

Broadcasting Board of Governors

**Fiscal Year 2013
(October 1, 2012 to September 30, 2013)**

**Federal Agency Annual Equal Employment Opportunity (EEO)
Program Status Report (Management Directive 715)**



**The Wilbur J. Cohen Building
300 Independence Avenue, SW
Washington, DC 20237**

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EEOC FORM 715-01 PARTS A - D		U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, <u>2012</u> to September 30, <u>2013</u> .					
PART A Department or Agency Identifying Information	1. Agency		Broadcasting Board of Governors		
	1.a. 2 nd level reporting component		Non-applicable		
	1.b. 3 rd level reporting component		Non-applicable		
	1.c. 4 th level reporting component		Non-applicable		
	2. Address		330 Independence Avenue, SW		
	3. City, State, Zip Code		Washington, DC 20237		
	4. CPDF Code	5. FIPS code(s)	4. IB00	5. 110010001	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 1,569
	2. Enter total number of temporary employees				2. 43
	3. Enter total number employees paid from non-appropriated funds				3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]				4. 1,612
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Mr. Jeffrey Shell, Chair Broadcasting Board of Governors		
	2. Agency Head Designee		Mr. André Mendes, Director Global Operations		
	3. Principal EEO Director/Official/ Official Title/Series/Grade		Mrs. Delia L. Johnson, Director International Broadcasting Bureau, Office of Civil Rights GS-0260-15		
	4. Title VII Affirmative EEO Program Official		Affirmative Employment/Diversity Manager		
	5. Section 501 Affirmative Action Program Official		Affirmative Employment/Diversity Manager		
	6. Complaint Processing Program Official		Complaints Program Manager		
	7. Other Responsible EEO Staff		EEO Specialist (Special Emphasis and Hispanic Employment Program Manager), Executive Assistant, EEO Assistant, Special Assistant (detail), and contractors (EEO Counselors, Investigators, and Training Instructors)		

EEO0C FORM 715-01 PARTS A - D	U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes
	The Equal Employment Opportunity (EEO) Program is centralized at the Broadcasting Board of Governors, located in Washington, DC.		
Listed are the EEOC Forms and Documents that are included in BBG's Fiscal Year 2013 Federal Agency Annual EEO Program Status Report.			
Executive Summary [FORM 715-01 PART E], that includes:	X	X	Optional Annual Self-Assessment Checklist Against Essential Elements – Excluded [FORM 715-01PART G]
I. Brief paragraph describing the Agency's Mission and Mission-related Functions	X	X	EEO Plan To Attain the Essential Elements of a Model EEO Program for each programmatic essential element requiring improvement [FORM 715-01PART H]
II. Summary of Results of Agency's Annual Self-Assessment Against MD-715 "Essential Elements"	X	X	EEO Plan To Eliminate Identified Barrier for each identified barrier [FORM 715-01 PART I]
III. Summary of Analysis of Work Force Profiles including Net Change Analysis and Comparison to Relevant Civilian Labor Force (RCLF)	X	X	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]
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V. Summary of EEO Plan Action Items Implemented or Accomplished	X	X	Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues (Excluded)
Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	X	Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects
Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	X	Organizational Chart for Fiscal Year 2013

EEOC FORM 715-01 PART E	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Broadcasting Board of Governors	For period covering <u>October 1, 2012 to September 30, 2013.</u>

EXECUTIVE SUMMARY

The Broadcasting Board of Governors (BBG or agency) is submitting its *Fiscal Year 2013 Federal Agency Annual Equal Employment Opportunity Program Status Report (EEO Program Status Report)* in compliance with the United States Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715).

I. Brief Description of Agency’s Mission, Vision, and Mission-Related Functions

To reflect its current operating environment, in 2011 BBG revised its mission statement, which is *to inform, engage, and connect people around the world in support of freedom and democracy*. While the new mission statement acknowledges BBG’s evolving role in citizen journalism and social media, in addition to traditional media, BBG continues to effectively: 1) provide accurate, objective and comprehensive news; 2) represent U.S. society and culture; and 3) present and discuss U.S. policy, as mandated by law.

The BBG and International Broadcasting Bureau (IBB) were established under the 1994 International Broadcasting Act, and BBG became an independent Federal agency on October 1, 1999, with the enactment of the 1998 Foreign Affairs Reform and Restructuring Act (FARRA) (Public Law 105-277). Under FARRA the BBG assumed authority for IBB, Voice of America (VOA) and the Office of Cuba Broadcasting (OCB), and oversight for three grantees, the Middle East Broadcasting Networks, Radio Free Asia and Radio Free Europe/Radio Liberty. The BBG is a diverse and multi-cultural agency that oversees all U.S. Government and government-sponsored, non-military international broadcasting that currently provides programming in 61 languages.

The IBB supports the mission of BBG by providing budget, legal, planning, communication, marketing, research, program evaluation, contracting, security, administrative, engineering, and other support services to the various international broadcasting elements. In fiscal year 2013, the Director of IBB oversaw implementation of the Board of Governors decisions by IBB, VOA, OCB and the grantees and provided general administrative management of the Federal agency. However, the Director of IBB retired in November 2013. Under the current interim structure, the Directors of Global Operations, Global Strategy, and Global Communications are carrying out duties of the former Director of IBB.

The BBG’s ability to accomplish its mission is directly tied to the quality and competency of its workforce. Therefore, it is critically important that the Agency manage its human capital strategically, and in accordance with EEO, Diversity & Inclusion principals to maximize the performance of its workforce.

II. Summary of Results of BBG’s Annual Self-Assessment Against MD-715 “Essential Elements”

Results of BBG’s annual self-assessment are summarized in the narratives that address EEOC’s Essential Elements A through F of a Model Equal Employment Opportunity

(EEO) Program. These six essential elements of MD-715 serve as the foundation upon which BBG has created and maintained its Model EEO Program.

Essential Element A – Demonstrated Commitment from Agency Leadership

In August/September 2013, 4 members of the Board of Governors (Board), including the Chairman, were appointed to the Board for the agency. Therefore, the updated EEO and Anti-Harassment policy statements are currently pending review and clearance by key agency officials prior to submission to the Chairman for final approval and signature to ensure that they meet requirements and support the mission of the agency. The policy statements were last issued on September 13, 2012, and it is expected the updated policy statements will be issued in or before June 2014.

The current policy statements are provided to and discussed with new employees at orientation, given to new managers and supervisors at training sessions, and are made available to employees and job applicants through BBG’s Intranet. Furthermore, EEO programs and events are publicized to all employees through House Announcements sent to employees by email, and are posted in facilities. Additionally, EEO programs and events are posted on the IBB Director’s blog, Viewpoint, which is posted on the agency’s public-facing website.

The agency also continues to demonstrate its commitment to EEO and diversity by requiring senior leadership, managers and supervisors to be evaluated annually on their commitment to the agency’s EEO/diversity policies and principles as a critical element in their performance appraisal reviews.

The BBG has an active EEO, Diversity & Inclusion Advisory Council that meets quarterly and is mostly comprised of senior managers within the agency. The purpose of the agency council is to: 1) provide updates on EEO, diversity and inclusion laws, regulations and guidelines; 2) plan special emphasis events; 3) identify barriers to EEO, diversity and inclusion in the workforce, and recommend strategies and actions to remove potential barriers; and 4) monitor and evaluate the progress of EEO, diversity and inclusion programs and initiatives.

The agency regularly hosts the Council of Federal EEO and Civil Rights Executives (Council) meetings and events, and the Director, Office of Civil Rights (OCR), BBG, is the Chairperson for the Council. The Council is a renowned interagency organization that was established in 1993. The mission of the Council is to address common concerns of the Federal EEO community. The Council meets monthly to discuss significant and emerging EEO, Diversity, and HR related issues affecting the federal government. The Council is a forum where senior leaders share information, recommendations and best practices for creating and maintaining model EEO and Diversity & Inclusion programs. Furthermore,

subject matter experts within the EEO and HR arenas, and from regulatory agencies, affinity groups and outreach organizations are frequently guest speakers at the Council meetings and provide presentations, briefings, updates and guidance on employment laws, regulations, guidelines, agency best practices and issues affecting the federal workforce.

Additionally, the agency administers a training program that includes a Diversity Series, which is a variety of EEO, diversity and inclusion courses that are offered annually to BBG's federal workforce. All new employees are required to complete an orientation, which includes briefings and mandatory training on the agency's EEO and anti-harassment policies, diversity and the requirements of the No FEAR Act of 2002. Furthermore, employees are required to take refresher EEO and diversity training at least every two years.

Essential Element B - Integration of EEO into the Agency's Strategic Mission

As part of integrating EEO into the strategic mission, Section II(B) of MD-715 instructs agencies to ensure that: 1) it has a reporting structure where the EEO Director has access to the agency head and senior management, and the EEO Director is a regular participant at senior staff meetings; 2) the EEO office is involved with and consulted on the management and deployment of human resources; 3) sufficient resources are allocated to the EEO program; 4) the EEO office recruits, develops and retains competent staff; 5) it recruits, develops and retains managers and supervisors that have good communication and interpersonal skills, and provides them with the necessary training and resources to carry out their duties and responsibilities; 6) managers and employees are involved in implementing the EEO program; and 7) EEO information regarding federal EEO statutes, regulations, rights, responsibilities, and to promote best practices is distributed and available to the workforce and applicants.

The EEOC approved BBG's former reporting structure, which was still in place in fiscal year 2013, where the Director, OCR, reported directly to the Director, IBB, who reported to the Board. This reporting structure enabled the OCR Director to have access to the agency head and complied with EEOC's reporting requirements found at 29 CFR § 1614.102(b)(4). In December 2013, the IBB Director's position was replaced by an interim structure where the responsibilities for this position were divided amongst three senior leaders. The interim structure consists of the Director of Global Operations, Director of Strategy and Director of Global Communications. Currently, the OCR Director reports to the Director of Global Operations. In FY 2013, the OCR Director regularly participated in senior staff meetings, and was consulted on human resources management issues.

Currently, OCR has seven staff members including the Director, Complaints Manager, Special Emphasis Program Manager, Affirmative Employment/Diversity Manager, an EEO Specialist (currently detailed to another agency) and two support staff who handle administrative and budget activities. The EEO Office also periodically utilizes detailed employees and interns on a part-time basis to assist with EEO initiatives and activities.

The agency's Human Capital and Succession (HCS) Plan, which the Human Resources (HR) Office, EEO Director and senior leadership collaboratively updated in September 2010, and continued to implement in fiscal year 2013 (the plan is due for revision in fiscal year 2014), includes strategies to improve employee satisfaction, and to promote EEO and diversity in the

workforce. One of the two overarching human capital goals established in the HCS Plan is “Goal 2: **Agile, Skilled, Diverse, Satisfied, and Well-led Workforce**: Ensure the agency workforce is agile, skilled, diverse, satisfied and well-led, with the competencies and support needed to accomplish the agency’s mission and goals through specific human capital strategies for shaping, recruiting, retaining and leading the workforce.” The Human Capital Action Plan included in the last section of the HCS Plan provides a list of strategies to address employee morale and engagement, training and development, recruitment of individuals with disabilities and target groups, and upward mobility, in addition to other human resources management issues.

The BBG’s 2012-2016 Strategic Plan also calls for the agency to “Nurture a Dynamic, Dedicated Workforce” by: operating a responsive and customer oriented human resources department; providing a positive work environment; maintaining regular, two-way communications with employees about agency priorities, plans, and problems; and ensuring the work environment is safe and secure for all employees amongst other “tactical steps” to support the agency’s strategy to have *Impact through Innovation and Integration*. The agency’s HCS and Strategic Plans are posted on BBG’s intranet.

External Communication: EEO programs and events were showcased on the IBB Director’s blog, Viewpoint, which was posted on the agency’s public-facing website. Furthermore, BBG has improved the transparency of Board operations in unprecedented ways. The Board’s open meetings were routinely webcast in fiscal year 2013 and were open to public observation on a first-come, first served basis.

Internal Communication: The agency publicizes EEO events and activities to all employees through House Announcements, which are sent by email. Additionally, the agency capitalizes on its intranet, including the popular employee blog, Tune In, to raise awareness of EEO special emphasis programs as well as to feature a diverse representation of employees.

