

EEOC FORM  
715-01  
PART A - D

U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL  
EEO PROGRAM STATUS REPORT

Department of Energy

For period covering October 1, 2015 to September 30, 2016

**PART A  
Department  
or Agency  
Identifying  
Information**

<b>1. Agency</b>	Department of Energy		
1.a. 2nd level reporting component			
1.b. 3rd level reporting component			
1.c. 4th level reporting component			
<b>2. Address</b>	1000 Independence Ave. SW		
<b>3. City, State, Zip Code</b>	Washington	District of Columbia	20585
<b>4. Agency Code</b>	<b>5. FIPS code(s)</b>	DN00	11-001

**PART B  
Total  
Employment**

1. Enter total number of permanent full-time and part-time employees	7327
2. Enter total number of temporary employees	519
3. Enter total number employees paid from non-appropriated funds	0
<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>	<b>7846</b>

Department of Energy

For period covering October 1, 2015 to September 30, 2016

**PART C  
Agency  
Official(s)  
Responsible  
For Oversight  
of EEO  
Program(s)**

1. Agency Head	Secretary of Energy Dr. Ernest Moniz
2. Agency Head Designee	Acting Director, Office of Economic Impact and Diversity Andre Sayles
3. EEO Director	Director, Office of Civil Rights and Equal Employment Opportunity Andre Sayles
4. Affirmative Employment Manager	Affirmative Employment Program Manager Cecily Johnson
5. Complaint Processing Manager	Associate Deputy Director for Civil Rights Patricia Zarate
6. Other EEO Staff	Acting Deputy Director, Office of Civil Rights and Equal Employment Ann Augustyn
7. MD-715 Preparer	Affirmative Employment Program Manager Cecily Johnson
8. Diversity and Inclusion Officer	Acting Deputy Director Amber Haggins
9. Disability Special Emphasis Program Manager	Veteran and Disability Employment Program Manager Donna Friend
10. Hispanic Special Emphasis Program Manager	Equal Employment Specialist Larisha Warner
11. Women's Special Emphasis Program Manager	Affirmative Employment Program Manager Cecily Johnson
12. Anti-Harassment Program Manager	Acting Deputy Director, Office of Civil Rights and Equal Employment Ann Augustyn
13. Reasonable Accommodation Program Manager	Reasonable Accommodation Coordinator Bruce Wynn

Department of Energy

For period covering October 1, 2015 to September 30, 2016

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Strategic Petroleum Reserve, New		
	Office of Scientific and Technical		
	Environmental Management Consolidated		
	Chicago Field Office, Chicago/IL		
	Golden Field Office, Golden/CO		
	Idaho Operations Office, Idaho Falls/ID		
	Oak Ridge Field Office, Oak Rodge/TN		
	Richland Operations Office, Richland/WA		
	Savannah River Operations Office,		
	National Energy Technology Laboratory,		
	Southeastern Area Power Administration,		
	Southwestern Area Power Administration,		

Department of Energy

For period covering October 1, 2015 to September 30, 2016

### EXECUTIVE SUMMARY

All references to the present tense in the following Executive Summary refer to the period October 1, 2015 to September 30, 2016.

Executive Summary:

The U.S. Department of Energy (DOE) is a cabinet-level agency led by Secretary Ernest Moniz. Secretary Moniz delegated his authority of ensuring equal employment opportunity within the agency to the Director of the Office of Economic Impact and Diversity, LaDoris Harris. Director Harris also serves as the Department's Office of Civil Rights (OCR) and Equal Employment Opportunity (EEO) Director.

The following is the DOE's EEO Program status report demonstrating continued compliance with Management Directive (MD) - 715 for fiscal year (FY) 2016. This status report outlines DOE's overall progress in ensuring that all employees and applicants are provided equal opportunity regardless of race, sex, national origin, color, religion, disability, genetics, or reprisal for engaging in prior protected activity. DOE's goal is to develop an increasingly diverse workforce that will fill leadership roles, develop innovative ideas, and make significant contributions towards DOE's missions.

DOE's key accomplishments are aligned to the goals of the Model EEO Program, and are as follows:

#### Essential Element I: Demonstrated Commitment by Agency Leadership

The Secretary is strongly committed to EEO and diversity in the workforce. Secretary Moniz demonstrates his commitment by issuing the annual EEO policy statement setting forth his expectation that the workplace be free of all forms of discrimination. As in past years, the Secretary has disseminated the EEO policy electronically to all employees.

During FY 2016, the Secretary secured sufficient resources and staffing to establish a new EEO Office dedicated principally to proactively prevent discrimination. This office will ensure that supervisors and managers receive additional EEO training to discharge their responsibilities to prevent unlawful discrimination. Managers and supervisors are also evaluated in their performance appraisals on their commitment to the Department's EEO policies and principles. Finally, the EEO Office distributes all EEO program information to employees and posts throughout Departmental and Field Offices.

#### Essential Element II: Integration of EEO into the Agency's Strategic Mission

During FY 2016, DOE continued its focus on workforce planning and retention efforts, which is included in two places: the Strategic Human Capital Plan for 2016-2020 and in DOE's Strategic Plan for 2014-2018 at Objective 12. The inclusion of EEO into the agency's strategic mission demonstrates the agency's commitment to attract, manage, train, and retain the best federal workforce to meet future mission needs.

The EEO Office and Workforce Management Division of our Human Capital Office meet regularly to discuss workforce development, recruitment, hiring, and retention to plan the future needs of the DOE workforce. The EEO, Human Capital, and Training and Development Offices also meet monthly to discuss workforce data, recruitment strategies, outreach activities, and employee enrichment programs.

In FY 2016, the Human Capital Office initiated a working group to identify best practices for possible implementation within DOE, which will help with prioritizing for Hiring Excellence actions. This includes supervisors and hiring managers being involved in every appropriate step of the hiring process; data being used to inform workforce planning and strategic recruitment, and relevant hiring authorities being fully leveraged, as appropriate; and providing outreach activities to diverse communities to create applicant pools from all segments of society.

#### Essential Element III: Management and Program Accountability

The Department continues to evaluate managers and supervisors on their efforts to ensure equal opportunity for all employees. The Senior Executive Service (SES) performance element states that SES leaders and managers will, "recruit, retain, and develop the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal

and programs.” The Department is committed to holding managers, EEO officials and personnel officers accountable for the effective implementation and management of the Department’s EEO program.

The EEO and Human Capital Offices will continue to provide quarterly updates on hires, separations, special appointments, EEO complaints, and employee satisfaction to identify potential systemic barriers to equal employment. The EEO office will assist Human Capital with conducting routine reviews to ensure that personnel policies and procedures, promotions, evaluations and training systems are clearly defined, applied and fairly implemented.

