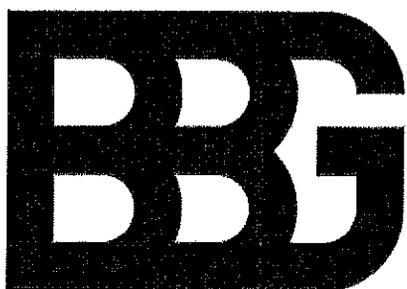


**Fiscal Year 2015
(October 1, 2014 to September 30, 2015)**

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



Broadcasting
Board of
Governors

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

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EEOC Form 715- 01

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EEOC FORM 716-01 PARTS A-D		U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, 2014 to September 30, 2015.					
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		
PART B Total Employment	4. CPDF Code		5. FIPS code(s)	4. IB00	5. 110010001
	1. Enter total number of permanent full-time and part-time employees				1. 1,473
	2. Enter total number of temporary employees				2. 46
	3. Enter total number employees paid from non-appropriated funds				3. 0
4. TOTAL EMPLOYMENT [add lines B 1 through 3]				4. 1,519	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Jeffrey Shell, Chair Broadcasting Board of Governors		
	2. Agency Head Designee		John Lansing, CEO and Director Broadcasting Board of Governors		
	3. Principal EEO Director/Official/ Official Title/Series/Grade		Ms. Shennoa L. McDay, Acting Director Office of Civil Rights GS-0260-15		
	4. Title VII Affirmative EEO Program Official		Affirmative Employment/Diversity Manager Jodie G. Thompson		
	5. Section 501 Affirmative Action Program Official		Affirmative Employment/Diversity Manager Jodie G. Thompson		
	6. Complaint Processing Program Official		Complaints Program Manager Shennoa L. McDay		
	7. MD-715 Preparer		Lori J. Bledsoe Sr. EEO Specialist, (Detailed)		
	8. Other Responsible EEO Staff		Janice Davis-Roane, Special Emphasis and Hispanic Employment Program Manager, Sylvia Maull, Diversity & Inclusion Training Program Manager, Leslie Corbin, Special Assistant/RA Coordinator (Detailed), 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 2015 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]
IV. Summary of EEO Plan Objectives Planned to Eliminate Identified Barriers or Correct Program Action Items	X	X	Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans
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 2015

EEOC FORM 715-01 PART E	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015.
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EXECUTIVE SUMMARY

The Broadcasting Board of Governors (BBG or Agency) is submitting its *Fiscal Year 2015 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

The mission of the Broadcasting Board of Governors is *to inform, engage, and connect people around the world in support of freedom and democracy*, which encompasses international media providing news and information to 215 million people and 100 countries in 61 languages, every week. BBG is a diverse multicultural Agency and is committed to promoting equal employment opportunity (EEO), diversity, and inclusion in all aspects of employment and professional development.

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 oversees all U.S. government-sponsored, civilian international broadcasting. The IBB is responsible for BBG's strategic planning and oversight, and provides support services to the BBG as well as technical functions including distributing content to audiences in more than 100 countries. Functions include budget, legal, planning, communication, marketing, research, program evaluation, digital media development, internet anti-censorship programs, contracting, security, administrative, transmissions, and other support services.

On September 14, 2015, the Agency's first-ever Chief Executive Officer and Director took the helm to lead the Agency.

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

To demonstrate commitment to equal employment opportunity and the prohibition of illegal discrimination and harassment, on April 11, 2014, the Agency issued its Policy Statement on the Prohibition of Harassment, which covers all the protected bases and forms of harassment. With the fiscal year 2015 changes in senior leadership at the Agency, it is anticipated the anti-harassment and EEO policy statements will be revised for reissuance within the third quarter of 2016. Additionally, the Agency is currently in the process of revising the policy statement to address the additional elements recommended by EEOC.

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 and public website. Furthermore, EEO training (mandatory courses), programs and events are publicized to all employees through House Announcements sent to employees by email, and are prominently posted on the Agency's intranet.

The Agency also continues to demonstrate its commitment to EEO, diversity and inclusion by rating senior leadership, managers and supervisors performance annually on their compliance with the Agency's EEO/diversity policies and principles.

During the fiscal year BBG had an active EEO, Diversity & Inclusion Advisory Council that met quarterly and was primarily comprised of senior leadership within the Agency. The purpose of the Council is to: 1) notify leadership and employees of their responsibility to promote EEO, diversity and inclusion in the workplace; 2) provide updates on significant changes to EEO, diversity and inclusion laws, regulations and guidelines; 3) identify barriers to EEO, diversity and inclusion in the workforce; 4) recommend strategies and actions to remove identified or potential barriers; and 5) monitor and evaluate the progress of EEO, diversity and inclusion programs and initiatives. Near the end of the FY the OCR Council lead left the agency; however, OCR will be re-engaging with the group in FY2016. There is a proposed revision of the charter to increase involvement of management in EEO, Diversity and Inclusion planning efforts.

The BBG's 2012-2016 Strategic Plan 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 Strategic Plan is posted on BBG's intranet and public website.

The BBG's Human Capital and Succession Plan includes as its goal an *Agile, Skilled, Diverse, Satisfied, and Well-led Workforce*, including a *multicultural, representative workforce whose wide range of experiences and perspectives enhance our broadcast product*.

The Agency has drafted /adopted a Diversity and Inclusion Strategic Plan which outlines the following three goals related to the Agency's Human Capital Plan

- Goal 1: Recruit a Diverse and Highly Skilled Workforce Reflective of the Nation
- Goal 2: An Inclusive and Innovative Work Environment
- Goal 3: Sustain a Diverse, Inclusive & Innovative 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 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 encouraged to take refresher EEO and diversity training annually and required to take sexual harassment and No FEAR Act training every two years, in accordance with EEOC requirements.

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.

In FY 2015, the Acting Director, Office of Civil Rights (OCR), reported directly to the IBB Chief of Staff. Additionally, the OCR Director regularly participated in senior staff meetings, and was consulted on human resources management issues.

During FY 2015, OCR had five staff members, including the Acting Director/Complaints Manager, Affirmative Employment/Diversity Manager, Special Emphasis Program Manager, an EEO Specialist (on detail) and an EEO Assistant who functioned as a Diversity & Inclusion Program Manager responsible for Agency-wide employee training and assisting with complaint activities. Administrative staff resources were reduced in OCR as well as other offices at the end of 2014 in response to budget limitations, requiring staff to handle administrative work or utilize Interns when available. OCR also periodically utilizes detailed employees and interns to assist with EEO/Diversity initiatives and activities.