The agency also implemented the Workplace Engagement Initiative (WEI), which is a joint effort by VOA, BBG and OCB whose role is to address the concerns of employees as reflected in the Office of Personnel Management’s (OPM) annual survey – the Federal Employee Viewpoint Survey. The WEI is overseen by the IBB Chief of Staff, an IBB Project Manager, the VOA Chief of Staff, a VOA Program Manager, and a representative from OCB. The WEI has three focus areas: Effective Leadership and Strategic Management, Performance Based Rewards and Achievement and Family Friendly Culture Benefits. Under these 3 areas are 12 Actions Items, which are headed by 19 Action Leaders. The Action Items are:

- Agency Pride
- Telework and Flexible Schedules
- Health and Wellness
- Strategic Communications
- Management Training
- Awards
- Cross Training and Internal Development
- Strategic Planning
- Contracting Strategy

- Evaluation of Position Descriptions
- Performance Management Process

Essential Element C – Management and Program Accountability

This element requires agencies to hold managers, supervisors, EEO officials and human resources officers accountable for implementation and management of the EEO program. Senior leadership, managers, supervisors and EEO officials are evaluated annually on their compliance with the agency's EEO and diversity policies and meeting EEO and diversity-related goals and objectives. Leadership and management promoted EEO and diversity, and implemented the agency's EEO program by consulting with the EEO Office on applying EEO and diversity principals to their operating procedures and personnel decisions. Senior leadership and management also supported the EEO program by participating in Special Emphasis Programs, and encouraging staff to attend these events.

As mentioned above, the agency has an active EEO, Diversity & Inclusion Advisory Council, which is mostly comprised of senior management. The agency plans to expand and utilize the council to further involve senior leadership, supervisors, managers and employees in EEO activities including recruitment, outreach and barrier analyses. The BBG held quarterly council meetings in fiscal year 2013, and the members/attendees were informed of these expectations and emphasis was placed on increasing the participation rates for persons with targeted disabilities and Hispanics, and upward mobility for minority groups. Members and attendees also provide input and recommendations at the meetings based on their experience, observations and feedback from their staff pertaining to EEO and diversity.

In fiscal year 2013, the EEO office collaborated with the HR Office to implement EEO and diversity-related goals, objectives and initiatives. The EEO and HR offices continued to meet regularly (bi-weekly) to address HR and EEO issues, including HR management initiatives to improve employee morale, performance management, diversity, upward mobility and training and development.

Additionally supervisors and managers are strongly encouraged to complete 8 hours of EEO training each year, and all employees, including supervisors and managers, are required to complete the online No FEAR Act training every two years.

The agency also offered leadership and development courses such as the "Foundations of Leadership: Skills for Supervisors" course, which is a comprehensive five-day course that new supervisors/managers are required to successfully complete during their probationary period. Furthermore, managers and supervisors are required to take refresher EEO, Diversity & Inclusion training at least every 2 years to ensure they have/maintain the necessary skills to successfully manage and lead a diverse workforce. Senior leadership, managers and supervisors are also rated annually on their implementation of EEO and diversity-related principles as a critical element in their annual performance evaluations.

Reasonable Accommodation Procedures: The EEO Office collaborated with the HR Office and management to process requests for reasonable accommodations and provide interim

accommodations to employees as needed. Moreover, in fiscal year 2013, no EEO complaints involving the denial of a reasonable accommodation were initiated against the agency. Furthermore, the agency's reasonable accommodations procedures, which have been approved by EEOC, are posted on the agency's intranet, and are accessible to applicants on the internet through a web link posted on each vacancy announcement.

The agency's reasonable accommodation procedures give OCR primary responsibility for administering the agency's reasonable accommodations program. The procedures provide employees with multiple avenues for initiating requests for accommodation and generally give managers authority to approve or disapprove requests for accommodations. The procedures provide flexibility in processing requests for reasonable accommodations; promote timely processing of requests; include an interactive process to assist the agency and requestor in determining if the request is reasonable and appropriate; and allows the agency to provide interim accommodations in the event the request cannot be immediately approved/disapproved due to extenuating circumstances.

Essential Element D – Proactive Prevention of Unlawful Discrimination

This element requires agencies to conduct a self-assessment at least annually to: identify barriers and potential barriers to EEO and diversity in the workforce; develop strategic and action plans to eliminate identified barriers; and to assess the progress and effectiveness of the agency's strategies and initiatives to remove barriers to EEO and promote diversity in the workforce.

Ensuring that employees are treated with dignity and respect is critical to effective management. Employees are encouraged to discuss concerns with their managers and supervisors. Employees may also raise EEO-related concerns with OCR, and work-related concerns, including EEO related issues, with OHR, the Employee Assistance Program or the unions. The agency also has an Alternative Dispute Resolution (ADR) Program, which encourages employees, managers and supervisors to informally resolve workplace disputes at the lowest level possible. Additionally, the agency took proactive measures to ensure all managers and employees were thoroughly trained on the agency's EEO and diversity policies, which prohibit unlawful discrimination and harassment, and promote diversity and inclusion in the workplace.

Total Workforce

The agency's self-assessment for fiscal year 2013, which is discussed in detail in Section III of this report, indicates the participation rates in the total workforce for Asians and Blacks/African-Americans significantly exceeded the participation rates reported for the Civilian Labor Force (CLF¹), and the participation rate for White males in the agency is slightly above their ratio in the CLF. Whereas, the participation rates for females (overall), White females, Hispanics, American Indians/Alaska Natives and Native Hawaiian/Other Pacific Islanders have consistently remained below the national CLF ratios. The participation rate for individuals with targeted disabilities was also below the federal goal of 2%. This same pattern was reflected in the permanent workforce. The percentages of American Indian/Alaska Natives and Native

¹ If the participation rate for a group was below 1 employee, then this group was not considered to be below the CLF.

Hawaiian/Other Pacific Islanders in the CLF are so small BBG will focus its primary recruitment efforts on increasing the participation rates of qualified Hispanics, Women, and Individuals with Disabilities in the federal workforce.

BBG Trend Analysis of Total Workforce

Percentage of Total Workforce	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Minorities	46.0%	46.1%	46.76%	46.85%	47.7%
Females	38.7%	38.9%	38.91%	38.6%	39.08%
Individuals w/Targeted Disabilities	0.79%	0.73%	0.74%	0.48%	0.68%

Senior Leadership

The assessment of senior level positions showed males (overall) and White employees had high participation rates in senior leadership positions in comparison to their participation rates in the total and permanent workforces. The participation rates for females (overall), Asians, Blacks, Hispanics² and persons with targeted disabilities in leadership positions were below their overall participation rates in the total and permanent workforces. The agency has developed strategies and an action plan to increase the participation rates of these groups at the senior grades levels as described in Part I.

Applicant Data

The agency has developed an action plan, which is included in Part H of this report, to implement a standardized procedure to track applicant flow data in accordance with EEOC requirements to enable the agency to conduct a complete analysis of its recruitment efforts and selection processes. A Memorandum of Understanding (MOU) between OPM and BBG was drafted, and the content of the MOU was approved by key agency and OPM, USA Staffing officials in September 2013. However, OPM requested updated information regarding the agency's Authority to Operate (ATO) for the agency's database initially designated to receive the agency's applicant flow data from OPM. The agency's ATO was renewed in Jan 2014. The agency is currently revising the draft of the MOU to reflect its current system requirements and the best IT solution to securely receive and store the applicant flow data. It is anticipated the MOU for the applicant flow data will be approved and become effective in or before June 2014, and designated agency officials will be able to access and analyze applicant flow data for applicants that applied for positions through USA Jobs. After this project is completed, the agency also plans to develop an internal tracking system to track applicant/promotion data that is not captured by the USA Staffing database.

² It should be noted in FY 2013 there was one employee that identified as a Hispanic male (6.25%) in the SES. However, there were not Hispanic males at the GS-15 grade level during the review period.

Essential Element E – Efficiency in the Federal EEO Process

The agency has an efficient and fair dispute resolution process, and an effective system for evaluating the impact and effectiveness of its EEO and ADR programs. The agency utilizes an electronic complaint tracking system to track and monitor complaint and ADR activities in accordance with the EEOC Form 462. The BBG also relies on feedback provided by the workforce and its customers to evaluate the effectiveness of the EEO and ADR programs.

At the beginning of FY 2013, the agency had an inventory of 11 open formal EEO complaints on hand. Fourteen additional complaints were filed, and 1 complaint was returned to the agency for further processing during the fiscal year for a total of 26 open formal complaints. As of September 30, 2013, the agency closed 8 complaints, and had an inventory of 18 open complaints pending processing at various stages of the EEO complaint process.

In FY 2013, the agency timely completed 28 of 38 (73.68%) counseling sessions. Twenty-two complainants³ (or 57.89% of counselees) did not file formal complaints at the conclusion of informal complaint processing, which is a significant indicator that BBG has an effective EEO counseling process. At the formal stage of the EEO complaint process, 11 of 12 (91.67%) of EEO investigations were timely completed. However, due to limited resources, the agency issued 2 of 2 (100%) of Final Agency Decisions (FADs) based on the merits of the complaints beyond the 60 day regulatory time-frame.

During the fiscal year the agency offered ADR to aggrieved persons for 38 of 38 (100%) informal complaints, and 30 of 38 (78.95%) employees rejected the offer of ADR, and elected to participate in traditional EEO counseling. The 8 individuals who elected to participate in ADR did not file formal complaints against the agency during the review period, which is an indicator the program can be effective if employees are willing to participate in ADR. The BBG will continue to encourage employees, supervisors and managers to participate in the agency's ADR program or seek other forms of informal dispute resolution offered by BBG to attempt to resolve complaints at the lowest level possible.

The agency has the Office of the Ombudsman, which assists employees, officials and OCR in resolving complaints informally; and has an Employee Assistance Program, which provides a range of services including assessment, counseling and referral services for employees and officials who may be experiencing professional and personal challenges. In fiscal year 2013, approximately 124 individuals utilized services offered by the Office of the Ombudsman. Of that number, approximately 48 individuals contacted the Ombudsman regarding EEO/ADR-related issues. Due to the right to confidentiality when contacting the Office of the Ombudsman, only 1 employee voluntarily reported that they previously contacted the Ombudsman prior to initiating an informal EEO complaint. Additionally, approximately 70 employees contacted the Employee Assistance Program Manager to seek advice and guidance on addressing work and life issues. The Office of the Ombudsman and Employee Assistance Program help many employees and officials address and resolve work and personal issues, which could otherwise escalate into problems or conflicts in the workplace.

³ Individuals can file multiple complaints, so percentage derived from total number of counselings.

To ensure the impartiality of the agency’s EEO and ADR programs, the agency’s EEO investigation and adjudication functions are separate from its legal defense component, and agency offices with conflicting and/or competing interests.

Essential Element F – Responsiveness and Legal Compliance

The BBG has complied with Orders that were issued by EEOC Administrative Judges. The agency has also timely processed EEO complaints, conducted EEO activities and issued reports in accordance with EEOC regulations, directives and policy guidance.

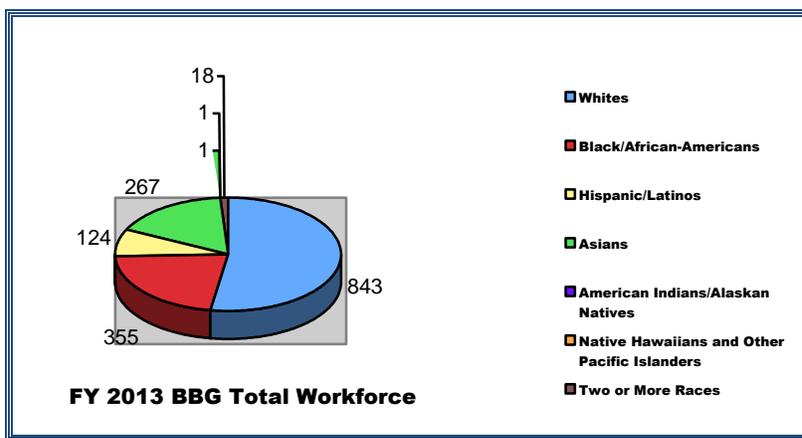
III. Summary of Analysis of Workforce Profiles, Including Net Change Analysis and Comparison to Relevant Civilian Labor Force CLF

In accordance with EEOC MD-715, OCR reviewed and analyzed the agency’s workforce statistical data using *EEOC’s Workforce Data Tables A-1 to A-14 and B-1 to B-14*. OCR completed an eight -year trend analysis to identify any potential triggers that may be prohibiting the agency from maintaining a model EEO program. Where potential triggers or deficiencies were identified, the agency developed an action plan to address them in *Part I* of this Report. Comparisons to the Civilian Labor Force are based on 2006-2010 National Census Data.

