	11	4	6	0	0
	%		66.2	13.0	23.4	11.7	20.8	3.9	14.3	5.2	7.8	0.0	0.0
	CHANGE %	-59	44.1	-50.2	5.0	2.9	19.3	1.7	12.8	1.5	7.1	0.0	0.0
TOTAL	10/01 #	17707	8890	7139	5356	754	2565	385	439	473	454	66	76
	%		50.2	40.3	30.2	4.3	14.4	2.2	2.5	2.7	2.6	0.4	0.4
	9/02 #	17790	8968	7113	5380	762	2593	401	450	481	465	65	80
	%		50.4	40.0	30.2	4.3	14.6	2.3	2.5	2.7	2.6	0.4	0.5
	CHANGE %	83	0.2	-0.3	0.0	0.0	0.2	0.1	0.0	0.0	0.0	0.0	0.1

4. SERIES ANALYSIS

PROFESSIONAL

This analysis focuses on the major Professional occupational series. As of September 30, 2002, almost half 8302 (46.7%) of the EPA work force was employed in this occupational category. AEP groups by series were compared with the National Professional Civilian Labor Force (CLF) for that specific series.

110 - Economists: Of the total Professional work force, 111 (1.3%) are Economists. American Indian men, American Indian women, and Hispanic women are not represented in this series. White men occupied 59.5% of these positions, White women 26.1%, Minorities 14.4%: Black men 2.7%, Black women 2.7%, Hispanic men 1.8%, Asian men 6.3%, and Asian women 0.9%. The following groups were under-represented: White women (26.1%, CLF 30.3%), Hispanic women (0.0%, CLF 1.4%), Asian women (0.9%, CLF 1.9%), American Indian men and women (0.0, CLF 0.2%).

401 - Biologists: Of the total Professional work force, 749 (9.0%) are Biologists. All groups are represented in this job series. The following groups were under-represented: Hispanic men (1.6%, CLF 2.1%), Hispanic women (1.2%, CLF 1.4%), Asian men (1.2%, CLF 3.5%), Asian women (1.8%, CLF 1.9%).

408 - Ecologists: Of the total Professional work force, 100 (1.2%) are Ecologists. The following groups were not represented: Black men, Black women, Hispanic women, Asian women, American Indian men, and American Indian women. White men occupied 67.0%, White women 29.0%, Hispanic men 3.0%, and Asian men 1.0%. The following group was under represented: Asian men (1.0%, CLF 3.5%)

415 - Toxicologists: Of the total Professional work force, 168 (2.0%) are Toxicologists. American Indian men and American Indian women groups were absent from this series. The following groups were under-represented: White women (28.6%, CLF 30.3%), Black women (2.4%, CLF 3.2%), Hispanic men (0.6%, CLF 2.1%), and Hispanic women (1.2%, CLF 1.4%).

510 - Accountants: Of the total Professional work force, 180 (2.2%) are Accountants. Hispanic men, and American Indian men are absent from this series. The following groups were under-represented: White women (28.3%, CLF 30.3%) Hispanic women (1.1%, CLF 1.4%).

511 - Auditors: Of the total Professional work force, 191 (2.3%) are Auditors. Except for American Indian women, all groups are present in this job series. The following groups are under represented: White women (28.8%, CLF 30.3%), Hispanic men (1.1%, CLF 2.1%), Hispanic women (0.5%, CLF 1/4%), Asian men (2.1%, CLF 3.5%).

819 - Environmental Engineers: Of the total Professional work force, 1963 (23.6%) are Environmental Engineers. This is the most populous of the Professional series. All the AEP groups are present in this job series and only White women are under represented (19.5%, CLF 30.3%). White men occupied 55.2%, Black men 3.9%, Black women 3.5%, Hispanic men 4.9%, Hispanic women 1.9%, Asian men 7.4% and Asian women 3.2%, American Indian men 0.2%, and American Indian women 0.2%.

893 - Chemical Engineers: Of the total Professional work force, 141 (1.7%) are Chemical Engineers. Except for American Indian women, all groups are present in this job series. The following groups are under represented: White women (20.6%, CLF 30.3%), Black women (2.1%, CLF 3.2%). White men occupied 48.9% of these positions, Black men 3.6%, Hispanic men 5.0%, Hispanic women 4.3%, Asian men 11.4%, Asian women 3.6% and American Indian men 0.7%.

905 - Attorneys: Of the total Professional work force, 1037 (12.5%) are Attorneys. All groups are present in this job category. The following groups were under represented: Hispanic men (2.0%, CLF 2.1%) and Asian men (1.8%, CLF 3.5%). White men occupied 44.8%, White women 36.6%, Black men 2.5%, Black women 5.7%, Hispanic women 2.6%, Asian women 3.1%, American Indian men 0.4%, and American Indian women 0.4%.

1102 - Contract and Procurement Specialists: Of the total Professional work force, 305 (3.7%) are Contract and Procurement Specialists. All groups are present in this job series. The following groups were under represented: Hispanic men (2.0%, CLF 2.1%), Asian men (1.0%, CLF 3.5%) and Asian women (0.7%, CLF 1.9%).

1301 - General Physical Scientists: Of the total Professional work force, 2070 (25.0%) are Physical Scientists. This is the second most populous job series. All groups are present in this series. The following groups are under represented: White women (27.5%, CLF 30.3%) and Asian men (2.5%, CLF 3.5%). White men occupied 55.6%, Black men 3.2%, Black women 3.9%, Hispanic men 2.6%, Hispanic women 2.0%, Asian women 2.0%, American Indian men 0.5%, and American Indian women 0.2%.

1320 - Chemists: Of the total Professional work force, 575 (6.9%) are Chemists. All groups are present in this job series. The following groups were under represented: White women (24.5%, CLF 30.3%) and Black women (2.8%, CLF 3.2%). White men occupied 53.6%, Black men 3.5%, Hispanic men 2.6%, Hispanic women 1.7%, Asian men 6.1%, Asian women 4.9%, American Indian men 0.2%, and American Indian women 0.2%.

ADMINISTRATIVE

At the end of FY 2002, the Agency had 7,860 employees in the Administrative job category, which was 44.2% of its total work force. The AEP groups are compared with the aggregated National Civilian Labor Force (CLF) for the Administrative series.

028 - Environmental Protection Specialists: Of the total Administrative work force, 2874 (36.6%) are Environmental Protection Specialists. This is the most populous of the Administrative series. All AEP groups are present in this job series. White men occupied 34.4%, Black women 12.9%, Asian men 1.7%, Asian women 2.6%, American Indian men 0.6%, and American Indian women 1.0%. The following groups were under represented: White women (39.3%, CLF 40.4%), Black men (3.4%, CLF 3.6%), Hispanic men (1.5%, CLF 2.6%), and Hispanic women (2.5%, CLF 2.6%).

201 - Personnel Management: Of the total Administrative work force, 190 (2.4%) worked in Personnel Management. Asian and American Indian men are absent from this series. White men occupied 15.3%, Black men 6.3%, Black women 39.0%, Hispanic women 5.8%, Asian women 2.1% and American Indian women 0.5%. The following AEP groups were under represented: White women (29.0%, CLF 40.4%), Hispanic men (2.1%, CLF 2.6%).

301 - General Administration: Of the total Administrative work force, 892 (13.4%) are in General Administration. All of the AEP groups were present in this job series. White men occupied 25.3%, Black women 28.1%, Hispanic women 2.8%, Asian women 1.5%, and American Indian women 0.6%. The following groups were under represented: White women (35.0%, CLF 40.4%), Black men (3.5%, CLF 3.6%), Hispanic men (2.0%, CLF 2.6%), Asian men (1.1%, CLF 1.4%) and American Indian men (0.2%, CLF 0.3%).

334 - Computer Specialists: Of the total Administrative work force, 339 (4.3%) are Computer Specialists. All groups are present in this job series. White men occupied 40.4%, Black men 11.5%, Black women 14.8%, Hispanic men 3.5%, Asian men 5.3%, Asian women 5.6%, American Indian men 0.6%, and American Indian women 0.3%. The following groups were under represented: White women (16.8%, CLF 40.4%) and Hispanic women (1.2%, CLF 2.6%).

340 - Program Management: Of the total Administrative work force, 433 (5.5%) are in Program Management. Except for American Indian women, all groups are present in this job series. White men occupied 53.8%, Black men 4.6%, Hispanic men 2.8%, Asian men 1.6%, and American Indian men 0.5%. The following groups were under represented: White women (31.2%, CLF 40.4%), Black women (4.4%, CLF 5.3%), Hispanic women (0.2%, CLF 2.6%), Asian women (0.9%, CLF 1.4%), American Indian women (0.0%, CLF 0.3%).

343 - Management Analyst: Of the total Administrative work force, 1507 (19.2%) are Management Analysts. All of the AEP groups are present in this job series. White men occupied 25.0%, Black women 26.4%, Asian women 1.6%. The following groups were under represented: White women (39.0%, CLF 40.4%), Black men (3.3%, CLF 3.6%), Hispanic men (1.5%, CLF 2.6%), Hispanic women (2.2%, CLF 2.6%), Asian men (0.8%, CLF 1.4%), and American Indian men (0.2%, CLF 0.3%).

501 - General Accounting, Clerical and Administrative: Of the total Administrative work force, 151 (1.9%) are in this series. American Indian men and American Indian women were absent from this series. White men occupied 13.9%, Black men 6.0%, Black women 40.4%, Hispanic women 3.3%, Asian men 2.0%, and Asian women 2.0%. The following groups were under represented: White women (30.5%, CLF 40.4%), and Hispanic men (2.0%, CLF 2.6%).

1035 - Public Affairs: Of the total Administrative work force, 138 (1.8%) are in this series. Except for American Indian men, all groups are present in this job series. White men occupied 32.6%, White women 41.3%, Black men 4.3%, Black women 13.0%, Hispanic men 3.6%, Asian men 1.4%, Asian women 2.2%, and American Indian women 0.7%. The only group under represented was Hispanic women (0.7%, CLF 2.6%).

1101 - General Business and Industry: Of the total Administrative work force, 156 (2.0%) are in this series. Asian men and American Indian men are absent from this series. White men occupied 11.5%, Black men 5.8%, Black women 32.1%, Hispanic men 3.2%, Hispanic women 5.8%, Asian women 5.1%, and American Indian women 2.0%. Only White women were under represented (34.6%, CLF 40.4%).

1811 - Criminal Investigation: Of the total Administrative work force, 269 (3.4%) are in this series. Except for American Indian women, all AEP groups are present in this job series. White men occupied 63.2%, Black men 6.7%, Hispanic men 5.9%, Asian men 1.9%, Asian women 1.5%, and American Indian men 0.4%. The following groups were under represented: White women (16.0%, CLF 40.4%), Black women (3.7%, CLF 5.3%), Hispanic women (0.7%, CLF 2.6%).

2210 - Information Technology Management: Of the total Administrative work force, 295 (3.8%) are in this series. American Indian men and American Indian women are absent from this series. White men occupied 47.1%, Black men 9.2%, Black women 10.2%, Asian men 3.7%, and Asian women 4.1%. The following groups are under represented: White women (21.7%, CLF 40.4%), Hispanic men (2.4%, CLF 2.6%), and Hispanic women (1.7%, CLF 2.6%).

Environmental Protection Agency
Agencywide Workforce Profile - Major Occupations – Professional
As of 09/30/2002
Full/PartTime Permanent Workforce

		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native		Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
511 - Auditor	#	75	55	23	21	2	1	4	9	1	0	191
	%	39.27	28.80	12.04	10.99	1.05	0.52	2.09	4.71	0.52	0.00	100.00
819 - Environmental Engineering	#	1084	382	77	69	97	37	146	63	4	4	1963
	%	55.22	19.46	3.92	3.52	4.94	1.88	7.44	3.21	0.20	0.20	100.00
893 – Chemical Engineering	#	69	29	5	3	7	6	16	5	1	0	141
	%	48.94	20.57	3.55	2.13	4.96	4.26	11.35	3.55	0.71	0.00	100.00
905 - Attorney	#	465	380	26	59	21	27	19	32	4	4	1037
	%	44.84	36.64	2.51	5.69	2.03	2.60	1.83	3.09	0.39	0.39	100.00
1035 - Public Affairs	#	45	57	6	18	5	1	2	3	0	1	138
	%	32.61	41.30	4.35	13.04	3.62	0.72	1.45	2.17	0.00	0.72	100.00
1101 - General Business & Industry	#	18	54	9	50	5	9	0	8	0	3	156
	%	11.54	34.62	5.77	32.05	3.21	5.77	0.00	5.13	0.00	1.92	100.00
1102 - Contract & Procurement	#	86	97	27	73	6	8	3	2	1	2	305
	%	28.20	31.80	8.85	23.93	1.97	2.62	0.98	0.66	0.33	0.66	100.00
1301 - General Physical Science	#	1150	569	66	81	53	41	52	42	11	5	2070
	%	55.56	27.49	3.19	3.91	2.56	1.98	2.51	2.03	0.53	0.24	100.00
1320 - Chemist	#	308	141	20	16	15	10	35	28	1	1	575
	%	53.57	24.52	3.48	2.78	2.61	1.74	6.09	4.87	0.17	0.17	100.00
1811 - Criminal Investigation	#	170	43	18	10	16	2	5	4	1	0	269
	%	63.20	15.99	6.69	3.72	5.95	0.74	1.86	1.49	0.37	0.00	100.00
2210 - Information Tech Mgt	#	139	64	27	30	7	5	11	12	0	0	295
	%	47.12	21.69	9.15	10.17	2.37	1.69	3.73	4.07	0.00	0.00	100.00

Environmental Protection Agency
Agencywide Workforce Profile - Major Occupations – Administrative
As of 09/30/2002
Full/PartTime Permanent Workforce

		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native		Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
028 - Environmental Protection Specialist	#	989	1130	98	372	42	73	48	76	18	28	2874
	%	34.41	39.32	3.41	12.94	1.46	2.54	1.67	2.64	0.63	0.97	100.00
110 - Economist	#	66	29	3	3	2	0	7	1	0	0	111
	%	59.46	26.13	2.70	2.70	1.80	0.00	6.31	0.90	0.00	0.00	100.00
201 – Personnel Management	#	29	55	12	74	4	11	0	4	0	1	190
	%	15.26	28.95	6.32	38.95	2.11	5.79	0.00	2.11	0.00	0.53	100.00
301 - General Administrative	#	226	312	31	251	17	25	10	13	2	5	892
	%	25.34	34.98	3.48	28.14	1.91	2.80	1.12	1.46	0.22	0.56	100.00
303 - Miscellaneous Clerk	#	13	62	12	109	1	21	1	6	0	1	226
	%	5.75	27.43	5.31	48.23	0.44	9.29	0.44	2.65	0.00	0.44	100.00
318 – Secretary	#	4	269	7	367	3	55	1	13	1	2	722
	%	0.55	37.26	0.97	50.83	0.42	7.62	0.14	1.80	0.14	0.28	100.00
334 - Computer Specialist	#	137	57	39	50	12	4	18	19	2	1	339
	%	40.41	16.81	11.50	14.75	3.54	1.18	5.31	5.60	0.59	0.29	100.00
340 – Program Management	#	233	135	20	19	12	1	7	4	2	0	433
	%	53.81	31.18	4.62	4.39	2.77	0.23	1.62	0.92	0.46	0.00	100.00
343 - Management Analysis	#	376	587	49	398	22	33	12	24	3	3	1507
	%	24.95	38.95	3.25	26.41	1.46	2.19	0.80	1.59	0.20	0.20	100.00
401 - Biologist	#	403	236	33	24	12	9	9	14	2	7	749
	%	53.81	31.51	4.41	3.20	1.60	1.20	1.20	1.87	0.27	0.93	100.00
408 - Ecology	#	67	29	0	0	3	0	1	0	0	0	100
	%	67.00	29.00	0.00	0.00	3.00	0.00	1.00	0.00	0.00	0.00	100.00
415 - Toxicology	#	80	48	6	4	1	2	16	11	0	0	168
	%	47.62	28.57	3.57	2.38	0.60	1.19	9.52	6.55	0.00	0.00	100.00
501 - General Accounting Clerical & Administrative	#	21	46	9	61	3	5	3	3	0	0	151
	%	13.91	30.46	5.96	40.40	1.99	3.31	1.99	1.99	0.00	0.00	100.00
510 - Accountant	#	60	51	13	36	0	2	7	10	0	1	180
	%	33.33	28.33	7.22	20.00	0.00	1.11	3.89	5.56	0.00	0.56	100.00

Environmental Protection Agency
Agency Wide Accessions by PATCOB Code
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

PATCOB		White			Black			Hispanic			Asian American Pacific Islander			American Indian Alaskan Native			Total		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
PROFESSIONAL	#	107	84	191	13	24	37	9	7	16	8	11	19	0	0	0	137	126	263
	%	40.68	31.94	72.62	4.94	9.13	14.07	3.42	2.66	6.08	3.04	4.18	7.22	0.00	0.00	0.00	52.09	47.91	100.00
ADMINISTRATIVE	#	128	101	229	15	30	45	13	9	22	10	12	22	1	6	7	167	158	325
	%	39.38	31.08	70.46	4.62	9.23	13.85	4.00	2.77	6.77	3.08	3.69	6.77	0.31	1.85	2.15	51.38	48.62	100.00
TECHNICAL	#	4	6	10	1	2	3	0	1	1	0	5	5	0	0	0	5	14	19
	%	21.05	31.58	52.63	5.26	10.53	15.79	0.00	5.26	5.26	0.00	26.32	26.32	0.00	0.00	0.00	26.32	73.68	100.00
CLERICAL	#	3	39	42	4	32	36	0	5	5	0	1	1	0	0	0	7	77	84
	%	3.57	46.43	50.00	4.76	38.10	42.86	0.00	5.95	5.95	0.00	1.19	1.19	0.00	0.00	0.00	8.33	91.67	100.00
OTHER	#	6	7	13	2	5	7	0	2	2	0	1	1	0	0	0	8	15	23
	%	26.09	30.43	56.52	8.70	21.74	30.43	0.00	8.70	8.70	0.00	4.35	4.35	0.00	0.00	0.00	34.78	65.22	100.00
Total	#	248	237	485	35	93	128	22	24	46	18	30	48	1	6	7	324	390	714
	%	34.73	33.19	67.93	4.90	13.03	17.93	3.08	3.36	6.44	2.52	4.20	6.72	0.14	0.84	0.98	45.38	54.62	100.00

Environmental Protection Agency
Agency Wide Promotions by Grade within Pay Plan
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

			White			Black			Hispanic			Asian American Pacific Islander			American Indian Alaskan Native			Total		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
ES	00	#	3	2	5	0	0	0	0	0	0	0	0	0	0	0	0	3	2	5
		%	60.00	40.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	40.00	100.00
	Total	#	3	2	5	0	0	0	0	0	0	0	0	0	0	0	0	3	2	5
		%	60.00	40.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	40.00	100.00
GS	02	#	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
		%	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
	03	#	0	0	0	0	2	2	0	0	0	0	1	1	0	0	0	0	3	3
		%	0.00	0.00	0.00	0.00	66.67	66.67	0.00	0.00	0.00	0.00	33.33	33.33	0.00	0.00	0.00	0.00	100.00	100.00
	04	#	1	1	2	1	4	5	0	1	1	0	1	1	0	0	0	2	7	9
		%	11.11	11.11	22.22	11.11	44.44	55.56	0.00	11.11	11.11	0.00	11.11	11.11	0.00	0.00	0.00	22.22	77.78	100.00
	05	#	0	2	2	4	19	23	1	2	3	1	1	2	0	0	0	6	24	30
		%	0.00	6.67	6.67	13.33	63.33	76.67	3.33	6.67	10.00	3.33	3.33	6.67	0.00	0.00	0.00	20.00	80.00	100.00
	06	#	0	8	8	4	25	29	0	5	5	0	2	2	0	0	0	4	40	44
		%	0.00	18.18	18.18	9.09	56.82	65.91	0.00	11.36	11.36	0.00	4.55	4.55	0.00	0.00	0.00	9.09	90.91	100.00
	07	#	5	25	30	5	38	43	2	4	6	0	4	4	0	1	1	12	72	84
		%	5.95	29.76	35.71	5.95	45.24	51.19	2.38	4.76	7.14	0.00	4.76	4.76	0.00	1.19	1.19	14.29	85.71	100.00
	08	#	3	31	34	1	29	30	1	8	9	0	3	3	1	0	1	6	71	77
		%	3.90	40.26	44.16	1.30	37.66	38.96	1.30	10.39	11.69	0.00	3.90	3.90	1.30	0.00	1.30	7.79	92.21	100.00
	09	#	40	94	134	14	65	79	2	11	13	4	7	11	1	1	2	61	178	239
		%	16.74	39.33	56.07	5.86	27.20	33.05	0.84	4.60	5.44	1.67	2.93	4.60	0.42	0.42	0.84	25.52	74.48	100.00
	10	#	12	8	20	2	5	7	0	0	0	1	1	2	0	0	0	15	14	29
		%	41.38	27.59	68.97	6.90	17.24	24.14	0.00	0.00	0.00	3.45	3.45	6.90	0.00	0.00	0.00	51.72	48.28	100.00
	11	#	57	122	179	17	103	120	8	12	20	8	17	25	2	5	7	92	259	351
		%	16.24	34.76	51.00	4.84	29.34	34.19	2.28	3.42	5.70	2.28	4.84	7.12	0.57	1.42	1.99	26.21	73.79	100.00

Environmental Protection Agency
Agency Wide Promotions by Grade within Pay Plan
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

			White			Black			Hispanic			Asian American			American Indian			Total		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total			
GS	12	#	77	135	212	21	82	103	11	17	28	2	6	8	2	7	9	113	247	360
		%	21.39	37.50	58.89	5.83	22.78	28.61	3.06	4.72	7.78	0.56	1.67	2.22	0.56	1.94	2.50	31.39	68.61	100.00
	13	#	170	168	338	24	80	104	10	17	27	17	27	44	2	3	5	223	295	518
		%	32.82	32.43	65.25	4.63	15.44	20.08	1.93	3.28	5.21	3.28	5.21	8.49	0.39	0.58	0.97	43.05	56.95	100.00
	14	#	142	86	228	10	32	42	11	11	22	5	8	13	0	1	1	168	138	306
		%	46.41	28.10	74.51	3.27	10.46	13.73	3.59	3.59	7.19	1.63	2.61	4.25	0.00	0.33	0.33	54.90	45.10	100.00
	15	#	122	76	198	8	13	21	3	6	9	3	3	6	1	0	1	137	98	235
		%	51.91	32.34	84.26	3.40	5.53	8.94	1.28	2.55	3.83	1.28	1.28	2.55	0.43	0.00	0.43	58.30	41.70	100.00
	Total	#	629	756	1385	111	498	609	49	94	143	41	81	122	9	18	27	839	1447	2286
		%	27.52	33.07	60.59	4.86	21.78	26.64	2.14	4.11	6.26	1.79	3.54	5.34	0.39	0.79	1.18	36.70	63.30	100.00
WG	03	#	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
		%	0.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
	Total	#	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
		%	0.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
Total		#	632	758	1390	114	498	612	49	94	143	41	81	122	9	18	27	845	1449	2294
		%	27.55	33.04	60.59	4.97	21.71	26.68	2.14	4.10	6.23	1.79	3.53	5.32	0.39	0.78	1.18	36.84	63.16	100.00

Environmental Protection Agency
Agency Wide Separations by PATCOB
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

		White			Black			Hispanic			Asian American Pacific Islander			American Indian Alaskan Native			Total		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
PROFESSIONAL	#	153	60	213	9	10	19	5	4	9	9	8	17	1	1	2	177	83	260
	%	58.85	23.08	81.92	3.46	3.85	7.31	1.92	1.54	3.46	3.46	3.08	6.54	0.38	0.38	0.77	68.08	31.92	100.00
ADMINISTRATIVE	#	119	130	249	16	30	46	6	9	15	3	8	11	2	0	2	146	177	323
	%	36.84	40.25	77.09	4.95	9.29	14.24	1.86	2.79	4.64	0.93	2.48	3.41	0.62	0.00	0.62	45.20	54.80	100.00
TECHNICAL	#	7	10	17	3	15	18	1	0	1	0	1	1	0	0	0	11	26	37
	%	18.92	27.03	45.95	8.11	40.54	48.65	2.70	0.00	2.70	0.00	2.70	2.70	0.00	0.00	0.00	29.73	70.27	100.00
CLERICAL	#	2	21	23	4	19	23	0	3	3	0	1	1	0	1	1	6	45	51
	%	3.92	41.18	45.10	7.84	37.25	45.10	0.00	5.88	5.88	0.00	1.96	1.96	0.00	1.96	1.96	11.76	88.24	100.00
OTHER	#	2	4	6	1	1	2	0	1	1	0	1	1	0	0	0	3	7	10
	%	20.00	40.00	60.00	10.00	10.00	20.00	0.00	10.00	10.00	0.00	10.00	10.00	0.00	0.00	0.00	30.00	70.00	100.00
Total	#	283	225	508	33	75	108	12	17	29	12	19	31	3	2	5	343	338	681
	%	41.56	33.04	74.60	4.85	11.01	15.86	1.76	2.50	4.26	1.76	2.79	4.55	0.44	0.29	0.73	50.37	49.63	100.00

B. AGENCY-WIDE REPORTS

1. OBJECTIVES AND ACCOMPLISHMENTS

The following barrier statements/objectives and action items were either originally identified in the EPA's 5-year (FY 88-92) Affirmative Employment Program (AEP) Plan for Minorities and Women or have subsequently been added where needed. The U.S. Equal Employment Opportunity Commission (EEOC) requires that originally identified, as well as subsequent, barrier statements/objectives and action items be included in any updates to the Agency's AEP Plan Update until the barriers have been eliminated.