Additionally, the EEO staff provides training to managers and supervisors so they understand their responsibilities under civil rights laws and how those responsibilities are applicable to the success of the Department’s EEO Program and overall mission. Finally, DOE’s Office of Alternative Dispute Resolution (ADR) which is housed in the agency’s Office of Hearings and Appeals, is a neutral resource for all DOE components and contractors to explore efficient and cost-effective means of preventing conflicts and resolving disputes, without the formalities and cost of litigation.

#### Essential Element IV: Proactive Prevention of Unlawful Discrimination

As an ongoing obligation for the Department to prevent discrimination, the EEO Office conducts a self-assessment on an annual basis to monitor progress, identify areas where barriers may exist to exclude certain groups, and develop strategic plans to eliminate the identified barriers.

In support of proactive prevention, DOE is currently revising its anti-harassment policy to prevent harassment on all protected bases (including, but not limited to, sexual harassment) and retaliation in the workplace. Managers and supervisors are responsible for taking immediate steps to investigate any alleged harassment incidents.

Appropriate, relevant, and current EEO and Diversity training is central to achieving performance objectives. The Department offers training to all managers and supervisors in leadership, organizational change, cultural awareness, respect, communication, and interpersonal skills. In addition to providing the above comprehensive training, DOE’s practice is to ensure that selection panel members are accountable for making fair and unbiased hiring and promotion decisions. To ensure fairness in competition for applicants and current employees, the EEO, Human Capital, and Diversity and Inclusion Offices will provide EEO and Diversity training for panel members when necessary.

Pursuant to Executive Order 13164, the Department is revising its policy and written procedures for responding to requests for reasonable accommodations under the Rehabilitation Act. Both the policy and procedures are currently undergoing internal review before they can be submitted to the EEOC.

#### Essential Element V: Efficiency

The Department’s EEO complaint process is rooted in an efficient, fair, and impartial process. In that respect, the OCR ensures that its EEO complaint processing function remains neutral and is kept separate from its legal defense arm. The OCR continues to evaluate its complaint processes to improve early resolution, tracking and managing of civil rights complaints from the initial counseling stage through resolution. During the beginning of FY 2016, the OCR prioritized and focused on our informal EEO complaint processing where we have initiated a proactive ADR approach that focuses on resolving complaints (both informal and formal), by utilizing fact finding, conducting facilitated discussions, and mediation in our efforts to resolve EEO complaints during the informal and formal stage of the process.

The Department has in place a system for identifying, monitoring, and reporting significant trends reflected in EEO complaint processing activity complex-wide. The same system is used to track and monitor EEO complaint activity. The proactive steps taken by our OCR has led to a reduction in the number of informal complaints filed (150) during FY 2016, and 50 of those pre-complaints did not file a formal complaint. The formal complaints filed for FY 2016 was 94, which reflects less than 1% of the Department’s total workforce that filed formal EEO complaints.

The Department also utilizes additional processes within the agency to resolve complaints and conflicts proactively, through The Ombudsman Office, the Employee Concerns Program, and the Alternative Dispute Resolution Office. This program provides an important alternative forum for DOE federal and contractor employees to raise concerns related to environment, safety, health and/or other management matters at the Department.

#### Essential Element VI: Responsiveness and Legal Compliance

The Department is in full compliance with the law, including EEOC regulations, orders, and written instructions. DOE reports program efforts and accomplishments in accordance with EEOC instructions and ensures that management aligns with final

EEOC orders for corrective action and relief in EEO matters. The Department maintains timely compliance with EEOC orders and provision of settlement/resolution agreements. DOE has dedicated OCR and EEO staff to assist employees with questions and concerns, and updates Agency senior leaders as needed.

DOE continues to identify barriers to equal employment and develop strategies that will strengthen diversity and provide opportunities for employee growth, development, satisfaction, and engagement.

#### Mission and Goals:

The Department's mission is to enhance U.S. security and economic growth through transformative science, technology innovation, and market solutions to meet our energy, nuclear security, and environmental challenges. The Department carries out its mission through three strategic goals:

**Goal 1 - Science and Energy:** Advance foundational science, innovate energy technologies, and inform data driven policies that enhance U.S. economic growth and job creation, energy security, and environmental quality, with emphasis on implementation of the President's Climate Action Plan to mitigate the risks of and enhance resilience against climate change.

**Goal 2 - National Security:** Strengthen national security by maintaining and modernizing the nuclear stockpile and nuclear security infrastructure, reducing global nuclear threats, providing for nuclear propulsion, improving physical and cybersecurity, and strengthening key science, technology, and engineering capabilities.

**Goal 3 - Management and Performance:** Position the Department of Energy to meet the challenges of the 21st century and the nation's Manhattan Project and Cold War legacy responsibilities by employing effective management and refining operational and support capabilities to pursue departmental missions.

#### Summary of Efforts to Establish a Model EEO Program:

##### Essential Element I – Demonstrated Commitment from Agency Leadership

Director Harris has direct access to the Secretary and has regular and effective means of informing the Secretary and senior leaders of the effectiveness, efficiency and legal compliance of the EEO program. Director Harris also participates in the Secretary's weekly operations meetings which includes all Assistant Secretaries of the Department. She advises the Department's senior leadership, managers, and supervisors on improving and implementing policies and programs of non-discrimination, affirmative employment program planning, and workforce diversity and inclusion.

Director Harris is accountable to the Secretary of Energy for all visible, specific, personal, and persistent expression of support for the agency's EEO program and plans; this accountability cascades throughout all levels of DOE's leadership. Leaders at all levels within the agency are committed to EEO, along with fostering an inclusive work environment that values each member's unique capabilities and contributions to the agency's mission.

Under the leadership of Director Harris, the OCR and EEO Offices have developed an implementation plan to improve the overall organizational performance and reporting in the areas covered under EEOC's MD-715. The OCR and EEO Offices found that while the workforce data was informative and the Department met all of the requirements for compliance purposes, improvements were still needed in order to foster organizational change and to attain a model EEO program.

Director Harris conducted the "State of the Agency" briefings to the Secretary and senior leaders of the Department on the January 8, 2016, April 25, 2016, August 5, 2016 and November 4, 2016, regarding civil rights compliance and EEO related matters. The commitment to EEO and Diversity is exhibited by the involvement of senior leaders, which drives the success of Department.