National CLF Comparisons of Ratios Based on Calendar Year 2006-2010 National Census Data										
Geography	Occupation Census/ SOC Code	Gender	Total Workforce	White Non-Hispanic	Hispanic/ Latino	Black Non-Hispanic	Asian Non-Hispanic	American Indian and Alaska Native Non-Hispanic	Native Hawaiian or Other Pacific Islander Non-Hispanic	Two or More Races
U.S. Total	Total Civilian Labor Force	Total Ratio	100%	67.05%	14.58%	11.34%	4.82%	0.58%	0.15%	1.48%
U.S. Total	Total Civilian Labor Force	Males	52.79%	35.57%	8.36%	5.23%	2.52%	0.29%	0.08%	0.75%
U.S. Total	Total Civilian Labor Force	Females	47.21%	31.48%	6.22%	6.11%	2.3%	0.29%	0.07%	0.73%

EEOC Workforce Data Table A-1: As of September 30, 2013, the agency’s total workforce constituted a total of 1612 employees, including 630 females (39.08%) and 982 males (60.92%); 268 (16.63%) White females and 575 (35.67%) White males, for a total of 843 (52.3%) White employees; 199 (12.34%) Black/African-American females and 156 (9.68%) Black/African-American males, for a total of 355 (22.02%) Black/African-American employees; 42 (2.61%) Hispanic/Latino females and 82 (5.09%) Hispanic/ Latino males, for a total of 124 (7.69%) Hispanic/Latino employees; 112 (6.95%) Asian females and 155 (9.62%) Asian males, for a total of 267 (16.56%) Asian employees; and 4 (0.25%) American Indian/Alaska Native males and 1 (0.06%) Native Hawaiian/Other Pacific Islander female.

American Indian/Alaska Native females and Native Hawaiian/Other Pacific Islander males were not employed in the agency’s federal workforce during this period; 8 (0.50%) females and 10 (0.62%) males self-identified in the Two or More Races category for a total of 18 (1.12%) multiracial employees. (*See graph, FY 2013 BBG Total Workforce and Chart 1*).



The total workforce participation rates for the groups listed below have consistently remained below the national CLF ratios. Please note that BBG's mission (international broadcasting) requires a specialized workforce that may not be directly comparable to the general CLF ratios.

1. 268 White females at 16.63%
2. 42 Hispanic/Latino females at 2.61%; 82 Hispanic/Latino males at 5.09%
3. 0 American Indian/Alaska Native females at 0%; 4 American Indian/Alaska Native males at 0.25% ⁴
4. 1 Native Hawaiian/Other Pacific Islander female at 0.06% and 0 Native Hawaiian/Other Pacific Islander males

Permanent Workforce

The agency's permanent workforce constituted a total of 1569 employees, including 616 females (39.26%) and 953 males (60.74%); 260 (16.57%) White females and 554 (35.31%) White males, for a total of 814 (51.88%) White employees; 198 (12.62%) Black/African-American females and 151 (9.62%) Black/African-American males, for a total of 349 (22.24%) Black/African-American employees; 42 (2.68%) Hispanic/Latino females and 82 (5.23%) Hispanic/Latino males, for a total of 124 (7.9%) Hispanic/Latino employees; 109 (6.95%) Asian females and 152 (9.69%) Asian males, for a total of 261 (16.63%) Asian employees; and 4 (0.25%) American Indian/Alaska Native males. American Indian/Alaska Native females were not employed in the federal workforce during this period; 1 (0.06%) Native Hawaiian/Other Pacific Islander females. Native Hawaiian/Other Pacific Islander males were not employed in the agency's federal workforce during this period; 6 (0.38%) females and 10 (0.64%) males identified in the *Two or More Races* category for a total of 16 (1.02%) multiracial employees. (*See* EEOC Workforce Data Table A-1).

The agency's permanent workforce decreased by 82 employees, from 1651 in fiscal year 2012, to 1569 employees in fiscal year 2013. The number of females in the permanent workforce decreased by 22, from 638 (38.64%) to 616 (39.26%). However, the percentage for this group in the permanent workforce slightly increased. The number of males in the permanent workforce decreased by 60, from 1,013 (61.36%) to 953 (60.74%).

⁴ The difference between the CLF rate and agency's participation rate for this group in fiscal year 2013 was less than 1 employee.

The number of White females in the permanent workforce decreased by 16, from 276 (16.72%) in fiscal year 2012 to 260 (16.57%) in fiscal year 2013. White males decreased by 41, from 595 (36.04%) to 554 (35.31%). Black/African American females decreased by 6, from 204 (12.36%) to 198 (12.62%), but the percentage for this group slightly increased. Black/African American males decreased by 5, from 156 (9.45%) to 151 (9.62%). However, the percentage for this group slightly increased. Hispanic females increased by 2 from 40 (2.42%) to 42 (2.68%). The number of Hispanic/Latino males decreased by 7 from 89 (5.39%) to 82 (5.23%). Asian females decreased by 5, from 114 (6.9%) to 109 (6.95%), but the percentage for this group slightly increased. Asian males decreased by 8, from 160 (9.69%) to 152 (9.69%). However, the percentage for this group remained approximately the same. American Indian/Alaska females were not employed in the federal workforce during in fiscal years 2012 or 2013. American Indian/Alaska Native males increased by 2, from 2 (0.12%) to 4 (0.25%). Native Hawaiian or Other Pacific Islander females increased by 1 from 0 to 1 (0.06%). Native Hawaiian or Other Pacific Islander males were not employed in the permanent workforce in fiscal years 2012 and 2013. Females that self-identified in the Two or More Races category increased by 2, from 4 (0.24%) to 6 (0.38%). Males that identified in the Two or More Races category decreased by 1, from 11 (0.67%) to 10 (0.64%). (See EEOC Workforce Data Table A-1).

Temporary Workforce

The agency's temporary workforce increased by 10, from 33 employees in fiscal year 2012, to 43 employees in fiscal year 2013. The number of females in the temporary workforce increased by 2, from 12 (36.36%) to 14 (32.56%) females. However, the percentage for this group decreased. The number of males in the temporary workforce increased by 8, from 21 (63.64%) to 29 (67.44%) employees. (See EEOC Workforce Data Table A-1)

The number of White females in the temporary workforce remained the same at 8 employees, but the percentage for this group decreased from 24.24% in fiscal year 2012 to 18.6% in fiscal year 2013. White males increased by 5, from 16 (48.48%) to 21 (48.84%). Black/African American females decreased by 3, from 4 (12.12%) to 1 (2.33%). The number of Black/African American males remained the same, which was 5, but the percentage for this group decreased from 15.15% to 11.63%. Hispanics/Latinos were not employed in the temporary workforce in fiscal years 2012 and 2013. Asian females increased by 3, from 0 to 3 (6.98%). Asian males increased by 3, from 0 to 3 (6.98%). American Indian/Alaska Natives and Native Hawaiian or Other Pacific Islanders were not employed in the temporary workforce in fiscal years 2012 and 2013. The number of females that identified in the Two or More Races category increased by 2, from 0 to 2 (4.65%) (See EEOC Workforce Data Table A-1 and Chart 1)

CHART 1						
Fiscal Years 2006 to 2013						
Eight-Year Trend Analysis of BBG Total Workforce By Gender (For Permanent and Temporary Federal Government Employees)						
Fiscal Years	Total Female CLF - 47.21%	Total Male CLF – 52.79%	Total Female and Male Workforce	Changes In Total Female and Male Workforce By Fiscal Years		
				Females	Males	Total Change
2006	656 (37.68%)	1,085 (62.32%)	1,741 (100%)	+9	-30	-21
2007	662 (37.44%)	1,106 (62.56%)	1,768 (100%)	+6	+21	+27
2008	672 (38.07%)	1,093 (61.93%)	1,765 (100%)	+10	-13	-03
2009	685 (38.78%)	1,081 (61.21%)	1,766 (100%)	+13	-12	+01
2010	687 (38.75%)	1,086 (61.25%)	1773 (100%)	+2	+5	+07
2011	677 (38.79%)	1,068 (61.20%)	1,745 (100%)	-10	-18	-28
2012	650 (38.60%)	1,034 (61.40%)	1,684 (100%)	-27	-34	-61
2013	630 (39.08%)	982 (60.92%)	1,612 (100%)	-20	-52	-72

EEOC Workforce Data Table B-1: In fiscal year 2013, there were 11 (0.68%) employees with targeted disabilities in the total workforce, which is an increase of 3, from 8 (0.48%) employees with targeted disabilities in fiscal year 2012. An eight-year trend analysis for the period of fiscal years 2006 to 2013 shows the agency’s total number of employees with targeted disabilities have remained below the EEOC federal goal of 2% (*see* Chart 2). To reach the federal goal, the agency must recruit and hire 21 qualified candidates with a targeted disability.

CHART 2							
Fiscal Years 2006 to 2013							
Eight Year Trend Analysis of Distribution of Employees with a Non-Targeted Disability and Employees with a Targeted Disability (Permanent and Temporary Employees)							
Fiscal Years	Total Workforce (100%)	[05] No Disability	[01] Not Identified	[06-94] Non- Targeted Disability	Targeted Disability FG: 2.00%	New Hires	Separations
2007	1,768	1,632 (92.30%)	65 (3.67%)	56 (3.16%)	15 (0.84%)	0	0
2008	1,765	1,640 (92.91%)	55 (3.11%)	55 (3.11%)	15 (0.84%)	0	0
2009	1,766	1,661 (94.05%)	52 (2.94%)	39 (2.20%)	14 (0.79%)	0	1
2010	1,773	1,673 (94.35%)	49 (2.76%)	38 (2.14%)	13 (0.73%)	0	1
2011	1,745	1,656 (94.89%)	34 (1.94%)	42 (2.40%)	13 (0.74%)	1	1
2012	1,684	1,614 (95.84%)	24 (1.43%)	38 (2.26%)	8 (0.48%)	0	2 ⁵
2013	1,612	1,545 (95.84%)	18 (1.12%)	38 (2.36%)	11 (0.68%)	0	1

EEOC Workforce Data Tables A-2 and B-2: The BBG operates as a single component. Therefore, these workforce data table are not applicable.

⁵There were an additional 3 employees with targeted disabilities that were not accounted for in EEOC Workforce Data Table B14. This may be due to employees changing their disability status or a system error.

EEOC Workforce Data Tables A3-1, A4-1 and A3-2, A4-2:

The number of senior level officials and managers (Grade 15 or equivalent, and above) in the agency decreased by 9 from 96 in fiscal year 2012 to 87 in fiscal year 2013.⁶ White females decreased by 1, from 23 (23.96%) to 22 (25.29%). However, the percentage for this group increased. White males decreased by 7, from 59 (61.46%) to 52 (59.77%). Black/African-American females decreased by 1, from 5 (5.21%) to 4 (4.6%). Black/African-American males increased by 1, from 1 (1.04%) to 2 (2.3%). Hispanic females increased by 1, from 0 to 1 (1.15%). Hispanic males decreased by 1, from 2 (2.08%) to 1 (1.15%). The number of Asian females, which was 2, remained the same. However, the percentage for this group slightly increased (from 2.08% to 2.3%). The number of Asian males decreased by 1, from 2 (2.3%) to 1 (1.15%). The number of females that identified as Two or More Races increased by 1, from 1 (1.04%) to 2 (2.3%). The number of males that identified as Two or More Races decreased by 1, from 1 (1.04%) to 0.