External Communication: In fiscal year 2015, EEO programs and events were publicized online. All agency information materials online and in print feature the diversity of the workforce as well as the audiences they engage. In terms of openness and transparency, the Board meetings were routinely webcast, broadcast on the in-house AV systems, and open to the public on a first-come, first serve basis. Individuals can register to speak to the Board as part of the public comments portion of the agenda. Recordings and associated documents

from the Board meetings are available on demand at bbg.gov. The Agency produces a monthly electronic newsletter that is available to the public and employees.

Internal Communication: The Agency publicizes EEO events and activities to all employees through email announcements, notices on the Agency's intranet, on display monitors and posters in the halls, and computer desk alerts. Internal all-hands meetings with the Agency leadership were open to all employees, broadcast internally and by private streaming for remote employees.

In FY 2015, the Agency had an active Workplace Engagement Initiative (WEI), which is a joint effort by VOA, IBB and OCB whose role was to address the concerns of employees as reflected in the Office of Personnel Management's (OPM) annual survey – the Federal Employee Viewpoint Survey. The IBB Chief of Staff, an IBB Project Manager, the VOA Chief of Staff, VOA Program Manager, and a representative from OCB oversee the WEI. The WEI has three focus areas: Effective Leadership and Strategic Management, Performance Based Rewards and Achievement and Family Friendly Culture Benefits. Under these three 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

The WEI effort included launching the "I Am VOA/I Support VOA" campaign that was open to all staff and showcased the diversity of the workforce.

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 assist in implementing the Agency's EEO program by consulting with the EEO Office and 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 2015, and the members/attendees were informed of the expectations and emphasis was placed on increasing the participation rates for veterans, persons with targeted disabilities, Hispanics, females and upward mobility for minority groups. Members AMD attendees also provide input and recommendations at the meetings based on their observations, challenges and feedback from their staff pertaining to EEO and diversity.

In fiscal year 2015, the HR Office implemented two veteran related programs to support EEO and diversity-related goals, objectives and initiatives:

The Department of Veterans Affairs (VA) Non-Paid Work Experience Program (NPWE), which provides eligible Veterans and Service members the opportunity to obtain training and practical job experience concurrently. This program is ideal for Veterans or Service members who have a clearly established career goal, and who learn easily in a hands-on environment. This program is also well suited to Veterans or Service members who are having difficulties obtaining employment due to lack of work experience. The VA provides a monthly subsistence allowance paid directly to the Veteran and the NPWE Program/Internships can be up to 18 months; and

The Department of Defense Operation Warfighter (OWF) Program, this internship program matches qualified wounded, and injured Service members with non-funded federal internships in order for them to gain valuable work experience during their recovery and rehabilitation. This program assists with the Service members' reintegration to duty, or transition into the civilian work environment where they are able to employ their newly acquired skills. Service members are still in a paid duty status and the average internship is from 4 to 6 months.

The EEO and HR offices continued to communicate regularly to address HR and EEO issues, including HR management initiatives to improve employee morale, performance management, diversity, reasonable accommodations, 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 and Anti-Harassment training every two years. Various EEO, Diversity and Inclusion training options are made available to all Agency staff on an annual basis and agency staff are encouraged to attend.

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, the course includes an EEO segment. Furthermore, Senior leadership, managers and supervisors are also rated annually on their implementation of EEO and diversity-related principles and specific EEO organizational objectives 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 provided interim accommodations to employees as needed. OCR processes reasonable accommodation requests for equipment and requests sufficient information from employees to help management determine the most appropriate accommodation necessary to meet the employees' needs. Moreover, in fiscal year 2015, only one formal EEO complaint involving the denial of a reasonable accommodation was initiated against the Agency and was resolved. 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 and 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. During fiscal year 2015 OCR processed 20 BBG accommodation requests.

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. OCR is also responsible for the agency's Special Emphasis Program which focuses on the workforce needs (to include recruitment, retention, training and development) of individual groups who have historically, less than expected representation in the federal sector, as well as, acknowledging the various National Observances and contributions of diverse groups to our nation. During FY 2015, BBG had numerous speakers, who are very knowledgeable regarding various cultural and relevant issues. Guest speakers have included: Jim Graham, former member of the Council of the District of Columbia – Ward 1, Washington, DC; Jan Fox, 4 times Emmy Awards journalist; and Andrea Roane, CBS Television Anchor. Additionally one of the Agency's most educational and enjoyable observances is BBG's Diversity Day, which celebrates the many cultures that we have within the Agency. Supported by, President Obama's Executive Order 13583-- Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, it is supported by the many diverse employees here at the BBG. This observance is an opportunity for employees to promote and celebrate, acknowledging, understanding, accepting, valuing, and celebrating differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, religion, etc.

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, OHR, and the

Agency Ombudsman; and work-related concerns 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 (See Element A), which prohibit unlawful discrimination and harassment, and promote diversity and inclusion in the workplace.

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 2015, the Agency had an inventory of 15 open formal EEO complaints on hand. Eleven additional complaints were filed for a total of 26 open formal complaints. At the end of the fiscal year, the Agency had an inventory of 16 open complaints pending processing at various stages of the EEO complaint process.

During fiscal year 2015, OCR was without staffing resources for a dedicated Complaints Manager, however, the Agency completed 21 of 25 (84%) of the overall counseling sessions for the fiscal year. Nine complainants¹ (36%) did not file formal complaints at the conclusion of informal complaint processing, a good indicator that BBG has an effective EEO counseling process. At the formal stage of the EEO complaint process, 2 of 3 (66.66%) of EEO investigations were timely completed. The Agency also issued 1 of 2 (50%) of Final Agency Decisions (FADs) based on the merits of the complaints within the 60-day regulatory time frame.

During the fiscal year the Agency offered ADR to aggrieved persons for 21 of 21 (100%) informal complaints, and 17 of 21 (81 %) employees rejected the offer of ADR, and elected to participate in traditional EEO counseling. One of the 4 individuals (25%) who elected to participate in ADR did not file a formal complaint against the Agency during the review period, one matter was settled and the remaining 2 cases were not resolved. 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 also 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. The Office of the Ombudsman and Employee Assistance Program help many employees and

¹ Individuals can file multiple complaints, so percentage derived from total number of counseling's.

officials address and resolve work and personal issues, which could otherwise escalate into problems or conflicts in the workplace.