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: PROGRAM EVALUATION				
PROBLEM/ BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes/Partial/No</u>
The full realm of each organization's AEP Plan initiatives are not being reviewed and management's efforts are not being considered as part of their performance evaluations.	To establish a comprehensive and consistent formal process through which organizational AEP initiatives are reviewed, specific results are assessed and used to evaluate the performance of management officials.	OCR	Ongoing	Y
	1. OCR National EEO Managers to provide advice and guidance on all matters related to AEP and SEP initiatives, review AEP plans for adequacy and compliance with applicable laws, and provide constructive feedback.	OCR	Ongoing	Y
	2. Continued use by management of work force status reports provided by OCR in order to take affirmative steps in areas of under representation.	OCR, OHROS	Annually	Y
	3. Monitor and evaluate the Agency's progress in implementing the Affirmative Employment Program and Diversity Action Plans.	OARM	Action complete.	Y
	4. Continued implementation of the Agency's SES accountability model that defines required SES EEO performance and ties SES awards and recognition to their ability to meet EEO performance expectations.		Accountability measures are in place and are being implemented.	
Status: All of the action items in this section are complete. AEP Plans for all of the major EPA organizations are reviewed for completeness and compliance with applicable laws and are monitored to determine effectiveness. Work force statistical analyses are developed that provide EPA headquarters and regional offices with workforce composition data that reveal areas where under representation exists. Senior executives, as well as all supervisors and managers, have critical job elements (CJEs) covering AEP and diversity responsibilities. These actions are institutionalized in the Agency as part of normal business practices and will be excluded from future AEP submissions and annual Plan Updates.				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes</u>/<u>Partial</u>/<u>No</u>
The representation of minorities and women in upper grade levels and supervisory positions does not reflect their representation throughout the work force.	To increase the representation of minorities and women in upper grade levels and in supervisory and managerial positions to a level that is commensurate with their representation in the Agency's work force.			
	1. Develop initiatives/projects aimed at recruiting women and minority groups that remain under represented. 2. Hire, train, and promote AEP group members to increase their representation in upper grade levels and in supervisory positions using available appropriate means.	AAs, Gen. Counsel, IG, RAs AAs, Gen. Counsel, IG, CFO, RAs	As needed Ongoing	Y P

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN OBJECTIVE/ REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS AGENCY WIDE	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes/Partial/No</u>
<p>Status: Agency Equal Opportunity Officers and Human Resources Offices continue to work with SEP and employee groups to ensure that hiring opportunities include diverse groups of candidates. Many organizations have made it common practice to compete detail and reassignment opportunities to provide more opportunities for employees to gain career enhancing experience. Organizations are encouraged to analyze promotion rates, awards and rotational assignments to ensure fairness and diversity.</p> <p>Agency national programs, such as the Hispanic Outreach Strategy and Asian Pacific Islander Initiatives, are part of EPA's efforts to strengthen its relationships with the Hispanic and Asian communities. These programs set forth detailed approaches to promoting greater access to employment opportunities with the Agency and increase EPA's support for Hispanic and Asian serving institutions and organizations.</p> <p>The Agency sponsors several internship, fellowship and student programs to provide interesting opportunities for new talent. Some of the sponsored programs are: the National Network for Environmental Management Studies (NNEMS), which is managed by the Office of Environmental Education (the NNEMS Program provides students with research opportunities and experiences, with research fellowships available in environmental policy, regulation, communications, and computer programming and development); and The Student Environmental Associate Program and Diversity Initiative, sponsored by the Office Of Environmental Justice (a cooperative venture between EPA and the Environmental Careers which Organization, and provides students with a paid, full-time, and on-site training opportunity of three to six months). During this report period, EPA sponsored 114 students from a variety of American Indian communities and tribes across the country. EPA's National Center for Environmental Research also operates several programs which seeks to improve educational opportunities for promising students and motivate them to pursue environmental careers.</p> <p>During this reporting period, the percentage of women and the percentage of minorities in the GS/GM 13-15 grade group increased by 0.8% respectively. At the SES level, there was a 0.2% increase in the percentage of minorities, and a 1.0% increase for women.</p>				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes/Partial/No</u>
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 the effects are due to long held views on what constitutes “necessary” credentials for certain federal positions.	To increase the rate at which minorities and women are selected to managerial and mid-level positions.			
	1. Review proposed announcements of vacant supervisory positions to determine where multiple series listings, including the Environmental Protection Specialist (EPS) series, could be used to obtain qualified candidates rather than limiting applicants to one or two professional job series.	OHROS/OCR	As needed	Y
	2. Review staffing requirements for Agency organizations where substantial hiring is planned to determine whether structuring of professional jobs at the mid-level would permit the creation of EPS and other administrative or technical positions.	OHROS	As needed	P
	3. Develop clear and consistent selection data to provide a basis for monitoring.	OHROS	Ongoing	Y
	4. Monitor selection patterns to assess whether opening up qualification requirements results in a higher rate of selection for minorities and women.	OHROS/OCR	Ongoing	Y
<p>Status: This is no longer a barrier in the EPA. The elimination of this barrier is attributable, in large part, to increased communication and information sharing between employees and management, and through efforts to more thoroughly educate employees on position requirements. In many instances open forums were held for announced vacancies to inform interested employees about job requirements and duties. Additionally, some EPA organizations have restructured mid-level professional positions to allow for the establishment of entry-level skills. The Agency’s OCR continues to monitor selection patterns to determine where additional emphasis is needed. The OCR and OHROS periodically review assessment data on the number of women and minorities hired for managerial positions and publish Agency wide reports. The National SEP managers and councils continue working with managers to increase the number of minority and women managers and to ensure that selection criteria do not include unnecessary requirements.</p>				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes/Partial/No</u>
EPA has been unable to attract sufficient numbers of minority students for science and engineering positions.	To establish partnerships with Minority Academic Institutions (MAIs), particularly Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities, Hispanic Serving Institutions (HSIs), and student chapters of minority professional organizations to enhance their knowledge of EPA programs, research funding, and employment opportunities.	OCR,OARM	Annually	Y
	1. Develop and distribute a listing of existing relationships with MAIs to provide greater visibility and encourage support for MAIs, and to publicize the many programs through which students can pursue degrees in math, science, and engineering.	OCR	Annually	P
	2. Identify existing research , fellowships, and other opportunities in EPA and disseminate to MAIs.			
Status: All National and collateral-duty Special Emphasis Program Managers have responsibility for educating and assisting EPA organizations concerning ways to develop partnerships with and increase support for MAIs. Existing relationships with MAIs are annually included in various required reports and are distributed to EPA organizations.				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes/Partial/No</u>
EPA needs to increase relationships with and funding of Minority Academic Institutions (MAIs).	To expand EPA's relationships with MAIs and establish more effective partnerships with them for the benefit of the institutions, the students, and EPA.			
	1. Expand EPA's relationships/partnerships with MAIs to develop mutually beneficial cooperative ventures.	AAs, RAs, senior managers, OCR	Ongoing	Y
	2. Provide support for undergraduate and graduate students and outreach programs in science and engineering fields.	AAs, RAs	Ongoing	Y
	3. Expand the current National Urban/Rural Fellows Program (NURF) and establish a two-year Environmental Science Management Fellowship (ESMF Program based on the NURF model.)	ORD	Ongoing	P
	4. Increase the availability of minority and women scientists and engineers.	OHROS, OCR, ORD	Ongoing	P
	5. Bring together students and faculty members from specific disciplines to examine environmental issues and problems, help expand MAI research and teaching capabilities, and attract pre-doctoral students or post-doctoral fellows.	ORD	Ongoing	P
	6. Foster a pro-active and positive relationship between EPA organizations and individual MAIs in an effort to increase funding to those educational institutions.	OCR, ORD, AAs, RAs, senior Mgrs.	Ongoing	P
Status: The Agency participated in a variety of activities in support of MAIs, including Hispanic-Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs) and Tribal Colleges and Universities, as well as MAI-related organizations such as the Hispanic Association of Colleges and Universities (HACU), the American Indian Science and Engineering Society (AISES), and the National Association for Equal Opportunity (NAFEO). The support included participation in recruitment/job fairs, Intergovernmental Personnel Assignments, establishment of Memoranda of Understandings, research and training grants, fellowships and internships and through funding of several Interagency Agreements (IPAs) with select organizations that provide planning and coordination services for HBCUs.				
PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT				

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN FOR MINORITIES AND WOMEN
REPORT ON OBJECTIVES/ACTION ITEMS AND THEIR ACCOMPLISHMENTS
AGENCY WIDE**

PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL(S)	TARGET DATES	ACCOMPLISH- MENTS <u>Yes/Partial/No</u>
Some managers seem to 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 AEP obligations, and scarce resources may be a barrier to assessing the need for and development of comprehensive training.	To train managers and employees so that they will understand the requirements of equal opportunity laws and value of diversity within the work force.			
	<ol style="list-style-type: none"> 1. Monitor EEO complaints and analyze trends to determine appropriate EEO training needs. 2. Present training that will address all aspects of equal employment opportunity law and diversity. 	<p>OCR</p> <p>OCR</p>	<p>Ongoing</p> <p>As Needed</p>	<p>Y</p> <p>Y</p>
<p>Status: The Office of Civil Rights monitors and analyzes discrimination complaints to determine most frequently cited bases and claims. This provides indications of areas where training or corrective actions may be necessary, i.e., training in EEO laws, diversity training, sexual harassment prevention, etc. Equal opportunity and diversity training for all Supervisors and Managers has been completed and the Office of Civil Rights is implementing plans to provide similar training for all Agency Team Leaders.</p>				

U.S. ENVIRONMENTAL PROTECTION AGENCY
FY 2003
GOALS BY PATCOB
AGENCY-WIDE

OCCUPATIONAL CATEGORIES		TOTAL	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMER.INDIAN/ ALASKAN NATIVE
	ACTUAL	8302	2968	701	373	582	56
PROFESSIONAL	PLANNED	8406	2972	718	400	614	80
	GOALS	104	4	17	27	32	24
	ACTUAL	7860	4623	1858	350	304	77
ADMINISTRATIVE	PLANNED	7998	4635	1870	419	326	100
	GOALS	138	12	12	69	22	23
	ACTUAL	631	477	280	42	29	9
TECHNICAL	PLANNED						
	GOALS						
	ACTUAL	906	849	484	72	21	3
CLERICAL	PLANNED						
	GOALS						
	ACTUAL	14	0	7	0	0	0
BLUE-COLLAR	PLANNED						
	GOALS						

U.S. ENVIRONMENTAL PROTECTION AGENCY
FY 2002 GOALS ACCOMPLISHMENT
BY MOST POPULOUS PROFESSIONAL SERIES AND AGGREGATE ADMINISTRATIVE SERIES
AGENCY-WIDE

PROFESSIONAL JOB SERIES		GOALS	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMER.INDIAN ALASKAN NATIVE
110	ECONOMIST	GOALS SET	0	0	2	0	0
		GOALS ACCOMPLISHED	0	0	1	0	
401	BIOLOGIST	GOALS SET	6	0	1	4	0
		GOALS ACCOMPLISHED	4	0	0	2	0
415	TOXICOLOGIST	GOALS SET	1	0	1	0	0
		GOALS ACCOMPLISHED	1	0	0	0	0
510	ACCOUNTANT	GOALS SET	0	0	0	0	0
		GOALS ACCOMPLISHED	0	0	0	0	0
511	AUDITOR	GOALS SET	0	0	0	0	0
		GOALS ACCOMPLISHED	0	0	0	0	0
830	MECHANICAL ENGINEER	GOALS SET	0	0	0	1	1
		GOALS ACCOMPLISHED	0	0	0	0	0
1102	CONTR/PROCUREMENT	GOALS SET	0	0	0	1	0
		GOALS ACCOMPLISHED	0	0	0	0	0
1320	CHEMIST	GOALS SET	0	2	0	0	0
		GOALS ACCOMPLISHED	0	1	0	0	0
ADMINISTRATIVE JOB SERIES		GOALS	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMER.INDIAN ALASKAN NATIVE
	AGGREGATED ADMIN.	GOALS SET	0	0	47	0	0
		GOALS ACCOMPLISHED	0	0	11	0	0

U.S. ENVIRONMENTAL PROTECTION AGENCY
FY 2003
GOALS BY PROFESSIONAL SERIES & AGGREGATED ADMINISTRATIVE
AGENCY-WIDE

PROFESSIONAL JOB SERIES		WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMER.INDIAN ALASKAN NATIVE
110	ECONOMIST	0	0	5	1	3
401	BIOLOGIST	2	0	2	7	1
408	ECOLOGIST	0	0	0	0	0
415	TOXICOLOGIST	1	1	3	1	2
510	ACCOUNTANT	0	0	1	0	1
511	AUDITOR	0	0	0	0	0
819	ENV. ENGINEER	0	3	4	9	5
893	CHEM. ENGINEER	0	1	0	0	1
905	ATTORNEY	0	2	7	3	5
1102	CONTR/PROCUREMENT	0	0	0	1	0
1301	PHYSICAL SCIENTIST	1	7	3	8	5
1320	CHEMIST	0	3	2	2	1
AGGREGATED PROFESSIONAL		4	17	27	32	24
AGGREGATED ADMINISTRATIVE		12	12	69	22	23

C. NOTEWORTHY ACTIVITIES/INITIATIVES for FY 2002

1. AGENCY-WIDE

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

EPA strives to be the employer of choice for a diverse group of professionals and administrative personnel - and not only seeks to hire the best and brightest, but to continuously nurture a high performing staff. At the core of a harmonious and productive working environment is the ability of the Agency to embrace diversity.

Extensive progress has been made to promote diversity and fairness throughout the Agency during FY 02. The EPA Administrator announced her commitment to a workplace free of discrimination and supported proactive initiatives to ensure fairness and equality within the workplace. A Policy on EEO and Prohibiting Discrimination and Harassment was distributed to all employees, mandatory 2-day Equal Employment Opportunity Commission (EEOC)/Office of Civil Rights (OCR) Training was conducted for managers and supervisors, personnel policies and practices were reviewed, and the senior leadership, including the Administrator demonstrated their support for equal opportunity and affirmative employment programs and activities. A major focus of the Agency's diversity efforts, nationally and locally, was to increase the representation of women, minorities, and people with disabilities. This section of the AEP focuses on the following EPA Agency-wide initiatives and accomplishments:

- **EPA DIVERSITY EFFORTS**
- **EPA's NATIONAL RECRUITMENT STRATEGY**

The remainder of the report focuses on EPA Headquarters and Regions, highlighting any of the following four key areas:

- **CIVIL RIGHTS, DIVERSITY AND TRAINING**
- **SPECIAL EMPHASIS PROGRAMS**
- **MINORITY SERVING INSTITUTIONS**
- **RECRUITMENT, HIRING, MERIT PROMOTIONS, AND AWARDS**

EPA'S DIVERSITY EFFORTS

EPA's diversity efforts incorporated a number of initiatives that can be categorized as follows:

Diversity Action Plans are directed at strengthening local diversity efforts and offering employees the opportunity to raise fairness issues, structure solutions, and promote diversity awareness.

Recruiter's Handbook contains information that a recruiter needs to successfully market EPA programs to attract high quality, diverse applicants to EPA.

A Manager's Toolkit for Hispanic Recruitment represents a practical and comprehensive resource for Agency supervisors and other decision-makers to assist in overcoming the under-representation of skilled Hispanic workers in the EPA workforce.

National Hispanic Outreach Strategy sets out a comprehensive approach to promoting greater access to economic and employment opportunities with the Agency and increasing EPA support for Hispanic Serving Institutions (HSI's) of higher education.

Employment Opportunities for Individuals with Disabilities Plan describes how EPA's recruitment, career development, and other employee assistance programs and strategies support its commitment to provide hiring, placement, and advancement opportunities for individuals with disabilities.

Asian American & Pacific Islander (AAPI) Initiative reflects a balance of internal and external activities, strategies and Agency goals for ensuring adequate representation of AAPIs in the workforce.

Native American Employment Strategy identifies activities and shares best practices aimed at promoting recruitment and career advancement for Native Americans.

Veterans' Recruitment Strategy seeks to maximize employment opportunities for veterans in EPA and complement EPA's *Disabled Veterans Affirmative Action Plan*.

EPA Intern Program is an initiative set forth in the Agency's 1997 Diversity Action Plan (DAP). EPA recruits actively in the Hispanic and predominantly African American college and university networks. More than half of the 79 Interns hired in the first three years of this program were minorities or people with disabilities; and many were outstanding scholars in college.

Partnerships with Minority Academic Institutions and educational institutions populated with high numbers of minority students continue to be a priority. The Agency continues to establish relationships with professors, department chairs, and faculty advisors at these institutions to promote environmental studies and advise on curriculum development; provide fellowships for students pursuing degrees in environmental and engineering disciplines; host students for summer internships; and/or sponsor faculty on Intergovernmental Personnel Act (IPA) assignments.

Cooperative Agreements, have been initiated and approved with organizations such as the National Association for Equal Opportunity in Higher Education (NAFEO) in an effort to enrich the academic experiences of students and faculty from Historically Black Colleges and Universities (HBCUs) through training and research opportunities.

Diversity Managers/Advocates, such as Special Emphasis Program Managers (SEPMs), human resources specialists, and selecting officials, have been selected to work together to target organizations, professional societies, and organizations providing job opportunity networks for people of minority heritage, people with disabilities, and veterans to fill critical jobs.

EPA's NATIONAL RECRUITMENT PROGRAM

A key component in *EPA's Strategy for Human Capital* is the coordination and planning of recruitment activities Agency-wide. The major objectives are to: support offices in implementing Diversity Action Plans; implement recruitment and outreach strategies; locate the best qualified applicants while adhering to merit system principles and EEO requirements; establish a framework for Human Resources offices to implement recruitment initiatives; and assist in the reestablishment of effective relationships with Minority Academic Institutions (MAIs), Historically Black Colleges & Universities (HBCUs), Hispanic Serving Institutions (HSIs), and other minority organizations and groups.

Integral to the program is the development and dissemination of tools, development and implementation of outreach strategies, and monitoring and evaluation of results. These include development of training materials for recruiters and on-line tools to assist managers in their recruiting efforts; enhancement of the EPA Website to attract and inform applicants about job opportunities; participation at national recruiting events and activities, and the production and maintenance of state-of-the-art recruitment booths and materials to use at these events.

EPA's comprehensive recruitment program incorporates both national and local diversity efforts with the use of outreach, special hiring authorities, incentives, internships, fellowships, or other programs to identify and hire entry-level to senior specialists, as described below.

Outreach to Potential Applicants

- Using paid advertisements in national journals.
- Sending vacancy announcements to organizations that reach out to or include people with the special skills and interests associated with EPA work.
- Forming partnerships with national and local organizations, such as the Office of Disability Employment Policy/Department of Labor (DOL), National Hispanic Environmental Council, Greater Boston Federal Executive Board.
- Participation in national and local recruiting events, sponsored by such organizations as the American Indian Science & Engineering Society, Federal Asian Pacific American Council, National Organization of Black Chemists & Chemical Engineers, President's Committee on Employment of People with Disabilities, Retired Officers' Association, Society of Hispanic Professional Engineers, and Society of Women Engineers.

Special Appointment Authorities and Programs

- The Agency's use of the following special hiring authorities: Schedule A, 5 CFR 213.3102(t) for Hiring People with Mental Retardation; Schedule A, 5 CFR 213.3102(u) for Hiring People With Severe Physical Disabilities; Schedule B, 5 CFR 213.3202(k) for Hiring People Who Have Recovered from Mental Illness; Schedule A, 5 CFR 213.3102(ll) for Hiring Readers, Interpreters, and Other Personal Assistants; 5 CFR 316.302(b)(4) or 5 CFR 316.402(b)(4) for Hiring 30 Percent or More Disabled Veterans; 5 CFR 315.604 for Hiring Disabled Veterans Enrolled in VA Training Programs; and 5 CFR 316.201(b) for Hiring Worker Trainees for programs such as the Welfare to Work program.
- Veterans' Readjustment Appointment (VRA), an excepted service appointment for positions up to GS-11, under which an employee may be converted to the competitive service after two years.
- Student Career Experience Program (SCEP), a work-study program that provides opportunity for students in academic institutions to blend periods of study with periods of career-related employment. Under this program, students can be non-competitively converted to permanent positions after graduation and EPA can foster a working relationship with the academic institutions that will enhance the success of EPA's college recruitment.
- Outstanding Scholar Program, a special hiring authority established for entry-level administrative positions at the GS-5 and GS-7 level for college graduates with a GPA of 3.45 or better or who have graduated in the upper 10 percent of their class. (This authority, authorized under the terms of the Luevano Consent Decree, can only be used for specific series and job titles.)
- Bi-lingual/Bi-cultural, a special authority to hire persons, who have proficiency in Spanish and/or knowledge of Hispanic culture, in positions in which interaction with the public or job performance would be enhanced by having bilingual and/or bi-cultural skills. (This authority is authorized under the terms of the Luevano Consent Decree.)
- Presidential Management Intern Program, established to attract to Federal service outstanding graduate students from a variety of academic disciplines who have an interest in, and commitment to, a career in the analysis and management of public policies and programs. Graduate students participate in a competitive nomination process devised by their college or university.
- EPA Intern Program, a comprehensive entry-level, permanent employment and career development program, designed to recruit and nurture the next generation of EPA leaders. Interns enter a two-year, intensive process to help them develop their potential. Interns are centrally funded for two years, after which time, the home base offices assume funding for the positions.
- Federal Career Intern Program, include excepted service appointments (Schedule B) not to exceed two years. Individuals are hired at grades GS-5, GS-7 or GS-9, and upon successful completion of the program, including a two-year formal training component, are eligible for noncompetitive conversion to career or career-conditional appointments. EPA has drafted a policy and implemented this program at the local level in program offices and Regions.

- EPA Summer Honors Law Clerk Program, includes summer clerkships to approximately ten-second year law school students to introduce them to the work of EPA. The focus of this summer program is to include schools with national reputations for environmental law, schools with significant minority populations, and HBCUs that have law schools.

Incentives

- Recruitment Bonus, a one time payment of up to 25% of base pay for a newly appointed employee when it is determined that, in the absence of such a bonus, difficulty would be encountered in filling the position.
- Superior Qualifications Appointment, provides pay at a higher step within the grade rate range to candidates with unusually high or unique qualifications EPA needs.
- Federal Student Loan Program, authorizes agencies to repay Federally insured student loans as a recruitment or retention incentive to attract or retain highly qualified General Schedule (GS) employees in professional, technical, or administrative positions. (EPA's Program is under development.)

Internships and Fellowships

- EPA National Network for Environmental Management Studies, a comprehensive fellowship program that provides students with practical research opportunities and experiences at EPA.
- EPA Science To Achieve Results (STAR) Graduate Fellowships, provide about 300 graduate students with stipends and tuition for environmental research at America's universities to increase the pool of candidates seeking careers in areas of importance to the Agency.
- Environmental Career Organization (ECO) Internships, promote the development of diverse leaders in environmental careers.
- Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP), recruits college students for paid summer- and semester-long internships providing direct environmental experience at EPA.
- National Research Council Associateship Programs, make awards to doctorate level scientists and engineers, who can bring their special knowledge and research talents to work in research areas of interest to them at Federal agencies.
- Science and Technology Policy Fellowships, sponsored by the American Association for the Advancement of Science (AAAS), offers qualified science or engineering candidates one-year of unique public-policy learning experience and the opportunity to bring technical backgrounds and external perspectives to decision-making in the US government.

New EPA Hiring Initiative

- EPA designed and implemented a new Web-based recruitment system called **eZhire @ EPA**. This system permits EPA employees and outside job seekers to apply for EPA's jobs online. It electronically qualifies, rates and ranks job applicants and produces a list of quality candidates for selecting officials in record time. As an Agency-wide system, **eZhire @ EPA** brings consistency to the recruitment process as well as significantly improving EPA's competitiveness in the job market.

Work Life Initiatives

- Family-friendly, work life quality options also help make EPA more competitive. Those currently available, or under consideration during the year, include: alternative and flexible work schedules; part-time employment and job sharing; telecommuting and flexi-place; transportation subsidies; business casual dress policy; child- and elder-care services; on-site child development centers and lactation stations; on-site health and fitness centers; leave bank/transfer programs; career assessment counseling; and employee counseling and assistance programs. EPA leads the government, and in some cases, the private sector, in many of these areas.

2. REGIONS

The following are noteworthy activities for the ten EPA Regional Offices throughout the country:

REGION I (BOSTON)

Managers and supervisors were required to attend a mandatory 2-day training course on EEO laws and regulations. The training included an introduction to a newly implemented Alternate Dispute Resolution (ADR) Program for EEO Complaints and management's responsibilities with respect to eliminating and preventing workplace discrimination.

Eighty-three percent of the employees received mandatory Prevention of Harassment training. The course covered EEO laws, theories of discrimination, workplace harassment and the EEO Complaint Process.

An in-house weekly Spanish language course is offered to interested employees throughout the year. Hispanic employees teach conversational Spanish to interested staff.

REGION II (NEW YORK)

A total of 18 employees were hired in the Administrative and Professional series. Over 67% of the total hires were women and minorities. In the Professional series, one Hispanic male was hired and five white females were hired: Series 819, one white woman; series 1301, one Hispanic male and one white female; series 905, one white female. In the Administrative series, one Asian female and one white female were hired.