Native Hawaiians or Other Pacific Islanders and American Indians/Alaska Natives were not employed at the senior levels (Grade 15 and above) within the Agency in fiscal years 2012 or 2013.

Senior Executive Service (SES): The number of SES employees decreased by 1, from 17 to 16 SES employees. This includes 3 White females (18.75%), 10 White males (62.5%), 1 Hispanic/Latino male (6.25%), 1 Asian female (6.25%) and 1 female that identified as Two or More Races. There were no Blacks/African-Americans, Hispanic/ Latino females, Asian males, Native Hawaiians or Other Pacific Islanders, American Indians/Alaska Natives, or males that identified as Two or More Races in the SES during the fiscal year.

EEOC Workforce Data Tables B3-1, B4-1 and B4-1, B-4-2: In fiscal years 2012 and 2013, there were no employees who self-identified as having a targeted disability employed at the senior level, including the SES, within the agency. However, there were 5 employees (0.82%) with targeted disabilities at the mid-levels (Grades 13-14) in fiscal year 2013, which is an increase from the 3 employees (0.48%) with targeted disabilities employed at this level in fiscal year 2012.

EEOC Workforce Data Tables A5-1 and B5-2: In fiscal year 2013, there were 84 employees classified in wage grades, which is a decrease of 15 from the 99 wage grade employees in the workforce in fiscal year 2012. There were 72 employees at the WB-02 level in fiscal year 2013. The number of White females decreased by 1, from 4 (4.82%) to 3 (4.12%). White males decreased by 9, from 50 (60.24%) to 41 (56.94%). The number remained the same for Black/African-American females, which was 1, but the percentage for this group slightly increased (from 1.2% to 1.39%). The number of Black/African-American males remained the same, which was 23, but the percentage for this group increased (from 27.71% to 31.94%). There was 1 Hispanic male employed at the WB-02 level in fiscal year 2013 and the prior year, but the percentage for this

⁶ The calculations for fiscal year 2012 were based on tables A3-1 and A3-2 since these tables provided the highest number of officials and managers (Grade 15 or equivalent and above). However, for fiscal year 2013 tables A4-1 and A 4-2 provided the highest number of senior level officials (GS-15 and SES levels combined). Therefore, these calculations were cited for fiscal year 2013. It should also be noted in fiscal year 2013 that the agency produced a table A-3 specifically for Executive/Senior level employees and another table A-3 for non-supervisors below the Executive/Senior levels. The agency will assess its HR data system in fiscal year 2014.

group slightly increased (from 1.2% to 1.39%). There was also 1 Asian female employed during both fiscal years, and the percentage for this group slightly increased (from 1.2% to 1.39%). The number of Asian males decreased by 1, from 2 (2.41%) to 1 (1.39%). There was 1 American Indian/Alaska Native male employed in fiscal years 2012 and 2013. However, the percentage for this group slightly increased (from 1.2% to 1.39%).

There were no Hispanic females, Native Hawaiians or Other Pacific Islanders, American Indian/Alaska Native females and individuals that self-identified in the Two or More Races category employed at the WB-02 level in fiscal years 2012 or 2013.

The number of employees at the WB-04 grade level increased by 1, from 10 to 11 employees. White females increased by 1, from 0 to 1 (9.09%). The number of White males remained the same, which was 8, but the percentage for this group decreased (from 80% to 72.73%). The number of Black/African-American females and males also remained the same, which was 1 employee classified in both of these groups, but the percentages for these groups decreased (from 10% to 9.09% for these 2 groups).

There were no Hispanics, Native Hawaiians or Other Pacific Islanders, American Indians/Alaska Natives, and individuals that identified as Two or More Races employed at the WB-04 grade level in fiscal years 2012 or 2013. There was 1 (100%) employee at the WG-14 level in fiscal years 2012 and 2013, who was a White male.

EEOC Workforce Data Tables B5-1 and B5-2: In fiscal year 2013, 1 employee with a targeted disability was classified in the wage grades, which is an increase from 0 employees in fiscal year 2012. The employee was classified at the WB-04 grade level, which constituted a 9.09% of the 11 employees classified at this level.

EEOC Workforce Data Tables A6-1, A6-2, B6-1 and B6-2: In fiscal year 2013 the participation rates for females overall were below the occupational CLFs in the Broadcasting, General Arts & Information (GAI)-1001 (36.19% v. 45.52%), Broadcasting Equipment Operating-3940 (8.43% v. 11.7%), Information Technology-2210 (14.29% v. 35.26%), Writing & Editing-1082 (37.7% v. 56.84%), Electronics Engineering-0855 (0% v. 9.10%) and Electronics Technician-0856 (0% v. 19.50%) major occupations. Males overall were below the occupational CLF in the Audiovisual Production-1071 (54.44% v. 62.54%) and Telecommunications-0391 (84.62% v. 88.3%) major occupations. However, males had high participation rates (above 50%) in these job groups.

The participation rates for Hispanic males were below the occupational CLFs in the Audiovisual Production-1071 (3.89% v. 5.13%), Broadcasting Equipment Operating-3940 (1.2% v. 8.53%) and Telecommunications-0391 (3.85% v. 8.53%) major occupations. The participation rates for Hispanic males were not significantly below the CLFs (at least one employee below the CLF benchmark) in the Electronics Engineering-0855 (0% v. 5.09%) and General Engineering-0801 (0% v. 4.5%) mission critical occupations. However, there were no Hispanic males in these major occupations during the review period. The participation rates for Hispanic females were not significantly below the occupational CLFs in the mission critical occupations. However, it should be noted that there were not any Hispanic females in the Broadcasting Equipment Operating-3940 (0% v. 1.15%), Telecommunications-0391 (0% v. 1.15%), Electronics Engineering (0% v. 0.68%),

Electronics Technician-0856 (0% v. 1.97%) and General Engineering-0801 (0% v. 0.79%) major occupations.

White males were below the occupational CLFs in the Audiovisual Production-1071 (32.78% v. 49.7%), Broadcasting, GAI-1001 (32.23% v. 43.98%) and Broadcasting Equipment Operating-3940 (59.04% v. 66.57%) major occupations. However, the participation rate for White males in the Broadcasting Equipment Operating-3940 occupation was greater than 50% during the review period. White females were below the occupational CLFs in the Audiovisual Production-1071 (24.44% v. 28.16%), Broadcasters, GAI-1001 (17.01% v. 37.89%), Broadcasting Equipment Operating-3940 (4.82% v. 8.11%), Information Technology-2210 (1.1% v. 23.77%), Writing & Editing-1082 (31.15% v. 48.34%) and Electronics Technician-0856 (0% v. 12.6%) mission critical occupations. The participation rates for White females were not significantly below the occupational CLFs in the Electronics Engineering-0855 (0% v. 5.09%) and General Engineering-0801 (0% v. 7.6%) major occupations. However, White women were not employed in these occupations during the review period.

The participation rates for Black males and females either exceeded or were not significantly below the occupational CLFs in the major occupations. However, there were no Black males in the Electronics Engineering-0855 (0% v. 4.29%) and General Engineering (0% v. 3.31%) major occupations, and there were no Black females in the Electronics Engineering-0855 (0% v. 0.81%), Electronics Technician (0% v. 2.20%) and General Engineering-0801 (0% v. 0.88%) major occupations.

Asian males were below the occupational CLFs in the Broadcasting Equipment Operating-3940 (1.2% v. 2.66%), Information Technology-2210 (6.59% v. 11.44%) and Electronics Technician-0856 (0% v. 5.51%) mission critical occupations. Asian females were below the occupational CLFs in the Information Technology-2210 (1.1% v. 5.04%) major occupation. The participation rates for Asian females were not significantly below the occupational CLFs in the Telecommunications-0391 (0% v. 0.53%), Electronics Engineering-0855 (0% v. 2.3%), Electronics Technician-0856 (0% v. 2.26%) and General Engineering-0801 (0% v. 2.5%) major occupations. However, there were no Asian females employed in these mission critical occupations.

Native Hawaiian or Other Pacific Islander males and females were not employed in the mission critical occupations during the review period. However, their participation rates in the CLF were relatively small in comparison to the other EEO categories. American Indian or Alaska Native males were below the occupational CLF in the Broadcasting, GAI-1001 (0.13% v. 0.53%) major occupations. The participation rates for American Indian or Alaska Natives males were not significantly below the CLFs in the Information Technology-2210 (0% v. 0.15%), Telecommunications-0391 (0% v. 0.42%), Writing & Editing-1082 (0% v. 0.22%), Electronics Engineering-0855 (0% v. 0.21%), Electronics Technician-0856 (0% v. 0.41%) and General Engineering-0801 (0% v. 0.27%). However, this group was not employed in these occupations during the review period. There were no American Indian or Alaska Native females employed in the mission critical occupations during the review period. However, their participation rates in the CLF were relatively small in comparison to the other EEO categories.

Multiracial males were below the occupational CLFs in the Broadcasting, GAI-1001 (0.64% v. 0.94%) and Broadcasting Equipment Operating-3940 (0% v. 1.65%) mission critical occupations.

Multiracial females were below the occupational CLF in the Broadcasters, GAI-1001(0.38% v. 0.80%) major occupation. With the exception of the Electronics Engineering-0855 (9.09%) major occupation,⁷ employees with targeted disabilities were below EEOC's target of 2% in all the mission critical occupations.

EEOC Workforce Data Tables A-8, B-8: The agency did not hire any applicants who self-identified as having a targeted disability during the review period. There were 11 (0.68%) employees with targeted disabilities in the total workforce in fiscal year 2013, which is a decrease from 8 (0.48%) employees with targeted disabilities that were in the total workforce in fiscal year 2012. The ratio of employees in total workforce also remained below the Federal Goal of 2%. To meet the Federal Goal of 2%, the Agency must newly hire 21 employees with a targeted disability. The percentages of new hires for the following non-disabled groups were also below the national CLF ratios (See Chart 3).

CHART 3 - Fiscal Year 2013		
New Hires Below the National CLF Ratio (Permanent and Temporary Employees)		
<u>Distribution by Race/Ethnicity and Sex</u>	<u>Current Ratio</u>	<u>National CLF Ratio</u>
White Females	16.67%	31.48%
Hispanic/Latino Males	1.19%	8.36%
Hispanic/Latino Females	5.95%	6.22%
American Indian/Alaska Native Females	0%	0.29%
Native Hawaiian/Other Pacific Islander Males and Females	0%	0.08% and 0.07%, respectively

EEOC Workforce Data Tables A-13 and B-13: BBG distributed 755 Time-Off and 32 Cash Awards, which is a total of 787 Awards. Eight awards (0.59%) were earned by employees that self-identified as having a targeted disability. (See Chart 4).

FY 2013 Awards 787 (100%)	CHART 4 Distribution By Disability Status			Total
	[01] Not Identified	[06-94]Disability	Targeted Disability	
Time-Off - 1-9 Hours	0 (0.00%)	17 (2.16%)	4 (0.51%)	17 (2.16%)
Time-Off - 9 Plus Hours	2 (0.25%)	8 (1.01%)	2 (0.25%)	10 (1.27%)
Cash Award - \$100-\$500	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Cash Award - \$501 Plus	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Quality Step Increase	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Total By Disability	2 (0.25%)	25 (3.18%)	6 (0.76%)	27 (3.43%)

EEOC Workforce Data Tables A-14 and B-14: In fiscal year 2013, there were 132 separations, 129 voluntary and 3 involuntary. One employee with a targeted disability voluntarily separated from BBG. None of the employees with targeted disabilities were involuntarily separated from the agency.

⁷ The Electronics Engineering-0855 major occupation is a relatively small job group within the agency comprised of a total of 11 employees. There was just 1 (9.09%) employee with a targeted disability employed in this occupation during the review period.

IV. Summary of EEO Plan Objectives to Eliminate Identified Barriers or Correct Program Action Items

The agency has developed action plans in EEOC Forms 715-01–Part I that will facilitate BBG in identifying triggers and potential barriers to EEO for groups with participation rates below the CLF and EEOC goal.