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 any Orders that were issued by an EEOC Administrative Judge. The Agency also 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

Total Workforce

The Agency's self-assessment for fiscal year 2015, which is discussed in more detail in Section III of this report, indicates the overall participation rates in the total workforce for Asians and Blacks/African-Americans exceeded the participation rates reported for the Civilian Labor Force (CLF). Additionally, the participation rate for White males in the Agency was slightly below their ratio in the CLF and the participation rates for females (overall), White females and Hispanics were below the national CLF ratios. The participation rate for individuals with targeted disabilities was also below the federal goal of 2%. The percentages of American Indian/Alaska Natives and Native Hawaiian/Other Pacific Islanders in the CLF are small, as well as, at BBG.

BBG Trend Analysis of Total Workforce

Percentage of Total Workforce	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Minorities	46.1%	46.76%	46.85%	47.7%	48.41%	51.08%
Females	38.9%	38.91%	38.6%	39.08%	39.2%	39.4%
Individuals w/Targeted Disabilities	0.73%	0.74%	0.48%	0.68%	0.64%	0.60%

Senior Leadership

The assessment of senior level positions (GS-15 level and above) showed that there continued to be no Blacks/African Americans in SES positions during the review period, nor over the last nine-year trend analyses period and the participation rate at the GS-15 level was below their overall participation rates in the total and permanent workforces. The participation rates for females (overall), Asians, Blacks, Hispanics and persons with targeted disabilities in leadership positions were also below their overall participation rates in the total and

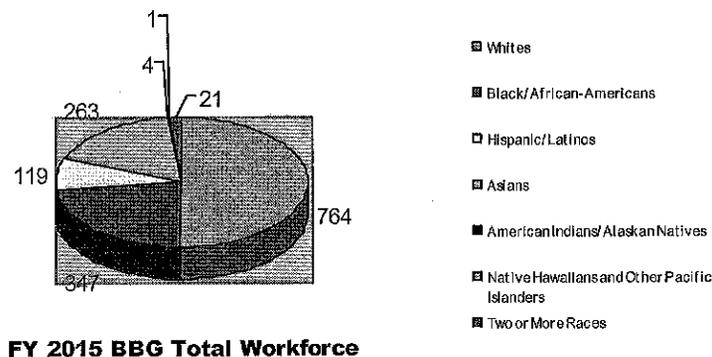
permanent workforces. The Agency is reviewing and revising the last developed an action plan to evaluate and address this issue as described in Part I of this report.

In accordance with EEOC MD-715, OCR reviewed the agency's workforce statistical data using *EEOC's Workforce Data Tables A-1 to A-14 and B-1 to B-14*. OCR is working on a nine-year trend analysis to identify any potential triggers that may be prohibiting the agency from maintaining a model EEO program in the area of gender and disability. Where potential triggers or deficiencies were identified previously, the agency developed an action plan to address them in *Part I* of this Report and these will be updated with the ongoing analyses. Comparisons to the Civilian Labor Force (CLF) are based on the 2010 National Census Data.

EEOC Workforce Data Table A-1:

As of September 30, 2015, the Agency's total workforce constituted a total of 1519 employees, including 593 females (39.04%) and 926 males (60.96%); 246 White females (16.19%) and 518 White males (34.10%), for a total of 764 (50.29%) White employees; 187 Black/African-American females (12.31%) and 160 Black/African-American males (10.53%), for a total of 347 (22.84%) Black/African-American employees; 42 Hispanic/Latino females (2.76%) and 77 Hispanic/ Latino males (5.07%), for a total of 119 (7.83%) Hispanic/Latino employees; 108 Asian females (7.11%) and 155 Asian males (10.20%), for a total of 263 (17.31%) Asian employees; 4 (0.26%); American Indian/Alaska Native males; 1 (0.07%) Native Hawaiian/Other Pacific Islander female; and 9 (0.59%) females and 12 (0.79%) males were classified as Two or More Races for a total of 21 (1.38%) multiracial employees.

American Indian/Alaska Native females and Native Hawaiian/Other Pacific Islander males were not employed in the Agency's federal workforce during this period; (*See graph, FY 2015 BBG Total Workforce and Chart 1*).



The total workforce participation rates for the groups listed below have consistently remained significantly 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. 246 White females at 16.19% |
| 2. 42 Hispanic/Latino females at 2.76% |

3. 77 Hispanic/Latino males at 5.07%

Permanent Workforce

The Agency's permanent workforce constituted a total of 1473 employees, including 574 females (38.97%) and 899 males (61.03%); 238 (16.16%) White females and 505 (34.28%) White males, for a total of 743 (50.44%) White employees; 185 (12.56%) Black/African-American females and 153 (10.39%) Black/African-American males, for a total of 338 (22.95%) Black/African-American employees; 42 (2.85%) Hispanic/Latino females and 77 (5.23%) Hispanic/Latino males, for a total of 119 (8.08%) Hispanic/Latino employees; 100 (6.79%) Asian females and 148 (10.05%) Asian males, for a total of 248 (16.84%) Asian employees; and 4 (0.27%) American Indian/Alaska Native males. American Indian/Alaska Native females were not employed in the federal workforce during this period; 1 (0.07%) Native Hawaiian/Other Pacific Islander female. Native Hawaiian/Other Pacific Islander males were not employed in the Agency's federal workforce during this period; 8 (0.54%) females and 12 (0.81%) males were classified in the *Two or More Races* category for a total of 21 (1.35%) multiracial employees. (*See Workforce Data Table A-1*).

The Agency's permanent workforce decreased by 59 employees, from 1532 in fiscal year 2014, to 1473 employees in fiscal year 2015. The number of females in the permanent workforce decreased by 30, from 604 (39.43%) to 574 (38.97%). The number of males in the permanent workforce decreased by 29, from 928 (60.57%) to 899 (61.03%).

The number of White females in the permanent workforce decreased by 14, from 252 (16.45%) in fiscal year 2014 to 238 (16.16%) in fiscal year 2015. White males decreased by 21, from 554 (35.31%) to 533 (34.79%). Black/African American females decreased by 10, from 195 (12.73%), to 185 (12.56%). Black/African American males increased by 4, from 149 (9.73%) to 153 (10.39%). Hispanic females decreased by 6, from 48 (3.13%) to 42 (2.85%) and the number of Hispanic/Latino males decreased by 9, from 86 (5.61%) to 77 (5.23%). Asian females decreased by 7, from 107 (6.98%) to 100 (6.79%). Asian males decreased by 5, from 153 (9.99%) to 148 (10.05%); however, the percentage slightly increased. American Indian/Alaska females were not employed in the federal workforce during in fiscal years 2013, 2014 or 2015. American Indian/Alaska Native males decreased by 2, from 6 (0.39%) to 4 (0.27%). The number of Native Hawaiian or Other Pacific Islander females remained the same at 1 employee; the percentage also remained the same for this group (0.07%). Native Hawaiian or Other Pacific Islander males were not employed in the permanent workforce in fiscal years 2013, 2014 or 2015. Females that were classified in the *Two or More Races* category increased by 11, and Males increased from 1 (0.07%) to 12 (0.81%), that were classified as *Two or More Races*. (*See Workforce Data Table A-1*).