The Secretary and Deputy Secretary continue to stress the value and importance of a diverse and inclusive workforce that leads to greater mission success. They support the employees and model the way through their visible presence, messages to the workforce, participation during heritage month observances, and exemplary behaviors. The Deputy Secretary's personal commitment to diversity and inclusion is manifested in her spearheading a OneDOE initiative, an effort to build a more inclusive workforce based on respect and empowerment. The initiative included trainings, focus groups, listening sessions, panel discussions, town halls, and other engagement events.

##### Essential Element II – Integration of EEO into the Agency's Strategic Mission

The Department has integrated EEO into all aspects of workforce planning management. The DOE Strategic Plan 2014-2018

(Strategic Objective 12) demonstrates the agency's commitment to: Attract, Manage, Train, and Retain the Best Federal Workforce to Meet Future Mission Needs. Specifically, it states: Efforts are underway to improve hiring quality and onboarding processes and outcomes, with a continued focus on promoting diversity and inclusion within the workforce. This is further supported by strategies listed in the "People" focus area of DOE's Strategic Human Capital Plan and the Diversity & Inclusion Strategic Plan.

The Department is fully engaged in workforce planning and has improved its outreach and recruitment programs in order to maintain a federal workforce with the technical skills and experience required to accomplish the Department's science-driven missions. In order to achieve these objectives, the Strategic Human Capital Plan efforts are currently underway to improve hiring quality and on-boarding processes and outcomes, with a continued focus on promoting equality, diversity and inclusion within the workforce. The Plan further states that the Department will continue to advance its Women in Clean Energy and Minorities in Energy programs to draw upon the entire American talent pool.

#### Essential Element III – Management and Program Accountability

DOE is committed to the Core Value of People, which states that "People are our most important resource. We respect and use our experience and skills and appreciate our diversity."

Appropriate and current EEO and Diversity training is central to sustaining accountability and achieving performance objectives. DOE ensures that managers and supervisors are trained on leadership, organizational change, cultural awareness, respect, communication, and interpersonal skills. To ensure a clear understanding of expectations, personal ownership, and accountability, DOE tracks EEO and Diversity performance objectives at the executive level.

The Department holds managers and supervisors accountable for modeling the way and upholding the core values by ensuring equality with an inclusive working environment for all employees. All managers and supervisors are required to participate in annual EEO training which is also required for new managers and supervisors. The EEO office will continue to provide EEO, workplace harassment, civil treatment, and diversity and inclusion training in various formats for all employees, to include managers and supervisors.

Also, to promote awareness and increase engagement, EEO regularly participates in workforce outreach activities which provides employees with an understanding of how a diverse culture increases DOE's ability to meet its overall mission.

#### Essential Element IV – Proactive Prevention of Unlawful Discrimination

The Department's focus is to eliminate employment barriers to discrimination and empower all employees to reach their full potential. The staff in the EEO office will continue to conduct an annual self-assessment that evaluates the merit promotions, employee award recognition, and employee development programs to identify systemic barriers that may be impeding full participation by all groups.

DOE upholds a zero tolerance policy for harassment. All employees have the responsibility to implement and promote the anti-harassment policy through respectful behavior and sensitivity to the rights of their colleagues. Managers and supervisors are accountable for ensuring a work environment free of harassment and are responsible for taking immediate steps to investigate any alleged harassment incidents.

In addition to its zero tolerance policy for harassment, DOE supports the use of ADR to resolve disputes, complaints, and conflicts that arise in the workplace. The use of ADR leads to faster, cost-effective, and cooperative conflict resolution. The Secretary strongly encourages employees and managers to participate in ADR whenever appropriate to resolve disputes and conflicts at the lowest level possible. ADR supports DOE's core principle of fostering an environment that encourages resolving disputes in an objective and timely fashion, thereby minimizing disruptions in the workplace.

In order to attract and retain top talent and comply with the Rehabilitation Act, DOE encourages full employment of all individuals with disabilities. The Department makes all reasonable efforts to accommodate qualified employees or applicants with disabilities, so they are fully productive and consistent with their skills, knowledge, abilities, and capacity for a safe and productive job performance. The Department will ensure that all employees and applicants have access to the reasonable accommodations program and procedures, through the intranet and internet and have regular communication to the workforce regarding this program.

Summary of Analysis on Work Force Profiles:  
See Supporting Documentation Section of this Report

Essential Element V - Efficiency

EEO Counselors and Specialists in the field offices will be participating in quarterly EEO training teleconferences hosted by the OCR and EEO offices.

The Department strives to ensure that it timely completes compliance with EEOC orders and orders of other adjudicatory bodies, and that it timely implements provisions of settlement agreements. In an effort to improve timeliness and overall efficiency of the EEO complaint process, the OCR's staff initiated a leadership project with a team of federal employees from other agencies to develop SOPs for the Department's EEO complaint process. As part of this project, the team has reached out to a number of federal agencies to discuss best practices that could potentially be incorporated into the new SOPs that will be in place spring 2017.

The focus for FY 2017 will be on formal complaints tracking and monitoring, to ensure that complaints are being processed efficiently and within those time frames set forth in 29 C.F.R Part 1614.

Essential Element VI – Responsiveness and Legal Compliance

DOE is in full compliance with EEO laws, including EEOC regulations, policy guidance, and written instructions. The Department reports program efforts and accomplishments in accordance with EEO instructions and ensures that management aligns with final EEO orders for corrective action and relief in EEO matters. The Department maintains timely compliance with EEOC orders and the provision of settlement/resolution agreements. DOE has dedicated OCR and EEO staff to assist employees with questions and concerns.

Director Harris updates the Secretary and Deputy Secretary as needed and these updates include, EEO complaints, program issues and trends; workforce demographics; and diversity initiatives. The EEO office reports EEO program accomplishments and deficiencies to the EEOC, responds to EEOC directives and orders in accordance with instructions and deadlines.

## Accomplishments:

- Re-established DOE's Headquarters Office of Equal Employment Opportunity.
- Launched the Women @ Energy e-series highlighting nearly 300 of DOE's STEM (Science, Technology, Engineering, and Mathematics) professionals.
- Served on the White House Council for Women & Girls, focusing primarily on STEM education and workforce development.
- Increased the Minority Educational Institution Student Partnership Program with more than 100 students participating.
- Partnered with the White House to host the White House Conference on Inclusive STEM Education and the United State of Women Interagency Forum on STEM education.
- Developed the OneDOE campaign to help the Department cultivate a culture of inclusion and build a community based on respect and empowerment in the workplace. The initiative includes listening sessions across the Department with the Secretary and Deputy Secretary.
- The Department and key stakeholders, to include federal, state, and tribal agencies, higher education faculty, administrators, and American Indian and Alaska Native (AI/AN) students, participated in a series of two roundtable discussions (New Mexico and Minnesota) to explore, discuss and recommend strategies to more effectively encourage AI/AN students to pursue careers in the STEM fields.
- Supported and participated in 70 or more outreach and recruitment events, with the majority having Asian American and Pacific Islander (AAPI) students.