V. Summary of EEO Plan Action Items Implemented or Accomplished

Developmental Opportunities

- Mentoring Program: The agency has a long standing formal Mentoring Program (Program) that was established in 1993. A new Program is initiated annually, and the 2012/2013 Program was launched in October 2012. Thirteen formal mentoring (14 Mentors and 13 Mentees) partnerships were established through this Program (one of the mentors retired during this session, so an additional mentor participated in the program). Employees who were selected into the Program engaged in an eight-month mentoring partnership where they were required to: 1) attend an initial Orientation Session; 2) develop Individual Development and Action Plans 3) meet at least one hour per week; 4) participate in Monthly Forums; 5) attend mandatory Mid-Point Energizers; and 6) participate in a Closing Ceremony. Furthermore, Mentees were required to participate in job-shadowing assignments, to network with senior managers, and to learn about the mission of the agency and its core functions.

The agency successfully completed its 2012/2013 Mentoring Program, and acknowledged the accomplishments of the Mentees and Mentors in a Closing Ceremony, which was held in June 2013.

- Office of Human Resources Internship Program: The agency utilizes the Pathways Program, which includes the Presidential Management Fellows (PMF), Internship and Recent Graduates Programs, to recruit, hire and provide high school and college students, and recent graduates with valuable work experience, and the necessary skills to be successful in the workplace.

In fiscal year 2013, a total of 217 Interns were brought on board through the volunteer internship program. This included 162 females (74.65%), 55 males (25.35%), 59 (27.19%) White females, 20 (9.22%) White males, 25 (11.52%) Black/African-American females, 15 (6.91%) Black/African-American males, 1 (0.46%) Hispanic/Latino females, 1 (0.46%) Native Hawaiian or Other Pacific Islander female, 73 (33.64%) Asian females, 19 (8.76%) Asian males, 1 (0.46%) American Indian male and 3 (1.38%) multiracial females.

- Minority Serving Institutions Intern/Mentoring Programs: In FY 2013, the agency partnered with the Hispanic Association of Colleges and Universities (HACU) and Howard University, and conducted outreach at other educational institutions with a high percentage of minorities to train and develop students, and to pique students' interests in BBG and future careers in broadcasting and journalism. The agency also has an agreement with Hampton University, as part of the White House Initiative on Historically Black Colleges

and Universities (HBCUs), to bring interns from Hampton University on board where BBG media professionals can provide them with training and hands on experience in international broadcasting and journalism. Furthermore, BBG journalists are sharing their experience and expertise with students at Hampton University's Scripps Howard School of Journalism and Communication under a cooperative agreement with BBG.

Agency representatives also attended and supported conferences and events sponsored by and held at minority serving institutions to demonstrate the agency's commitment to the partnerships established with these institutions, and to promoting diversity in the workplace. The agency also used these events as opportunities to promote employment at BBG and to conduct targeted outreach to engage potential candidates for future internships with the agency.

- Other Internship Opportunities: The Directorates, Divisions and offices within the agency have also hosted college and high school interns from different backgrounds and countries including Africa, Asia, Europe, the Middle East and South America. The agency also regularly recruits at Howard University's School of Law and maintains a relationship with the Black Law Students Association (BLSA) at Georgetown University Law Center, encouraging students to apply for legal externships and internships at BBG. The agency also advertises vacancy announcements on the BLSA listserv.
- Career Development Opportunities: The agency is currently operating under significant budget constraints. However, BBG is still committed to providing training and career development opportunities to current and aspiring employees so they can acquire the needed skills to be successful, and stay current in their respective career fields. During the review period the agency offered mission-related training to ensure employees had the necessary skills to perform the core functions of the agency. Furthermore, the agency implemented the Workplace Engagement Initiative, which is tasked with developing an effective Cross Training and Internal Development Program, in addition to other action items, to successfully train and develop employees in the current budget environment.

The Training Division offers career counseling services through the U.S. Department of State Career Development Resource Center to promote continuous development and to encourage employees to chart their own career path. Additionally, the agency encourages employees to develop their careers through the use of Individual Development Plans (IDPs). The IDP is a personalized and realistic plan to facilitate employees in achieving their short and long-term career goals.

- Rotational Programs and Detail Assignments: In addition to technical and core skills training, the agency regularly provides developmental opportunities through rotational programs and detail assignments to develop a workforce better able to adapt to new technological and programmatic challenges.

Progress of Targeted Recruitment

The agency's progress is indicated in the current overall workforce statistics compared to 15 years ago.

Total Minority Workforce	FY 1999	FY 2010	FY 2011	FY 2012	FY 2013
% of Total Workforce	38.8%	46.1%	46.76%	46.85%	47.7%
% of Employees at GS-13 and above	23.7%	36.6%	37.85%	37.61%	38.71%
% of Supervisors/Managers	21.1%	32.5%	34.40%	38.63%	41.69%

Total Female Workforce	FY 1999	FY 2010	FY 2011	FY 2012	FY 2013
% of Total Workforce	33.9%	38.9%	38.91%	38.6%	39.08%
% of Employees at GS-13 and above	26.3%	35.0%	35.40%	35.77%	36.29%
% of Supervisors/Managers	22.1%	29.0%	27.97%	29.33%	34.70% ⁸

- Senior managers participated in targeted recruitment and outreach in an effort to generate diverse applicant pools with highly qualified candidates. In addition to posting positions on the USAJOBS website, the agency also publicized vacancies and outreach activities to Affinity groups and minority serving institutions, and in local papers geared towards groups with low participation rates in the workforce to attract applicants from diverse backgrounds. The agency has also used social media sites such as LinkedIn, Facebook and Twitter to conduct outreach. Furthermore, the agency created career ladder vacancies, which enabled applicants with less experience to be hired at a lower grade level and to progress, without competition.

Employee Recognition and Awards

Due to budget constraints under the sequestration, the agency had to significantly cut funding for its awards program. However, the agency continued to utilize creative ways to recognize the exceptional performance of its employees through the following programs and activities.

⁸ Based on the data available FY 1999-2011 includes supervisors and FY 2012-2013 includes supervisors and managers.

- The agency has a Spotlight on Excellence awards program, which gives officials the opportunity to “shine a light” on high performers and outstanding program quality, and to boost morale by publicly recognizing team efforts.
- The Radio Broadcast Technician Annual Awards program recognizes Radio Broadcast Technicians that have demonstrated sustained excellence during the review period.
- The David Burke Distinguished Journalism Award is presented to U.S. international broadcasters who demonstrate exceptional performance, including bravery and reporting under extreme hardship. Recipients of this award receive a certificate and a cash award.
- The agency also recognizes excellent/outstanding performance through the issuance of Special Recognition, Career Achievement, Distinguished Honor and plague awards. Leadership also issue certificates of appreciation, and publicly recognizes employees at staff meetings, events and ceremonies.
- On the agency’s home intranet page, in the “Kudos” column, the agency announces the significant achievements of employees and expresses appreciation for their contributions.
- Leadership also nominates exemplary employees for external awards programs where BBG employees’ performance and achievements can be publicly recognized by international news and broadcasting community.
- Managers and supervisors also recognize high performance and significant employee contributions through the issuance of Time-Off and informal awards.

Information-Gathering

- As mentioned previously, the agency created the Workplace Engagement Initiative (WEI), which is a joint effort by VOA, BBG and OCB whose role is to address the concerns of employees as reflected in OPM’s annual survey – the Federal Employee Viewpoint Survey. The WEI is overseen by the IBB Chief of Staff, an IBB Project Manager, the VOA Chief of Staff, a VOA Program Manager, and a representative from OCB. The WEI has three focus areas: Effective Leadership and Strategic Management, Performance Based Rewards and Achievement and Family Friendly Culture Benefits. Under these 3 areas are 12 Actions Items, which are headed by 19 Action Leaders. (See Section II, Essential Element B).

Employee Engagement & Communication

- Leadership addressed employee engagement and morale issues by:
 - Attending Diversity & Inclusion, Best Places to Work, leadership and related training and events to develop and strengthen interpersonal and communication skills to effectively manage a diverse workforce.
 - Encouraging supervisors to take a more active role in engaging staff, and identifying specific steps supervisors should take to provide employees and contractors with

constructive feedback, as well as providing an environment where staff feels comfortable discussing problems and concerns with management.

- Requiring supervisors and managers to conduct regular staff meetings to share information, invite employee input, and to recognize employee ingenuity and innovation.
 - Promoting flexible workplace policies – including telework and alternative work schedules, wellness programs and other work/life flexibilities and benefits.
 - Assigning a representative from each office to promote the Combined Federal Campaign, which also promotes team work and altruism in the workplace.
 - Serving on the agency’s EEO, Diversity & Inclusion Council, WEI, Morale Committee and/or Funfest Team, and participating in social activities, to implement/support the agency’s EEO program, boost employee morale, and promote a positive work environment.
 - Collaborating with Union representatives to develop agency policies, procedures, employee flexibility programs, and to address employees’ concerns.
 - Working with OCR to reasonably accommodate persons with disabilities. The agency did not deny any requests for reasonable accommodations during the fiscal year.
 - Using small work groups to tackle workplace issues at different levels within the agency as part of an effort to involve employees in decisions affecting them in an effort to improve employee morale and engage the workforce.
- The agency continues to utilize electronic communications to promote EEO, Diversity, and Employee Engagement, including:
 - Posting the Tune In News Blog. The agency capitalized on the popular employee blog, Tune In, to raise awareness for EEO special emphasis programs as well as feature a diverse representation of employees. It also included answers to employee questions, news clips, current events, and other items of interest.
 - Placing the highlights of monthly VOA, IBB, and OCB reports, and weekly senior staff meetings on the Intranet to provide current information on Agency activities and challenges.
 - Utilizing Intranet sites to make information readily available to all employees, including administrative guidelines, contacts, and links to significant reports (i.e. from the IBB Office of Performance Review, OCR, OHR, OIG and GAO).

Training and Development

- The agency is committed to providing training and career development opportunities to its workforce to ensure leadership and employees have the core competencies and skills necessary to carry out the mission of the agency, excel in their respective career fields and to be successful in a diverse workforce. Furthermore, BBG continued to offer its Diversity series, which is a variety of EEO, diversity and inclusion courses.
- The agency offered developmental/training opportunities, rotational programs and detail assignments to develop a workforce better able to adapt to new technological and programmatic challenges.
- Managers/supervisors are required to assess employee training and development needs and provide for those needs whenever possible.

Leadership

- New managers and supervisors are required to successfully complete the “Foundations of Leadership: Skills for Supervisors” course during their probationary period. This training is a comprehensive five-day leadership course that is taught off-site. Furthermore, managers and supervisors are required to periodically take refresher leadership courses.
- As part of the orientation process, new managers and supervisors are also required to complete various training during their probationary period to ensure they have the core skills and competencies to successfully lead a diverse workforce.
- Other leadership training was conducted on important management skills, including: communication, listening, coaching, team building, managing performance, diversity and inclusion, and addressing conduct problems and poor performance.
- Senior leadership actively participates on the agency’s EEO, Diversity & Inclusion Advisory Council, which is mostly comprised of senior managers (Grade 15 and above). The council meets quarterly to discuss EEO and Diversity-related issues, and assists OCR with implementation of the agency’s EEO program.

Facilities, Safety and Security

- The agency maintained safe, healthy, and accessible facilities. Additionally, the agency’s *Occupant Emergency Plan*, which is posted on the Intranet, provides employees and contractors information on what they must do in an emergency.
- The agency provided information on personal safety, security and the facilities through a number of avenues, including Tune In posts, email announcements, “DeskAlerts” (pop-up notices on computers), and postings in the facilities.
- Federal Law requires agencies to provide annual Information Security Awareness (ISA) Training to employees and contractors who have access to government computer systems.

To meet this statutory requirement, during orientation all new employees are briefed on Information Security requirements, and potential risks to government computer systems, and how to reduce these risks. New employees are also required to complete the mandatory online ISA training within 5 months of coming on onboard. All employees are required to take refresher ISA training annually.

- The agency provided reasonable accommodations, including interim accommodations as needed, to job candidates and employees from diverse backgrounds, including persons with disabilities. No complaints were filed against the agency regarding the denial of reasonable accommodations in fiscal year 2013.