Temporary Workforce

The Agency's temporary workforce increased by 4, from 42 employees in fiscal year 2014 to 46 employees in fiscal year 2015. The number of females in the temporary workforce increased by 6, from 13 (30.95%) to 19 (41.30%) to females. The number of males in the temporary workforce decreased by 2 from 29 (69.05%) to 27 (58.70%). (*See EEOC Workforce Data Table A-1*)

The number of White females in the temporary workforce increased by 1, from 7 (16.67%) to 8 (17.39%) to employees. White males decreased by 7, from 20 (47.62%) to 13 (28.26%). Black/African American females remained at 2, however the percentage slightly decreased (from 4.76% to 4.35%). Black/African American males increased by 3, from 4 (9.52%) to 5 (11.63%), while Hispanics/Latinos females and males decreased by 1, from 1 to 0. Hispanic/Latino males also increased by 1, from 0 to 1 (2.38%). The number of Asian females remained the same at 3, but the percentage slightly increased (from 6.98% to 7.14%). Asian males increased by 1, from 3 (6.98%) to 4 (9.52%). American Indian/Alaska Natives and Native Hawaiian or Other Pacific Islanders were not employed in the temporary workforce in fiscal years 2013, 2014 and 2015. The number of females classified in the Two or More Races category increased by 1 (2.17%), from 0. Males classified in the Two or More Races category were not employed in the temporary workforce. (See Workforce Data Table A-1 and Chart 1)

CHART 1

Fiscal Years 2007 to 2015
 Nine-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
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%)	1,773 (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
2014	617 (39.20%)	957 (60.80%)	1,574 (100%)	-13	-25	-38
2015	593 (39.04%)	926 (60.96%)	1,519 (100%)	-24	-31	-55

EEOC Workforce Data Table B-1:

In fiscal year 2015 there was a decrease in the Agency's workforce. Therefore, at the end of the fiscal year there were 9 (0.60%) employees with targeted disabilities in the total workforce, which is a decrease of 1 from 10 (0.65%) employees with targeted disabilities in fiscal year 2014. A nine-year trend analysis for the period of fiscal years 2007 to 2015 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 2007 to 2015
Nine 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	[06-04] 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
2013	1,612	1,545 (95.84%)	18 (1.12%)	38 (2.36%)	11 (0.68%)	0	1
2014	1,574	1,516 (96.32%)	14 (0.89%)	34 (2.16%)	10 (0.64%)	0	1
2015	1,519	1,468 (96.64%)	10 (0.66%)	32 (2.11%)	9 (0.60%)	1	*

*Data not available

EEOC Workforce Data Tables A-2 and B-2:

The BBG operates as a single component. Therefore, these workforce data table are not applicable.

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

The number of senior level officials (Grade 15 or equivalent, and above combined) in the Agency decreased by 3, from 88 in fiscal year 2014, to 85 in fiscal year 2015. White females decreased by 3 from 17 (20.73%) to 15 (17.65%). The number of White males decreased by 1 from 52 to 51, however the percentage slightly increased (from 59.77% to 60%). Black/African-American females increased by 2, from 4 (4.6%) to 6 (7.06%). Black/African-American males increased by 1, from 2 (2.3%) to 3 (3.53%). Hispanic females increased by 3, from 1 (1.15%) to 4 (4.71%). The number of Hispanic males increased by 2 from 1 to 3 (from 1.15% to 3.53%). Asian females decreased by 1, from 2 (2.3%) to 1 (1.14%). The number of Asian males increased by 1, from 1 to 2 (1.15% to 2.35%). The number of females classified as Two or More Races decreased by 2, from 2 (2.3%) to 0. Males classified as Two or More Races, Native Hawaiians or Other Pacific Islanders or American Indians/Alaska Natives were not employed at the senior levels within the Agency in fiscal years 2013, 2014 or 2015.

Senior Executive Service (SES): The number of SES employees decreased by 4 from 16 in fiscal year 2014 to a total of 12 in FY 2015. This includes 2 White females (16.66%) a decrease of 1 from fiscal year 2014, and 8 White males (66.66%) a decrease of 2, 1 Hispanic/Latino male (8.33%) remained in fiscal year 2014 and 2015, Hispanic/Latino Females decreased from 1 on fiscal year 2014 to 0 in fiscal year in 2015; and 1 Asian female remained in fiscal year 2014 and

2015 (8.33%).

There were no Blacks/African-Americans, Asian males, Native Hawaiians or Other Pacific Islanders, American Indians/Alaska Natives, or employees that were classified as Two or More Races in the SES during the fiscal year (nor has there been in the last 10 years of data review).

EEOC Workforce Data Tables B3-1, B4-1 and B4-1, B-4-2:

In fiscal years 2013 and 2014, 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 2 employees (2.35%) at the senior level (Grade GS-15 and above combined) who identified disabilities. Due to data limitations OCR was unable to obtain the B-4 tables from HRD.

EEOC Workforce Data Tables A-7, B-7:

In October 2014, the Agency was granted access to the USA Staffing Cognos database, which captures the Agency's Applicant Flow Data (AFD) for vacancies posted on USAJobs. The FY 2014 Workforce Applicant Flow Data Table became available in the system in November 2014. In FY 2015 the OCR point of contact for the Cognos database left the agency in August 2015, and the applicant flow data was no longer accessible. In 2016 OCR will obtain access for another staff person.

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 10 (0.64% total workforce, 0.65% permanent workforce) employees with targeted disabilities in the total and permanent workforces in fiscal year 2014, which is a decrease from 11 (0.68% total workforce, .70% permanent workforce) employees with targeted disabilities in fiscal year 2013. 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.

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 administers a formal Mentoring Program, which was established in 1993. The mentoring program provides mentees with valuable developmental and networking opportunities that facilitate professional and personal growth and the development of the competencies and skills necessary to be successful in a competitive workforce.

A new Program is initiated annually, and the 2014/2015 Program was launched in October 2014. Eleven mentoring partnerships (11 Mentors and 11 Mentees) were established through this Program. Employees who were selected to participate in the Program engaged in an eight-month mentoring partnership where they were required to: 1) attend an initial Orientation Session; 2) meet at least one hour per week; 3) develop an Individual Development Plan; 4) participate in a rotational or job shadowing assignment; 5) attend a Mid-Point Energizer session; and 6) participate in the Closing Ceremony.