The Region II Mentoring Program continued for its fifth year. The program, developed as part of the Region's Diversity Action Plan, had 23 participants of which 87% were women and minorities.

REGION III (PHILADELPHIA)

Managers and supervisors attended the mandatory two-day EEO training provided by EEOC.

A partnership was developed with the Multi-cultural Research and Training Institute of Temple University to conduct a "Unity Day" event for all employees. This event included exhibits and a video presentation. The exhibits included: Arts, artifacts and textiles. The video presentation, which was developed by the EEO Managers, included various cultures, countries, flags, quotes, and music.

REGION IV (ATLANTA)

Mandatory Diversity Training was held for all Region IV employees. Several sessions were scheduled during the year so that all Region IV employees would have an opportunity to attend.

The Career Empowerment Program Interagency Agreement with the Department of Labor's Career Assistance Center was increased by \$50,000 to ensure career counseling would be available to employees.

Eighty-one (81) women (42 minority women) and 16 minority men were promoted through competition or accretion of duties.

REGION V (CHICAGO)

The Academic Relations Program completed its ninth consecutive year in mentoring students throughout the region. Over the past nine years, more than 350 students from over 85 Historically Black Colleges and Universities (HBCU), Tribal Colleges and Universities (TCU), and Hispanic Serving Institutions (HSI) have been mentored. Many former interns are now permanent EPA employees having met the qualifications and time requirements for Federal employment.

Interns were recruited from various universities and colleges that have a high enrollment of minority and women students - 38 interns were recruited with 71% being women and minorities.

REGION VI (DALLAS)

A Region VI Recruitment Team was formed to recruit qualified candidates from sources that will strengthen its ability to employ the best qualified candidates, as well as enhance minority recruitment. The Federal Equal Opportunity Recruitment Program Plan (FEORP) addressed specific hiring authorities that will be used for recruitment purposes targeting under represented groups in specific job series. The region hired a total of 38 permanent employees and 7 temporary employees - 37.8% were minorities and 6.6% were persons with disabilities. Seventeen (17) colleges and universities were visited by the Region VI Recruitment Team.

REGION VII (KANSAS CITY)

A Memorandum of Understanding (MOU) was developed to establish a partnership with the Latino Math & Science Academy (LMASA), that includes Hispanic-Serving Institutions, Evilly, Saint Mary and Donnell Colleges. The MOU formalizes mutual support to motivate Middle and High School Latino students to pursue science, math, environmental and health care careers.

An MOU with Lincoln University, an HBCU, and an MOU with Haskell Indian Nations University, a Tribal University, were revitalized during the reporting period.

Two employees (one white female and one minority male) were selected to participate in EPA Executive Leadership Program for Mid-Level Employees (GS-11 through 13).

Four employees (1 non-minority female, 2 Black females and 1 Hispanic male) graduated from the Urban League Multi-Cultural Leadership Development Institute. The 10- month program focuses on leadership skills, critical thinking, and personal development. The program is designed to identify and cultivate a multi-cultural pool of leaders to serve effectively in all sectors of the community. The Region has recently announced opportunities for a fifth EPA class - one minority female was accepted to participate.

A total of 61 developmental details/assignments were completed; participants were detailed to State environmental offices, a university and throughout EPA. Women and minority participation was consistent with their representation in our Regional workforce.

REGION VIII (DENVER)

An FY 02 Recruitment Calendar was distributed to managers and SEPM. The Region participated in five job fairs, four of which were targeted to under represented populations. Attendance at recruitment events resulted in 53 new employees: 13 (24.5%) were minorities; 2 were new EPA Interns; and 6 employees had targeted disabilities.

Managers and supervisors attended the 2-day mandatory Civil Rights Training. The Region also provided Diversity Awareness training to all employees and managers. Results from the August 2002 EEC Audit were very positive, rating the region's EEO Program as in the top tier for all Federal programs. Over 100 employees were interviewed and program files were reviewed. Findings included a low level of EEO complaint activity; employee knowledge of the EEO Process; the EEO Program is well respected by managers and staff; and the Special Emphasis Program Managers and EEO Counselors are well trained.

REGION IX (SAN FRANCISCO)

A training and development strategy was initiated which offered the Leadership Development Program (L.P.) and Administrative Leadership Development Programs (ADP) to non-managerial staff. Existing managers were provided with new opportunities to develop their interpersonal and managerial skills through courses

such as "Giving and Receiving Feedback, "Moving from Conflict to Collaboration", and "Coaching" provided by a cadre of 12 supervisory trainers, which included senior managers.

As part of the training and development strategy, 220 classes were offered during the year. These courses included: Balancing Work & Family, Coping with the Stress of Terrorism, Early Career Retirement, Everyday Life in Uncertain Times, Everything You Wanted to Know About Benefits, Financial Planning, Health Fair, Long Term Care, Mid-Career Retirement Planning, Pre-Retirement Planning, Getting Work Done Through Others, and Work Life Program Overview (60 percent of all participants were women.)

The New Skills/New Options Program was implemented to provide administrative staff with additional training and developmental opportunities using web-based training, on-the-job experiences, detail/rotational assignments and mentoring/coaching (19 Participants, 90% women).

Seventy-nine (79) highly skilled and ethnically diverse employees were hired in a variety of technical and administrative positions (65% women, 45% minority). The Region hired an outreach and recruitment specialist to assist managers in establishing a well qualified and diverse pool of applicants. The Federal Intern Program, EPA's Intern Program and the Presidential Management Intern Program were used to recruit 10 outstanding new employees at the entry level (60% women, 50% minority.)

REGION X (SEATTLE)

A comprehensive Diversity Assessment was conducted to determine the attitudes and perceptions of employees about diversity. The assessment included an all-employee survey, focus group meetings and individual interviews. The findings of the assessment were reported back to all employees. As a result, a Diversity Advisory Council was formed to address employees issues and concerns.

Two Native American women were hired for positions in the Tribal Office, Anchorage, Alaska.

HEADQUARTERS
FY 2003 PLAN UPDATE

III. HEADQUARTERS FY 03 PLAN UPDATE

A. WORK FORCE PROFILE AND ANALYSIS

1. SUMMARY

This report consists of EPA's accomplishments in hiring, promoting, and developing the skills and abilities of minorities and women. This section shows the distribution of EPA's permanent full-time employees by race and gender for the Headquarters (HQ). The data is organized to show the total EPA population by PATCOB (Professional, Administrative, Technical, Clerical, Other, and Blue Collar), and shows Headquarter's Professional and Administrative series (mission critical and over 100 employees) separately. The report concentrates on the Professional and Administrative occupational categories because they represent the majority of the EPA HQ work force (91.6%). The data includes the following grade groupings: GS 1-4, GS 5-8, GS 9-12, GS/GM-13, GS/GM-14, GS/GM-15, and SES, GS EQ.

The HQ work force computations and analyses are based on comparison with the 1990 Census for the National Civilian Labor Force (CLF). The National CLF data for specific Professional occupations was used to analyze the Professional job series and the aggregated National Administrative CLF was used to analyze the Administrative job series. The work force data is from EPAYS as of the end of FY 2002, unless stated otherwise. The tables present the actual numbers and the percentages are rounded to one decimal place, except when the percentage is less than one percent.

At the end of FY 02, the HQ work force was 9,281, which was an increase of 103 employees. The majority of the work force were in Professional and Administrative positions (91.6%). White men occupied 3,777 (40.7%) of the positions, White women 2,763 (29.8%), Minorities 2,741 (29.5%): Black men 427 (4.6%), Black women 1,542 (16.6%), Hispanic men 163 (1.7%), Hispanic women 128 (1.4%), Asian men 233 (2.5%), Asian women 188 (2.0%), American Indian men 27 (0.3%) and American Indian women 33 (0.4%). The following increased: White men 17, White women 25, Minorities 61: Black men 9, Black women 28, Hispanic men 9, Hispanic women 4, Asian men 4, Asian women 7, and American Indian women 2. American Indian men decreased (-2).

PROFESSIONAL

At the end of FY 02, 3,957 (42.6%) of the HQ work force were employed in Professional occupations. White men occupied 2,169 (54.8%); White women 1,027 (25.9%); and Minorities 761 (19.2%) positions.

Among Minorities, Black men held 153 (3.8%), Black women 201 (5.1%), Hispanic men 67 (1.7%), Hispanic women 52 (1.3%), Asian men 167 (4.2%), Asian women 96 (2.4%), American Indian men 16 (0.4%), and American Indian women 9 (0.2%).

There was an overall increase of Minorities (41) and Women (75); and a decrease of White men (25) from the previous year. Blacks increased 0.7%, Hispanics increased 0.2%; Asians decreased (-0.07%), and American Indians decreased (-0.06%).

ADMINISTRATIVE

At the end of FY 02, 4,547 (48.9%) of the HQ work force were employed in Administrative occupations. White men occupied 1,492 (32.8); White women 1,521 (33.5%); and Minorities 1,534 (33.7%) positions.

Among minorities, Black men held 231 (5.1%), Black women 974 (21.4%), Hispanic men 94 (2.1%), Hispanic women 63 (1.4%), Asian men 62 (1.4%), Asian women 81 (1.8%), American Indian men 9 (0.2%), and American Indian women 20 (0.4%). Blacks increased by 0.7%, Hispanics 0.1%, Asians 0.2%, and American Indians 0.04%. The total number of women decreased by 37 (-0.52%).

CLERICAL

At the end of FY 02, 446 (4.8%) of the HQ work force were employed in Clerical positions, which was a decrease of 13 employees. The total number of women in these occupations was 413 (92.6%): White women 136 (30.5%), Black women 265 (59.4%), Hispanic women 6 (1.4%), Asian women 4 (0.9%), and American Indian women 2 (0.4%). There was a decrease for women: White women (-1.1%), Black women (-0.06%), Hispanic women (-0.2%); Asian women and American Indian women were unchanged. White men held 15 of these positions (3.4%); Minority men 18 (4.0%); Black males 17 (3.8%), Hispanic and American Indian males are absent, Asian men 1 (0.2%).

OTHER

At the end of FY 02, 18 (0.2%) of the HQ work force were employed in positions under the Other category, which remained the same from FY 01. Women occupied 10 of those positions (55.6%); Minorities occupied 12 of the positions (66.7%).

BLUE COLLAR

At the end of FY 02, 9 (0.01%) of the HQ work force were employed in Blue Collar positions, which decreased by 1. White men occupied 5 (55.6%) of those positions and Black men occupied 4 (44.4%).

EPA, HEADQUARTERS

Change in Workforce EEO Profile by PATCOB Category

From: 09/30/2001 To: 09/30/2002

Full/PartTime Permanent Workforce

PATCOB	Date		White			Black			Hispanic			Asian American			American Indian			Total		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
PROFESSIONAL	09/30/2001	#	2194	988	3182	150	171	321	64	46	110	167	95	262	17	10	27	2592	1310	3902
		%	56.23	25.32	81.55	3.84	4.38	8.23	1.64	1.18	2.82	4.28	2.43	6.71	0.44	0.26	0.69	66.43	33.57	100.00
	09/30/2002	#	2169	1027	3196	153	201	354	67	52	119	167	96	263	16	9	25	2572	1385	3957
		%	54.81	25.95	80.77	3.87	5.08	8.95	1.69	1.31	3.01	4.22	2.43	6.65	0.40	0.23	0.63	65.00	35.00	100.00
	Change	#	-25	39	14	3	30	33	3	6	9	0	1	1	-1	-1	-2	-20	75	55
		%	-1.41	0.63	-0.78	0.02	0.70	0.72	0.05	0.14	0.19	-0.06	-0.01	-0.07	-0.03	-0.03	-0.06	-1.43	1.43	0.00
ADMINISTRATIVE	09/30/2001	#	1444	1510	2954	223	953	1176	88	66	154	57	76	133	10	17	27	1822	2622	4444
		%	32.49	33.98	66.47	5.02	21.44	26.46	1.98	1.49	3.47	1.28	1.71	2.99	0.23	0.38	0.61	41.00	59.00	100.00
	09/30/2002	#	1492	1521	3013	231	974	1205	94	63	157	62	81	143	9	20	29	1888	2659	4547
		%	32.81	33.45	66.26	5.08	21.42	26.50	2.07	1.39	3.45	1.36	1.78	3.14	0.20	0.44	0.64	41.52	58.48	100.00
	Change	#	48	11	59	8	21	29	6	-3	3	5	5	10	-1	3	2	66	37	103
		%	0.32	-0.53	-0.21	0.06	-0.02	0.04	0.09	-0.10	-0.01	0.08	0.07	0.15	-0.03	0.06	0.03	0.52	-0.52	0.00
TECHNICAL	09/30/2001	#	104	92	196	22	112	134	1	2	3	3	5	8	2	2	4	132	213	345
		%	30.14	26.67	56.81	6.38	32.46	38.84	0.29	0.58	0.87	0.87	1.45	2.32	0.58	0.58	1.16	38.26	61.74	100.00
	09/30/2002	#	91	78	169	21	97	118	1	4	5	2	6	8	2	2	4	117	187	304
		%	29.93	25.66	55.59	6.91	31.91	38.82	0.33	1.32	1.64	0.66	1.97	2.63	0.66	0.66	1.32	38.49	61.51	100.00
	Change	#	-13	-14	-27	-1	-15	-16	0	2	2	-1	1	0	0	0	0	-15	-26	-41
		%	-0.21	-1.01	-1.22	0.53	-0.56	-0.02	0.04	0.74	0.78	-0.21	0.52	0.31	0.08	0.08	0.16	0.23	-0.23	0.00
CLERICAL	09/30/2001	#	12	145	157	15	273	288	0	7	7	1	4	5	0	2	2	28	431	459
		%	2.61	31.59	34.20	3.27	59.48	62.75	0.00	1.53	1.53	0.22	0.87	1.09	0.00	0.44	0.44	6.10	93.90	100.00
	09/30/2002	#	15	136	151	17	265	282	0	6	6	1	4	5	0	2	2	33	413	446
		%	3.36	30.49	33.86	3.81	59.42	63.23	0.00	1.35	1.35	0.22	0.90	1.12	0.00	0.45	0.45	7.40	92.60	100.00
	Change	#	3	-9	-6	2	-8	-6	0	-1	-1	0	0	0	0	0	0	5	-18	-13
		%	0.75	-1.10	-0.35	0.54	-0.06	0.48	0.00	-0.18	-0.18	0.01	0.03	0.03	0.00	0.01	0.01	1.30	-1.30	0.00

EPA, HEADQUARTERS
Change in Workforce EEO Profile by PATCOB Category
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

PATCOB	Date		White			Black			Hispanic			Asian American			American Indian			Total			
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	
OTHER	09/30/2001	#	1	3	4	3	5	8	1	3	4	1	1	2	0	0	0	6	12	18	
		%	5.56	16.67	22.22	16.67	27.78	44.44	5.56	16.67	22.22	5.56	5.56	11.11	0.00	0.00	0.00	33.33	66.67	100.00	
	09/30/2002	#	5	1	6	1	5	6	1	3	4	1	1	2	0	0	0	8	10	18	
		%	27.78	5.56	33.33	5.56	27.78	33.33	5.56	16.67	22.22	5.56	5.56	11.11	0.00	0.00	0.00	44.44	55.56	100.00	
	Change	#	4	-2	2	-2	0	-2	0	0	0	0	0	0	0	0	0	0	2	-2	0
		%	22.22	-11.11	11.11	-11.11	0.00	-11.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.11	-11.11	0.00
BLUE-COLLAR	09/30/2001	#	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0	10	0	10	
		%	50.00	0.00	50.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	
	09/30/2002	#	5	0	5	4	0	4	0	0	0	0	0	0	0	0	0	9	0	9	
		%	55.56	0.00	55.56	44.44	0.00	44.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	
	Change	#	0	0	0	-1	0	-1	0	0	0	0	0	0	0	0	0	0	-1	0	-1
		%	5.56	0.00	5.56	-5.56	0.00	-5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	09/30/2001	#	3760	2738	6498	418	1514	1932	154	124	278	229	181	410	29	31	60	4590	4588	9178	
		%	40.97	29.83	70.80	4.55	16.50	21.05	1.68	1.35	3.03	2.50	1.97	4.47	0.32	0.34	0.65	50.01	49.99	100.00	
	09/30/2002	#	3777	2763	6540	427	1542	1969	163	128	291	233	188	421	27	33	60	4627	4654	9281	
		%	40.70	29.77	70.47	4.60	16.61	21.22	1.76	1.38	3.14	2.51	2.03	4.54	0.29	0.36	0.65	49.85	50.15	100.00	
	Change	#	17	25	42	9	28	37	9	4	13	4	7	11	-2	2	0	37	66	103	
		%	-0.27	-0.06	-0.33	0.05	0.12	0.17	0.08	0.03	0.11	0.02	0.05	0.07	-0.03	0.02	-0.01	-0.16	0.16	0.00	

EPA, HEADQUARTERS
Distribution of EEO Groups and Comparison by PATCOB
As of 09/30/2002
Full/PartTime Permanent Workforce

	# % CLF	White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native		Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
PROFESSIONAL	#	2169	1027	153	201	67	52	167	96	16	9	3957
	%	54.81	25.95	3.87	5.08	1.69	1.31	4.22	2.43	0.40	0.23	100.00
National Professional	CLF	54.70	30.30	2.40	3.20	2.10	1.40	3.50	1.90	0.20	0.20	100
ADMINISTRATIVE	#	1492	1521	231	974	94	63	62	81	9	20	4547
	%	32.81	33.45	5.08	21.42	2.07	1.39	1.36	1.78	0.20	0.44	100.00
National Administrative	CLF	42.10	40.40	3.60	5.30	2.60	2.60	1.40	1.40	0.30	0.30	100
TECHNICAL	#	91	78	21	97	1	4	2	6	2	2	304
	%	29.93	25.66	6.91	31.91	0.33	1.32	0.66	1.97	0.66	0.66	100.00
National Technical	CLF	36.10	42.90	3.60	6.60	3.20	3.40	1.90	1.60	0.40	0.40	100
CLERICAL	#	15	136	17	265	0	6	1	4	0	2	446
	%	3.36	30.49	3.81	59.42	0.00	1.35	0.22	0.90	0.00	0.45	100.00
National Clerical	CLF	14.00	63.40	2.80	9.60	1.70	5.20	0.80	1.90	0.10	0.50	100
OTHER	#	5	1	1	5	1	3	1	1	0	0	18
	%	27.78	5.56	5.56	27.78	5.56	16.67	5.56	5.56	0.00	0.00	100.00
National Other	CLF	67.60	11.20	9.70	3.20	4.80	1.00	1.20	0.30	0.90	0.20	100
BLUE-COLLAR	#	5	0	4	0	0	0	0	0	0	0	9
	%	55.56	0.00	44.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
National Blue-Collar	CLF	65.40	9.80	9.10	2.20	8.70	1.50	1.70	0.50	0.80	0.20	100

3. **GRADE LEVELS**

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

The total employment for Headquarters is 9,281, an increase of 103 employees from FY 01. White men occupied 40.7% of the positions, White women 29.8%. Minorities: Black men 4.6%, Black women 16.6%, Hispanic men 1.8%, Hispanic women 1.4%, Asian men 2.5%, Asian women 2.0%, American Indian men (0.3% and American Indian women 0.4%. White men increased by 16, from 3,761; White women increased by 25, from 2,738; Minorities increased by 62, from 2,679 in FY 01: Black men increased by 9 from 418, Black women increased by 28 from 1,514, Hispanic men increased by 9, from 154; Hispanic women increased by 4, from 124; Asian men increased by 5 from 228; Asian women increased by 7, from 181; American Indian men decreased by 2 from 29; and American Indian women increased by 2, from 31.

GS 1-4: As of the end of FY 2002, of the total work force, 92 (1.0 %) employees were in this grade grouping. There was an increase of 37 employees from 55 in FY 01. Hispanic men, Asian men and American Indian men and American Indian women were absent at this level. White men occupied 33.7% of these positions, White women 23.9%, Minorities: Black men 11.9%, Black women 26.1%, Hispanic women 1.1%, Asian women 3.3%. There were decreases from FY 01 to FY 02 for total women (18.4%), Black men (2.6%), Black women (24.8%), Hispanic men (1.8%), Hispanic women (2.5%), Asian men (1.8%), and Asian women (2.2%).

GS 5-8: Of the total work force, 558 (6.0%) employees were in this grade grouping. There was an increase of 27 employees from 531 in FY 01. All groups were represented at this level. White men occupied 14.3% of these positions, White women 32.9%, Minorities: Black men 4.5%, Black women 43.5%, Hispanic men 0.5%, Hispanic women 1.4%, Asian men 0.4%, Asian women 1.4%, American Indian men 0.2%, American Indian Women 0.7%. There were decreases in white women (2.5%), Black men (0.2%), Black women (4.9%), Hispanic women (0.3%), and Asian men (0.2%).

GS 9-12: Of the total work force, 1,747 (18.8%) employees were in this grade grouping. There was a decrease of 98 employees from 1,845 in FY 01. All groups were represented at this level. White men occupied 25.2% of these positions, White women 32.4%, Minorities: Black men 5.6%, Black women 28.8%, Hispanic men 1.6%, Hispanic women 1.5%, Asian men 1.4%, Asian women 2.2%, American Indian men 0.4%, American Indian women 0.7%. The following decreases occurred: White men (0.3%), White women (0.2%), Hispanic women (0.2%), Asian women (0.3%), and American Indian women (0.2%). The following increases occurred: Black men (0.1%), Black women (0.9%), Hispanic men (0.1%).

GS/GM-13: Of the total work force 3,252 (35.0%) employees were in GS/GM-13 positions. There was an increase of 56 employees from 3196 in FY 01. All groups were represented at this level. White men occupied 39.4%, White women 28.7%, Minorities: Black men 5.3%, Black women 15.9%, Hispanic men 2.1%, Hispanic women 1.2%, Asian men 3.7%, Asian women 2.9%, American Indian men 0.4%, American Indian women 0.3%. The following decreases occurred: White men (1.5%), and Hispanic women (0.1%). The following increases occurred: White women (0.5%), Black men (0.2%), Black women (0.5%), Hispanic men (0.1%), Asian women (0.1%), and American Indian women (0.1%).

GS/GM-14: Of the total work force, 1,821 (19.6%) employees were in GS/GM-14 positions. There was a decrease of 4 employees from 1825 in FY 01. All groups were represented at this level. White men occupied 49.2% of these positions, White women 29.7%, Minorities: Black men 3.8%, Black women 9.0%, Hispanic men 1.9%, Hispanic women 1.6%, Asian men 2.9%, Asian women 1.3%, American Indian men 0.2% and American women 0.2%. There were four groups that decreased: White men (0.4%), White women (0.8%), Black men (0.1%), and Asian men (0.1%). There were increases for Black women (1.0%), Hispanic men (0.1%), and Hispanic women (0.1%).

GS/GM-15: Of the total work force 1,562 (16.8%) employees were in GS/GM-15 positions. There was an increase of 141 employees from 1421 in FY 01. All the groups were represented at this level. White men occupied 58.5% of these positions, White women 28.4%, Minorities: Black men 2.4%, Black women 4.9%, Hispanic men 1.5%, Hispanic women 1.2%, Asian men 1.7%, Asian women 1.1%, American Indian men 0.1%, American Indian women 0.1%. White men had a decrease in representation of 1.6%. There were increases for: White women (0.6%), Black men (0.5%), Hispanic women (0.4%), and Asian women (0.1%).

SES + GSEQ: Of the total work force 231 (2.5%) employees were in SES positions. There was an increase of 13 employees from 218 in FY 01. American Indian men and American Indian women were absent at this level. All other groups were represented. White men occupied 55.4% of these positions, White women 31.6%, Minorities: Black men 5.2%, Black women 3.0%, Hispanic men 2.6%, Hispanic women 0.4%, Asian men 0.9%, Asian women 0.9%. There were decreases for the following: White men (1.9%), Black men (0.3%), Hispanic men (0.2%), and Hispanic women (0.1%). The following groups increased: Total women (2.4%), White women (1.3%), and Black women (1.2%).