CERTIFICATION of ESTABLISHMENT of CONTINUING
 EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, **Mrs. Delia L. Johnson, Director for Civil Rights, GS-260-15** am the

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

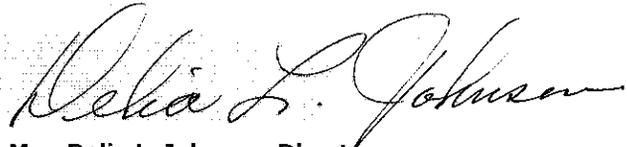
Principal EEO Director/Official **Broadcasting Board of Governors**
 for

(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.

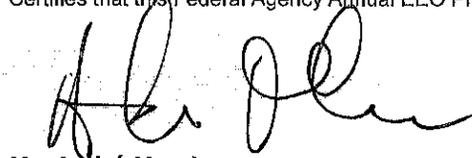


Mrs. Delia L. Johnson, Director
 Office of Civil Rights
 Signature of Principal EEO Director/Official

3/26/14

Date

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



Mr. André Mendes
 Director, Global Operations
 Broadcasting Board of Governors
 Signature of Agency Head or Agency Head Designee

3/27/14

Date

EEOC Form 715-01 Part G: Annual Self-Assessment Checklist against Elements

The Form 715-01 Part G is attached to this report. Additionally, the agency's accomplishments are documented in Part V: Summary of EEO Plan Action Items Implemented or Accomplished. The agency also developed action plans to explore triggers that were revealed in its annual self-assessment to identify potential barriers to EEO and diversity in the workforce. (See EEO Forms 715-01, Parts H and I).

EEOC Form 715-01 Part H: EEO Plan to Attain a Model EEO Program

The agency's action plans to attain a Model EEO Program are included in EEOC Forms 715-01 Part H of this report.

EEOC Form 715-01 Part I: EEO Plan to Eliminate Identified Barriers

The agency's action plans to explore triggers to identify potential barriers to EEO and diversity are included in EEOC Forms 715-01 Part I of this report.

EEOC FORM 715-01 PART J	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 Disabilities									
PART I – Agency Information	1. Agency		Broadcasting Board of Governors							
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY 2013.		... end of FY 2013.		Net Change				
		Number	%	Number	%	Number	Rate of Change			
	Total Work Force	1684	100%	1612	100%	-72	-4.28%			
	Reportable Disability	46	2.73%	49	3.04%	+3	6.52%			
	Targeted Disability*	8	0.48%	11	0.68%	+3	37.5%			
	* 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.						Data unavailable for new hires.			
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						0				
PART III Participation Rates In Agency Employment Programs										
Other Employment/Personnel Programs		Total Workforce	[06-94] Reportable Disability		[23-25; 28-38; 64-68; 82; 90; 91] Targeted Disability		[01] Not Identified		[05] No Disability	
		1,612 (100%)	49	3.04%	11	0.68%	18	1.12%	1,545	95.84%
3. Internal Competitive Promotions		25 (100%)	0	0%	0	0%	0	0%	25	100%
4. Non-Competitive Promotions		15 (100%)	1	6.67%	1	6.67%	1	6.67%	13	86.67%
5. Employee Career Development Programs		6 (100%)	0	0%	0	0%	0	0%	6	100%
5.a. Grades GS 4 – 12		4 (100%)	0	0%	0	0%	0	0%	4	100%
5.b and c. Grades GS 13-15, and SES *Totals does not include SES		0 (0%)	0	0%	0	0%	0	0%	0	0%
6. Employee Recognition and Awards		787 (100%)	25	3.18%	6	0.76%	2	0.25%	760	95.57%
6.a. Time-Off Awards (<u>465</u> @ 1 to 9 hours and <u>290</u> @ 9 hours and above)		755 (100%)	25	3.31%	6	0.79%	2	0.26%	728	96.42%
6.b. Total Cash Awards (<u>0</u> QSIs; <u>23</u> @ \$100-500; and <u>9</u> @ \$501 plus)		32 (100%)	0	0%	0	0%	0	0%	32	100%

Broadcasting Board of Governors
Fiscal Year 2012 (Oct. 1, 2011 to Sept. 30, 2012)

<p align="center">EEOC FORM 715-01 Part J</p>	<p align="center"><u>SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, HIRING, AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES</u></p>
<p align="center"><u>Part IV</u> Identification and Elimination of Barriers</p>	<p>Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.</p>
<p align="center">Part V Goals for Targeted Disabilities</p>	<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 affect 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>

Fiscal Year 2014 Planned Outreach, Recruitment, Hiring, and Advancement Strategies for Identifying Qualified Applicants with Targeted Disabilities

1. Continue to promote the use of the Schedule A hiring authority to senior leadership and hiring managers as a tool to select qualified applicants, including veterans, with targeted disabilities.
2. Continue to partner and collaborate with disability organizations and agencies. In fiscal year 2013, the agency met with the U.S. Department of Labor, Office of Disability Employment Policy, which provided the agency with disability resources, including a referral to the Council of State Administrators of Vocational Rehabilitation (CSAVR), National Employment Team (NET). As a result, BBG has partnered with CSAVR. This partnership has broadened the agency's recruitment, training and reasonable accommodation resources/options for persons with targeted disabilities. The agency will continue to initiate partnerships with disability organizations and institutions to recruit, hire and retain qualified persons with disabilities.

Additionally, in the first quarter of fiscal year 2014, the agency partnered with the Department of Aging and Rehabilitative Services to provide Disability Employment Training to senior leadership and members of the agency's EEO, Diversity & Inclusion Advisory Council.

3. Encourage employees with targeted disabilities to participate in the agency's Mentoring Program to facilitate their professional development, and connections with senior leadership and professional networks.
4. Conduct a focus group with employees with targeted disabilities to discuss their recruitment, hiring, and career development experiences with the agency, and perceived barriers to the employment and retention of qualified persons with targeted disabilities. And evaluate feedback provided in workforce surveys to assess employee morale and satisfaction.

5. Continue to work with senior leadership and disability organizations to identify and remove potential barriers to EEO for qualified employees with disabilities, and to recruit qualified candidates with targeted disabilities.
6. Evaluate career advancement opportunities for employees with targeted disabilities for mission-critical and senior level positions; and prepare them for advancement by providing the necessary training and developmental opportunities.
7. Implement an applicant tracking system that accurately tracks the number of applicants that voluntarily self-identified as having a targeted disability to enable the agency to conduct a complete analysis of the recruitment and selection processes.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2013	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element A- Demonstrated Commitment for Agency Leadership The agency did not issue updated EEO and Anti-harassment policy statements in fiscal year 2013; and the agency's current Anti-harassment policy statement does not meet EEOC requirements because it does not: 1) clearly address non-sexual harassment; 2) provide complainants with multiple avenues for filing complaints alleging harassment; 3) notify employees and applicants for federal employment that claims of harassment will be kept confidential to the extent possible.	
OBJECTIVE:	To issue updated EEO and Anti-harassment policy statements in accordance EEOC guidelines.	
RESPONSIBLE OFFICIAL:	Chairman, Board of Governors and OCR Director	
DATE OBJECTIVE INITIATED:	June 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	June 30, 2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The OCR resubmitted drafts of the agency's updated EEO and Anti-harassment policy statements in June 2013 for review and clearance. However, in August/September 2013, 4 members of the Board of Governors (Board), including the Chairman, were appointed to the Board for the agency. Therefore, due to competing priorities, the policy statements are currently pending review and clearance by key agency officials.	April 18, 2014	
Revise policy statements in accordance with feedback from reviewing/approving officials.	May 16, 2014	
Issue updated EEO and Anti-harassment policy statements that meet EEOC requirements.	June 30, 2014	
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE Drafts of EEO and Anti-harassment policy statements were submitted for review and clearance in June 2013.		

However, 4 members of the Board, including the Chairman, were appointed in August/September 2013. Additionally, the head of the agency retired in November 2013. Therefore, the policy statements are currently pending review and clearance by key agency officials to ensure the statements meet requirements and support the mission of the agency. It is anticipated that the updated policy statements will be approved and issued on or before June 30, 2014.

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors		FY 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element D - Proactive Prevention of Unlawful Discrimination. The agency does not have a standardized system and procedures for tracking applicant flow data. However, the agency is in the process of entering into a MOU with OPM to obtain approval to access the USA Staffing applicant flow data files for applicants/selectees that applied for positions with BBG through USA Jobs.	
OBJECTIVE:	Establish an applicant tracking system (for hires/appointments and promotions) to measure effectiveness of recruiting efforts and identify any artificial barriers affecting the appointment and promotion of women or minorities or persons with disabilities: <ul style="list-style-type: none"> • Collect data on gender, race/ethnicity, disability, and how notified about position; • Keep statistics on applicant pool, qualified list, best-qualified list, and selectees to assess effectiveness of recruiting efforts and identify and address any barriers. 	
RESPONSIBLE OFFICIAL:	OCR and HR Directors	
DATE OBJECTIVE INITIATED:	June 3, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	October 31, 2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Finalize the MOU between OPM and BBG granting the agency access to applicant flow data for applicants/selectees that applied for positions with the BBG through USA Jobs.		April 30, 2014

The agency should be able to access, retrieve and produce applicant flow data reports from the OPM, USA Staffing database.	May 12, 2014
The OCR Director and Affirmative Employment & Diversity Mgr. will meet with the Enterprise Applications Division Manager and OHR Director (or her designee) to explore available options for developing an internal system and procedure for collecting and tracking promotion and applicant data that is not captured by the USA Staffing database in accordance with EEOC guidelines.	May 15, 2014, June 17, 2014, July 15, 2014, August 14, 2014, September 16, 2014
The Enterprise Applicants Division will present the proposed template for the internal promotion and applicant tracking system to test the functionality and accuracy of the system.	August 29, 2014
Fully implement the internal promotion and applicant tracking system, and conduct analyses and reporting in accordance with EEOC guidelines.	October 31, 2014

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

In June 2013, the agency initiated the process of entering into a MOU with OPM to obtain approval to access the USA Staffing applicant flow data files for applicants/selectees that applied for positions with BBG through USA Jobs. The draft of the MOU was deemed acceptable by key agency and OPM officials. However, OPM recommended that the MOU be finalized after the agency received its new Authority to Operate (ATO) for the database that will receive and store applicant flow data files. The agency was granted the new ATO on January 24, 2014. However, the agency's Enterprise Applications Division is currently reassessing the necessity and efficiency of utilizing the current designated system to receive and store the USA Staffing applicant flow data files, and is in the process of updating the draft of the MOU to reflect its current recommendations for the proper retrieval and storage of the data. It is expected that the final MOU between OPM and BBG will become effective in April 2014.

In fiscal year 2013, the OCR Director and Affirmative Employment and Diversity Manager also held discussions with the HR Director, Information Systems & Solutions Division Chief and Enterprise Applications Division Manager to discuss the development of an internal promotion and applicant tracking system to track candidates, promotions and selections that are not captured by the USA Staffing database. Due to competing priorities and limited resources, it was agreed that the promotion/applicant tracking system would be completed in phases, and the agency is currently focusing on completing the first phase of the project, which is to finalize the MOU with OPM to enable the agency to access the USA Staffing applicant flow data files. The agency plans to resume discussions on the next phase(s) of the project, which involves the development of the internal applicant tracking system in May 2014.

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2013	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E - Efficiency In FY 2013, 30 of 38 (78.95%) employees rejected the agency's offer of ADR, and elected to participate in traditional EEO counseling at the informal stage of the EEO complaint process.	
OBJECTIVE:	To increase the employee election rate for ADR to resolve EEO complaints informally.	
RESPONSIBLE OFFICIAL:	OCR Director and Senior Leadership	
DATE OBJECTIVE INITIATED:	October 1, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
EEO Counselors will continue to offer and promote ADR to aggrieved persons and responding management officials at the informal stage of the EEO complaint process.	October 1, 2013 and ongoing	
Continue to encourage managers and supervisors to offer ADR to employees before disagreements and conflicts escalate into complaints, including during EEO and Diversity training/forums, senior staff meetings and EEO, Diversity & Inclusion Committee meetings.	October 1, 2013 and ongoing	
Promote the use of ADR during the required briefings on the EEO process during employee orientations and leadership training.	October 1, 2013 and ongoing	
Develop a database to track the reasons employees rejected the agency's offer of ADR.	April 30, 2014 and ongoing	

REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE

During the fiscal year, the agency offered ADR to all (38 of 38 – 100%) of counselees and encouraged managers and supervisors to participate in ADR. There was an increase of the percentage of employees who accepted the offer of ADR from 3.77% in fiscal year 2012 to 21.05% in fiscal year 2013. Additionally, none of the managers and supervisors involved in the complaints declined to participate in ADR.