In June 2015, the Agency successfully completed its 2014/2015 Mentoring Program, and acknowledged the accomplishments of the Mentees and Mentors in a Closing Graduation Ceremony.

Office of Human Resources Internship Programs: The Agency utilizes the Pathways Student Program, the Presidential Management Fellows (PMF) Internship and Recent Graduates Programs, and its Volunteer Internship program to recruit, hire and provide high school and college students, and recent graduates from diverse backgrounds with valuable work experiences, and the necessary skills to be successful in the workplace. Additionally, the Agency hosts and develops students and recent graduates from international colleges and universities. In fiscal year 2015, there were two (2) Presidential Management Fellows (PMF) and one (1) Pathways Student. All three were white males. Additionally, there were two hundred and twenty (220) Volunteer Interns, however demographics are not collected for this program.

Minority Serving Institutions Intern/Mentoring Programs: The Agency has partnered with Howard University and conducted outreach at other educational institutions with a high percentage of minorities to train and develop students, and to promote BBG as a future employer, particularly for careers in mission related fields. 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 and Howard School of Journalism and Communication under a cooperative agreement with BBG. During FY 2015 there were two (2) Howard University student participants.

Agency representatives also attended and supported one (1) conference/event 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.

BBG also supported the Hispanic Association of Colleges and Universities (HACU) Internship program by sponsoring two (2) students, one from California State University for the 2015 summer program and one from Western Illinois University for the 2015 fall program period. As well as, one National Association For Equal Opportunity in Higher

Education (NAFEO) intern for the summer of 2015 from Coppin State University.

- 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 implementing an effective Cross Training and Internal Development Program, in addition to other action items, to successfully train and develop employees.

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.

Employee Recognition and Awards

The Agency continued to utilize creative ways to recognize the exceptional performance of its employees through the following programs and activities.

- The issuance of cash awards and Quality Step Increases (QSIs) to recognize exceptional performance and contributions to the mission of the Agency. Reinstated Gold Medal Awards to recognize employees making the greatest contributions to the mission relative to their position.
- The 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 TSI Employee of the Quarter Awards program utilizes a peer review process to nominate 5 employees who have made outstanding contributions during the previous quarter, and then all TSI employees have the opportunity to vote online to choose the winner.

- 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 plaque awards, including the BBG Gold Medal Awards. Leadership also issues certificates of appreciation, and publicly recognizes employees at staff meetings, events and ceremonies.
- On the Agency's home intranet page, in the "Kudos - You Made a Difference!" 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 employee 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.

Employee Engagement & Communication

Leadership addressed employee engagement and morale issues by:

- Utilizing the Agency's Workplace Engagement Initiative, which was created to address the concerns of employees as reflected in the OPM annual Federal Employee Viewpoint Survey. Currently, the WEI has three primary focus areas – Effective Leadership and Strategic Management, Performance Based Awards & Achievement and Workplace Culture & Benefits to facilitate improved job satisfaction, performance and engagement throughout the Agency.
- Encouraging the staff to participate in the Agency's popular Health and Wellness program activities and events, which include but are not limited to fitness and yoga classes, health and nutrition education, awareness events and activities for common diseases and health concerns, child care and seasonal flu vaccines.
- Providing reasonable accommodations to employees with disabling conditions, and for observances of religious holidays and practices.
- Promoting flexible workplace policies – including telework and alternative work schedules, health and wellness programs and other work/life flexibilities and benefits. Enable employees to elect length of meal breaks and take work breaks
- Including employees in the decision making process for developing and modifying policies, procedures and business processes; and providing constructive feedback to direct reports throughout the year to promote high performance and employee engagement.

- Collaborating with Union representatives to develop agency policies, procedures, employee flexibility programs, and to address employees' concerns.
- Attending EEO, Diversity & Inclusion, leadership and related training and events to develop and strengthen interpersonal and communication skills to effectively manage a diverse workforce.
- Senior leadership holds town hall meetings at the Agency to brief employees and contractors on emerging/significant issues and to answer questions and address areas of concern. Smaller "Face Time" sessions are also held to provide individuals with the opportunity to ask questions and share ideas in a less formal setting.
- Requiring supervisors and managers to conduct regular staff meetings to share information, encourage employee feedback, and to recognize high performance, employee ingenuity and innovation.
- Holding Friday news meetings, which are open to all employees and are widely attended. The meetings are also available on the house broadcasting system and via private stream for remote employees.
- Expanding the workplace engagement VOICES newsletter and launching a Facebook group to promote employee engagement and interaction.
- Serving on the Agency's Funfest Team, and participating in social activities to boost employee morale and promote a positive work environment.
- Assigning a representative from each office to promote the Combined Federal Campaign, which promotes teamwork and altruism in the workplace.

The Agency continues to utilize electronic communications to promote EEO, Diversity, and Employee Engagement, including:

- Prominently posting the EEO, Diversity & Inclusion events, training, programs and initiatives on the Agency's intranet.
- Emailing House Announcements and IBB Notices to the entire Agency that inform employees of significant policy changes, administrative guidelines, report, meetings, and contacts. Additionally, this information is posted on the Agency's intranet.
- Installing electronic monitors in the Cohen Building to better publicize events, training, and safety advisories and make other important announcements.
- Distribution of a monthly electronic public newsletter that covers the Agency's progress toward strategic accomplishments and other areas of interest across the Agency.
- The Agency's popular Friday news meetings are also available on the house broadcasting system and via private stream for remote employees.

Training and Development

Agency employees are encouraged to engage in continuous learning. And 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 effectively lead a diverse workforce, carry out the mission of the Agency, and excel in their respective career fields.

- New employees, managers, supervisors and officials are required to complete mandatory NO FEAR and anti-harassment training shortly after hire, and thereafter are required to take refresher training on these topics at least every 2 years.
- BBG continued to offer its Diversity series to all Agency employees, which is a variety of EEO, diversity/inclusion, and professional development courses. Staff is encouraged to attend. In fiscal year 2015, the agency hosted 10 Diversity and Inclusion training courses. Eighty (80) staff (5.26% of the workforce) participated including 7 agency leaders.
- Managers/supervisors are required to assess employee training and development needs and provide for those needs whenever possible.
- Where possible, the Agency develops and promotes employees from within the Agency.

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, including EEO components. 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 assist OCR with implementation of the Agency’s EEO program.

Facilities, Safety and Security

- The Agency maintained safe and accessible facilities. Additionally, the Agency's *Occupant Emergency Plan*, which is posted on the Intranet, provides employees and contractors information on the procedures they must follow in an emergency.
- The Agency provided information on personal safety, security and the facilities through a number of avenues, including posting this information on the intranet, sending Agency-wide email announcements and "Desk Alerts" (pop-up notices on computers), and postings on the hall monitors and 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. Only one (1) complaint was filed against the agency regarding the denial of reasonable accommodations in fiscal year 2015.