- Participated at the Asian American Government Executives Network (AAGEN) and diversity job boards with AAPI members to increase exposure to the Department's job opportunities.
- Attended the AAGEN Training and Career Fair and provided funding for employees to attend the workshop and shared mentors/coaches in support of AAPIs in the government; the Society of Asian Scientists and Engineers; and the Colorado School of Mines Multicultural Pre-Career Day where the Department provided professional developmental tips to multicultural students, to include AAPI students.
- Increased awareness of inter-agency partnership opportunities among the AAPI community and Asian American and Pacific Islander-Serving Institutions by attending the Business Connections and networking Reception for the US Pan Asian Chamber of Commerce in Chicago, IL.
- The Office of the Chief Human Capital Officer completed a Talent Management Study which focused on reviewing the Department's talent management functions (recruitment and workforce development) to determine if consistent approaches could be adopted to eliminate redundant programs and reduce talent management costs.
- The Corporate Outreach and Recruitment Division (CRO) was established in the Human Resource Services to carry out an aggressive marketing strategy along with more approaches for recruitment and outreach. These improvements were designed to effectively target a highly skilled workforce from all segments of society.
- The Department participated in the DOE Job Council's career exhibition at the University of Texas Rio Grande Valley Career Fair (90% Hispanic population).
- The Department utilized innovative recruitment practices to reach under-represented communities, including Hispanics.
- The Department along with DOE's Employee Resource Groups, the National Society of Black Engineers, the Society of Hispanic Professional Engineers, the Society for Advancement of Chicanos and Native Americans in Science, the Society of Asian Scientists and Engineers, and the Mexican American Engineers and Scientists attended the Hispanic Engineer Science and Technology and the Hispanic Engineer National Achievement Awards Conferences.
- In FY 2016, The Department hired 107 interns through the Career Pathways Program. Student hires represented 8.6% of overall hires. Of the total Pathway hires, African-American increased to 29 (27%) from (20%) in FY 2015; Asian American increased to 17 (15.9%) from 8% in FY 2015; Hispanic increased to 14 (13%) from 8% in FY 2015; and American Indian or Alaska Native increased to 6 (5.6%) from 1% in FY 2015. Veterans represented 86 (28%) of students and 22 (48%) were ten-point compensable Veterans.

Planned Activities:

- Continue to review the Department's policies, practices, and procedures for potential employment barriers.
- Develop an applicant flow data working group to ensure that data is accurate.
- Develop a barrier analysis working group for MD-715 reporting purposes.
- Continue to engage with stakeholders to ensure reasonable accommodations needs are addressed.

- Address the Anti-Harassment policy and procedures for the Department.
  
- Collaborate with the Human Capital office and assist with developing career development training and/or upward mobility programs that aligns with the Department's succession planning efforts and generate a diverse pool of candidates to fill mission-critical occupations.
  
- Review internal hiring decisions related to occupations, promotions, and the impact of these decisions on the representation of minorities, women, and individuals with disabilities.
  
- The Office of Equal Employment Opportunity (OEEO) and Office of Diversity and Inclusion (ODI) will continue its partnership and collaboration with the Department's Employee Resource Group, Energy Asian American Pacific Islander Network (AAPIN), to identify and address employment barriers affecting AAPI employees.
  
- The OEEO, ODI, and AAPIN will continue to organize professional development sessions focusing on AAPI employees, including career advancement opportunities.
  
- Continue to sponsor employees to attend the AAGEN Leadership Workshop and participate on panels to discuss career advancement skills needed to prepare, develop, and transform AAPI employees to ensure successful transitions to leadership.
  
- DOE will have representation at the Federal Asian Pacific American Council (FAPAC) Leadership Training program in FY 2017.
  
- The OCR plans to implement new Standard Operating Procedures after a year-long review of best practices in the Federal sector.

<b>EEOC FORM 715-01 PART F</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
<b>Department of Energy</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Director, Office of Civil Rights and Equal Employment Opportunity Andre Sayles am the

(Insert name above) (Insert official  
title/series/grade above)

Principal EEO Director/Official for Department of Energy

(Insert Agency/Component Name above)

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

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

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

Signature of Agency Head or Agency Head Designee

Date

Signature of Principal EEO Director/Official

Date

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

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT					
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.							
Department of Energy			For period covering October 1, 2015 to September 30, 2016				
Compliance Indicator	EEO policy statements are up-to-date.			Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures				Yes	No	N/A	
The Agency Head was installed on <u>05/16/2013</u> The EEO policy statement was issued on <u>03/28/2016</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?			X			The initial EEO Policy Statement was issued on December 23, 2014.	
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.			X				
Are new employees provided a copy of the EEO policy statement during orientation?				X		The EEO Office will participate in the New Employee Orientation to ensure that the EEO policy statement is distributed to all new employees.	
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?				X		The EEO Office will collaborate with Human Capital to ensure that a copy of the EEO policy statement is provided to employees promoted into the supervisory ranks.	
Compliance Indicator	EEO policy statements have been communicated to all employees.			Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures				Yes	No	N/A	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?			X				

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Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X			
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]	X			

Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			

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Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		SEE PART H
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		The Human Capital Office will provide annual training to managers and supervisors on their responsibilities under the procedures for reasonable accommodation.

<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>					
Department of Energy		For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	Measure has been met			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Measures		Yes	No	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X			
Are the duties and responsibilities of EEO officials clearly defined?		X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X			
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting		X			
If not, please describe how EEO program authority is delegated to subordinate reporting components.		X			
Compliance Indicator	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	Measure has been met			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Measures		Yes	No	N/A	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X			
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X			The EEO Director conducted the "State of the Agency" briefings to the Secretary and senior leaders on January 8, 2016; April 25, 2016; August 5, 2016; and November 4, 2016.