The agency also promoted the use of ADR at the new employee orientations and leadership training by providing an overview of the program and discussing the benefits of attempting to resolve disputes at the lowest level possible. The agency’s ADR brochure was also provided to all new employees and is available to all current employees on the agency’s intranet.

The OCR Director and EEO Counselors have informally surveyed aggrieved employees to obtain the reasons why they declined to participate in ADR, and aggrieved employees indicated they do not want to participate in ADR because they do not feel comfortable directly engaging management during the ADR process due to the power imbalance between parties.

The agency created the Workplace Engagement Initiative (WEI), which is a joint effort by VOA, BBG and OCB whose role is to address the concerns of employees as reflected in the Office of Personnel Management’s (OPM) annual survey – the Federal Employee Viewpoint Survey. The WEI is overseen by the IBB Chief of Staff, an IBB Project Manager, the VOA Chief of Staff, a VOA Program Manager, and a representative from OCB. The WEI has three focus areas: Effective Leadership and Strategic Management, Performance Based Rewards and Achievement and Family Friendly Culture Benefits. Under these 3 areas are 12 Actions Items, which include Strategic Communications, Health and Wellness and Management Training. Therefore, the agency has taken steps to improve communications, develop leadership skills and to boost employee morale in the workforce. This should increase trust and better work relationships amongst leadership and employees where they are willing engage in professional discussions regarding workplace issues even during the ADR process to resolve disputes at the lowest level possible. Moreover, the agency will continue to offer and promote ADR to the workforce and leadership.

During the fiscal year the agency also conducted an assessment of its complaints tracking system and determined that it does not have the capability to adequately track the reasons why aggrieved persons/complainants declined ADR. However, the agency plans to develop an Excel spreadsheet to begin tracking the reasons for declination in fiscal year 2014 until the agency obtains the funding to update its complaints tracking system to track this information.

<p>EEOC FORM 715-01 PART H</p>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</p>	
<p>Broadcasting Board of Governors</p>		<p align="right">FY 2013</p>
<p>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</p>	<p>Essential Element E - Efficiency</p> <p>The agency did not timely issue 2 of 2 merit Final Agency Decisions (FADs) during the review period due to budget constraints.</p>	

OBJECTIVE:	Timely issue FADs in accordance with EEOC regulations and guidelines.	
RESPONSIBLE OFFICIAL:	OCR Director	
DATE OBJECTIVE INITIATED:	October 1, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Utilize current tracking systems to monitor the status of the election and completion of FADs to ensure they are timely issued by the agency.	October 1, 2013 and ongoing	
If resources and funding are limited, partner with other federal agencies to timely draft pending FADs.	October 1, 2013 and ongoing	
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2013	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p><u>EEOC Table B-1</u>: The participation rate for employees with targeted disabilities was 0.68%, which is below EEOC's goal of 2%.</p> <p><u>EEOC Table B-6</u>: With the exception of the Electronics Engineering-0855 (9.09%) major occupation (which had a total of 11 employees), the participation rates for employees with targeted disabilities were below EEOC's target of 2% in all the mission critical occupations.</p> <p><u>EEOC Table B-8</u>: Applicants with targeted disabilities were not hired in fiscal year 2013.</p> <p><u>EEOC Table B-11</u>: Employees with targeted disabilities were not selected internally for mid/senior level (GS-13/14, GS-15 and SES) positions during the review period.</p> <p><u>EEOC Table B-14</u>: 1 (0.76%) employee with targeted disabilities voluntarily separated from the agency.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>An analysis of EEOC's Workforce Data Tables B-1, B-6, B-8 and B-11 revealed the triggers, which require further evaluation to determine if there are potential barriers to EEO for individuals with targeted disabilities.</p> <p>An eight-year trend analysis for fiscal years 2006-2013 shows the participation rates of employees with targeted disabilities have consistently remained below EEOC's goal of 2%.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been</p>	<p>Based on fiscal years 2006-2013 workforce statistical data, the agency has developed an EEO action plan to identify and remove potential barriers that may be adversely</p>	

determined to be the barrier of the undesired condition.	affecting the recruitment, selection and retention of qualified applicants with targeted disabilities.
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To ensure the agency has an effective recruitment program for individuals with targeted disabilities, and the selection process is valid and fair for all employees; and to attract and retain qualified employees with disabilities in the workforce.
RESPONSIBLE OFFICIAL:	OHR and OCR Directors, and Senior Leadership
DATE OBJECTIVE INITIATED:	October 1, 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing (whenever there is an opportunity for outreach and recruitment and evaluation).
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Continue to timely reasonably accommodate persons with disabilities in accordance with the Rehabilitation Act and implementing regulations and guidelines to retain and become an employer of choice for qualified Persons with Targeted Disabilities (PWTDS).	October 1, 2013 and ongoing
Continue to encourage PWTDS to participate in the agency's Mentoring Program and to utilize Individual develop Plans to facilitate their professional development and to increase their connections with senior leadership and career networks within/outside the agency.	October 1, 2013 and ongoing
In collaboration with the Department of Aging and Rehabilitative Services, U.S. Department of Labor, Office of Disability Employment Policy (ODEP) and other disability organizations and agencies, develop and present Disability Employment Awareness and Reasonable Accommodations Training to agency leadership.	October 29, 2013 and August 27, 2014
Continue to host EEO, Diversity & Inclusion Advisory Council meetings to promote the employment and reasonable accommodation of qualified PWTDS, and to provide leadership and members with the information, tools and resources to meet their obligations under the Rehabilitation Act, MD 715 and other applicable federal regulations and guidelines.	April 29, 2014, July 29, 2014 and October 28, 2014

<p>Establish an applicant tracking system (for both appointment and promotion) to measure effectiveness of recruiting efforts and identify any artificial barriers affecting the appointment and promotion of persons with disabilities.</p> <ul style="list-style-type: none"> • Collect data on disability status, and how informed about position • Keep statistics on applicant pool, qualified list, best-qualified list, and selectees to assess effectiveness of recruiting efforts and identify and address any barriers the agency will utilize survey results to assess employee satisfaction, employee engagement and their work experience at the agency. The agency will also encourage senior leadership, managers and supervisors to invite/utilize feedback from the workforce, including PWTDS, to evaluate the agency's progress in promoting Diversity and Inclusion in the workforce. 	<p>May 12, 2014 - 1st phase (Implementation of MOU between OPM and BBG to obtain approval to access USA Staffing applicant flow data)</p> <p>October 31, 2014 - 2nd phase (Implementation of additional internal promotion/applicant tracking system)</p>
<p>Conduct focus group with PWTDS employed by the agency to discuss their recruitment, hiring, and career development experiences with the agency, and to identify potential barriers/solutions to successfully employing and retaining PWTDS.</p>	<p>June 30, 2014</p>
<p>Partner with local disability and rehabilitation organizations to have 2 career/interview fairs each year to introduce/orient pre-screened PWTDS to the agency, and to further screen, interview and hire/appoint qualified PWTDS.</p>	<p>August 14, 2014 February 11, 2015</p>

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

To become an employer of choice for persons with disabilities, the agency's Office of Civil Rights (OCR) and Office Human Resources (OHR) have significantly increased its efforts to work collaboratively with management to reasonably accommodate persons with disabilities, and to quickly resolve disputes involving requests for accommodations amenably and expeditiously. In fiscal year 2013, the agency granted most requests for accommodations for disabling conditions, and offered reasonable alternatives in cases where it was determined it would not be feasible or would pose an undue hardship for the agency to provide the requested accommodation. The agency's willingness to reasonably accommodate employees contributed to a complaint case load of zero complaints involving the denial of reasonable accommodations in fiscal year 2013. The BBG plans to continue to grant requests for reasonable accommodations and provide viable alternatives where necessary to increase employee morale and satisfaction, and to attract highly-qualified persons with disabilities for employment opportunities within BBG.

During the review period, BBG met with the U.S. Department of Labor, ODEP, which informed the agency representative of an assortment of tools and resources the agency could utilize to increase the participation rates of qualified PWTDS in the workforce, including the Council of State Administrators of Vocational Rehabilitation (CSAVR). Subsequently, BBG initiated a partnership with CSAVR, National Employment Team (NET). This partnership has broadened the agency's recruitment, training and reasonable accommodation resources/options for persons with targeted disabilities. The BBG has begun forwarding vacancies to NET to solicit qualified candidates with targeted disabilities for positions within BBG. OCR and OHR are currently collaborating to standardize this process, and to present a proposal to senior leadership recommending that the agency utilize the Schedule A hiring authority, local disability organizations and other disability recruitment tools in lieu of the competitive selection process for some vacancies to hire persons with targeted disabilities.

Additionally, as result of the partnership established between BBG and CSAVR, BBG collaborated with the

Department of Aging and Rehabilitative Services to provide comprehensive Disability Employment Awareness training to agency leadership at the first quarter fiscal year 2014 EEO, Diversity & Inclusion Advisory Council (EDIAC) meeting. The training was well received by attendees.

The BBG also utilizes its quarterly EDIAC meetings, which are mostly attended by senior leadership, to periodically inform leaders of their responsibilities to take affirmative actions to hire/employ, develop and retain qualified persons with targeted disabilities. Attendees are also briefed on the tools and resources they can utilize to hire, train and retain persons with disabilities. Furthermore, the meetings provide a forum where leadership can discuss barriers to hiring/retaining persons with targeted disabilities, and to share ideas, successes, and recommendations for becoming a model employer for persons with disabilities.

To enable the agency to conduct barrier analysis of the agency's selection process, in June 2013, the agency initiated the process of entering into a MOU with OPM to obtain approval to access the USA Staffing applicant flow data files for applicants/selectees that applied for positions with BBG through USA Jobs. The draft of the MOU was deemed acceptable by key agency and OPM officials. However, OPM recommended that the MOU be finalized after the agency received its new Authority to Operate (ATO) for the database that will receive and store applicant flow data files. The agency was granted the new ATO on January 24, 2014. However, the agency's Enterprise Applications Division is currently reassessing the necessity and efficiency of utilizing the current designated system to receive and store the USA Staffing applicant flow data files, and is in the process of updating the draft of the MOU to reflect its current recommendations for the proper retrieval and storage of the data. It is expected that the final MOU between OPM and BBG will become effective in April 2014.