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

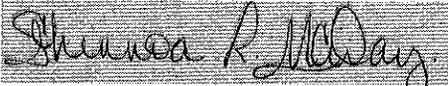
I, Ms. Shennoa L. McDay, Acting Director for Civil Rights, GS-260-15 am the
(Insert name above) (Insert official
title/series/grade above)

Principal EEO Director/Official for Broadcasting Board of Governors
(Insert Agency/Component Name above)

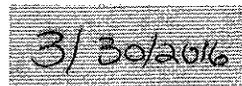
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for 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.

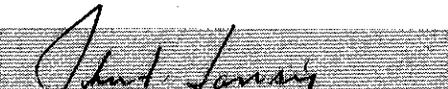


Ms. Shennoa L. McDay, Acting Director
Office of Civil Rights
Signature of Principal EEO Director/Official



Date

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



John Lansing, CEO/Director
Broadcasting Board of Governors
Signature of Agency Head or Agency Head Designee



Date

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

The Form 715-01, Part G, is attached. Additionally, the Agency's accomplishments are summarized 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 Forms 715-01, Part H, attached to this.

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 Forms 715-01, Part I, attached to 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 2015		... end of FY 2015.		Net Change	
				Number	%	Number	%	Number	Rate of Change
		Total Work Force		1574	100%	1519	100%	-55	-3.49%
		Reportable Disability		44	2.8%	32	2.11%	-12	-27.27%
		Targeted Disability*		10	0.64%	9	0.60%	-1	-10.00%
		* 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.					Applicant flow database info is not available to capture any self-identified as having a targeted disability during the fiscal year.		
		2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					1		
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
		1,519 (100%)	32	2.11%	9	0.59%	10	0.66%	1,468 96.64%
3. Internal Competitive Promotions		27 (100%)	0	0%	0	0%	0	2.56%	27 100.00%
4. Non-Competitive Promotions		38 (100%)	1	2.63%	1	2.63%	1	2.63%	36 94.74%
5. Employee Career Development Programs		2 (100%)	0	0%	0	0%	0	0%	2 100%
5.a. Grades GS 4 – 12		1 (100%)	0	0%	0	0%	0	0%	1 100%
5.b and c. Grades GS 13-15, and SES		1 (0%)	0	0%	0	0%	0	0%	1 100%
6. Employee Recognition and Awards		881 (100%)	20	2.27%	4	0.45%	3	0.34%	854 96.94%
6.a. Time-Off Awards (436 @ 1 to 9 hours and 267 @ 9 hours and above)		703 (100%)	18	2.37%	3	0.26%	3	0.58%	679 97.05%
6.b. Total Cash Awards (48 QSIs; 152 @ \$100-500; and 729 @ \$501 plus)		929 (100%)	21	2.26%	4	.43%	3	.32%	901 96.99%

Broadcasting Board of Governors Fiscal Year 2014 (Oct. 1, 2013 to Sept. 30, 2014)	
EEOC FORM 715-01 Part J	SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, HIRING, AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES
Part IV Identification and Elimination of Barriers	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.
Part V Goals for Targeted Disabilities	<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 2015 Planned Outreach, Recruitment, Hiring, and Advancement Strategies for Identifying Qualified Applicants with Targeted Disabilities

See EEOC Form 715-01, Part I, for Individuals with Targeted Disabilities.

Attachments:

EEOC Forms 715-01 Parts G-I

BBG EEO Policy Statement

BBG Anti-Harassment Policy Statement

EEOC FORM
715-01
PART G

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

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP
Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

Broadcasting Board of Governors

For period covering October 1, 2014 to September 30, 2015

Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report																																	
		Yes	No	N/A																																		
Measures				X	6-9 months will be by June 14, 2016.																																	
The Agency Head was installed on <u>09/14/2015</u> . The EEO policy statement was issued on <u>09/13/2012</u> . Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?																																						
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.																																						
Are new employees provided a copy of the EEO policy statement during orientation?																																						
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?																																						
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Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X			
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X			

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION
 Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

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Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures			X		Reports to the agency's Chief of Staff
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)			X		
Are the duties and responsibilities of EEO officials clearly defined?		X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X	
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X	
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X	
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X			
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?			X		Due to limited OCR staff resources the briefing was not conducted.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections			X		When fully staffed, OCR will reach out to HR to coordinate participation.

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Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?

X

Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]

X

Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure

X

Compliance Indicator

The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.

Measure has been met

For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report

Measures

Yes

No

N/A

Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?

X

Yes, in part. See below.

Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?

X

Due to budget constraints the Office of Civil Rights (OCR) presently has five staff members to administer the agency's EEO Program and activities which includes 1 detailee.

Are statutory/regulatory EEO related Special Emphasis Programs sufficiently

X

Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204

X

Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204

X

People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709

X

Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?

X

Compliance Indicator

Measure has been met

	The agency has committed sufficient budget to support the success of its EEO Programs.				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

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

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in the EEO discrimination complaint process?	X			
to participate in ADR?	X			

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

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

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

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

Essential Element D: PROACTIVE PREVENTION

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

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For period covering October 1, 2014 to September 30, 2015

Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.				
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X			
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X			
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X			
Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Yes	No	N/A	
	Are all employees encouraged to use ADR?	X			
	Is the participation of supervisors and managers in the ADR process required?	X			

EEOC FORM 715-01 PART G	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP
Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

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Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

The Agency Head was installed on <u>09/14/2015</u> . The EEO policy statement was issued on <u>09/13/2012</u> . Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6-9 months will be by June 14, 2016.
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During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6-9 months will be by June 14, 2016.
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Are new employees provided a copy of the EEO policy statement during orientation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X			
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X			

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION

Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

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For period covering October 1, 2014 to September 30, 2015

Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
	Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X		Reports to the agency's Chief of Staff
	Are the duties and responsibilities of EEO officials clearly defined?	X			
	Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X			
	If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?			X	
	If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting			X	
	If not, please describe how EEO program authority is delegated to subordinate reporting components.			X	
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
	Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X			
	Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		Due to limited OCR staff resources the briefing was not conducted.

Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections			X	Due to budget limitations affecting a wide-range of Agency functions, OCR's efforts have been more limited than desired. The Agency is seeking to increase available resources to address this challenge.

Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?	X			
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]	X			
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure	X			
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures				
	Yes	No	N/A	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?	X			Yes, in part. See below.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		Due to budget limitations affecting a wide-range of Agency functions, OCR's efforts have been more limited than desired. The Agency is seeking to increase available resources to address this challenge.
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently	X			
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204	X			
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204	X			

Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015			
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X			
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X			
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		Due to budget limitations affecting a wide-range of Agency functions, OCR's efforts have been more limited than desired. The Agency is seeking to increase available resources to address this challenge.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			Typically the OCR provides reasonable accommodations. However, if there are budget constraints, the department where the request originated may be required to provide/purchase the accommodation.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			

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Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

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

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

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

Essential Element D: PROACTIVE PREVENTION

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

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For period covering October 1, 2014 to September 30, 2015

Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.				
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X			
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X			
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X			
Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.				
	Are all employees encouraged to use ADR?	X			
	Is the participation of supervisors and managers in the ADR process required?	X			

Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.					
Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015			
Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?			X		Due to budget limitations affecting a wide-range of Agency functions, OCR's efforts have been more limited than desired. The Agency is seeking to increase available resources to address this challenge.
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X		The system requires updating to be more user-friendly and to produce more accurate and complete reports, including the ability to obtain ongoing historical data. Also the agency does not have it's own applicant data collection process or system. Due to budget limitations affecting a wide-range of Agency functions, OCR's efforts have been more limited than desired. The Agency is seeking to increase available resources to address this challenge.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				X	

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Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		The written contracts/agreements between the agency and contracted investigators and counselors address penalties for not timely processing informal and formal complaints in accordance with EEOC guidelines and regulations.	
If yes, briefly describe how:					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
Compliance Indicator		Measure has been met			

Measures	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?		X			
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X		Due to limited resources in fiscal year 2015, 1 of 2 (50%) of FADs were issued beyond the 60 day timeframe. However, the agency plans to resolve this issue in fiscal year 2016, by obtaining a detailee to assist with the complaints program.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			

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Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?	X			
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?	X			

Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?	X			
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Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

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

Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO	X			
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If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	X			
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Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015			
Does the agency discrimination complaint process ensure a neutral adjudication function?	X			

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.	
Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015

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Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X			
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			
Are procedures in place to promptly process other forms of ordered relief?		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X			
If so, please identify the employees by title in the comments section, and state how performance is measured.		Supervisors and managers are evaluated annually on their performance in complying with EEO requirements.			
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X			EEO (Office of Civil Rights - OCR) office and Office of General Counsel
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.					
Have the involved employees received any formal training in EEO compliance?		X			

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

Footnotes:

1. See 29 C.F.R. § 1614.102.

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

EEOC FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B: Integration of EEO into the Agency's Strategic Mission The Office of Civil Rights (OCR) Director does not report to the agency head.	
OBJECTIVE:	Due to new end of FY 15 Agency head appointment , review and confirm reporting structure of the OCR Director.	
RESPONSIBLE OFFICIAL:	BBG CEO/Director & Chief of Staff	
DATE OBJECTIVE INITIATED:	03/31/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/31/2017	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
<ol style="list-style-type: none"> 1. OCR will provide benchmarks regarding comparable agency reporting structures to share with the Chief of Staff and CEO Director 2. Establish a timeframe for the CEO/Director and Chief of Staff to discuss 3. Notify OCR of the decision before the next MD-715 Report due date <p>TARGET DATE: 01/31/2017</p>		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART H-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B: Integration of EEO into the Agency's Strategic Mission The OCR Director did not present to the head of the agency and senior officials the "State of the Agency" for the immediately preceding MD-715 report submission.	
OBJECTIVE:	Due to the previous OCR Director retiring without extensive notice and the uncertainty regarding when the last "State of the Agency " presentation was provided, plans for a 2016 "State of the Agency" to the new CEO/Director and senior officials will be arranged.	
RESPONSIBLE OFFICIAL:	Acting OCR Director, Affirmative Employment Program Manager, Chief of Staff and Director's Offices	
DATE OBJECTIVE INITIATED:	04/04/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	05/31/2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
<ol style="list-style-type: none"> 1. Establish a "State of the Agency" presentation date with the Director's Office 2. Hold the state of the agency presentation within 6 weeks of arranging a date <p>TARGET DATE: 04/29/2016</p>		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART H-3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B: Integration of EEO into the Agency's Strategic Mission EEO program officials are not present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections
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OBJECTIVE:	Due to current staffing limitations , OCR will coordinate participation when staff resources are available .
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RESPONSIBLE OFFICIAL:	CEO/Director , OCR Director, Chief of Staff, Budget and Contracts Directors
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DATE OBJECTIVE INITIATED:	04/01/2016
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TARGET DATE FOR COMPLETION OF OBJECTIVE:	04/03/2017
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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

Establish meeting(s) to discuss and address ongoing OCR Staffing needs with BBG Leadership (to include the Chief of Staff, Director's Office, OCR, Budget and Procurement Offices and any other needed offices identified).
TARGET DATE: 06/30/2016

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:
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EEOC FORM 715-01 PART H-4	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B The Office of Civil Rights needs sufficient personnel resources to ensure that agency self-assessments and analyses are conducted annually and to maintain an effective complaint processing system.
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OBJECTIVE:	Obtain the needed personnel for OCR to conduct agency self-assessments and self analyses on an annual basis and maintain an effective complaint processing system.
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RESPONSIBLE OFFICIAL:	CEO/Director, Chief of Staff , OCR Director, Budget and Contracts Director
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DATE OBJECTIVE INITIATED:	04/04/2016
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TARGET DATE FOR COMPLETION OF OBJECTIVE:	08/01/2016
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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:

1. Address OCR staffing/resource needs at the State of the agency presentation with the new CEO/Director
2. Obtain leadership commitment to support further discussion of the needed resources

TARGET DATE: 06/30/2016

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

EEOC FORM 715-01 PART H-5	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element B They are not sufficient resources to enable the agency to conduct a thorough barrier analyses of its workforce, including the provision of adequate data collection and tracking systems.
OBJECTIVE:	Continue collaborative efforts between OCR/IT/HR/D & I Council, agency leadership and other key departments (Budget, Contracts, etc) to obtain the needed sufficient resources to conduct thorough agency barrier analyses, including adequate data collection and tracking systems.
RESPONSIBLE OFFICIAL:	OCR Director, Affirmative Employment Program Manager, Chief of Staff, IT, HR, Budget
DATE OBJECTIVE INITIATED:	06/03/2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	06/30/2017

**PLANNED ACTIVITIES TOWARD
COMPLETION OF OBJECTIVE**

1. OCR will need to determine what data tracking resources are currently available from BBG's servicing payroll office (DOD)
2. Determine if the servicing payroll office is able to provide OCR direct access to historical agency demographic information, internal selections and MD-715 data table information and needs , and if so, the subsequent resources required (i.e. cost, time, and training, etc.)