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Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections			X			EEO will collaborate with Human Capital in the development of targeted recruitment and outreach strategies.
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X				
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]			X			The EEO Office will examine personnel policies, procedures and practices quarterly to ensure there are no hidden impediments to equal opportunity for any group of employees or applicants.
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure		X				
<b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X				
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X				
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently		X				
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X				
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X				
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X				

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Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X			
<b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	

Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X			
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			Other mechanism is funding by individual offices for disability service requests.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			

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to provide disability accommodations in accordance with the agency's written procedures?		X		The Reasonable Accommodation procedures are currently under internal review. The Human Capital Office will provide annual reasonable accommodation training to all employees.
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

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

Department of Energy		For period covering October 1, 2015 to September 30, 2016			
Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X			
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?			X		SEE PART H
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X		SEE PART H
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X		SEE PART H
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X		SEE PART H
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			

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Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X			
If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			

<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>					
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>			
<b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			X		The EEO Office will implement its EEO Action Plans to ensure that senior managers are assisting EEO officials to identify barriers that may hinder equal employment opportunity.
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?			X		The EEO Office will implement its EEO Action Plans that will include managers and supervisors assisting EEO officials in eliminating employment barriers.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			X		The EEO Office is currently working on its EEO Action Plans.
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?			X		The EEO Office will conduct trend analyses on workforce profiles quarterly.
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?			X		The EEO Office will conduct trend analyses on the major occupations quarterly.
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?			X		The EEO Office will conduct trend analyses on DOE's grade levels quarterly.

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Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?			X			The EEO Office will conduct trend analyses on DOE's compensation and reward system quarterly.
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?			X			The EEO Office will conduct trend analyses on the effects of DOE's management/personnel policies, procedures, and practices quarterly.
<b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
Are all employees encouraged to use ADR?		X				
Is the participation of supervisors and managers in the ADR process required?			X		Managers and supervisors are encouraged to participate in the ADR process.	

<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>	
Department of Energy	For period covering October 1, 2015 to September 30, 2016

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<b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X			
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X		SEE PART H
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X			
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			
<b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X			
If yes, briefly describe how:					

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Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?			X		The agency requires eight years minimum experience in the EEO field and a Bachelor's of Science or Bachelor's of Art degree for investigators. However, EEO Counselors were in compliance. In FY 2017, the new contract will require the investigators to receive 32 hours of EEO training.
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?			X		The agency requires eight years minimum experience in the EEO field and a Bachelor's of Science or Bachelor's of Art degree for investigators. However, EEO Counselors were in compliance. In FY 2017, the new contract will require the investigators to receive 8 hours of refresher training on an annual basis.
<b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?			X		SEE PART H
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			

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Does the agency complete the investigations within the applicable prescribed time frame?			X			During FY 2016, the OCR de-scoped the contract after corrective action could not be achieved. OCR will transition to a new contracting vehicle in Spring 2017.
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X			SEE PART H
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X				
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X				
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X				
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X				
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X			The Department's ADR Office provides various training sessions. In FY 2017, the ADR Office and OCR will develop a plan for implementing mandatory ADR training for managers and supervisors.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?			X			The ADR Office will draft a Secretarial statement on ADR for the new Secretary's consideration.
Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?		X				

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<b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X			
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102		X			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X			
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			
<b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.						
<b>Department of Energy</b>			<b>For period covering October 1, 2015 to September 30, 2016</b>			
<b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X				
<b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.			X		The Department uses the Defense Finance and Accounting Services (DFAS) for payroll actions.	
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?			X		OCR has no oversight of the payroll system.	
Are procedures in place to promptly process other forms of ordered relief?		X				
<b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X				
If so, please identify the employees by title in the comments section, and state how performance is measured.		Deputy Director, Office of Civil Rights and Office of Equal Employment Opportunity				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X				

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

Footnotes:

1. See 29 C.F.R. § 1614.102.

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

<b>EEOC FORM 715-01 PART H-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>Essential Element A: <u>Demonstrated Commitment From Agency Leadership</u></b> Reasonable accommodation procedures for individuals with disabilities have not been disseminated to employees during new employee orientation.	
<b>OBJECTIVE:</b>	Update the Reasonable Accommodation Coordinators list for the field offices. Ensure that the reasonable accommodation procedures are readily available/accessible to all employees during new employee orientation.	
<b>RESPONSIBLE OFFICIAL:</b>	Deputy Director of EEO and Office of the Chief Human Capital Officer	
<b>DATE OBJECTIVE INITIATED:</b>	05/31/2017	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	01/31/2018	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
DOE is currently updating the Reasonable Accommodation procedures and will submit to the EEOC for approval prior to disseminating the procedures to DOE's workforce.  <b>TARGET DATE: 01/19/2018</b>		
The Human Capital Office will create written materials on reasonable accommodation and ensure that the information is included in the new employee orientation packages.  <b>TARGET DATE: 01/26/2018</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

EEOC FORM 715-01 PART H-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy		For period covering October 1, 2015 to September 30, 2016
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element C: <u>Management and Program Accountability</u>  EEO Program Officials do not coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency counsel, Human Resource Officials, Finance, and the Chief Information Officer.	
OBJECTIVE:	The EEO Office will coordinate meetings to develop EEO Action Plans with all appropriate agency managers to include Agency counsel, Human Resource Officials, Finance, and the Chief Information Officer.	
RESPONSIBLE OFFICIAL:	Deputy Director of EEO and Affirmative Employment Program Manager	
DATE OBJECTIVE INITIATED:	03/31/2017	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	02/28/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
The EEO Office will collaborate with all appropriate agency managers to include General Counsel, Human Resource Officials, Finance, and the Chief Information Officer to ensure effective and efficient management of EEO program requirements and resources to validate the Department's annual self-assessments.  TARGET DATE: 09/29/2017		
The EEO Office will initiate monthly meetings with internal key stakeholders to discuss EEO action plans.  TARGET DATE: 06/30/2017		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