In fiscal year 2013, the OCR Director and Affirmative Employment and Diversity Manager also held discussions with the HR Director, Information Systems & Solutions Division Chief and Enterprise Applications Division Manager to discuss the development of an internal promotion and applicant tracking system to track candidates, promotions and selections that are not captured by the USA Staffing database. Due to competing priorities and limited resources, it was agreed that promotion/applicant tracking system would be completed in phases, and the agency is currently focusing on completing the first phase of the project, which is to finalize the MOU with OPM to enable the agency to access the USA Staffing applicant flow data files. The agency plans to resume discussions on the next phase(s) of the project, which involves the development of the internal applicant tracking system in May 2014.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2013	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p><u>EEOC Table A-1</u> Females' participation rate of 39.08% in the total workforce was below the CLF of 47.21%.</p> <p>Hispanic/Latino Females' participation rate of 2.61% in the total workforce was below the CLF of 6.22%.</p> <p>Hispanic/Latino Males' participation rate of 5.09% in the total workforce was below the CLF of 8.36%.</p> <p>White Females' participation rate of 16.63% in the total workforce was below the CLF of 31.48%.</p> <p><u>EEOC Table A-14</u> Females' separation rate was 37.12% in comparison to their participation of 39.08% in the total workforce.</p> <p>Hispanic/Latino Females' separation rate was 2.27% in comparison to their participation of 2.61% in the total workforce.</p> <p>Hispanic/Latino Males' separation rate was 4.55% in comparison to their participation rate of 5.09%.</p> <p>White Females' separation rate of 18.94% exceeded their participation rate of 16.63%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>An analysis of EEOC's Workforce Data Tables A-1 and A-14 indicates the conditions listed above should to be further assessed to determine if there are potential barriers for these groups to ensure the agency maintains a model EEO program.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The agency needs to further evaluate why the participation rates for Females, Hispanics and White females were below the CLF and why these groups are separating from the agency to determine if there are potential barriers to EEO for these groups.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy,</p>	<p>To determine if there are potential barriers that limit the participation of these groups in the workforce. To ensure the selection process is valid and fair for all</p>	

procedure or practice to be implemented to correct the undesired condition.	employees. To enhance targeted recruitment efforts.
RESPONSIBLE OFFICIAL:	Senior leadership, OCR and OHR Directors
DATE OBJECTIVE INITIATED:	October 1, 2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Evaluate the agency's recruitment and outreach activities to determine if they are effective, and if there are barriers or potential barriers to EEO and attaining a diverse workforce. And based on this analysis, develop and implement recruitment strategies to increase the participation rates of women and Hispanics in the federal workforce.	April 1, 2014 and ongoing
Strongly encourage employees to develop and timely update Individual Development Plans to facilitate the planning and timely completion of training and development activities so they can stay current with the advancements in their career field, to increase their chances of advancement, and to improve morale and job satisfaction.	April 1, 2014 and ongoing
Review exit interviews and survey data to determine why employees separated from the agency, including an assessment of their employment experience with the agency, and their perception of the availability or lack of career advancement opportunities within the agency.	April 30, 2014 October 31, 2014
Implement standardized procedure to accurately and timely collect and track applicant flow data in accordance with MD-715, which will enable the agency to assess the diversity of its applicant/candidate pools and identify and remove possible artificial barriers. (<u>See</u> EEOC Form 715-01, Part H).	May 12, 2014 October 31, 2014
Collaborate with Federally Employed Women (FEW) and National Federal Women's Program Managers to host and provide training and developmental opportunities for women in the federal workforce, and to identify and remove barriers to the employment, advancement and retention of women in the workforce.	May 29, 2014 August 13, 2014
Collaborate with the League of United Latin American Citizens (LULAC) and other Hispanic affinity groups to host and provide training and developmental opportunities for Hispanics in the federal workforce, and to identify and remove barriers to the employment, advancement and retention of Hispanics in the workforce.	June 3, 2014-September 17, 2014

Where possible fill positions at or near the entry level that include career ladders to higher grade levels to attract highly-qualified candidates.

June 3, 2014 and ongoing

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In fiscal year 2013, during the quarterly EEO, Diversity & Inclusion Advisory Council meetings leadership was informed of the agency's EEO/diversity initiatives and available resources to employ, advance and retain a qualified and diverse workforce in accordance with applicable federal laws, regulations, guidelines and executive orders. Additionally, BBG hosted the July National Council of Hispanic Employment Program Managers (NCHEPM) monthly meeting and collaborated with other federal agencies to provide significant updates to the federal community regarding Hispanic employment in the workforce, and to identify barriers and solutions to successfully employing, advancing and retaining qualified Hispanic employees in the federal workforce. Some of the perceived barriers identified at these meetings were: 1) Many Hispanics do not self-identify their race/ethnicity as Hispanic. Therefore, the workforce statistics do not reflect the true participation rates of Hispanics in the federal workforce; 2) Hispanics are not adequately prepared for advancement in comparison to other EEO categories; 3) Hispanics are generally not willing to relocate away or commute far from family to accept federal positions, which are mainly located in D.C. or other locations with low Hispanic participation rates; and 4) Lack of management skills and sensitivity amongst leadership, which affects retention and promotes the perception the federal government is not an employer of choice for the Hispanic community. Some of the recommended solutions identified at the meetings were: 1) Inform the workforce of the reasons why they should accurately self-identify their race/ethnicity (including the agency's affirmative employment initiatives) in accordance with federal guidelines; 2) Adequately publicize and notify Hispanics of developmental opportunities, and encourage them to participate; 3) Provide leadership and sensitivity training to leadership, and hold them accountable for performance with respect EEO/diversity, communications and leadership; 4) Recruit Hispanics for federal positions outside of D.C. and in areas with high percentages of Hispanics; 5) Federal agencies should be more visible in Hispanic communities to demonstrate they are model employers committed to promoting diversity in the federal workforce.

In August 2013, the agency also held a Women's Equality Day focus session to discuss the challenges and opportunities women in encounter in the workforce, and to obtain recommendations from the workforce on how to better promote equal opportunity and career advancement for women in the workplace. Some perceived barriers identified during the focus session were: 1) Inadequate recruitment of qualified women, (including for leadership and technical positions such as engineering); 2) Lack of diversity (females and males) on selection panels; 3) Limited employment and advancement opportunities at BBG due to budget environment, size of the agency and structure of the positions; 4) Perception/stereotype that men are better leaders, discrimination and aging workforce; 5) Lack of flexibility with work schedules (can affect parenting); and 6) Inadequate leadership. Some solutions recommended during the discussion were: 1) Conduct recruitment at conduct outreach at colleges and universities that have high participation rates of qualified female candidates, including women in enrolled in technical majors; 2) Restructure positions to include opportunities for career advancement; 3) Ensure selection panels are diverse and include women; 4) Develop union technical apprentice program; 5) Provide managers and supervisors with leadership and diversity/sensitivity training; 6) Consider hiring preference for women and female veterans who want to return to work; 7) conduct analysis of the perceptions and practices (including employment actions such as promotions) of leadership; 8) Allow employees to participate in external professional development opportunities (including temporary duty assignments and details); and 9) Enhance employee orientation for new employees to include familiarizing them with the culture of the agency and connecting them senior employees who can help them advance in their careers.

During the review period the agency resurveyed its workforce to obtain more accurate EEO workforce

statistics. In its notice to employees regarding the survey, employees were notified as part of the federal government's affirmative employment initiative the agency was closely monitoring the participation rates of Hispanics in the agency, and provided additional instructions for employees that wished to solely identify as Hispanic to ensure they were counted in the correct category.

Due to the sequestration, the budget for training and developmental opportunities was significantly reduced in fiscal year 2013 from \$1.1 million to \$167,000. However, the agency publicized all available training and developmental opportunities, including the agency's Mentoring Program on the agency's intranet, and through "House Announcements," which were sent to all employees by email. The agency also provided leadership, performance management and EEO/diversity training to managers, supervisors and officials to ensure they had the skills and competencies to effectively lead, manage, engage and motivate a diverse workforce. Additionally, BBG provided training and developmental opportunities to students enrolled at universities, colleges and high schools, including 217+ student interns (162 females - 74.65% and 138 minorities – 63.59%) to create a pipeline of diverse candidates for future employment and leadership positions within the agency and federal government.

At the end of the fiscal year 2013, the agency selected an Outreach Coordinator to enhance the agency's recruitment and outreach efforts for groups with lower than expected participation rates within the agency. Furthermore, the agency implemented the Workplace Engagement Initiative (WEI), which is a joint effort by VOA, BBG and OCB whose role is to address the concerns of employees as reflected in the Office of Personnel Management's (OPM) annual survey – the Federal Employee Viewpoint Survey. The WEI is overseen by the IBB Chief of Staff, an IBB Project Manager, the VOA Chief of Staff, a VOA Program Manager, and a representative from OCB. The WEI has three focus areas: Effective Leadership and Strategic Management, Performance Based Rewards and Achievement and Family Friendly Culture Benefits. Under these 3 areas are 12 Action Items, which are headed by 19 Action Leaders. The Action Items are:

- Agency Pride
- Telework and Flexible Schedules
- Health and Wellness
- Strategic Communications
- Management Training
- Awards
- Cross Training and Internal Development
- Strategic Planning
- Contracting Strategy
- Evaluation of Position Descriptions
- Performance Management Process

Regarding the evaluation of exit interviews to determine why employees separated from the agency (including an assessment of the perception of the availability or lack of career advancement opportunities within the agency), none of the employees who separated from the agency during the review period, submitted exit interviews for evaluation. See EEOC Form 715-01, Part H for an update on the status of the implementation of the applicant tracking procedure.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2013	
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?	EEOC Tables A3-1, A3-2, A4-1 and A4-2 The participation rates for females (overall), Blacks/African Americans, Hispanics/Latinos and Asians in senior level positions (Grade 15 and above) was lower than their overall participation rates in the total and permanent workforces.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of EEOC Tables A3-1, A3-2, A4-1 and A4-2 revealed the conditions listed above.	
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.	Based on an analysis of EEOC Tables A3-1, A3-2, A4-1 and A4-2, BBG will further evaluate policies and practices to determine if there are potential barriers that limit the career advancement of females, Blacks/African Americans, Hispanics and Asians to senior level positions.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To determine if there are potential barriers that limit the career advancement of females, Blacks/African Americans, Hispanics and Asians. To ensure the selection process is valid and fair for all employees. To provide increased developmental opportunities to females, Blacks/African Americans, Hispanics and Asians.	
RESPONSIBLE OFFICIAL:	Senior leadership	
DATE OBJECTIVE INITIATED:	October 1, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014	
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)

Continue to encourage all eligible employees including groups with lower than expected participation rates within the agency to participate in the agency's Mentoring Program to facilitate their professional development and to increase their connections with senior leadership and career networks within/outside the agency.	October 1, 2013 and ongoing
Review exit interviews and survey data to determine why employees separated from the agency, including an assessment of the perception of the availability or lack of career advancement opportunities within the agency.	April 30, 2014 October 31, 2014
Collaborate with Federally Employed Women (FEW) and National Federal Women's Program Managers to host and provide training and developmental opportunities for women in the federal workforce, and to identify and remove barriers to the advancement of women in the workforce.	May 29, 2014 August 13, 2014
Identify the feeder pools for senior level (Grade 15 and above) positions, and determine if the candidates are diverse and have the required skills, experience, education and training to perform at the senior level. Implement standardized procedure to accurately and timely collect and track applicant flow data in accordance with MD-715, which will enable the agency to assess the diversity of its applicant/candidate pools and identify and remove possible artificial barriers. (See EEOC Form 715-01, Part H).	June 3, 2014 - September 30, 2014
Collaborate with the League of United Latin American Citizens (LULAC) and other Hispanic affinity groups to host and provide training and developmental opportunities for Hispanics in the federal workforce, and to identify and remove barriers to the employment and advancement of Hispanics in the workforce.	June 3, 2014-September 17, 2014
Identify the training/developmental needs of feeder pools for senior level positions and strongly encourage these employees to update their Individual Development Plans accordingly, and to complete the necessary training and development activities to increase their chances for advancement.	September 30, 2014
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p> <p>In fiscal year 2013, during the quarterly EEO, Diversity & Inclusion Advisory Council meetings leadership was informed of the agency's EEO/diversity initiatives and available resources to employ, advance and retain a qualified and diverse workforce in accordance with applicable federal laws, regulations, guidelines and executive orders. Additionally, BBG hosted the July National Council of Hispanic Employment Program Managers (NCHEPM) monthly meeting and collaborated with other federal agencies to provide significant updates to the federal community regarding Hispanic employment in the workforce, and to identify barriers and solutions to successfully employing, advancing and retaining qualified Hispanic employees in the federal workforce. Some of the perceived barriers identified at these meetings were: 1) Many Hispanics do not self-identify their race/ethnicity as Hispanic. Therefore, the workforce statistics do not reflect the true participation rates of Hispanics in the federal workforce; 2) Hispanics are not adequately prepared for advancement in comparison to other EEO categories; 3) Hispanics are generally not willing to relocate away or commute far from family to accept federal positions, which are mainly located in D.C. or other locations with low Hispanic participation rates; and 4) Lack of management skills and sensitivity amongst leadership, which affects retention and promotes the perception that the federal government is not an employer of choice for the Hispanic community. Some of the recommended solutions identified at the meetings were: 1) Inform the</p>	

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