**U. S. ENVIRONMENTAL PROTECTION AGENCY
HEADQUARTERS
CHANGE IN EEO PROFILE BY PAY LEVEL
October 1, 2001 to September 30, 2002**

Total			White			Black		Hispanic		Asian/Pacific		American Indian	
			Islander									Alaskan Native	
All			Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
GS 1-4	10/01 #	55	40	5	7	8	28	1	2	1	3	0	0
%			72.7	9.1	12.7	14.5	50.9	1.8	3.6	1.8	5.5	0.0	0.0
9/02 #		92	50	31	22	11	24	0	1	0	3	0	0
%			54.3	33.7	23.9	11.9	26.1	0.0	1.1	0.0	3.3	0.0	0.0
CHANGE %		37	-18.4	24.6	11.2	-2.6	-24.8	-1.8	-2.5	-1.8	-2.2	0.0	0.0
GS 5-8	10/01 #	531	462	40	188	25	257	0	9	3	5	1	3
%			87.0	7.5	35.4	4.7	48.4	0.0	1.7	0.6	0.9	0.2	0.6
9/02 #		558	447	80	184	25	243	3	8	2	8	1	4
%			80.1	14.3	32.9	4.5	43.5	0.5	1.4	0.4	1.4	0.2	0.7
CHANGE %		27	-6.9	6.8	-2.5	-0.2	-4.9	0.5	-0.3	-0.2	0.5	0.0	0.1
GS 9-12	10/01 #	1845	1211	471	602	101	515	28	32	26	46	8	16
%			65.6	25.5	32.6	5.5	27.9	1.5	1.7	1.4	2.5	0.4	0.9
9/02 #		1747	1148	441	567	98	504	28	26	25	38	7	13
%			65.7	25.2	32.4	5.6	28.8	1.6	1.5	1.4	2.2	0.4	0.7
CHANGE %		-98	0.1	-0.3	-0.2	0.1	0.9	0.1	-0.2	0.0	-0.3	0.0	-0.2
GS/GM 13	10/01 #	3196	1529	1308	902	164	492	65	40	117	88	13	7
%			47.8	40.9	28.2	5.1	15.4	2.0	1.3	3.7	2.8	0.4	0.2
9/02 #		3252	1595	1292	932	172	518	67	40	122	95	14	10
%			49.1	39.4	28.7	5.3	15.9	2.1	1.2	3.7	2.9	0.4	0.3
CHANGE %		56	1.3	-1.5	0.5	0.2	0.5	0.1	-0.1	0.0	0.1	0.0	0.1
GS/GM 14	10/01 #	1825	757	905	557	72	146	32	27	55	23	4	4
%			41.5	49.6	30.5	3.9	8.0	1.8	1.5	3.0	1.3	0.2	0.2
9/02 #		1821	763	896	541	70	164	32	30	54	24	4	4
%			41.9	49.2	29.7	3.8	9.0	1.9	1.6	2.9	1.3	0.2	0.2
CHANGE %		-4	0.4	-0.4	-0.8	-0.1	1.0	0.1	0.1	-0.1	0.0	0.0	0.0

HEADQUARTERS
CHANGE IN EEO PROFILE BY PAY LEVEL
October 1, 2001 to September 30, 2002

GS/GM 15	10/01 #	1421	492	854	395	27	70	21	12	14	14	3	1
%			34.6	60.1	27.8	1.9	4.9	1.5	0.8	1.7	1.0	0.2	0.1
9/02 #		1562	558	914	443	38	77	24	19	27	17	1	2
%			35.7	58.5	28.4	2.4	4.9	1.5	1.2	1.7	1.1	0.1	0.1
CHANGE %		141	1.1	-1.6	0.6	0.5	0.0	0.0	0.4	0.0	0.1	-0.1	0.0
SES + GS EQ	10/01 #	218	73	125	66	12	4	6	1	2	2	0	0
%			33.5	57.3	30.3	5.5	1.8	2.8	0.5	0.9	0.9	0.0	0.0
9/02 #		231	83	128	73	12	7	6	1	2	2	0	0
%			35.9	55.4	31.6	5.2	3.0	2.6	0.4	0.9	0.9	0.0	0.0
CHANGE %		13	2.4	-1.9	1.3	-0.3	1.2	-0.2	-0.1	0.0	0.0	0.0	0.0
ALL OTHERS	10/01 #	87	24	53	21	9	2	1	1	0	0	0	0
%			27.6	60.9	24.1	10.3	2.3	1.1	1.1	0.0	0.0	0.0	0.0
9/02 #		18	10	5	1	1	5	1	3	1	1	0	0
%			55.6	27.8	5.6	5.6	27.7	5.6	16.7	5.6	5.6	0.0	0.0
CHANGE %		-69	28.0	-33.1	-18.5	-4.7	25.4	4.5	15.6	5.6	5.6	0.0	0.0
TOTAL	10/01 #	9178	4588	3761	2738	418	1514	154	124	228	181	29	31
%			50.0	41.0	29.8	4.6	16.5	1.7	1.4	2.5	2.0	0.3	0.3
9/02 #		9281	4654	3777	2763	427	1542	163	128	233	188	27	33
%			50.1	40.7	29.8	4.6	16.6	1.8	1.4	2.5	2.0	0.3	0.4
CHANGE %		103	0.1	-0.3	0.0	0.0	0.1	0.1	0.0	0.0	0.0	0.0	0.1

4. SERIES ANALYSIS

PROFESSIONAL

This analysis focuses on the major Professional occupational series. As of September 30, 2002, almost half 3957 (42.5%) of the EPA Headquarters work force is employed in this category. The analysis describes the under representation rate by job series (where applicable) for each of the AEP groups in comparison to the National Professional Civilian Labor Force (CLF) for that specific occupation.

110 - Economists: Of the Professional work force 109 (2.8%) worked as Economists. Three AEP groups are not represented in this series: Hispanic women, American Indian men and American Indian women. White men occupied 58.7% of these positions, Black men 2.8%, Black women 2.7%, Asian men 6.4%. The following groups were under represented: White women (26.6%, CLF 30.3%), Hispanic men (0.9%, CLF 1.9%), and Asian women (0.9%, CLF 1.9%).

401 - Biologists: Of the total Professional work force 522 (13.2%) worked as Biologists. All groups are present in this job series. White men occupied 54.0% of these positions, White women 31.4%, Black men 4.9%, Hispanic women 1.3%, American Indian men 0.4%, and American Indian women 1.0%. The following groups were under represented: Black women (3.1%, CLF 3.2%), Hispanic men (1.0%, CLF 2.1%), Hispanic women (1.3%, CLF 1.4%), Asian men (1.3%, CLF 3.5%), Asian women (1.5%, CLF 1.9%).

415 - Toxicologists: Of the total Professional work force 123 (3.1%) worked as Toxicologists. There were three groups not represented in this series: Hispanic men, American Indian men and American Indian women. White men occupied 47.1% of these positions, Black women 2.4%, Asian men 13.0%, Asian women 6.5%. The following groups were under represented: White women (28.5%, CLF 30.3%), Black men (1.6%, CLF 2.4%), Hispanic men (0.8%, CLF 1.4%), Hispanic women (0.8%, CLF 1.4%).

511 - Auditors: Of the total Professional work force 189 (4.8%). Only American Indian women were absent from this series. White men occupied 39.7% of these positions, Black men 12.17%, Black women 11.1%, Asian women 4.2%, American Indian men 0.5%. The following groups were under represented: White women (28.6%, CLF 30.3%), Hispanic men (1.1%, CLF 2.1%), Hispanic women (0.5%, CLF 1.4%), Asian men (2.1%, CLF 3.5%).

819 - Environmental Engineers: Of the total Professional work force 450 (11.4%) worked as Environmental Engineers. Only American Indian women are absent from this series. White men occupied 63.3%, Black men 2.7%, Hispanic men 3.6%, Asian men 6.44%, and American Indian men 0.2%. The following groups were under

represented: White women (18.7%, CLF 30.3%), Black women (2.7%, CLF 3.2%), Hispanic women (1.1%, CLF 1.4%) and Asian women (1.3%, CLF 1.9%).

893 - Chemical Engineers: Of the total Professional work force 131 (3.3%) worked as Chemical Engineers. Except for American Indian men and women, all groups are present in this job series. White men occupied 46.6% of these positions, Black men 3.8%, Hispanic men 5.3%, Hispanic women 4.6%, Asian men 12.2%, and Asian women 3.8%. The following groups are under represented: White women (21.4%, CLF 30.3%), and Black women (2.3%, CLF 3.2%).

905 - Attorneys: Of the total Professional work force 401 (10.1%) worked as Attorneys. All groups are present in this job category. White men occupied 49.6% of these positions, White women 35.4%, Black women 4.21%, Hispanic women 2.5%, Asian women 2.5%, American Indian men 0.3%, and American Indian women 0.3%. The following groups are under represented: Black men (2.2%, CLF 2.4%), Hispanic men (0.7%, CLF 2.1%), and Asian men (2.2%, CLF 3.5%).

1102 - Contract and Procurement: Of the total Professional work force 215 (5.4%) worked as Contract Specialists. Asian men and American Indian women are absent from this series. White men occupied 27.9% of these positions, White women 32.1%, Black men 7.9%, Black women 26.1%, Hispanic men 2.3%, Hispanic women 2.8%, and American Indian men 0.5%. Only Asian women are under represented in this series (0.5%, CLF 1.9%).

1301 - General Physical Science: Of the total Professional work force 690 (17.4%) worked as Physical Scientists. All groups are present in this occupational series. White men occupied 57.4% of these positions, White women 25.1%, Black men 3.0%, Black women 5.2%, Hispanic men 1.3%, Hispanic women 1.2%, Asian men 3.8%, Asian women 2.2%, American Indian men 0.6%, and American Indian women 0.3%. There were two groups under represented: White women (25.1%, CLF 30.3%) Hispanic men (1.3%, CLF 2.1%), and Hispanic women (1.2%, CLF 1.4%).

1320 - Chemists: Of the total Professional work force 395 (10.0%) worked as Chemists. All groups are present in this job series. White men occupied 56.5% of these positions, Black men 3.3%, Hispanic men 2.5%, Asian men 4.8%, Asian women 4.6%, American Indian men 0.3%, and American Indian women 0.3%. The following groups were under represented: White women (24.3%, CLF 30.3%), Black women (2.5%, CLF 3.2%), Hispanic women (1.0%, CLF 1.4%).

ADMINISTRATIVE

This summary focuses on Headquarters Administrative occupations. At the close of FY 2002, Headquarters had 4,547 employees in the Administrative job category, comprising 48.9% of the total Headquarters work force. The analysis describes the under representation rate (where applicable) by job series for each of the AEP groups as of September 30, 2002 in comparison to the National Civilian Labor Force for the Administrative Series positions.

028 - Environmental Protection Specialists: Of the total Administrative work force 1,255 (27.6%) worked as Environmental Protection Specialists. This is the most populous of the Headquarters Administrative series. All of the AEP groups are present in this job series. White men occupied 38.5% of these positions, Black women 10.4%, Asian men 1.4%, Asian women 2.4%, American Indian men 0.2%, and American Indian women 0.6%. The following groups were under represented: White women (39.3%, CLF 40.4%), Black men (3.4%, CLF 3.6%), Hispanic men (1.5%, CLF 2.6%), Hispanic women (2.5%, CLF 2.6%).

301 - General Administration: Of the total Administrative work force 632 (13.9%) worked in General Administration. All of the AEP groups were present in this job series. The following groups were under represented: White women (35.0%, CLF 40.4%), Hispanic men (2.2%, CLF 2.6%), and American Indian men (0.2%, CLF 0.3%).

334 - Computer Specialists: Of the total Administrative work force 222 (4.9%) worked as Computer Specialists. All of the AEP groups are present in this job series. White men occupied 37.8% of these positions, White women 19.4%, Black men 10.4%, Black women 17.1%, Hispanic men 3.2%, Hispanic women 0.5%, Asian men 5.9%, Asian women 4.5%, American Indian men 0.9%, and American Indian women 0.5%. The following groups were under represented: White women (19.4%, CLF 40.4%), and Hispanic women (0.5%, CLF 2.6%).

340 - Program Management: Of the total Administrative work force 145 (3.2%) worked in Program Management. Three groups are not represented in this series: Hispanic women, American Indian men and American Indian women. White men occupied 50.34% of these positions, White women 37.2%, Black men 4.1%, Black women 3.5%, Hispanic men 2.8%, Asian men 1.4%, and Asian women 0.7%. The following groups were under represented: White women (37.2%, CLF 40.4%), Black women (3.5%, CLF 5.3%), Hispanic women (0.0%, CLF 2.6%), Asian women (0.7%, CLF 1.4%), American Indian men (0.0%, CLF 0.3%), and American Indian women (0.0%, CLF 0.3%).

343 - Management Analyst: Of the total Administrative work force 1,274 (28.0%) worked as Management Analysts. All of the AEP groups are present in this job series. White men occupied 25.3% of these positions, White women 37.2%, Black

men 3.7%, Black women 28.3%, Hispanic men 1.5%, Hispanic women 1.4%, Asian men 0.9%, Asian women 1.3%, American Indian men 0.2% and American Indian women 0.2%. The following groups were under represented: White women (37.2%, CLF 40.4%), Hispanic men (1.5%, CLF 2.6%), Hispanic women (1.4%, CLF 2.6%), Asian men (0.9%, CLF 1.4%), Asian women (1.3%, CLF 1.4%), American Indian men (0.2%, CLF 0.3%).

1811 - Criminal Investigation: Of the total Administrative work force 269 (5.9%) worked as Criminal Investigators. Except for American Indian women, all AEP groups are present in this job series. White men occupied 63.2% of these positions, White women 16.0%, Black men 6.7%, Black women 3.7%, Hispanic men 6.0%, Hispanic women 0.7%, Asian men 1.9%, Asian women 1.5%, American Indian men 0.4%. The following groups were under represented: White women (16.0%, CLF 40.4%), Black women (3.7%, CLF 5.3%), Hispanic women (0.7%, CLF 2.6%), and American Indian women (0.0%, CLF 0.3%).

2210 - Information Technology Management: Of the total work force 192 worked as Information Technology managers. American Indian men and American Indian women are absent from this series. White men occupied 46.4%, White women 18.2%, Black men 12.0%, Black women 13.5%, Hispanic men 2.6%, Hispanic women 1.0%, Asian men 3.1%, and Asian women 3.1%.

EPA, HEADQUARTERS
Workforce Profile - Major Occupations – Professional & Administrative
As of 09/30/2002
Full/PartTime Permanent Workforce

		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native		Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All
028 - Environmental Protection Specialist	#	483	503	41	131	17	23	18	30	2	7	1255
	%	38.49	40.08	3.27	10.44	1.35	1.83	1.43	2.39	0.16	0.56	100.00
110 - Economist	#	64	29	3	3	2	0	7	1	0	0	109
	%	58.72	26.61	2.75	2.75	1.83	0.00	6.42	0.92	0.00	0.00	100.00
301 - General Administrative	#	154	206	23	211	14	11	3	6	1	3	632
	%	24.37	32.59	3.64	33.39	2.22	1.74	0.47	0.95	0.16	0.47	100.00
318 - Secretary	#	2	117	5	206	0	2	0	0	0	2	334
	%	0.60	35.03	1.50	61.68	0.00	0.60	0.00	0.00	0.00	0.60	100.00
334 - Computer Specialist	#	84	43	23	38	7	1	13	10	2	1	222
	%	37.84	19.37	10.36	17.12	3.15	0.45	5.86	4.50	0.90	0.45	100.00
340 - Program Management	#	73	54	6	5	4	0	2	1	0	0	145
	%	50.34	37.24	4.14	3.45	2.76	0.00	1.38	0.69	0.00	0.00	100.00
343 - Management Analysis	#	322	474	47	361	19	18	12	16	2	3	1274
	%	25.27	37.21	3.69	28.34	1.49	1.41	0.94	1.26	0.16	0.24	100.00
401 - Biologist	#	282	164	26	16	5	7	7	8	2	5	522
	%	54.02	31.42	4.98	3.07	0.96	1.34	1.34	1.53	0.38	0.96	100.00
415 - Toxicology	#	58	35	2	3	0	1	16	8	0	0	123
	%	47.15	28.46	1.63	2.44	0.00	0.81	13.01	6.50	0.00	0.00	100.00
511 - Auditor	#	75	54	23	21	2	1	4	8	1	0	189
	%	39.68	28.57	12.17	11.11	1.06	0.53	2.12	4.23	0.53	0.00	100.00
819 - Environmental Engineering	#	285	84	12	12	16	5	29	6	1	0	450
	%	63.33	18.67	2.67	2.67	3.56	1.11	6.44	1.33	0.22	0.00	100.00
893 - Chemical Engineering	#	61	28	5	3	7	6	16	5	0	0	131
	%	46.56	21.37	3.82	2.29	5.34	4.58	12.21	3.82	0.00	0.00	100.00
905 - Attorney	#	199	142	9	17	3	10	9	10	1	1	401
	%	49.63	35.41	2.24	4.24	0.75	2.49	2.24	2.49	0.25	0.25	100.00
1102 - Contract & Procurement	#	60	69	17	56	5	6	0	1	1	0	215
	%	27.91	32.09	7.91	26.05	2.33	2.79	0.00	0.47	0.47	0.00	100.00
1301 - General Physical Science	#	396	173	21	36	9	8	26	15	4	2	690
	%	57.39	25.07	3.04	5.22	1.30	1.16	3.77	2.17	0.58	0.29	100.00
1320 - Chemist	#	223	96	13	10	10	4	19	18	1	1	395
	%	56.46	24.30	3.29	2.53	2.53	1.01	4.81	4.56	0.25	0.25	100.00
1811 - Criminal Investigation	#	170	43	18	10	16	2	5	4	1	0	269
	%	63.20	15.99	6.69	3.72	5.95	0.74	1.86	1.49	0.37	0.00	100.00
2210 - Information Tech Mgt	#	89	35	23	26	5	2	6	6	0	0	192
	%	46.35	18.23	11.98	13.54	2.60	1.04	3.13	3.13	0.00	0.00	100.00

EPA, HEADQUARTERS
Accessions by PATCOB Code
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

PATCOB		White			Black			Hispanic			Asian American Pacific Islander			American Indian Alaskan Native			Total		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
PROFESSIONAL	#	48	52	100	9	17	26	5	2	7	4	8	12	0	0	0	66	79	145
	%	33.10	35.86	68.97	6.21	11.72	17.93	3.45	1.38	4.83	2.76	5.52	8.28	0.00	0.00	0.00	45.52	54.48	100.00
ADMINISTRATIVE	#	104	81	185	12	26	38	9	5	14	5	8	13	0	3	3	130	123	253
	%	41.11	32.02	73.12	4.74	10.28	15.02	3.56	1.98	5.53	1.98	3.16	5.14	0.00	1.19	1.19	51.38	48.62	100.00
TECHNICAL	#	3	4	7	0	2	2	0	1	1	0	2	2	0	0	0	3	9	12
	%	25.00	33.33	58.33	0.00	16.67	16.67	0.00	8.33	8.33	0.00	16.67	16.67	0.00	0.00	0.00	25.00	75.00	100.00
CLERICAL	#	3	12	15	4	24	28	0	0	0	0	0	0	0	0	0	7	36	43
	%	6.98	27.91	34.88	9.30	55.81	65.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.28	83.72	100.00
OTHER	#	4	1	5	0	2	2	0	0	0	0	0	0	0	0	0	4	3	7
	%	57.14	14.29	71.43	0.00	28.57	28.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.14	42.86	100.00
Total	#	162	150	312	25	71	96	14	8	22	9	18	27	0	3	3	210	250	460
	%	35.22	32.61	67.83	5.43	15.43	20.87	3.04	1.74	4.78	1.96	3.91	5.87	0.00	0.65	0.65	45.65	54.35	100.00

EPA, HEADQUARTERS
Promotions by Grade within Pay Plan
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

			White			Black			Hispanic			Asian American Pacific Islander			American Indian Alaskan Native			Total		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
ES	00	#	2	1	3	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3
		%	66.67	33.33	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.67	33.33	100.00
	Total	#	2	1	3	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3
		%	66.67	33.33	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.67	33.33	100.00
GS	02	#	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
		%	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
	03	#	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	2	2
		%	0.00	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	100.00	100.00
	04	#	0	0	0	1	2	3	0	0	0	0	1	1	0	0	0	1	3	4
		%	0.00	0.00	0.00	25.00	50.00	75.00	0.00	0.00	0.00	0.00	25.00	25.00	0.00	0.00	0.00	25.00	75.00	100.00
	05	#	0	0	0	0	11	11	0	0	0	1	0	1	0	0	0	1	11	12
		%	0.00	0.00	0.00	0.00	91.67	91.67	0.00	0.00	0.00	8.33	0.00	8.33	0.00	0.00	0.00	8.33	91.67	100.00
	06	#	0	2	2	1	5	6	0	1	1	0	0	0	0	0	0	1	8	9
		%	0.00	22.22	22.22	11.11	55.56	66.67	0.00	11.11	11.11	0.00	0.00	0.00	0.00	0.00	0.00	11.11	88.89	100.00
	07	#	0	10	10	0	9	9	0	0	0	0	1	1	0	0	0	0	20	20
		%	0.00	50.00	50.00	0.00	45.00	45.00	0.00	0.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	100.00	100.00
	08	#	2	13	15	1	14	15	0	2	2	0	0	0	1	0	1	4	29	33
		%	6.06	39.39	45.45	3.03	42.42	45.45	0.00	6.06	6.06	0.00	0.00	0.00	3.03	0.00	3.03	12.12	87.88	100.00
	09	#	16	42	58	7	38	45	0	2	2	1	2	3	0	0	0	24	84	108
		%	14.81	38.89	53.70	6.48	35.19	41.67	0.00	1.85	1.85	0.93	1.85	2.78	0.00	0.00	0.00	22.22	77.78	100.00
	10	#	12	6	18	2	5	7	0	0	0	1	1	2	0	0	0	15	12	27
		%	44.44	22.22	66.67	7.41	18.52	25.93	0.00	0.00	0.00	3.70	3.70	7.41	0.00	0.00	0.00	55.56	44.44	100.00
	11	#	33	62	95	10	64	74	5	4	9	4	7	11	2	3	5	54	140	194
		%	17.01	31.96	48.97	5.15	32.99	38.14	2.58	2.06	4.64	2.06	3.61	5.67	1.03	1.55	2.58	27.84	72.16	100.00

EPA, HEADQUARTERS
Promotions by Grade within Pay Plan
From: 09/30/2001 To: 09/30/2002
Full/PartTime Permanent Workforce

			White			Black			Hispanic			Asian American			American Indian			Total		
												Pacific Islander			Alaskan Native					
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
GS	12	#	47	60	107	11	57	68	5	4	9	1	2	3	1	2	3	65	125	190
		%	24.74	31.58	56.32	5.79	30.00	35.79	2.63	2.11	4.74	0.53	1.05	1.58	0.53	1.05	1.58	34.21	65.79	100.00
	13	#	79	98	177	18	56	74	3	9	12	8	13	21	1	2	3	109	178	287
		%	27.53	34.15	61.67	6.27	19.51	25.78	1.05	3.14	4.18	2.79	4.53	7.32	0.35	0.70	1.05	37.98	62.02	100.00
	14	#	92	59	151	8	26	34	6	9	15	2	4	6	0	0	0	108	98	206
		%	44.66	28.64	73.30	3.88	12.62	16.50	2.91	4.37	7.28	0.97	1.94	2.91	0.00	0.00	0.00	52.43	47.57	100.00
	15	#	91	54	145	8	9	17	1	6	7	2	3	5	0	0	0	102	72	174
		%	52.30	31.03	83.33	4.60	5.17	9.77	0.57	3.45	4.02	1.15	1.72	2.87	0.00	0.00	0.00	58.62	41.38	100.00
	Total	#	372	406	778	67	298	365	20	37	57	20	35	55	5	7	12	484	783	1267
		%	29.36	32.04	61.40	5.29	23.52	28.81	1.58	2.92	4.50	1.58	2.76	4.34	0.39	0.55	0.95	38.20	61.80	100.00
Total		#	374	407	781	67	298	365	20	37	57	20	35	55	5	7	12	486	784	1270
		%	29.45	32.05	61.50	5.28	23.46	28.74	1.57	2.91	4.49	1.57	2.76	4.33	0.39	0.55	0.94	38.27	61.73	100.00

EPA, HEADQUARTERS
 Separations by PATCOB
 From: 09/30/2001 To: 09/30/2002
 Full/PartTime Permanent Workforce

		White			Black			Hispanic			Asian American Pacific Islander			American Indian Alaskan Native			Total		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
PROFESSIONAL	#	89	31	120	6	7	13	3	0	3	4	6	10	1	1	2	103	45	148
	%	60.14	20.95	81.08	4.05	4.73	8.78	2.03	0.00	2.03	2.70	4.05	6.76	0.68	0.68	1.35	69.59	30.41	100.00
ADMINISTRATIVE	#	65	85	150	8	24	32	3	6	9	3	5	8	1	0	1	80	120	200
	%	32.50	42.50	75.00	4.00	12.00	16.00	1.50	3.00	4.50	1.50	2.50	4.00	0.50	0.00	0.50	40.00	60.00	100.00
TECHNICAL	#	6	5	11	2	10	12	0	0	0	0	1	1	0	0	0	8	16	24
	%	25.00	20.83	45.83	8.33	41.67	50.00	0.00	0.00	0.00	0.00	4.17	4.17	0.00	0.00	0.00	33.33	66.67	100.00
CLERICAL	#	0	8	8	3	9	12	0	0	0	0	0	0	0	0	0	3	17	20
	%	0.00	40.00	40.00	15.00	45.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	85.00	100.00
OTHER	#	1	3	4	1	0	1	0	0	0	0	0	0	0	0	0	2	3	5
	%	20.00	60.00	80.00	20.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	60.00	100.00
Total	#	161	132	293	20	50	70	6	6	12	7	12	19	2	1	3	196	201	397
	%	40.55	33.25	73.80	5.04	12.59	17.63	1.51	1.51	3.02	1.76	3.02	4.79	0.50	0.25	0.76	49.37	50.63	100.00

B. HEADQUARTER'S REPORTS

1. OBJECTIVES AND ACCOMPLISHMENTS

The following barrier statements/objectives and action items were originally identified in the EPA 5-Year (FY 88-92) Affirmative Employment Program (AEP) Plan for Minorities and Women. The U.S. Equal Employment Opportunity Commission (EEOC) requires that originally identified, as well as subsequent, barrier statements/objectives and action items be included in any updates to the Agency's 5-Year AEP Plan until the barriers have been eliminated.