<b>EEOC FORM 715-01 PART H-3</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>Essential Element C: <u>Management and Program Accountability</u></b> The EEO Office has not established time-tables or schedules for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities; time-tables or schedules have not been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program; nor has time-tables or schedules been established for the agency to review its Employee Development and Training Programs for systemic barriers that may be impeding full participation in training opportunities, by all groups.	
<b>OBJECTIVE:</b>	Establish time-tables to review the Department's Merit Promotion Program Policy and Procedures; Employee Recognition Awards Program and Procedures; and the Employee Development and Training Programs to ensure full and equal participation in promotion and training opportunities and distribution of awards.	
<b>RESPONSIBLE OFFICIAL:</b>	EEO and Human Capital Staff	
<b>DATE OBJECTIVE INITIATED:</b>	04/28/2017	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	03/30/2018	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
The EEO Office will initiate scheduled meetings with the Office of Learning and Workforce Development to evaluate the current policy and procedures for Employee Development and Training and create time-tables to ensure full and equal participation in training opportunities for all groups.  <b>TARGET DATE: 05/31/2017</b>		
The EEO Office will collaborate with Human Capital to develop a regularly scheduled meetings to review DOE's merit promotion and employee recognition awards program policy and procedures to identify and analyze any systemic barriers that may hinder full participation in promotion opportunities and equitable distribution in awards by all groups.  <b>TARGET DATE: 08/04/2017</b>		
The EEO Office will create time-tables and/or schedules and collaborate with Human Capital to ensure that there is full and equitable participation with the three programs.  <b>TARGET DATE: 10/31/2017</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-4</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Essential Element D: <u>Proactive Prevention</u> DOE's managers and supervisors are not required to participate in the Alternative Dispute Resolution (ADR) process.	
<b>OBJECTIVE:</b>	DOE will encourage managers and supervisors to participate in the ADR process.	
<b>RESPONSIBLE OFFICIAL:</b>	Deputy Director of EEO and Director of Alternative Dispute Resolution Office	
<b>DATE OBJECTIVE INITIATED:</b>	03/31/2017	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/28/2018	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
The Alternative Dispute Resolution Office will draft a Secretarial Statement encouraging all employees, including managers and supervisors, to participate in the ADR process to resolve conflicts.  <b>TARGET DATE: 09/28/2018</b>		
The ADR Office will promote the use of ADR through outreach activities and dissemination of information about the ADR Office and the mediation program.  <b>TARGET DATE: 09/29/2017</b>		
The OCR will collaborate with the Alternative Dispute Resolution Office to develop training for managers and supervisors on their role in the ADR process.  <b>TARGET DATE: 03/30/2018</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-5</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>Essential Element E: Efficiency</b> The agency has not implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions.	
<b>OBJECTIVE:</b>	The agency will implement an adequate data collection and analysis systems that permit tracking of the information required by MD-715.	
<b>RESPONSIBLE OFFICIAL:</b>	EEO, OCIO, and Human Capital Staff	
<b>DATE OBJECTIVE INITIATED:</b>	05/31/2017	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/27/2019	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
Develop an applicant flow data workgroup to identify the specific challenges each office is having with gaining access to applicant flow data.  <b>TARGET DATE: 03/31/2017</b>		
EEO, Human Capital, and Office of Chief Information Officer staff will discuss challenges gaining access to applicant flow data and how to implement an adequate data collection and analysis system to track the information required by the MD-715.  <b>TARGET DATE: 11/30/2017</b>		
Conduct training to all EEO staff, including the field offices, on how to use an adequate data collection and analysis systems that permits tracking the information required by MD-715.  <b>TARGET DATE: 03/30/2018</b>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H-6</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>Essential Element E: Efficiency</b> When a complainant requests a final agency decision, the agency does not issue the decision within 60 days of the request.	
<b>OBJECTIVE:</b>	The OCR will improve the timeliness of final agency decisions (FADs) during FY 2017.	
<b>RESPONSIBLE OFFICIAL:</b>	Associate Deputy Director of Civil Rights	
<b>DATE OBJECTIVE INITIATED:</b>	06/30/2016	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/29/2017	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
<p>The OCR is currently in the process of developing Standard Operating Procedures (SOPs) for various stages of the EEO complaint process, including the final agency decision stage. The SOPs will contain internal deadlines for completing draft FADs. It is expected that the SOPs will help to improve the timeliness of issued FADs.</p> <p>TARGET DATE: 05/01/2017</p>		
<p>The OCR will hold EEO case processing team meetings to review the EEO case process. The team meetings will focus on the various stages of the EEO complaint process, including the FAD stage.</p> <p>TARGET DATE: 03/01/2017</p>		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy	For period covering October 1, 2015 to September 30, 2016	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The participation rate of Women in DOE's total workforce (39.08%) is lower than their corresponding availability in the civilian labor force (CLF) which is 48.14%.	
BARRIER ANALYSIS:  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Workforce data tables, recruitment and outreach strategies, EEO complaints and grievances, hiring authorities (Schedule A, VRA, VEOA, etc.), exit interview surveys, and findings of discrimination were examined to determine the root cause of any potential barriers impacting this particular group.	
STATEMENT OF IDENTIFIED BARRIER:  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited collaboration with the FEW Program Manager and Human Capital staff on developing and implementing hiring and recruitment strategies for Women.	
OBJECTIVE:  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The EEO Office will develop a barrier analysis workgroup with the field offices to review policies, practices and procedures that may be hindering equal employment to this particular group.	
RESPONSIBLE OFFICIAL:	FEW Program Manager, Field Offices EEO Managers, Human Capital staff	
DATE OBJECTIVE INITIATED:	03/31/2017	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/28/2018	
EEOC FORM 715-01 PART I-1	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Develop and schedule monthly barrier analysis workgroup meetings with field EEO offices to review workforce data by geographical region to identify systemic barriers as it relates to recruitment and outreach for Women.	05/31/2017	
The FEW Program Manager, Workforce Management staff will review recruitment strategies, hiring initiatives, merit promotion program policies and procedures, and employee training and development programs to see if systemic barriers exist for Women.	08/01/2017	
Schedule focus groups and lunch and learn sessions to have open dialogue with Women in DOE about possible barriers related to career development and upward mobility.	08/31/2017	
The FEW Program Manager will collaborate with Human Capital staff to develop and implement recruitment strategies and outreach activities for Women.	05/31/2017	

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<b>EEOC FORM 715-01 PART I-2</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
<b>Department of Energy</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The participation rate of Hispanics in the SES, particularly Hispanic females, has been substantially below the corresponding participation rate of Hispanic females at grade GS-15. Specifically, the participation rate of Hispanic females at grade GS-15 during FY 2016 was approximately 1.35%. At the SES level, however, the participation rate of Hispanic females is only 0.29%.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The first indication of a possible barrier, as previously noted, was the disparity between the participation rates of Hispanic females in the SES and at grade GS-15 indicated in Workforce Data Table A4-1, as described above. This finding prompted a review of Tables A3-1, A4-2, and A11. Table A3-1 indicates that while Hispanic females comprise 2.06% of DOE's permanent workforce, they only make up 1.17% of the Executive and Senior-level officials and managers. Table A4-2 indicates that Hispanic females are concentrated primarily at grades GS-13 and GS-14, with a small but significant percentage at GS-15. The percentage of Hispanic females in the SES, however, is less than 0.29%.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>DOE does not have a well-defined policy on recruitment strategies to target Hispanic females at all grade levels.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The EEO Office will collaborate with Human Capital to develop specific recruitment strategies to target Hispanic females.</p>
<b>RESPONSIBLE OFFICIAL:</b>	HEPM, Deputy Director of EEO, Chief Human Capital Officer
<b>DATE OBJECTIVE INITIATED:</b>	03/31/2017
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/28/2018
<b>EEOC FORM 715-01 PART I-2</b>	<b>EEO Plan To Eliminate Identified Barrier</b>
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
EEO and Human Capital staff will have focus group discussions with Hispanic employees about their experience and selection process.	07/31/2017