PROGRAM ELEMENT: ORGANIZATION AND RESOURCES				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL (S)	TARGET DATE(S)	ACCOMPLISH- MENT <u>Yes/Partial/No</u>
<p>There is insufficient support (financial and other resources) for EPA's Special Emphasis Programs (SEPs). Because of inadequate training, some of the collateral-duty SEP managers lack the knowledge, skills, and abilities (KSAs) to function well in their positions. Others have limited access to information and guidance. This impacts their ability to provide sound advice and assistance to management officials on the employment concerns of women and minorities.</p>	<p>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 provide strong leadership for their councils and constituent groups.</p>			
	<p>1. Provide financial and human resources, training, and guidance to collateral-duty SEP managers to enhance their KSAs so that they can administer their respective programs efficiently and effectively.</p>	AAs, OCR	Annually	P
	<p>2. Conduct meetings of the national SEP councils to develop work plans, and implementation strategies to improve opportunities for women and minorities.</p>	OCR (lead) AAs (support)	Annually	Y
	<p>3. Conduct technical assistance visits to EPA organizations as needed.</p>	OCR	Annually	Y
<p>Status: During FY 2002, each National EEO Manager in the Office of Civil Rights (OCR) sponsored training for their respective groups of collateral-duty SEP managers. Training was responsive to training needs identified by SEPMs and EEO Officers. The purpose of the training was to provide skill-based training for more effective program implementation. Individual Offices continue contracting to provide more in-depth training on topics such as EEO Law, and SEPM roles and responsibilities. Some program offices continue to demonstrate that the value of SEPs is recognized through increased financial resource commitments. SEP Managers also continue to receive technical guidance and assistance from HQ National SEPMs.</p>				

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL (S)	TARGET DATE(S)	ACCOMPLISH- MENT <u>Y</u>es/<u>P</u>artial/<u>N</u>o
Career development opportunities for secretarial and administrative support staff are limited in many of the HQ organizations. Some managers do not take advantage of the growth potential of their support staff.	To create a wide range of career development opportunities for secretarial and clerical staff and encourage their participation in career development programs.			
	1. Restructure jobs to provide entry-level developmental opportunities for employees in support positions.	AAs, senior managers, OHROS	Annually	P
	2. Provide support staff with rotational assignments to non-support positions.	AAs, senior managers, OHROS	Annually	P
	3. Include a segment on “support staff development” in the Agency’s Work Force Development Strategy.	OHROS	Ongoing	Y
<p>Status: During the period, a number of managers provided growth potential for administrative support staff through training, the restructuring of positions for use in upward mobility, and the creation of bridge positions. However, there are still many who continue to provide very limited opportunities for support staff. To assist management with addressing career enhancement for support staff, the EPA Learning Institute has implemented the segment of the Agency’s Work Force Development Strategy on Administrative Support and Technical Development. The training module focuses on single grade interval positions and is designed to provide training related to current skills, as well as enhance career opportunities through college level education for targeted positions. In addition, administrative support staff are utilizing the “New Skills-New Options” segment of the Work Force Development Strategy which provides a framework that facilitates career growth across different support staff positions.</p>				

PROGRAM ELEMENT: RECRUITMENT AND HIRING				
PROBLEM/BARRIER STATEMENT	OBJECTIVE/ ACTION ITEMS	RESPONSIBLE OFFICIAL (S)	TARGET DATE(S)	ACCOMPLISH- MENT <u>Yes/Partial/No</u>
HQ organizations have been moderately successful in recruiting applicants from groups that are under represented or absent from most populous Professional and Administrative series.	To enlarge the applicant pool of qualified candidates from under represented groups in Professional and Administrative categories, with particular focus on the employment of Blacks, Hispanics, Asians, and American Indians.			
	1. Issue reports outlining specific goals and program objectives for achievement through affirmative employment.	OCR	Bi-annually	Y
	2. Provide guidance to hiring officials on developing targeted recruitment mechanisms for minorities and women.	OHROS OCR (Tech.Asst.)	Ongoing	Y
	3. Meet with senior level HQ officials to inform them of areas of under representation and jointly develop recruitment and hiring strategies to improve work force representation profiles.	Dir., OCR & EEO Mgrs, SEP Mgrs.	Ongoing	Y
<p>Status: EPA organizations include goals and objectives for minorities and women in their annual AEP Plan Update and Accomplishment Reports, as required. The Office of Civil Rights (OCR) and its National EEO Managers work with HQ management and collateral-duty SEP Managers to help identify candidates for selection into Professional and Administrative positions and provide minority and women's professional and community organizations with vacancy announcements. EPA converted to a web-based recruitment and application system called "EZHire" in FY2001. With this system, EPA employees and outside job applicants can use the system to search and apply for employment opportunities nation-wide. A simple registration process allows employees and applicants to apply for positions online. Employees can also choose to be notified by email about specific job openings of interest to them and the status of each job for which they have applied. OHROS also collected minority and women's organizations and groups from all SEPMs for a wider distribution to women and minorities, some in remote areas. These actions are institutionalized in the EPA and will remain a part of the Agency's AEP efforts.</p>				

U.S. ENVIRONMENTAL PROTECTION AGENCY
FY 2003
GOALS BY PATCOB
HEADQUARTERS

OCCUPATIONAL CATEGORIES		TOTAL	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMER.INDIAN/ ALASKAN NATIVE
	ACTUAL	3957	1385	354	119	263	25
PROFESSIONAL	PLANNED	4006	1388	363	137	278	29
	GOALS	49	3	9	18	15	4
	ACTUAL	4547	2659	1205	157	143	29
ADMINISTRATIVE	PLANNED	4648	2671	1216	203	161	43
	GOALS	101	12	11	46	18	14
	ACTUAL	304	187	118	5	8	4
TECHNICAL	PLANNED						
	GOALS						
	ACTUAL	446	413	282	6	5	2
CLERICAL	PLANNED						
	GOALS						
	ACTUAL	9	0	4	0	0	0
BLUE-COLLAR	PLANNED						
	GOALS						

U.S. ENVIRONMENTAL PROTECTION AGENCY
FY 2002 GOALS ACCOMPLISHMENT
BY MOST POPULOUS PROFESSIONAL SERIES AND AGGREGATE ADMINISTRATIVE SERIES
HEADQUARTERS

PROFESSIONAL JOB SERIES		GOALS	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	ALASKAN NATIVE
110	ECONOMIST	GOALS SET	0	0	2	0	0
		GOALS ACCOMPLISHED	0	1	1	0	0
401	BIOLOGIST	GOALS SET	4	0	1	3	0
		GOALS ACCOMPLISHED	4	0	0	2	0
415	TOXICOLOGIST	GOALS SET	1	0	1	0	0
		GOALS ACCOMPLISHED	1	0	0	0	0
905	ATTORNEY	GOALS SET	0	0	0	0	0
		GOALS ACCOMPLISHED	0	0	0	0	0
1102	CONTR/PROCUREMENT	GOALS SET	0	0	0	1	0
		GOALS ACCOMPLISHED	0	0	0	0	0
1301	PHYSICAL SCIENTIST	GOALS SET	1	0	3	0	1
		GOALS ACCOMPLISHED	1	0	2	0	1
1320	CHEMIST	GOALS SET	4	2	0	0	0
		GOALS ACCOMPLISHED	2	1	0	0	0
ADMINISTRATIVE JOB SERIES		GOALS	WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	ALASKAN NATIVE
AGGREGATED ADMIN.		GOALS SET	13	0	39	17	5
		GOALS ACCOMPLISHED	9	0	9	5	2

U.S. ENVIRONMENTAL PROTECTION AGENCY
FY 2003
GOALS BY PROFESSIONAL SERIES & AGGREGATED ADMINISTRATIVE
HEADQUARTERS

PROFESSIONAL JOB SERIES		WOMEN	BLACK	HISPANIC	ASIAN/PACIFIC ISLANDER	AMER.INDIAN ALASKAN NATIVE
110	ECONOMIST	0	0	5	1	0
401	BIOLOGY	2	0	2	4	0
415	TOXICOLOGY	1	1	2	1	0
511	AUDITOR	0	0	0	0	0
819	ENV. ENG.	0	3	2	3	0
893	CHEMICAL ENG.	0	1	0	0	1
905	ATTORNEY	0	1	4	3	1
1102	CONTR/PROCUREMENT	0	0	0	1	0
1301	PHYSICAL SCIENTIST	0	1	1	1	1
1320	CHEMIST	0	2	2	1	1
AGGREGATED PROFESSIONAL		3	9	18	15	4
AGGREGATED ADMINISTRATIVE		12	11	46	18	14

C. NOTEWORTHY ACTIVITIES/INITIATIVES - FY 2002

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

Following are noteworthy activities for the Program Offices at Headquarters:

OFFICE OF THE ADMINISTRATOR (OA)

EPA Administrator, Christine Todd Whitman, as part of her commitment to ensuring a work environment that is fair, equitable, and supportive of all employees, established a Quality of Work Life Initiative within the Office of the Administrator.

As part of this effort, Herbert Z. Wong & Associates, a specialized diversity firm, was hired to survey all AO employees to identify issues and concerns. The survey's return rate was nearly 60%. In addition, supervisors, managers, employees, union representatives, and Special Emphasis Program Managers (SEPMs) attended a two-day Quality of Work Life Strategic Planning and Implementation Workshop. As a result, workgroups were established to address the following areas: AO Core Values/Vision, Up-Down Feedback, Communication, Performance Evaluation and Feedback, Awards and Recognition, and Training and Career Development (Senior Management and Diversity was integrated into each workgroup.) Workgroup members are responsible for developing solutions and making recommendations that address identified areas of concern.

The Science Advisory Board (SAB) took steps to diversify its membership in order to increase its chances of receiving more qualified minority candidates for the FY 2002 nomination process. In order to reach a more diverse audience, they contacted the Federal Register and various organizations, including the American Indian Science and Engineering Society, Mexican-American Engineers and Scientists, and the National Association of Black Engineers.

The Environmental Appeals Board (EAB) continued to work with minority professional organizations both within and outside the Agency to advertise attorney vacancies. As vacancies arise, notice is given to minority bar associations for Blacks, Hispanics, Asian/Pacific Islander, and Native Americans. In addition, job vacancies are announced in commercial sources such as "*The Legal Times*," encouraging minorities and women to apply. These efforts have resulted in a diverse applicant pool.

OFFICE OF CIVIL RIGHTS (OCR)

The Office of Civil Rights implemented a national civil rights training program for all managers and supervisors as part of the Agency's commitment to ensure that all employees have a workplace free of discrimination. The two-day course, conducted by the Equal Employment Opportunity Commission (EEOC), was designed to build the competency of Agency managers in dealing with civil rights/equal employment opportunity issues, enhance awareness of specific civil rights laws, and outlined management responsibilities. OCR began the training in September 2001, which included Headquarters, all 10 Regions, and major laboratory sites. In FY 2002, approximately 1600 managers and supervisors completed the training. The training received high evaluations and additional training will be developed for Team Leaders and new employees.

OCR's National Special Emphasis Program Managers (SEPMs) conducted several EPA SEPM Training Conferences that provided collateral-duty SEPMs with pertinent information necessary to carry-out their duties and the Agency's affirmative employment efforts to increase the number of minorities and women at EPA. Each SEP training conference and workshop addressed specific issues and concerns of constituents; provided training on the roles and responsibilities of SEPMs; provided a forum in which participants could share best practices and lessons learned; and laid the foundation to build more cooperative and supportive working relationships. As a result, SEPMs are better equipped to advise and assist management in addressing the challenges of building a diverse work force; creating a work environment where minorities are free from discrimination and bias, and providing a workplace where minorities are supported and encouraged to grow professionally and personally.

EPA increased participation and funding for the 2002 Hispanic Association of Colleges and Universities (HACU) National Internship Program. An extensive outreach and communications strategy was executed that included training collateral-duty HEPMs on the HACU National Internship Program and having them work with senior managers to secure HACU Interns for their program office, region or laboratory. EPA sponsored twenty-two HACU Interns for the 2002 Summer Program. This is the largest group of HACU Interns the Agency has ever sponsored. Historically, this reflects a 29% increase in participation from previous programs. For the current 3-year assistance agreement, participation in the program increased by 267% from FY 2001 to FY 2002. In addition, EPA increased funding for the HACU Assistance Agreement from \$243,225 to \$522,825, which reflects an increase in funding of 115%. Most of the interns were minority students and attended Hispanic Serving Institutions (HSIs).

OFFICE OF AIR AND RADIATION (OAR)

The Office of Air Quality Planning Standards (OAQPS's) Campus Executive Program continued to focus resources in expanding outreach efforts to increase its minority representation. The program provided internship opportunities to students who attended North Carolina A&T University, Pembroke State University, Duke University, Yale University, Northern Arizona University, and the University of Texas at El Paso. This program also encouraged students to pursue studies in environmental career fields.

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT (OARM)

In order to increase the Agency's applicant pool for both the SES Candidate Development Program (SES CDP) and the EPA Intern Program, OARM increased its recruitment efforts, targeted minorities and women, increased recruitment activities at minority institutions, and improved relations with Minority Academic Institutions (MAIs). Of the 51 final candidates selected for the Agency's SES CDP, 24% were minorities and 47% were women. Over the course of its five-year history, approximately half of the EPA Intern Program participants were minorities, and approximately 12% are individuals with disabilities. For the intern class of 2002, 22 (55%) of the 41 interns were minorities.

OARM initiated a series of workshops designed to improve the management and leadership skills of managers and team leaders. A four-day training course was given that included an effective diversity module that emphasized the importance of understanding differences in values, behavioral norms and communication patterns among employees of different cultures. Other workshops included "Diversity," "Sexual Harassment," "Agency's Flexiplace Program," "Budget Process," "Managing for Performance," "Giving Feedback," and "New Skills/New Options Developmental Program."

OFFICE OF CHIEF FINANCIAL OFFICER (OCFO)

OCFO established relationships with minority communities in its efforts to attract applicants and successfully recruit employees from the Hispanic and Native American communities. OCFO's workforce assessment and succession planning resulted in managers identifying areas to restructure the workforce allowing for more opportunities at the entry-level staff. In addition, OCFO hired two summer interns through the Washington Center's Native Leadership Program. OCFO also hired a permanent, full-time entry-level accountant who had worked for the past two summers as an intern under the Schedule A hiring authority for persons with disabilities.

OFFICE OF ENFORCEMENT AND COMPLIANCE (OECA)

OECA established an entry-level training program utilizing the Student Career Educational Program (SCEP). The program focuses on recruiting minority and female cooperative student trainees. The program establishes an entry-level pipeline for three types of positions: Special Agent, Environmental Scientist, and Program Analyst. The program will also encompass job opportunities in four divisions: Criminal, Enforcement, Forensic, and Training. The program assists students by providing part-time employment and an opportunity to learn about the occupation and the organization before making a final career decision.

OFFICE OF ENVIRONMENTAL INFORMATION (OEI)

OEI sponsored a one-day diversity training course for senior managers entitled “Leveraging Diversity as a Strategic Resource.” The goal of the training was to strengthen management’s strategic leadership skills needed to influence their organizations as they continue to embrace and leverage diversity. In addition, the training allowed participants to review and deepen their understanding of the many dimensions of diversity; examine emerging trends and best practices in areas such as workforce resiliency, generational diversity, succession planning, and racial, ethnic and cross-cultural relations. It also allowed them to reflect on their own diversity competencies as they participated in developmental exercises related to leading diversity, and articulating a vision for diversity, while engaging others in the process of leveraging diversity for higher performance.

OFFICE OF GENERAL COUNSEL (OGC)

OGC introduced the New Skills/New Options (NSNO) Pilot Program, a workforce development initiative designed exclusively for clerical and administrative professionals in one-grade interval jobs. NSNO, a career development initiative, is designed to improve job performance, professionalism, and job satisfaction.

OFFICE OF INTERNATIONAL ACTIVITY (OIA)

OIA's Diversity Action Team reviewed position descriptions to ensure fair and equitable treatment of all OIA employees regarding promotion potential, high profile assignments and career development opportunities. Standard operating procedures were established for Diversity Action Team members to participate on hiring panels. In addition, OIA announced and publicized all potential special projects to allow any interested employee the opportunity to inquire into the project. As a result, of the 6 hires in FY 2002, 3 were women and/or minorities and of the 11 promotion actions, all were women and/or minorities.

Management appointed Special Emphasis Program Managers to serve as advisors to OIA management and staff on equal employment opportunity matters and to provide continuous feedback on civil rights and Affirmative Employment Program goals.

OFFICE OF INSPECTOR GENERAL (OIG)

OIG formed a committee in the Eastern Investigation Office to prepare an on-going training program to train all employees in the rules and regulations regarding EEO. This training informs all staff members of their rights under EEO, as well as, informing managers of their leadership responsibility in providing a clear understanding of the role diversity plays in assisting the Agency in accomplishing its mission. Additionally, the committee designed a 1-day diversity training course. The training was so successful that it was later selected by the Inspector General to be given to all OIG staff. It has since become a standard for diversity training within the organization.

OFFICE OF PREVENTION, PESTICIDES AND TOXIC SUBSTANCES (OPPTS)

OPPTS sponsored the 2nd annual Kaleidoscope Day that featured culturally diverse activities such as cultural performances, cultural food vendors, an international bazaar, and a cultural diversity awareness booth. The event provided an opportunity for employees to learn about other cultures and discuss diversity. Many of the activities triggered open and honest dialog about cultural diversity among the participants.

OFFICE OF RESEARCH AND DEVELOPMENT (ORD)

All ORD supervisors and managers participated in training sessions that addressed Affirmative Employment, equity, diversity, fairness, and Equal Employment Opportunity issues. The Office of Civil Rights conducted this training. In addition, ORD planned, funded, and implemented an eight-hour diversity training session for employees of the Office of Science Policy (OSP). This training was based on the findings of internal interviews and focus group meetings that were facilitated by the Ivy Group. The objectives of the training were to identify ways to apply the foundational diversity information gained from previous meetings; define nonverbal messages and their implications to the sender and receiver; identify the aids and barriers to creating high-performing teams; identify what should be added, deleted, and retained in the OSP Diversity Action Plan (DAP), and identify diversity action items.

OFFICE OF SOLID WASTE AND EMERGENCY RESPONSE (OSWER)

OSWER continued to utilize its Rotational/Developmental Assignment Program to identify and develop a pool of qualified, diverse individuals for future leadership positions and to develop mid-level employees as a significant feeder group for future management positions. Employees were given the opportunity to develop and learn new skills vital to the organization's success. In FY 2002, a partnership with the Office of Pollution, Prevention and Toxics (OPPT) was announced whereby rotational assignments can be done between the two organizations. To date, 60 employees have participated in the program.

The OSWER People-Helping-People Mentoring Program was launched in May 1999. This program was established to provide opportunities for OSWER employees to receive directional and motivational counseling and guidance to support their career development and professional growth. To date, 43 mentor/mentee partnerships have been formed. In September 2002, a mentoring program database was developed to assist employees in finding their own mentors throughout the year. The database is accessible via the Lotus Notes server and allows matches across OSWER.

During this report period, OSWER also announced the Leadership Enhancement and Development (LEAD) Program for employees at grades GS-9 through GS-13. The LEAD program is a two-year program, which includes a combination of formal training and learning experiences (i.e., mentor/mentee relationship, team-building, rotational assignment, shadowing assignment, management interviews, self-study projects, etc.).

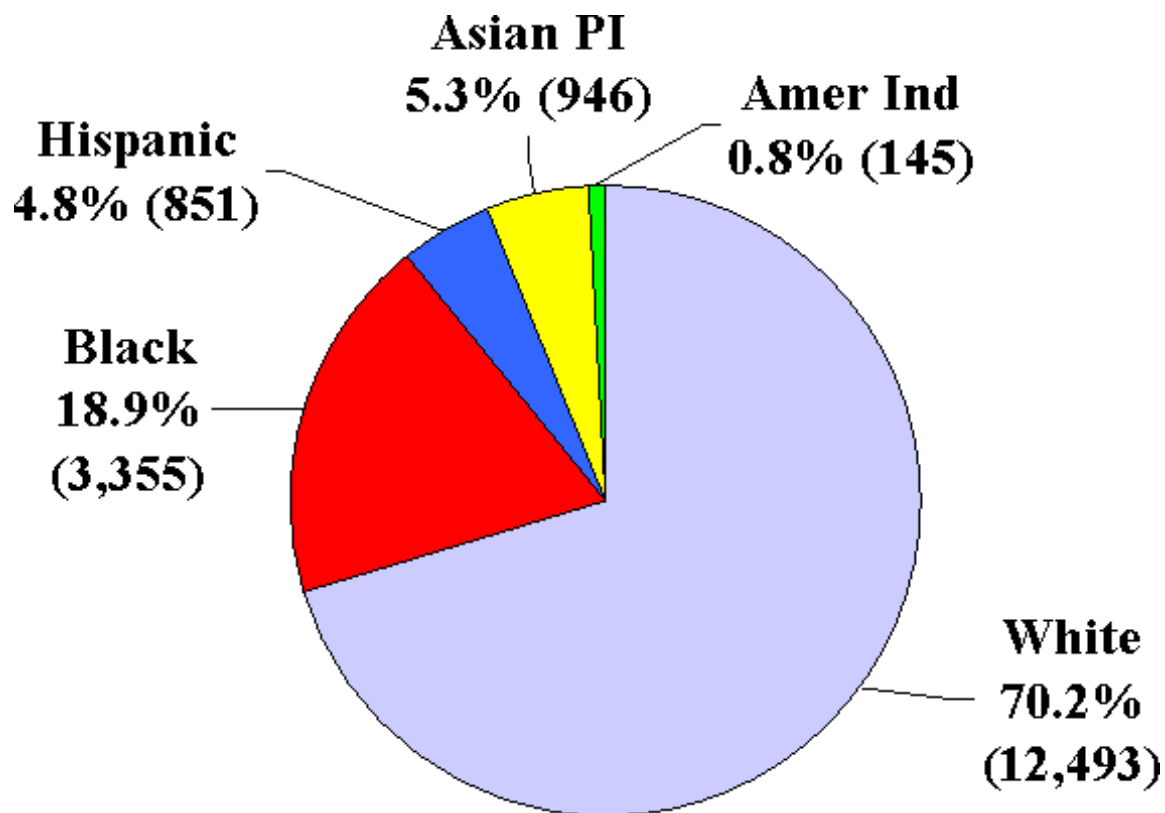
OSWER's summer intern program continued to recruit interns from Morgan State University, University of Arizona, and various minority outreach organizations. A total of thirty (30) interns were sponsored, of which, 67% were minority students.

OFFICE OF WATER (OW)

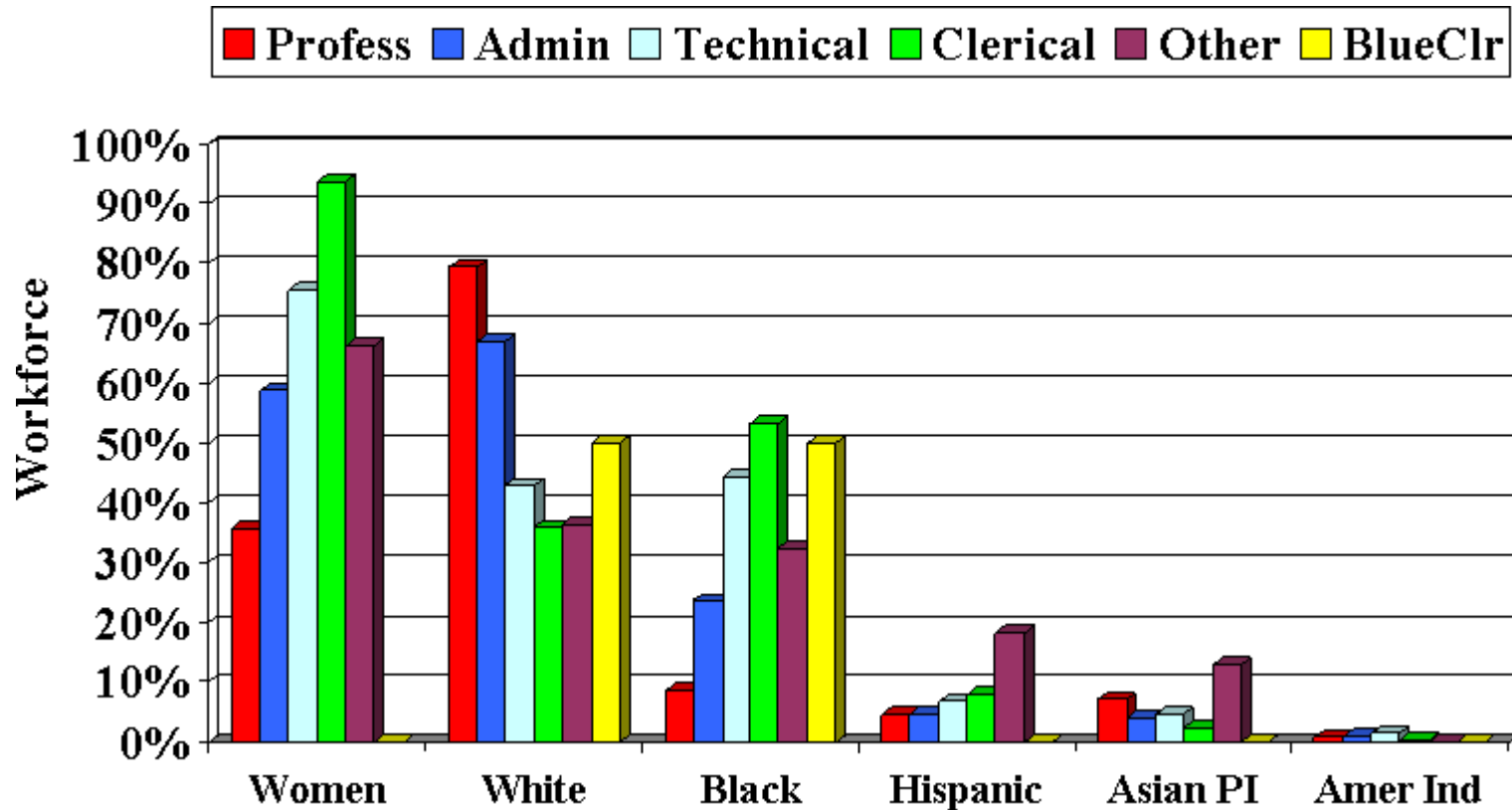
OW developed a Mentoring Program to support ongoing professional development of staff. Mentors provided advice to help the staff identify goals, recognized strengths, areas for growth, and examine career plans. Some of the benefits mentees have shared include the following: starting a network of mentors and mentees; helping employees grow professionally; fostering inter-office communication; developing leadership skills; gaining a better understanding of their role in the agency's mission, and fostering an environment that provides opportunities to discuss work challenges with senior employees.

OW implemented the Water Careers Program that provides opportunities for employees to gain specialized expertise and professional competencies across all programs within the organization. The program consisted of training courses; developmental assignments; rotational assignments; shadow assignments, and cross-organizational projects.

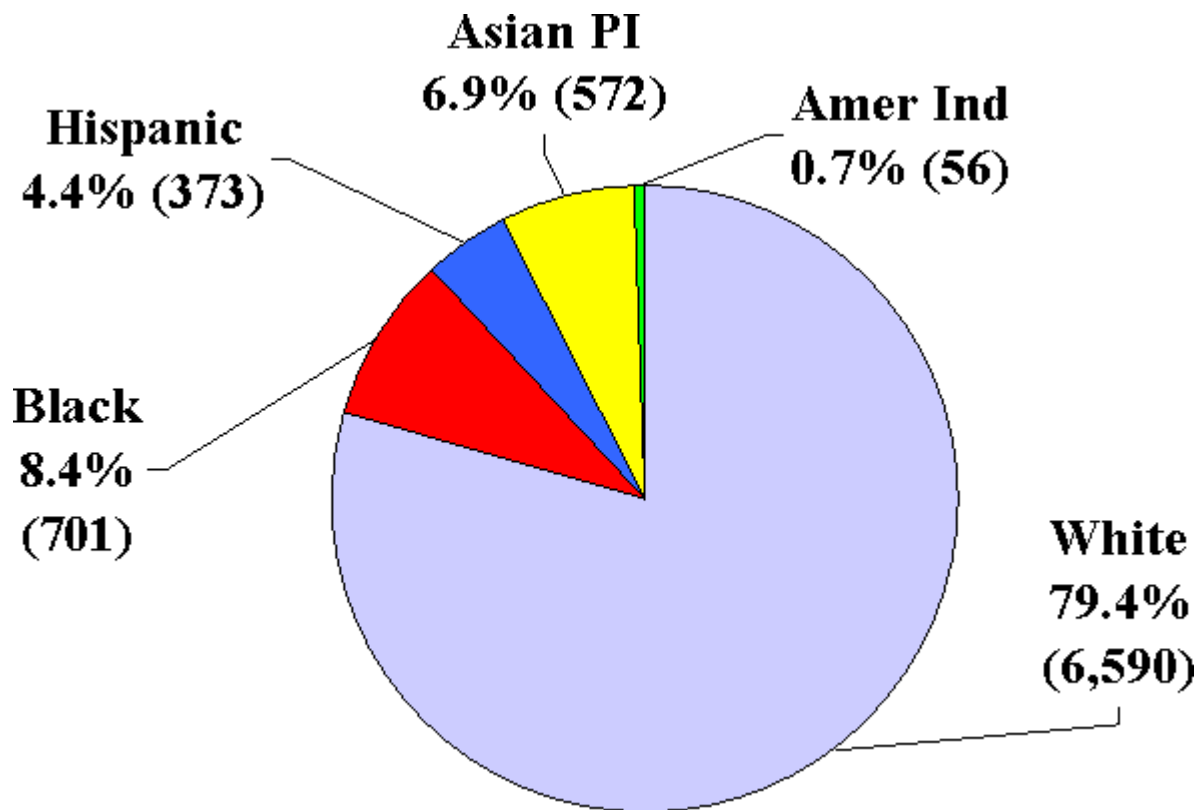
EPA Agency-Wide Race/National Origin (9/30/02)



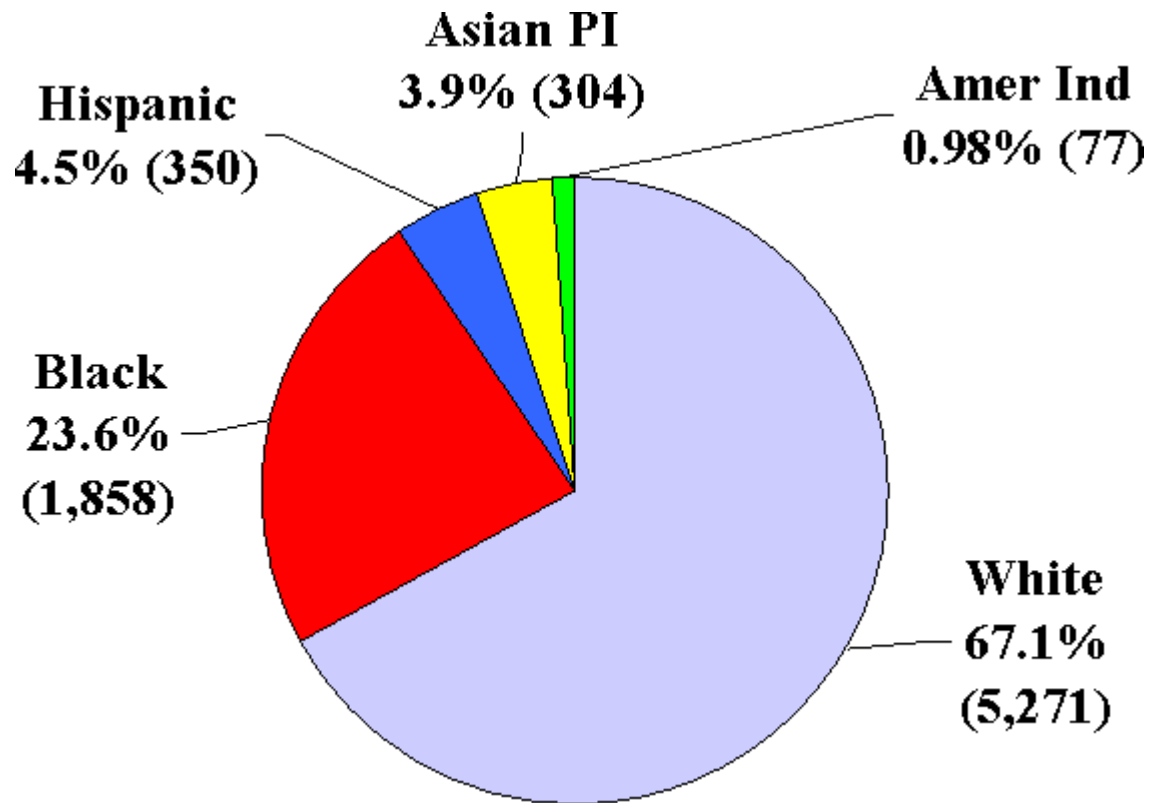
EPA Agency-Wide PATCOB (9/30/02)



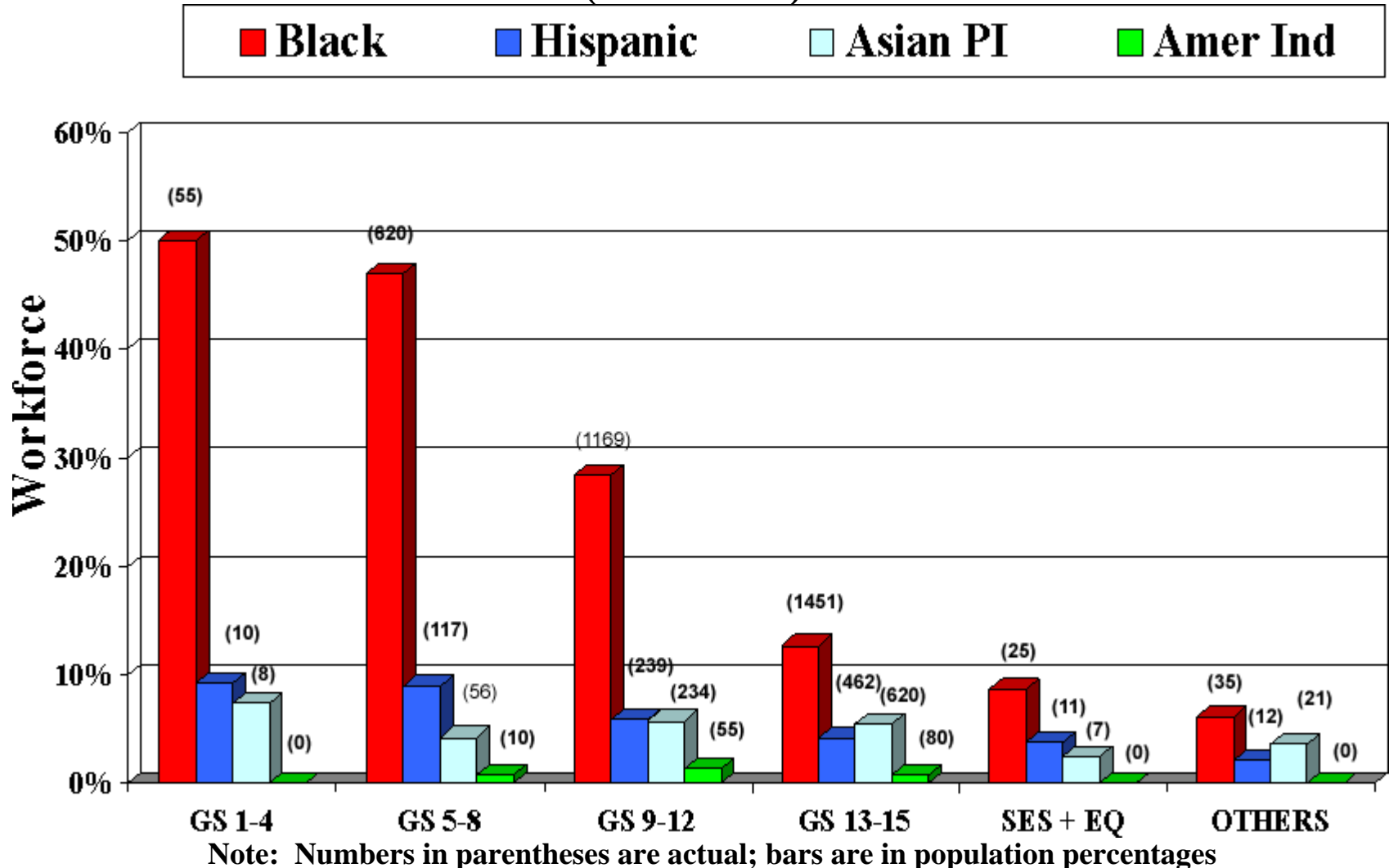
EPA Agency-Wide Professional (9/30/02)



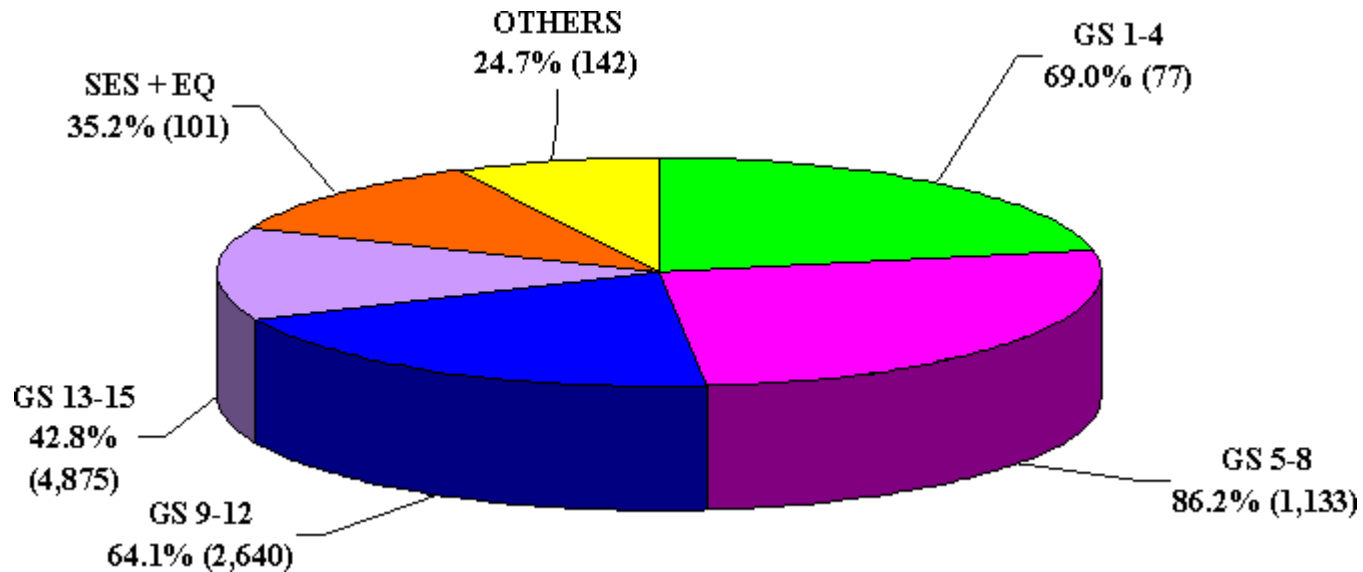
EPA Agency-Wide Administrative (9/30/02)



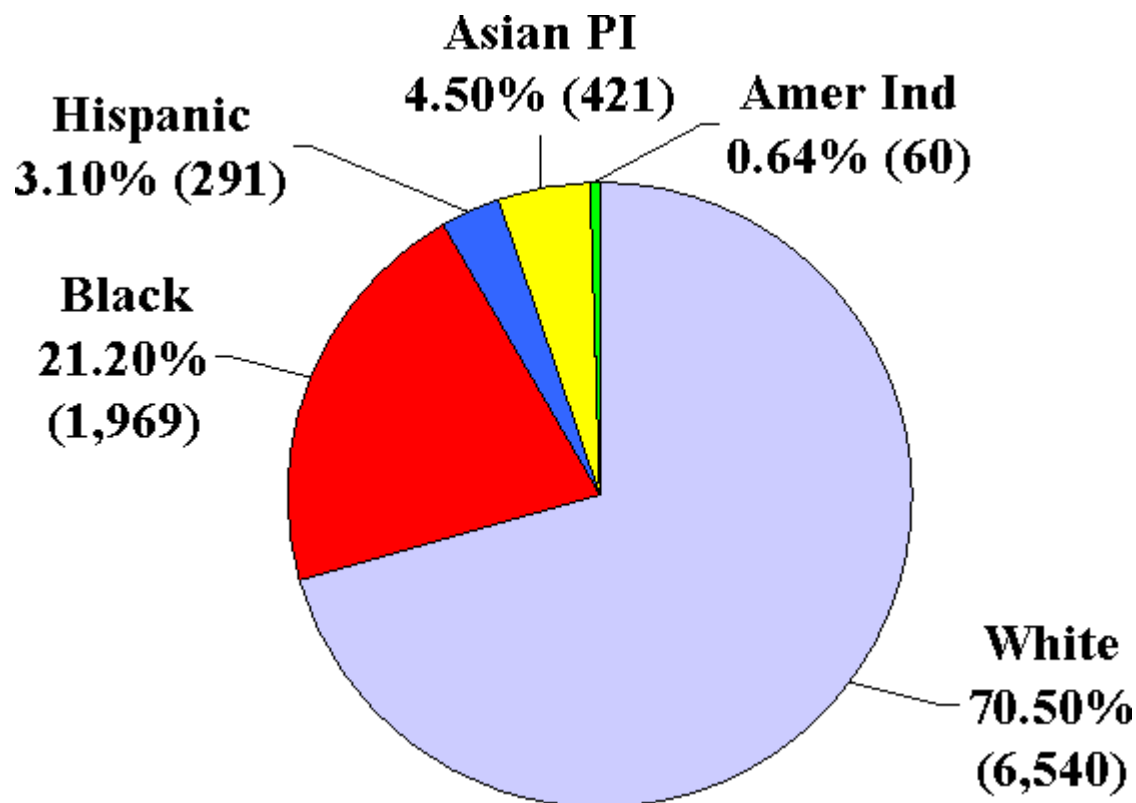
EPA Agency–Wide Minorities – Grade Levels (9/30/02)



EPA Agency–Wide Women – Grade Levels (9/30/02)



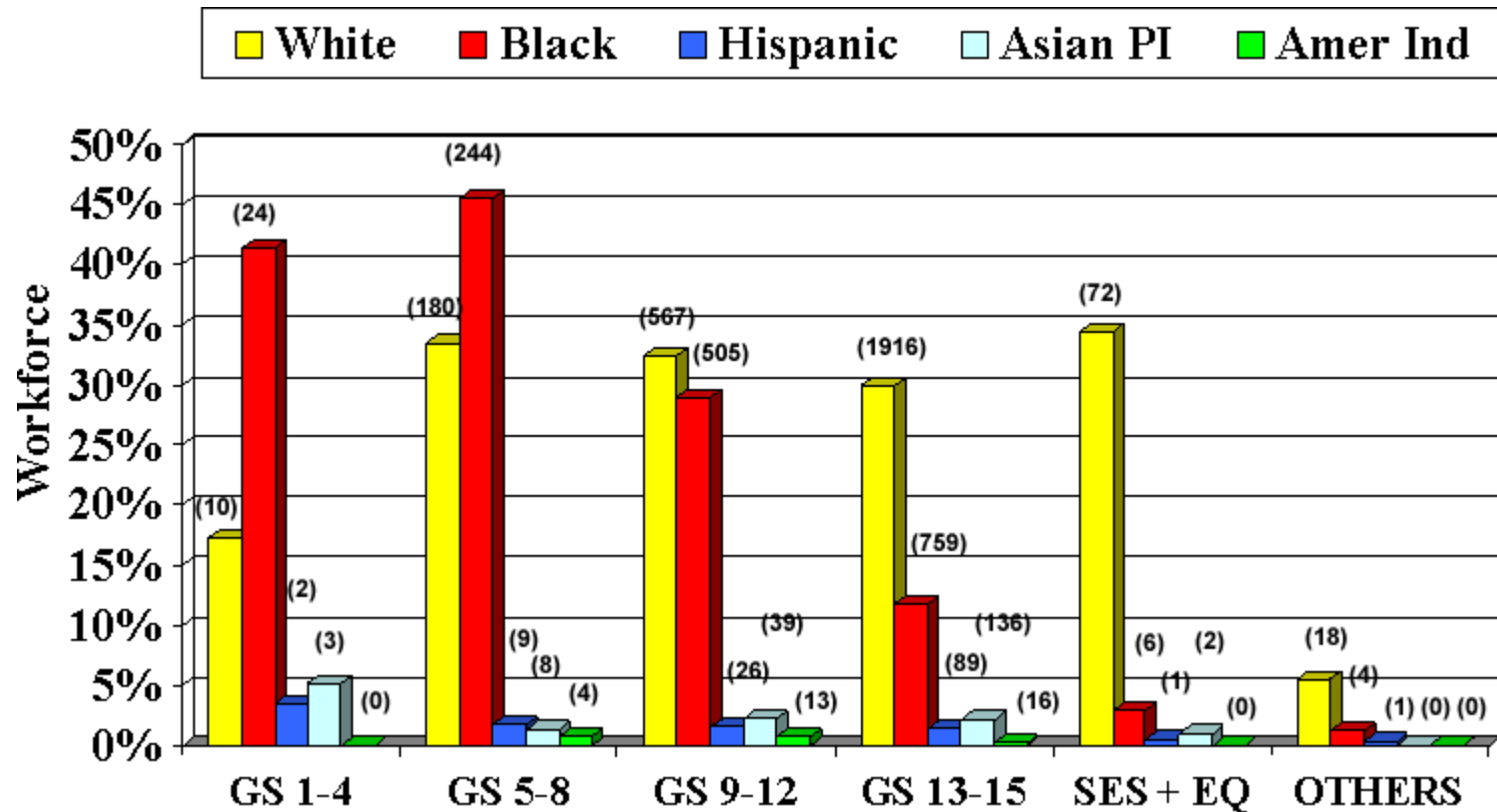
EPA Headquarters Race/National Origin (9/30/02)



EPA Headquarters

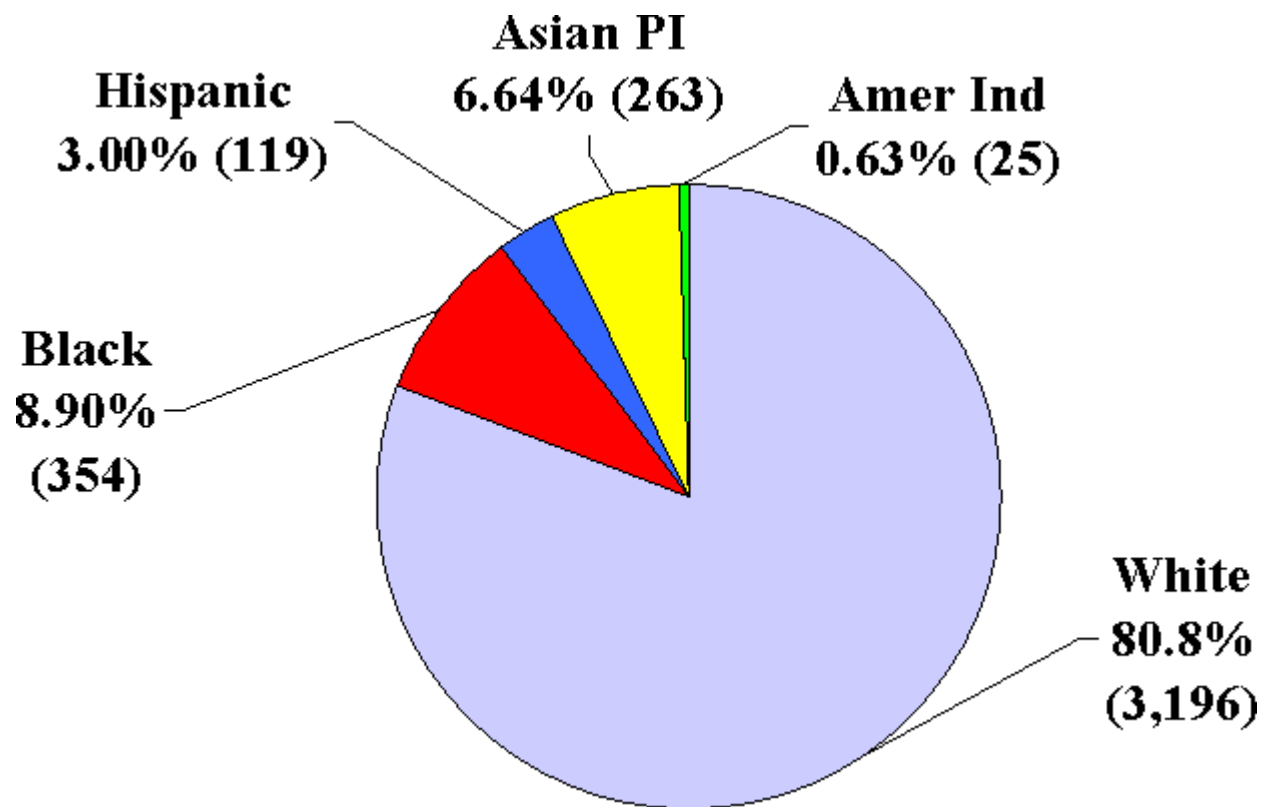
Women – Grade Levels

(9/30/02)

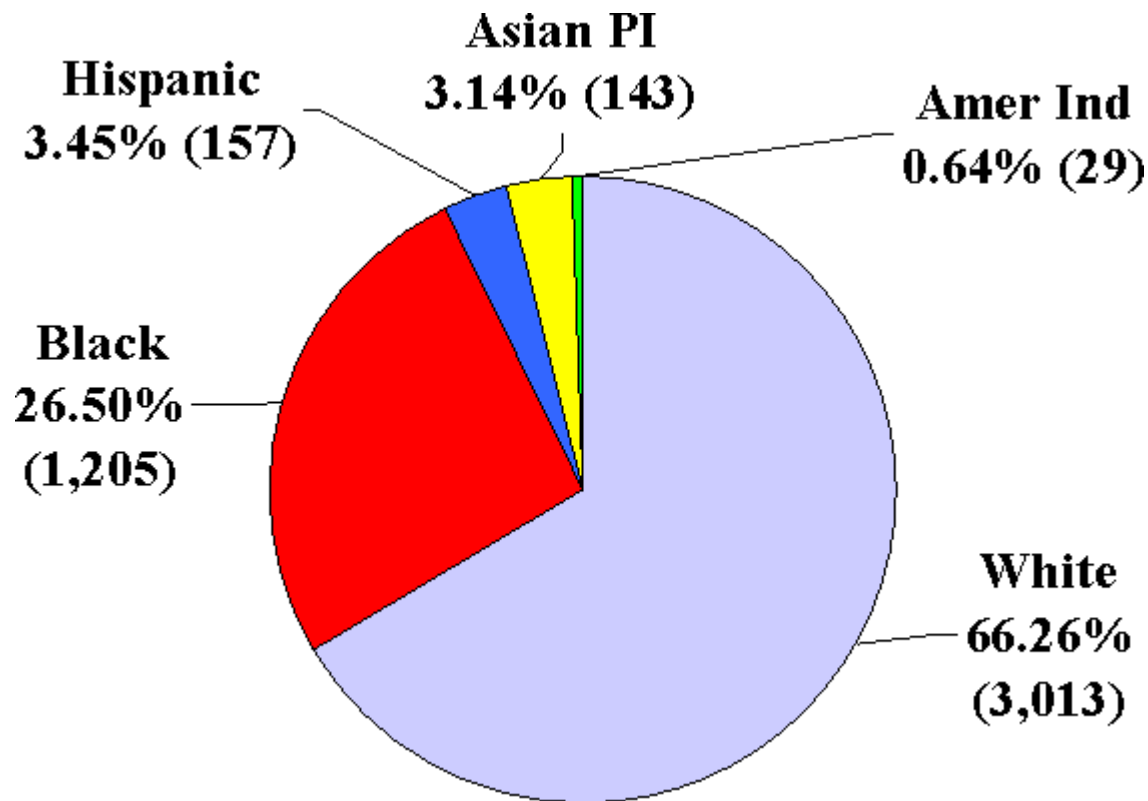


Note: Numbers in parentheses are actual; bars are in population percentages

EPA Headquarters Professional (9/30/02)