The HEPM will interview Hispanic stakeholders, colleges, and organizations within DOE about their perception of the agency.		08/31/2017
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		
During FY16, The Office of the Chief Human Capital Officer organized participation in job fairs for diverse and under-represented communities, including two Hispanic job fairs. Use of mobile devices, smart phones, and tablets to access information is rapidly expanding. For this reason, DOE utilizes innovative recruitment practices to reach under-represented communities, including Hispanics.		
<b>EEOC FORM 715-01 PART I-3</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Energy</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Although the participation rate or individuals with targeted disability (IWTDS) has slightly increased from 0.63% in FY 2015 to 0.78% in FY 2016, the participation rate of IWTDS remains below the federal goal of 2%.	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	A review of Workforce Data Tables B1.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Special hiring authorities, such as Schedule A appointment authority, may not have been used effectively to increase hiring and recruitment opportunities for individuals with disabilities (IWDs) and targeted disabilities at DOE.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The Department will use its best efforts to increase the number of qualified individuals with disabilities and targeted disabilities in the workforce to reach the Government-wide goal of 2% by strategically recruiting, better utilization of Schedule A hiring by improving retention efforts.	
<b>RESPONSIBLE OFFICIAL:</b>	DPM, Deputy Director of EEO, and Chief Human Capital Officer	
<b>DATE OBJECTIVE INITIATED:</b>	03/01/2017	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/28/2018	
<b>EEOC FORM 715-01 PART I-3</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
The Disability Program Manager (DPM) and EEO staff will conduct focus groups with individuals with disabilities and targeted disabilities to discuss the Department's recruitment, hiring, and career growth experiences.	06/01/2017	
The DPM and EEO staff will evaluate the career advancement opportunities for individuals with disabilities and targeted disabilities, to include mission-critical occupations.	06/01/2017	

EEO staff will review all occupations and identify series on occupational requirements that may preclude employment of individuals with disabilities and individuals with targeted disabilities.	09/29/2017
The Department will resurvey the workforce to ensure accurate disability information.	11/30/2017
DOE will review and expand, as appropriate, its recruitment efforts with organizations involved in the hiring and placing of individuals with disabilities and targeted disabilities, and will encourage management to work towards increasing the employment of individuals with disabilities and targeted disabilities and retaining them in the workforce.	09/29/2017
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
<p>The Chief Human Capital Officer issued to Heads of Departmental Elements, a 10% hiring goal for IWDs along with a goal for targeted disabilities of 2%. In FY 2016, hires exceeded the goal for IWDs but below for IWTDs. IWDs reached 11.7%; targeted disabilities increased to 1.45% (from 0.89% in FY 2015); and Schedule A hires were 1.45% (increased from 1.20% in FY 2015). Hires of Veterans with disabilities were 13.9% versus the goal of 13%. DOE placed third for hires of disabled veterans when compared to agencies similar in size and received an exemplary rating.</p>	
<p>In FY 2016, a total of 1258 HR Professionals and hiring managers completed the training, "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities," that OPM launched as a new training course for HR Professionals.</p>	

EEOC FORM 715-01 PART I-4		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy		For period covering October 1, 2015 to September 30, 2016	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		In the major occupation, Electrical Engineering (0850), the participation rate of African Americans (AA) and American Indian or Alaska Natives (AI/AN) males and females are below their availability when compared to the occupational CLF (Table A6).	
BARRIER ANALYSIS:  Provide a description of the steps taken and data analyzed to determine cause of the condition.		A review of Tables A1 and A6.	
STATEMENT OF IDENTIFIED BARRIER:  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		DOE appears to have limited resources when hiring and recruiting AAs and AI/ANs in the Electrical Engineering series. The Department needs to encourage having a diverse selection panel when selecting candidates for this particular occupation.	
OBJECTIVE:  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		The EEO Office will review the current policy and procedures and examine the current practices in place for selecting qualified candidates for the Electrical Engineering series at the Department.	
RESPONSIBLE OFFICIAL:		EEO and Human Capital Staff	
DATE OBJECTIVE INITIATED:		07/28/2017	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		07/31/2018	
EEOC FORM 715-01 PART I-4		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
Establish relationships with other agencies whose mission critical occupations include STEM, to coordinate recruitment efforts.		06/30/2017	
Collect and review applicant data for mission critical positions quarterly.		08/31/2017	
Develop a strategy to review and analyze the procedures and practices for recruitment, hiring, promotions, awards, career development programs, and mentoring as it relates to each major occupation.		08/31/2017	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

<b>EEOC FORM 715-01 PART J</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted</b>
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<b>Department of Energy</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>
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<b>PART I Department or Agency Information</b>	1. Agency	1. Department of Energy
	1.a. 2nd Level Component	1. a.
	1.b. 3rd Level or lower	1. b.

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	13660	100%	13738	100%	78	0.6 %
	Reportable Disability	1536	11.2 %	1613	11.7 %	77	5.0 %
	Targeted Disability*	96	0.7 %	105	0.8 %	9	9.4 %
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					1507	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					18	

**PART III Participation Rates In Agency Employment Programs**

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
Competitive Promotions	581	43	7.4 %	4	0.7 %	6	1.0 %	532	91.6 %
Non-Competitive Promotions	24	4	16.7 %	0	0.0 %	0	0.0 %	20	83.3 %
Employee Career Development Programs	79	10	12.7 %	2	2.5 %	2	2.5 %	67	84.8 %
a. Grades 5 - 12	15	2	13.3 %	0	0.0 %	2	13.3 %	11	73.3 %
b. Grades 13 - 14	33	4	12.1 %	0	0.0 %	1	3.0 %	28	84.8 %
c. Grade 15/SES	10	2	20.0 %	1	10.0 %	0	0.0 %	8	80.0 %
Employee Recognition and Awards	12637	1221	9.7 %	93	0.7 %	313	2.5 %	11103	87.9 %
a. Time-Off Awards (Total hrs awarded)	89012	9329	10.5 %	939	1.1 %	2418	2.7 %	77265	86.8 %
b. Cash Awards (total \$\$\$ awarded)	22816587	1893505	8.3 %	101959	0.4 %	507803	2.2 %	20415279	89.5 %
c. Quality-Step Increase	481	28	5.8 %	2	0.4 %	5	1.0 %	448	93.1 %