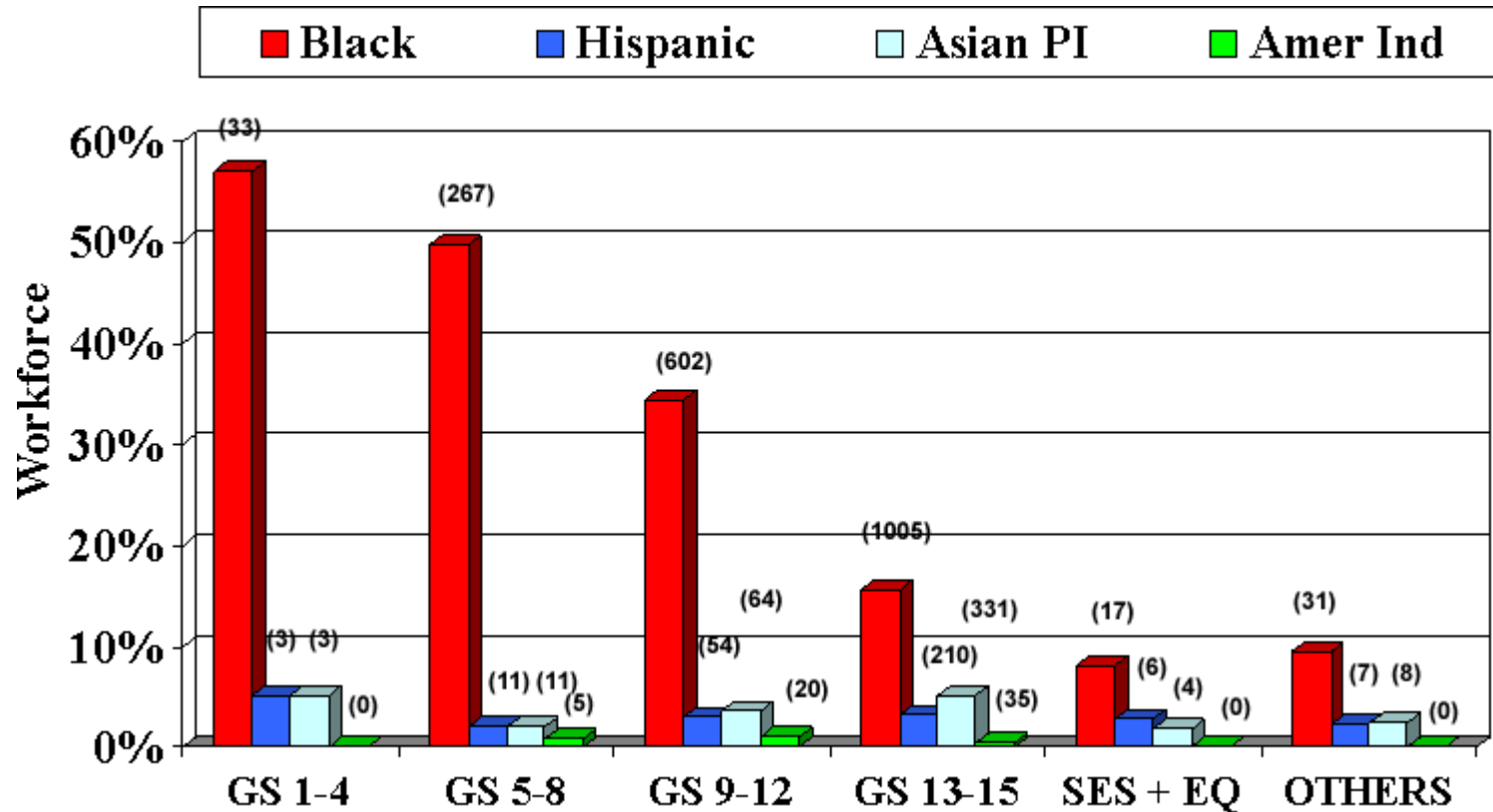
EPA Headquarters Administrative (9/30/02)



EPA Headquarters

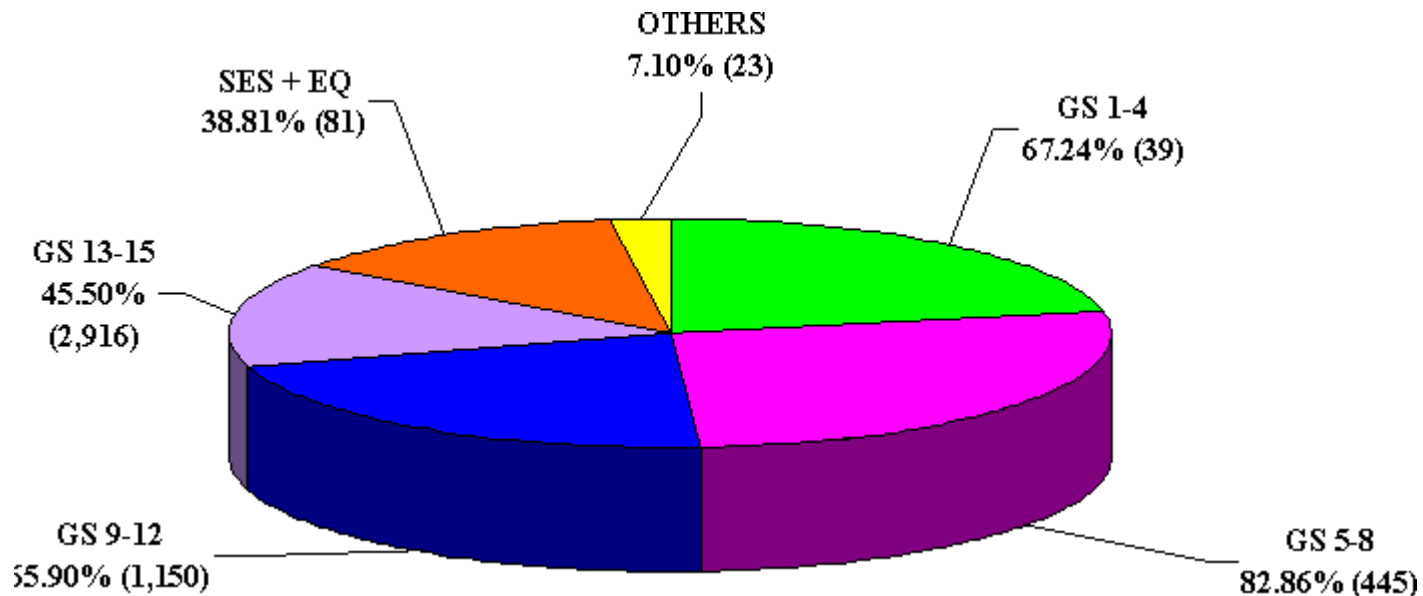
Minorities – Grade Levels

(9/30/02)

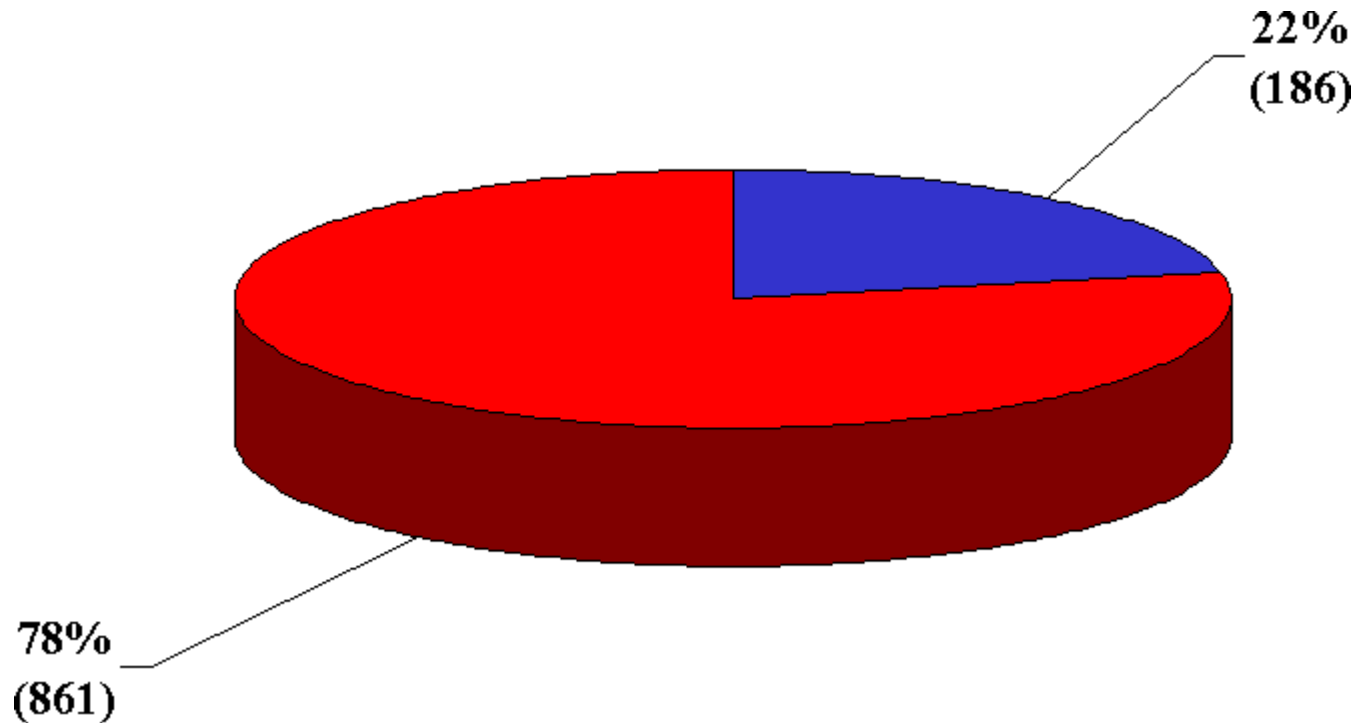


Note: Numbers in parentheses are actual; bars are in population percentages

EPA Headquarters Women – Grade Levels (9/30/02)



EPA Agency-Wide People with Disabilities As of 9/30/02



B. GLOSSARY

Abbreviations

AA	Assistant Administrator
AEP	Affirmative Employment Program
AEPP	Affirmative Employment Program Plan
AD	Areas Directors
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EO	Equal Opportunity
EEOO	Equal Employment Opportunity Officer
EOS	Equal Opportunity Specialist
EPA	Environmental Protection Agency
FEORP	Federal Equal Opportunity Recruitment Program
FWP	Federal Women's Program
FWPM	Federal Women's Program Manager
HEP	Hispanic Employment Program
HEPM	Hispanic Employment Program Manager
NACE	National Administrative Council for Excellence
OCR	Office of Civil Rights
OHROS	Office of Human Resources and Organizational Services
OPM	Office of Personnel Management
PWD	People with Disabilities Program
RA	Regional Administrator
RDCR	Regional Director of Civil Rights
SEP	Special Emphasis Program
SEPM	Special Emphasis Program Manager
WISE	Women in Science and Engineering

Terms and Definitions

Action Item

A step which has been identified towards achieving objectives documented in the Affirmative Employment Program (AEP) Accomplishment Report of Objectives and Action Items.

Administrative Judge (AJ)

An official employed and assigned by the EEOC to hold hearings on formal complaints of discrimination.

Affirmative Employment

Effort taken to eliminate historic under representation of women, minorities and persons with disabilities through recruitment, hiring, advancement, and retention in order to achieve a workforce that reflects the diversity of our nation.

Affirmative Employment Program (AEP) Plan

Federal agencies are required by law to implement a plan for an affirmative program of equal employment opportunity and to conduct affirmative recruitment for under represented occupations and pay grades. The plan is a multi-year document developed by each federal agency and submitted to the U.S. Equal Employment Opportunity Commission (EEOC). It includes comprehensive workforce analyses by occupational categories, grade groupings, and key jobs that can lead to middle and senior level positions; identification of barriers to the employment of women and minorities; and development of action plans for eliminating the barriers. Agencies also develop and submit annual AEP program accomplishment reports and annual AEP updates.

Affirmative Employment Program (AEP) Groups

White women, Black men, Black women, Hispanic men, Hispanic women, Asian/Pacific American men, Asian/Pacific American women, American Indian men, and American Indian women. Men and women with disabilities are also considered AEP groups, but they are covered under a separate AEP plan.

Age Discrimination

A claim of discrimination based on age by an individual who is at least 40 years of age at the time of the alleged discriminatory act.

Aggrieved

An individual who files a pre-complaint alleging that they have been discriminated against and have suffered harm based on an adverse action being taken. If the aggrieved files a formal complaint of discrimination, the term “complainant,” is used as defined below.

Alternative Dispute Resolution

A process for resolving workplace disputes, including claims of discrimination, using alternative dispute resolution processes, such as mediation. Required by EEOC Regulations 29 CFR Part 1614 at both the pre-complaint and formal stages of the complaint process under Title VII..

Allegation of Reprisal

A claim of restraint, interference, coercion, discrimination, or retaliation in connection with presenting, processing a complaint, being a part of a complaint (such as being a witness) or the process (such as being an EEO official), or because of any opposition to an employment practice unlawful under Title 29 CFR Part 1614.

American Indian/Alaskan Native

Defined by the EEOC as a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander

Defined by the EEOC as a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes: China, India, Korea, the Philippine Islands, and Samoa.

Barrier (Artificial)

Personnel policy, practice, or procedure that is neutral on its face, but that has an adverse or disparate impact, restricts or tends to limit, the representation or employment of applicants and employees, especially minorities, women, and persons with disabilities.

Black (not of Hispanic origin)

Defined by the EEOC as a person having origins in any of the Black racial groups of Africa. Does not include Hispanics.

Civilian Labor Force (CLF)

Individuals, age 16 or older, who are employed or seeking employment. These statistics include those in the Armed Forces. Civilian labor force data is published on a nation-wide basis, by geographic region, and by locality (referred to as Standard Metropolitan Statistical Area, or SMSA). The latest CLF information available for purposes of this report is from the 1990 Census.

Class Complaint

A discrimination complaint filed on behalf of a class by the agent of the class. A class is defined as a group of employees, former employees, or applicants, who allege that they have been or are being intentionally or unintentionally adversely impacted upon by an agency personnel policy or practice that discriminates against the group on the basis of their common race, color, religion, sex, national origin, age, or disability. The Class must be certified, which is based on numerosity, commonality and typicality.

Complainant

A federal employee, a former Federal employee, or an applicant for Federal employment who files a formal complaint of discrimination based on his or her race; color; religion; sex; national origin; age; disability (mental or physical), including sexual orientation; parental status; and/or reprisal.

Desk Review

A paper review of statistical information submitted by a recipient of EPA assistance during the application process and implementation of the assistance award to determine if the recipient is carrying out its civil rights responsibilities.

Disabled Person

An individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. Targeted disabilities for affirmative employment program emphasis planning purposes are: deafness; blindness; missing extremities; partial paralysis; complete paralysis; convulsive disorders; mental retardation; mental illness; and distortion of limbs and/or spine.

Discrimination

Any act, or failure to act, impermissibly based in whole or in part on a person's race, color, national origin, religion, gender, age, disability (mental or physical) including sexual orientation, parental status, and/or reprisal, that adversely affects privileges, benefits, working conditions, or other terms or conditions of employment and results in disparate treatment, or has a disparate impact on employees or applicants.

Disparate Impact

A theory of discrimination in which a policy or practice that appears neutral on its face, has an adverse or disparate impact on a protected class or group.

Disparate Treatment

The most common form of discrimination, wherein an individual perceives or alleges that they are being treated disparately from others that are similarly situated based their membership in a protected group or a basis covered under the nondiscrimination statutes.

Diversity

The inclusion of individual differences in an environment in which everyone's contributions are respected and valued in a high performing organization.

EEO Counselor

An Agency employee working under the direction of the Director of Civil Rights or other senior EEO official, who makes informal inquiries and seeks resolution of pre-complaints.

EEO Targeted Groups

For affirmative employment purposes, EEO targeted groups include: White women, Black men and women, Hispanic men and women, Asian/Pacific Islander men and women, American Indian/Alaskan Native men and women. Persons with disabilities are also considered an EEO group, but they are covered under a separate AEP Plan, in accordance with Section 501 of the Rehabilitation Act of 1973, as amended.

Employee

Either a full-time or part-time member of the Agency's work force who is employed on a permanent basis. This term does not include those individuals hired under temporary or intermittent appointments, except when related to the AEP for Persons with Disabilities, which includes temporary employees.

EPA Components/Organizations

EPA components or organizations consist of Headquarter's (HQ) Program Offices (AAships), Regional Offices, and major laboratories. Major laboratories are provided guidance and direction in the development of AEP Plans by Area Directors of Civil Rights - one each located at Cincinnati and Research Triangle Park and EEO Officers in the Regional Offices.

Equal Employment Opportunity (EEO)

The right of all persons to have equal opportunity to work and advance on the basis of merit, ability, and potential, free from social, personal, or institutional barriers, bias, prejudice, and discrimination.

Equal Employment Opportunity Commission (EEOC)

The Federal agency responsible for enforcing laws which prohibit discrimination based on race, color, religion, sex, national origin, age (40 and over), disability, sexual orientation, parental status, and reprisal. The EEOC is responsible for processing discrimination complaints, conducting EEOC Hearings, and making findings and corrective actions regarding complaints. The EEOC, Office of Federal Operations (OFO) makes final decisions on discrimination complaints that have been appealed. It also reviews, upon request, decisions on negotiated grievances and Merit Systems Protection Board (MSPB) appeals if they include issues of discrimination.

Equal Pay Act Complaint

The Equal Pay Act of 1963, 29 U.S.C. Section 206(d), amended the Fair Labor Standards Act, 29 U.S.C. Section 201, et seq., to prohibit discrimination based on sex in the payment of wages for similar work. Administration and enforcement of the Act is the responsibility of the EEOC. Federal Sector Equal Pay Act administrative complaints are processed under Title VII. However, complainants in Equal Pay Act cases are notified of the statute of limitations of two years, or three years for willful violation, and the right to file directly in Federal District Court, without first providing notice to the Commission or exhausting administrative remedies.

Final Agency Decision

A decision, with or without a hearing, of an Agency on a complaint of employment discrimination.

Fiscal Year

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

Formal Complaint

A written complaint, filed under 29 CFR Part 1614, alleging that a specific act of discrimination or reprisal has taken place that is personal and harmful to the individual. Proposed actions are not covered until they become final, unless they are a part of a claim of continuous harassment.

Hispanic

A denomination of national origin referring to persons of Puerto Rican, Mexican, Cuban, Central of South American, or other Spanish culture or origin regardless of race. Does not include persons of Portuguese culture or origin.

Pre-complaint (Informal) Complaint

A matter of alleged discrimination at the pre-complaint stage, which an aggrieved person brings to the attention of an EEO counselor before a formal discrimination complaint is filed.

Pre-complaint (Informal) Resolution

Resolution or settlement of a pre-complaint of alleged discrimination arrived at prior to the filing of a complaint (formal) of discrimination with the Office of Civil Rights.

Investigation

An official investigation, review, or inquiry, by individuals authorized to conduct such investigations, inquiries or reviews, into claims raised in an equal employment opportunity complaint. The investigative process is a fact finding, non-adversarial. Therefore, the investigator is obligated to collect evidence regardless of the parties' positions with respect to the evidence.

Major Laboratories

Any organization serviced by the Area Offices in Las Vegas, Cincinnati, and Research Triangle Park.

Major Occupations

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

Merit Systems Protection Board (MSPB)

The Federal agency responsible for deciding appealable personnel actions and mixed case complaints and appeals, or complaints that contain both appealable actions and allegations of discrimination.

Minorities

All persons classified as Black (not of Hispanic origin), Hispanic, Asian, Pacific Islander, American Indian, or Alaskan Native.

Mixed Case Complaint

A complaint involving an action appealable to the MSPB, which also alleges that the action was taken because of discrimination. Actions appealable to the MSPB include, but are not limited to, removals, demotions, suspensions for more than 14 days, reductions-in-force, and furloughs for less than 30 days.

National Origin

A prohibited basis for discrimination that is an individual's place of origin or her/his ancestor's place of origin, or the possession of physical, cultural, or linguistic characteristics of a national origin group.

Negotiated Grievance Procedure

A grievance procedure contained in a collective bargaining agreement negotiated between an agency and a recognized labor organization.

Occupational Categories

These are major occupational categories for white-collar and wage-grade pay systems. They are classified into the following six groups, referred to as PATCOB: Professional, Administrative, Technical, Clerical, Other, and Blue-Collar.

Onsite Program Review

An in-depth program review of an EPA organization or activity wherein specific areas of the EEO program are evaluated and corrective actions recommended for program improvement.

Program Offices

Any operating component of Headquarters (Assistant and Associate Administrators, the General Counsel, the Inspector General, the Chief Financial Officer, and Directors of Headquarters Staff Offices that report to the Administrator).

Race/National Origin (RNO) Designation

A prohibited basis for discrimination and for EEO program planning and monitoring purposes, the EEOC defined the categories by which all persons may be identified and includes: Black (not of Hispanic origin); Hispanic; Asian or Pacific Islander; American Indian or Alaska Native; White (not of Hispanic origin).

Reasonable Accommodation

A change or adjustment to a job or work site that makes it possible for an otherwise qualified employee with disabilities to perform the essential functions of a position. This may include, but not be limited to:

- (1) making facilities readily accessible to and usable by persons with disabilities
- (2) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, the provision of readers and interpreters, and other similar actions.

Religion

Religious beliefs and moral or ethical beliefs as to what is right and wrong that are sincerely held with the strength of religious views.

Representative

A person selected and designated by an aggrieved person, a complainant, or witness as his/her representative, in writing. The representative may accompany, represent, and advise the complainant, agent, or witness at any stage of the complaint process.

Reprisal

Unlawful restraint, coercion or discrimination against complainants, their representatives, witnesses, individuals involved in the EEO process, such as Directors of EEO, EEO staff, investigators, EEO counselors, witnesses, and other agency officials who have been or are involved at any stage of the presentation and processing of the complaint, including the pre-complaint process, or because of opposition to any action believed to constitute an unlawful EEO practice.

Sexual Harassment

A prohibited form of sex or gender discrimination. Sexual harassment violates acceptable standards of conduct required of all employees, applicants, and persons conducting business with the EPA and interferes with the Agency's ability to accomplish its mission effectively and efficiently. Any instances of such conduct will

be dealt with swiftly. Sexual harassment may fall into the categories of “quid pro quo” and/or “hostile work environment” and is defined as:

- (1) influencing, offering to influence, or threatening the career, pay, or job of another person- woman or man - in exchange for sexual favors; or
- (2) deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work or duty-related environment.
- (3) has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment

Special Emphasis Programs (SEP)

Programs that are established as integral parts of the overall equal opportunity program to enhance the employment, training, and advancement of a particular minority group, women, or people with disabilities.

Special Emphasis Observance or Event

Agency-sponsored ethnic or cultural program or activity conducted to add additional substance and enhance the visibility of the Federal Women’s Program, Hispanic Employment Program, Black Employment Program, American Indian Employment Program, and Asian/Pacific Islander Employment Program. Annual observances further employee equal employment opportunity training by providing participants an opportunity to familiarize themselves with the contributions, cultural history, and ethnic traditions of the EPA’s diverse work force.

Under representation

This situation occurs when an AEP group constitutes a smaller percentage of a given occupation, occupational category, or grade level, in proportion to the group’s percentage representation within the applicable CLF (based on the 1990 census). Severe under representation manifests itself when an AEP group is absent from an employment category.

White

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, and does not include Hispanics. Also includes persons not included in other categories.

V. APPENDIX

A. Statistical Charts

B. Glossary

A. Statistical Charts

ATTACHMENT A



**PLAN FOR THE EMPLOYMENT AND
ADVANCEMENT OF DISABLED VETERANS**
FY 2003/2004

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EPA Plan To Increase Employment Opportunities for Individuals with Disabilities

<< intranet.epa.gov/epahriis/policy/pdfs/eodisab.pdf >>

Introduction

The Federal Government has a statutory obligation to apply affirmative action principles with respect to the hiring, placement and advancement of individuals with disabilities. The Federal Government is committed to taking the lead in charting a public policy that provides clear direction to both the public and private sectors. Pursuant to section 501 (b) of the Rehabilitation Act of 1973 (29 U.S.C. 791 (b)) ("Section 501 (b) Plan") and 5 CFR §720.304, agencies must have an up-to-date affirmative action plan for the employment and advancement of qualified disabled veterans.