<b>EEOC FORM 715-01</b>		<b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>	
<b>Department of Energy</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>	
<b>Part IV Identification and Elimination of Barriers</b>		Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.	
<b>Part V Goals for Targeted Disabilities</b>		<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>	
Established a Numerical Goal?		No	
Goal			

<p>Strategies</p>	<p>1) Leadership Commitment The Secretary demonstrates his commitment to promoting employment opportunities for IWDs, including IWTDs by issuing a Reasonable Accommodation policy and updated procedures.</p> <p>Integrate disability recruitment and retention strategies, and succession planning into workforce and commit resources in the EEO and Human Capital Offices to achieve goals and objectives.</p> <p>2) Skills Development Participate in vocational rehabilitation programs and outreach activities.</p> <p>Provide training for managers, hiring officials, and HR professionals on the use of hiring authorities and flexibilities pertaining to IWDs.</p> <p>Encourage employees with disabilities to participate in career developmental programs.</p> <p>Promote use of Office of Personal Management (OPM) Shared Register of candidates with disabilities.</p> <p>3) Marketing, Outreach and Information Gateway Develop a marketing approach for IWDs, IWTDs, and employees.</p> <p>Market frequent hire and mission critical positions to IWDs and IWTDs.</p> <p>Promote job opportunities to the Department's Disability Program Manager and disability employee resource group.</p> <p>Target professional organizations and groups of students with disabilities.</p> <p>Post job opportunities on disability outreach websites and social networking sites, such as LinkedIn.</p> <p>4) Reasonable Accommodation Maintain an updated reasonable accommodation coordinator contact list and make it available on DOE's website.</p> <p>Review and update the reasonable accommodation policy and procedures and post on DOE's website.</p> <p>Maintain relationships with Department of Defense (DOD) Computer Accommodation Program (CAP) and the Job Accommodation Network (JAN) contacts.</p>
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<p>Objectives</p>	<p>Leadership Commitment maintain governance structure and infrastructures dedicated solely to the employment of individuals with disabilities (IWDs) and individuals with targeted disabilities (IWTDs) in the Federal government.</p> <p>Skills Development focus on improving the hiring, development, and retention of IWDs and IWTDs by promoting the use of the Schedule A excepted service hiring authority for career opportunities with the Department.</p> <p>Marketing and Outreach create a marketing campaign to target IWDs and IWTDs by improving collaborative outreach relationships with the disability communities and external governmental groups focused on IWDs.</p> <p>Information Gateway create single-source web content containing accurate and consistent employment information and resources for IWDs, IWTDs, disabled veterans, human resources professionals, and hiring officials.</p> <p>Reasonable Accommodation policy and procedure does ensure that IWDs and IWTDs have equal access to all employment opportunities.</p> <p>Protecting Our Workers and Ensuring Reemployment (POWER) Initiative ensures that DOE increases the return-to-work outcomes and coordinates with the Department of Labors Office of Workers Compensation Programs to make accommodations available to injured Federal employees who sustain serious workplace injuries or illnesses.</p>
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<p>Accomplishments</p>	<p>In FY 2016, the Chief Human Capital Officer issued to Heads of the Department a 10% hiring goal for IWDs along with a goal for IWTDs of 2%. This year, hires exceeded the goal for IWDs, but fell behind for IWTDs. IWDs reached 11.7%; targeted disabilities increased to 1.45% (from 0.89% in FY 2015); and Schedule A hires were 1.45% (increased from 1.20% in FY 2015). Hires of Veterans with Disabilities were 13.9% versus the goal of 13%. DOE was one of the top three agencies to receive an exemplary rating for hiring disabled veterans when compared to agencies comparable in size. During the fourth quarter, DOE's workforce decreased to 13, 738 employees. IWDs increased to 11.74% of the workforce and IWTDs increased slightly at 0.76%.</p> <p>Recruitment opportunities for IWDs was enhanced through DOE's brochure explaining Schedule A and disabled Veterans hiring authorities was distributed during several recruitment events.</p> <p>DOE encouraged both current and new employees to take an active role in self-identifying their disability status for the Department's effort in improving talent management.</p> <p>On-line training workshops were provided for hiring managers and human resources professionals for the purpose of increasing the use of hiring flexibilities and special hiring authorities for Veterans and IWDs.</p> <p>Over 1001 hiring managers completed the Veteran Employment Training for Federal Hiring Managers and 181 Human Resources Professionals completed the Veteran Employment Training for Federal Human Resources Professionals; a total of 1051 Hiring Managers and HR professionals completed the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) training; OPM launched a new training course entitled: A roadmap to Success: Hiring, Retaining, and Including People with Disabilities. A total of 1258 HR Professionals and hiring managers completed the training; and DOE offered presentations to program offices and Shared Service Centers on Schedule A and Disabled Veterans hiring authorities that could be utilized to quickly fill vacant positions. During consultations with hiring managers, strategies for the use of these authorities was also discussed.</p> <p>DOE achieved an increase in the use of Veteran's hiring authorities and Schedule A. Data shows a 1.5 % point increase using the 30% or more Disabled Veteran's authority; and use of Schedule A increased by 0.48%.</p> <p>Veteran support programs including vocational rehabilitation programs served to recruit and employ disabled Veterans in FY 2016.</p> <p>The Office of Intelligence and Counterintelligence (IN) hosted seven interns through the Intelligence Community Wounded Warrior Program affording opportunities in analysis, security, counterintelligence and cyber. Of these, five were hired in IN or IN's supporting contractor organizations.</p> <p>Savannah River Veteran hiring opportunities were emphasized and applicants were created through participation in the Operation Warfighter Program and Soldier for Life Programs, in coordination with the Department of Defense Fort Gordon.</p> <p>The Naval Reactors program area employees active duty navy military members in addition to DOE's and Department of Navy civilians offering a unique recruitment opportunity. Of the 15 hires in FY 2016, one was a Disabled Veteran.</p>
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<b>EEOC FORM 715-01 PART F</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
<b>Department of Energy</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Director, Office of Civil Rights and Equal Employment Opportunity Andre Sayles am the

(Insert name above) (Insert official  
title/series/grade above)

Principal EEO Director/Official for Department of Energy

(Insert Agency/Component Name above)

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

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

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

Signature of Agency Head or Agency Head Designee

Date

*Andre H. Sayles*

*3/9/2017*

Signature of Principal EEO Director/Official

Date

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

*Andre H. Sayles*

*3/9/2017*