To this end, Personnel Management Memorandum 720-1 dated March 28, 1983 establishes Agency-level guidelines and requirements for the US Environmental Protection Agency's affirmative action program concerning the employment and advancement of disabled veterans. This program is designed to promote Federal employment and career development opportunities for qualified disabled veterans, especially veterans who are 30% or more disabled.

Agency Policy

It is EPA's policy to promote and employ fair and equitable employment practices for qualified disabled veterans. EPA is committed to the implementation of an affirmative action program to eliminate under representation of qualified disabled veterans, especially those who are 30% or more disabled. An effective affirmative action program for disabled veterans must be a continuing program that is centered around:

- Total involvement of management and employees in the implementation of the program. This is achieved through widespread publicity to create an awareness of the program and local committees established to carry out activities using internal resources in the assessment, problem identification and goal setting process;
- Integration of the Affirmative Action Plan(s) for Disabled Veterans into the Agency's human resources programs. This includes providing sufficient training and advancement opportunities for disabled veterans along with an effective career counseling program;
- Commitment of sufficient resources to implement the program and action plan(s) effectively. This would include budgeting adequate staff time and resources in support of the plan, including designation of selective placement coordinators in the Headquarters and field installations;
- Interaction with local and national veterans organizations to develop veterans applicant and information resource pools;
- Development of action plans that meet local objectives and goals and contribute to overall Agency objectives. Local plans should be designed around local human resources requirements and workforce needs and should contribute to the overall Agency objectives;
- Assessment of local plans against problems identified and stated objectives and goals. This includes review of local policy, action items accomplished and action items not accomplished to determine the overall effectiveness in employing and promoting disabled veterans; and

- Development of periodic reports which demonstrate quantitatively and qualitatively progress toward achieving those goals and correcting those problems identified in the action plans. These reports will be submitted annually by October 1 and April 30 of each year. The reporting requirements and information submitted will provide:
 1. Numbers and RNO of hires and description of accomplishments and career development activities to be used for the completion of the required annual Agency report to the Office of Personnel Management (OPM);
 2. Information to support the development of updated objectives and action items in future editions of the Agency Plan;
 3. Scheduled bi-annual opportunities to inform Headquarters and field installations of their responsibilities for employing and advancing disabled veterans; and
 4. Bi-annual opportunities to monitor, review, and evaluate the effectiveness of planned efforts, including implementation at the Headquarters and field installation levels during the period covered by the plan.

Responsibilities

Judith King, Director Strategic Planning and Policy Services Division (SPPSD), Office of Human Resources and Organizational Services (OHROS), serves as the key Agency official for the Disabled Veterans Affirmative Action Program and is responsible for:

- Developing a national plan;
- Providing adequate guidance and instructions to subordinate operating components and to field installations;
- Devoting adequate resources to the program;
- Informing officials in the field activities and operating components what their program responsibilities are;
- Reviewing and approving annual accomplishment reports; and
- Providing for the preparation and submission of the Agency annual accomplishment report to OPM.

Human Resources Officers in the Regions and the Human Resources Staff Directors (or Program Management Officers where appropriate) in Headquarters will:

- Develop local recruiting programs and plans based on guidelines and expectations set by the Agency program;
- Interpret legislation, regulations, and policy pertinent to affirmative action, and selective placement to explain and support the use of competitive procedures and special appointing authorities to employ qualified disabled veterans;

- Appoint or designate, on a full-time or collateral basis, a Selective Placement Coordinator who will:
 1. advocate hiring, placement, and advancement of qualified disabled veterans; and
 2. respond to requests for information on the Disabled Veterans Affirmative Action Program (DVAAP) Plan and related activities from SPPSD and to requests from external customers.
- Use both internal and external recruiting sources to increase hiring of disabled veterans;
- Ensure that vacancy announcements contain the required statements concerning veterans preference, the Veterans Employment Opportunities Act, and reasonable accommodations as appropriate;
- Evaluate local progress in meeting goals and submit appropriate reports to SPPSD; and
- Create an awareness among all managers and supervisors of their affirmative action responsibilities under the provisions of this program, and special appointing authorities available for use under this program.

Status of Disabled Veterans Employment

As of the end of FY 2002, the total number of disabled veterans in EPA, including those who are 30% or more disabled, represented about 1.4% of the Agency's permanent employee population. In response to the Executive Order, *Increasing the Opportunities for Individuals with Disabilities to be Employed by the Federal Government*, EPA is trying to increase the number of individuals with disabilities in its workforce. The *EPA Plan To Increase Employment Opportunities for Individuals with Disabilities* outlines the efforts EPA is undertaking in this endeavor. The number of disabled veterans the Agency employs should increase as a result of these efforts.

Recruitment Strategy

Recruitment methods to seek out disabled veterans include:

- Cooperation with: selective placement program staffs concerned with affirmative action for the disabled; the Veteran's Employment Service of the Department of Labor; state and local employment agencies; private veterans assistance centers; the Department of Veterans Affairs hospitals; organizations fostering the employment of the disabled; outreach units from defense organizations; and other Federal agencies;
- Work with the Department of Veterans Affairs' Vocational Rehabilitation and Employment Program to create career opportunities and explore on-the-job training programs for disabled veterans;
- Out reach programs;
- Skills banks and applicant pools;
- Career seminars;

- Use of reemployment priority lists; and
- Use of EPA databases and mailing lists that include [disabled] veterans organizations.

The Agency also encourages supervisors to consider veterans' employment issues when recruiting for positions as well as to restructure positions and recruit at lower grade levels when feasible. Additionally, refer to pages 2 through 7 of the *EPA Plan To Increase Employment Opportunities for Individuals with Disabilities*.

Appointing Authorities

EPA will use the Veteran's Readjustment Appointment authority as well as authorities listed on pages 4 and 5 of the *EPA Plan To Increase Employment Opportunities for Individuals with Disabilities*.

Reasonable Accommodation

Refer to pages 10 and 11 of the *EPA Plan To Increase Employment Opportunities for Individuals with Disabilities*.

Career Development Opportunities

Refer to pages 8 through 10 of the *EPA Plan To Increase Employment Opportunities for Individuals with Disabilities*.

ATTACHMENT B



FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM
FY 2003/2004 PLAN

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Regulatory Requirements

This FY 2003/2004 Plan of the US Environmental Protection Agency's Federal Equal Opportunity Recruitment Program (FEORP) is prepared pursuant to 5 CFR §720.205. It is incorporated in EPA's *FY 2002 Affirmative Employment Program (AEP) Plan Accomplishment Report for Minorities and Women and FY 2003 Plan Update*, which present EPA's progress in improving employment and advancement opportunities for women and minorities and document the status of significant program objectives and action items directed towards achieving work force representations as previously outlined in EPA's Multi-Year (FY 1988-FY 1992) AEP. They are prepared 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. EPA also prepares and submits to OPM an annual *FEORP Accomplishments Report* that describes recruiting strategies and training used in support of FEORP goals as well as *The Hispanic Employment Initiative: Nine-Point Plan*.

Introduction

As EPA strives to create a work force that is reflective of all of the citizens it serves, a major focus of both national and local recruitment efforts is to increase the representation of minorities, women, and people with disabilities in the applicant pool from which the Agency selects qualified individuals. These efforts are informed by annual assessments by EPA Headquarters and Regional offices of under representation in occupational categories and grade groups (as identified in the *AEP Plan Update*). The FEORP Plan describes the actions EPA programs are taking to try to address this under representation.

Human Capital Planning and Promoting Workforce Diversity

Investing In Our People: EPA's Strategy for Human Capital presents EPA's visions, values, goals, and strategies to support and enhance its workforce and its work environments. Its first goal is to "attract and retain a diverse and highly skilled workforce." To that end, EPA has undertaken a number of diversity efforts over the past several years that build on or are incorporated within its human capital foundation. Responsibility for human capital investment and effective human resources management is shared by all Offices and Regions, managers and supervisors, and staff across the Agency. These efforts as well as new or planned efforts are summarized in the table below.

Asian American & Pacific Islander (AAPI) Outreach Strategy that reflects a good balance of internal and external activities and strategies under goals such as ensuring adequate representation of AAPIs in the workforce. << www.epa.gov/aapi/ >>
Cooperative Agreements with organizations like the National Association for Equal Opportunity in Higher Education (NAFEO) that enrich the academic experiences of students and faculty from Historically Black Colleges and Universities (HBCUs) through training and research opportunities.

Diversity Managers/Advocates, Special Emphasis Program Managers, human resources specialists, and selecting officials, who work together to target organizations, professional societies, and organizations providing job opportunity networks for people of minority heritage, people with disabilities, and veterans to fill critical jobs.

EPA Intern Program which was one of the initiatives set forth in EPA's 1997 Diversity Action Plan as well as its Workforce Development Strategy. The Agency recruits actively in the Hispanic and predominantly African American college and university networks. In fact, it has hired 152 Interns since the Program's inception in 1998 of which about half were minorities or people with disabilities; many were outstanding scholars in college. <<intranet.epa.gov/institute/wds/intern.htm >>

A Manager's Toolkit for Hispanic Recruitment which represents a practical and comprehensive resource for Agency supervisors and other decision-makers as they strive to overcome the deficit of skilled Hispanic workers in the EPA workforce. <<www.epa.gov/hispanicoutreach/projects/index.html >>

National Hispanic Outreach Strategy which sets out a comprehensive approach to promoting greater access to economic and employment opportunities with the Agency and increasing EPA support for Hispanic-Serving Institutions (HSI's) of higher education. <<www.epa.gov/hispanicoutreach/index.html >>

Native American Employment Strategy that will identify activities and share best practices aimed at promoting recruitment and career advancement for Native Americans.

Partnerships with Minority Institutions as well as with institutions populated with high numbers of diverse students in order to establish relationships with professors, department chairs, and faculty advisors to promote environmental studies majors and advise on curriculum development; provide fellowships for students pursuing degrees in environmental and engineering disciplines; host students for summer internships; and/or sponsor faculty on Intergovernmental Personnel Act (IPA) assignments.

Plan to Increase Employment Opportunities for Individuals with Disabilities that describes how EPA's recruitment, career development and other employee assistance programs and strategies support its commitment to provide hiring, placement, and advancement opportunities for individuals with disabilities. <<intranet.epa.gov/epahriis/policy/pdfs/eodisab.pdf >>

Recruiter's Handbook which contains information that a recruiter needs to successfully market EPA programs to attract high quality, diverse applicants to EPA.

Veterans Recruitment Strategy which will seek to maximize employment opportunities for veterans in EPA and complement EPA's Disabled Veterans Affirmative Action Program Plan.

As an outgrowth of the *Diversity Action Plans*, a number of offices have established Diversity Steering Groups, Recruitment Councils, or Position Review Panels which perform a variety of tasks to promote diversity awareness and initiatives or process changes to increase diversity in the organization. Actions focusing on recruitment include:

- ✓ attending job fairs which creates the opportunity to develop a pool of applicants by collecting applications and disseminating them to managers when vacancies arise,
- ✓ reviewing potential vacancies and jobs prior to posting to enhance opportunities,
- ✓ developing and implementing a targeted approach for recruitment,
- ✓ contacting diverse organizations about job opportunities,
- ✓ monitoring the receipt of applications,

- ✓ talking with selecting officials to emphasize the importance of diversity, and
- ✓ reviewing selections before making a final recommendation to senior management about the quality of the recruitment process.

Actions focusing on career development and/or advancement include:

- ✓ competing detail, reassignment and/or rotational opportunities, and
- ✓ establishing internal upward mobility programs to provide support staff with the opportunity to move into two-grade interval positions.

Workforce Planning

Workforce planning is a fundamental strategy underlying several approaches to improving EPA's human capital. The Agency is developing a workforce planning and allocation model to help identify the competencies required to meet EPA's organizational goals. Phase 2 implementation of the workforce planning model and supporting software began in early October 2002. Three Regions and eight Headquarters organizations are participating in the beta test. When fully operational, managers at the Agency (national) level as well as individual unit level managers will be able to use this workforce planning system to tailor strategies to meet specific competency needs. Workforce plans will guide decisions on workforce composition, and support strategic staff recruitment, retention, and employee development efforts at the local and national level.

Recruitment Strategies

EPA's national recruitment program -- a key component in *EPA's Strategy for Human Capital* -- serves as the focal point for coordinating and planning recruitment activities Agency-wide. Its objectives are to: support offices in implementing *Diversity Action Plans*; implement recruitment aspects of outreach strategies; locate the best qualified applicants while adhering to merit system principles and EEO requirements; establish a framework for HR offices to implement recruitment initiatives; and help reestablish relations with HBCUs, HSIs and other minority organizations and groups. Integral to the program are the development and dissemination of tools, development and implementation of outreach strategies, and monitoring and evaluation of results. These include development of training materials for recruiters and on-line tools to assist managers in their recruiting efforts; enhancement of the Web site to attract and inform applicants about job opportunities; participation at national recruiting events << intranet.epa.gov/epahriis/policy/recruiters.htm >>; and the production and maintenance of state-of-the-art recruitment booths and materials << intranet.epa.gov/epahriis/policy/pdfs/brochure.pdf >> to use at these events.

EPA is devising a strategy to develop a competitive advantage in recruiting, orienting and retaining high-performing employees with critical skills. Products and tools that are being produced include a pilot outreach and recruiting program targeted toward candidates with desirable or special skills and competencies and carried out through a multi-media approach, including targeted electronic recruitment linked with one of the leaders in private-sector electronic recruitment. A professionally produced electronic multi-media tool -- that effectively markets EPA's mission -- will be useful Agency-wide not only as a leading-edge recruiting product for potential new employees but to supplement orientation programs for existing employees as well. This will complement EPA's targeted recruitment efforts to enhance workforce diversity.

Outreach, Internships/Fellowships, Special Hiring Authorities and Incentives

EPA's comprehensive recruitment program incorporates both national and local diversity efforts with the use of outreach, special hiring authorities, incentives, internships, fellowships, or other programs to identify and hire entry-level people to senior specialists as described below.

Outreach to Potential Applicants

- ✓ **use of paid advertisements** in national journals.
- ✓ **sending vacancy announcements to organizations** that reach out to or include people with the special skills and interests associated with EPA work. EPA's Web-based recruitment system - - **eZhire @ EPA** - - has a Job Notifier feature that allows the HR Office to load, save, categorize and store multiple recruitment sources in the system. As each vacancy is prepared for announcement, the HR Specialist can select specific appropriate professional associations, educational institutions, or community organizations to receive the vacancy announcement. The system then automatically sends an email message to the designated organizations informing them of the vacancy.
- ✓ **forming partnerships with national or local organizations** (e.g., Office of Disability Employment Policy/DOL, National Hispanic Environmental Council, Greater Boston Federal Executive Board, etc.).
- ✓ **participation in national and local recruiting events** (sponsored by, e.g., American Indian Science & Engineering Society, *CAREERS and the disABLED*/The National Business & Disability Council, National Association of Asian American Professionals, National Organization of Black Chemists & Chemical Engineers, Society of Hispanic Professional Engineers, Society of Women Engineers, The Retired Officers Association etc.).

Internships and Fellowships

- ✓ **Environmental Career Organization (ECO) Internships**, promote the development of diverse leaders in environmental careers.
- ✓ **EPA National Network for Environmental Management Studies**, a comprehensive fellowship program that provides students with practical research opportunities and experiences at EPA. << www.epa.gov/enviroed/NNEMS/ >>
- ✓ **Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP)**, recruits college students for paid summer- and semester-long internships providing direct environmental experience at EPA.
- ✓ **National Research Council Research Associate-ship Programs**, make awards to doctorate level scientists and engineers who can bring their special knowledge and research talents to work in research areas of interest to them at Federal agencies.
- ✓ **Science and Technology Policy Fellowships**, sponsored by the American Association for the Advancement of Science (AAAS), offers qualified science or engineering candidates one-year of unique public-policy learning experience and the opportunity to bring technical backgrounds and external perspectives to decision-making in the US Government.

Special Appointing Authorities and Programs

✓ **Schedule A**, 5 CFR 213.3102(t) for Hiring People with Mental Retardation; Schedule A, 5 CFR 213.3102(u) for Hiring People With Severe Physical Disabilities; Schedule B, 5 CFR 213.3202(k) for Hiring People Who Have Recovered from Mental Illness; Schedule A, 5 CFR 213.3102(l) for Hiring Readers, Interpreters, and Other Personal Assistants; 5 CFR 316.302(b)(4) or 5 CFR 316.402(b)(4) for Hiring 30 Percent or More Disabled Veterans; 5 CFR 315.604 for Hiring Disabled Veterans Enrolled in VA Training Programs; and 5 CFR 316.201(b) for Hiring Worker Trainees for programs such as the Welfare to Work program.

✓ **Bi-lingual/Bi-cultural**, a special authority to hire persons, who have proficiency in Spanish and/or knowledge of Hispanic culture, in positions in which interaction with the public or job performance would be enhanced by having bi-lingual and/or bi-cultural skills. (This authority is authorized under the terms of the Luevano Consent Decree.)

✓ **EPA Intern Program**, a comprehensive entry level, permanent employment and career development program designed to recruit and nurture the next generation of EPA leaders. Interns enter a two year process to help them develop their potential. Their positions are centrally-funded for two years, after which time their home base offices assume the funding.

✓ **EPA Post-Doctoral Program**, excepted service appointments for two to three years for Ph.D. candidates to conduct scientific research at EPA's research facilities.

✓ **EPA Summer Honors Law Clerk Program**, summer clerkships to approximately ten second year law school students to introduce them to the work of EPA. The focus of this summer program is to include schools with national reputations for environmental law, schools with significant minority populations, and the Historically Black Colleges and Universities that have law schools.

✓ **Federal Career Intern Program**, excepted service appointments (Schedule B) not to exceed two years. Individuals are hired at grades GS-5, GS-7 or GS-9, and upon successful completion of the program, including a two-year formal training component, are eligible for noncompetitive conversion to career or career-conditional appointments.

✓ **Outstanding Scholar**, a special hiring authority established for entry-level administrative positions at the GS-5 and GS-7 level for college graduates with a GPA of 3.45 or better or who have graduated in the upper 10 percent of their class. (This authority, authorized under the terms of the Luevano Consent Decree, can only be used for specific series and job titles).

✓ **Peace Corps Personnel**, special authority to appoint Peace Corps staff (not volunteers) with 36 continuous months of service within 3 years of separation from Peace Corps.

✓ **Peace Corps (Former) and VISTA Volunteers (Former)**, a special authority to appoint returned volunteers usually within one year after they complete the qualifying service.

✓ **Presidential Management Intern Program**, established to attract to Federal service outstanding graduate students from a variety of academic disciplines who have an interest in, and commitment to, a career in the analysis and management of public policies and programs. Graduate students participate in a competitive nomination process devised by their college or university.

✓ **Student Career Experience Program (SCEP)**, a work-study program that provides opportunity for students in academic institutions to blend periods of study with periods of career-related employment. Besides being able to non-competitively convert students to permanent positions once they graduate, EPA can foster a working relationship with the academic institutions that will enhance the success of EPA's college recruitment.

✓ **Veterans' Readjustment Appointment (VRA)**, an excepted service appointment for positions up to GS-11. After two years, employee may be converted to competitive service.

Incentives

✓ **Recruitment Bonus**, one-time payment of up to 25% of base pay for a newly appointed employee when it is determined that, in the absence of such a bonus, difficulty would be encountered in filling the position.

✓ **Relocation Expense**, may be authorized for the expenses of a new hire's travel and transportation of household goods to their first duty station.

✓ **Student Loan Program**, authorizes repayment of Federally insured student loans as a recruitment or retention incentive to attract or retain highly qualified General Schedule (GS) employees in professional, technical, or administrative positions.

✓ **Superior Qualifications Appointment**, provides pay at a higher step within the grade rate range to candidates with unusually high or unique qualifications EPA needs.

Streamlining the Hiring Process

In addition to utilizing the recruitment methods listed above, EPA has implemented a Web-based recruitment system called **eZhire @ EPA** << www.epa.gov/ezhire/ >>. This system permits EPA employees and outside job seekers to apply for EPA's jobs online. For applicants who do not have a computer, EPA HR offices have computers available for their use in applying for jobs. Such applicants also are directed to those career resource centers, unemployment offices, public libraries, college placement centers and job search agencies that have computers and Internet access for their patrons to use at no charge. For those who do not have email, there are several Internet Service Providers that offer free email accounts, such as Hotmail, Lycos and Yahoo. Applicants can access one of these providers to register for a free email account. Additionally, EPA's HR offices have a generic email box to accommodate those applicants who cannot set up an email account. For assistance in applying for a vacancy, applicants may contact the EPA HR Specialist listed on the vacancy announcement.

eZhire @ EPA electronically qualifies, rates and ranks job applicants and produces a list of quality candidates for selecting officials in record time. Since it is being used Agency-wide, it brings consistency to the recruitment process as well as significantly improves EPA's competitiveness in the job market. **eZhire @ EPA** also is in step with *Recruitment One Stop*. This E-gov initiative seeks to provide seamless, one-stop recruiting for Federal jobs that includes vacancy information and basic job application submission; application status tracking capability; baseline employment eligibility screening; applicant database mining; and seamless movement of job seekers to agency automated assessment tools.

Work Life Programs

Family-friendly, work life quality options also help make EPA more competitive. Those currently available, or under consideration, include: alternative and flexible work schedules; part-time employment and job sharing; telecommuting and flexi-place; transportation subsidies; business casual dress policy; child and elder care services; on-site child development centers and lactation stations; on-site health and fitness centers; leave bank/transfer programs; career assessment counseling; and employee counseling and assistance programs. EPA leads the Government, and in some cases, the private sector, in many of these areas.

Cultivating Leadership and Developing Employees

EPA's mission and the work to support it are its strongest selling points. However, appealing to employees' commitment to the environment alone is insufficient to retain them. Fundamental to EPA's *Strategy for Human Capital* is providing EPA employees with challenging work as well as with the organizational support, the work life quality and the tools to do that work successfully and to make their experience rewarding.

Organizational support includes achieving a diverse workforce where each employee can develop to his/her full potential and is supported by managers who are held accountable for fairness and diversity. EPA continues to build on and expand the types of diversity efforts enumerated above. EPA provides family-friendly, work life quality options, also listed above, to help its employees meet the challenge of balancing family and work. Tools include providing employees with the latest technology along with the knowledge and skills to use that technology to its utmost advantage. It also includes employee development.

To optimize the talents and development of its senior executives, EPA has instituted an **SES Mobility Program**. The purpose of this program is to ensure that the Agency's senior leaders have a wide-ranging set of skills, and the expertise to react to continuous change while still achieving solid results. This Program meets the business need to deal with cross-Agency and integrated environmental issues as well as the need for career growth. It also gives the Agency more flexibility to deal with changing needs and to mitigate the loss of institutional knowledge and expertise as its senior executives retire. Overall, this effort allows EPA to use to best advantage the tremendous assets present in its SES corps as well as to invigorate Agency programs with fresh insights and perspectives.

The Workforce Development Strategy offers a series of targeted developmental programs for managers, mid-level employees, and administrative support staff. As a supplement to these programs, EPA program offices and Regions administer local developmental programs and initiatives. The *Strategy for Human Capital* recognizes that workforce development should be considered an assumed cost of doing business and should be linked to mission needs. It identifies as action items implementation of the Workforce Development Strategy and ensuring that leadership development is a key element of it for all employees at all levels of the organization. Five key programs are described below.

- The reestablishment of a **Senior Executive Service Candidate Development Program** (SES CDP) at EPA is based on the recognition that advancing leadership and management capabilities of the Agency's leaders is of fundamental importance to accomplishing its mission. With an increasing number of EPA's current senior executives eligible for retirement, this program also is designed to mitigate the loss of leadership continuity, institutional knowledge, and expertise. The main goal of EPA's SES CDP is to prepare and promote senior staff and managers to executive leadership positions. Upon completion of the program, graduates will be certified by OPM's Qualifications Review Board as eligible for non-competitive appointments to SES positions.
- An equally important program to help EPA address its emerging leadership needs is the **Management Development Program**. The goal of this program is to create leadership excellence - EPA supervisors, managers and executives who "live" EPA's leadership philosophy and management expectations. The program redirects emphasis of management

training away from guidance and toward self-assessment, competency development, and demonstration/effective role modeling.

- The **EPA Intern Program** is a comprehensive entry level, permanent employment and career development program designed to recruit and nurture the next generation of EPA leaders. Upon selection to this highly competitive program, Interns enter a two year, intensive process to help them "jump-start" their careers and develop their potential for future advancement within the Agency.
- The **Mid-Level Development Program** focuses on employees from GS-7 through non-supervisory GS-14 who represent the essential core of the Agency and encumber over 75% of EPA positions. This program trains and develops EPA mid-level employees around the competencies required to achieve EPA's shared vision and mission as they progress in their careers and within the next five to ten years, advance into leadership, decision-making, supervisory, and management positions throughout the Agency.
- The **New Skills/New Options Program** is a career development initiative designed to improve job performance, professionalism, and satisfaction of EPA's administrative and clerical support staff. It facilitates development of a strategy for career enhancement, personal visioning, and development.