TARGET DATE: 06/30/2017

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

EEOC FORM 715-01 PART H-6	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element E.4 - Efficiency The agency did not timely issue it's merit Final Agency Decisions (FADs) 1 out of 2 times during the review period due and only 66.66.% of formal investigation were timely due to staffing/budget constraints.	
OBJECTIVE:	Timely issue FADs and Investigations in accordance with EEOC regulations and guidelines.	
RESPONSIBLE OFFICIAL:	Senior Leadership, OCR Director, HRD. Budeget and Procurement Directors	
DATE OBJECTIVE INITIATED:	10/01/2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Obtain needed staffing support to utilize current tracking systems to monitor the status of the election and completion of FADs to ensure they are timely issued by the agency. TARGET DATE: 09/30/2016		
If resources and funding are limited, partner with other federal agencies to timely draft pending FADs. TARGET DATE: 09/30/2014		
Obtain FY2016 budget support to Hire or Detail an experienced Complaints Manager from another agency TARGET DATE: 09/30/2016		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
In FY 2014, the Agency issued 2 of 2 (100%) of Final Agency Decisions (FADs) based on the merits of the complaints within the 60 day regulatory time-frame, which is a significant increase since 0 of 2 FADs were timely issued in FY 2013 In FY 2015 the agency processed 84% of overall informal counselings in a timely manner.		

EEOC FORM 715-01 PART H-7	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors		For period covering October 1, 2014 to September 30, 2015
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element D – Proactive Prevention In FY 2014, 25 of 28 (89.29%) 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 employee participation in ADR to resolve EEO complaints at the lowest level possible.	
RESPONSIBLE OFFICIAL:	OCR Director and Senior Leadership	
DATE OBJECTIVE INITIATED:	10/01/2014	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
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. TARGET DATE: 09/30/2016		
During orientation, and mandatory leadership and EEO training, continue to include a segment on ADR that strongly encourages employees, managers and supervisors to participate in ADR to resolve disagreements and conflicts before they escalate into formal complaints and during the formal EEO complaint process. Consider and determine whether dedicated ADR and Conflict Resolution training would be useful. TARGET DATE: 09/30/2016		
Utilize other agency avenues, for example collaboration with the Office of the Ombudsman and employee affinity groups to promote the use of ADR to informally resolve complaints at the lowest level possible, to save money, time and resources, and to improve employee morale and engagement. TARGET DATE: 10/31/2017		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
The Agency promoted the use of ADR by offering it to 100% of individuals that initiated EEO complaints, and at each stage of the EEO complaint process. Employees, officials, supervisors and managers were also trained and briefed on ADR during mandatory new employee orientation, leadership and EEO training. The Agency's ADR brochure was also provided to all new employees during orientation, and is available to all current employees on the Agency's intranet. The Agency will continue to promote ADR as indicated above, and will also start promoting ADR at the Agency's EEO, Diversity & Inclusion Advisory Council quarterly meetings, which are mostly attended by senior leadership. Additionally, the Council meetings will be used as a forum to discuss the typical employee concerns regarding why they do not feel comfortable directly engaging management during the ADR process to identify actions that can be taken for employees to feel/know that ADR is a safe and productive forum to address and potentially resolve disputes and complaints at the lowest level possible, which could save them time and energy, and possibly reduce the stress related to processing an EEO complaint, which can be a lengthy process. There was a slight increase in ADR Participation in FY2015.		

EEOC FORM 715-01 PART H-8	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Broadcasting Board of Governors	For period covering October 1, 2014 to September 30, 2015
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Essential Element D - Proactive Prevention of Unlawful Discrimination. The Agency currently has access to applicant flow data for its vacancies posted on USAJobs through a MOU with OPM's USStaffing group. However, the Agency does not have an applicant tracking system for internal selections and promotions.
OBJECTIVE:	<ol style="list-style-type: none"> 1. Conduct follow-up on a BBG applicant tracking system for internal selections and promotions to evaluate the diversity and qualifications of the candidates and selectees. 2. Establish a date to bring together OCR/IT and OHR with input from the D & I Council to discuss the needs and develop milestones 3. Develop benchmarking from comparable agencies 4. Determine the required resources needed (Time, cost, training, etc.)
RESPONSIBLE OFFICIAL:	OCR, OHR and TSI Directors & Key staff, D & I Council, Budget and Procurement Offices
DATE OBJECTIVE INITIATED:	03/03/2015
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/30/2016
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
The responsible officials and/or their representatives will meet to explore available options for developing an internal applicant tracking system, and to evaluate the progress of development of the system.	
TARGET DATE: 10/30/2015	
Build and test the functionality and accuracy of the system.	
TARGET DATE: 03/31/2017	
Fully implement the internal promotion and applicant tracking system, and conduct analyses and reporting in accordance with EEOC guidelines.	
TARGET DATE: 06/30/2017	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>In October 2014, the Agency met part of its objective to obtain applicant flow data. The Agency was granted access to the USA Staffing Cognos Applicant Flow Data (AFD) system, and now can produce AFD reports for vacancies posted on USAJobs. However, the Agency also wants to be able to track and analyze the AFD for internal selections and promotions. Therefore, BBG will initiate the process of developing this system in March 2015, and hopes to complete this project by the end of the fiscal year.</p> <p>On March 10, 2016, the OCR detailee assigned to the AE Program Manager duties now responsible for this project, held a meeting with an IT manager to obtain an update on the last status of the project. It was determined a collaborative meeting with OCR/IT and OHR would be scheduled within the next 2-3 months.</p>	

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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<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 in the permanent workforce (0.65%) was below EEOC's goal of 2%.</p> <p><u>EEOC Table B-6:</u> Due to HRD data system limitations, more information is required for a full analyses of this section.</p> <p><u>EEOC Table B-8:</u> <u>EEOC Table B-11:</u> <u>EEOC Table B-14:</u> Applicant Flow data not available is required to conduct a thorough analyses. Regained access for 2016 is being worked on.</p>
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<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 is required to reveal potential triggers.</p> <p>An nine-year trend analysis for fiscal years 2007-2014 also shows the participation rates of employees with targeted disabilities have consistently remained below EEOC's goal of 2%.</p>
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<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 has not identified a specific policy, procedure or practice as a barrier to the employment of persons with targeted disabilities. However, lack of disclosure of disabilities by applicants/employees, perceptions amongst hiring officials and inadequate targeted recruitment for this population may be factors in the low participation rates for employees with targeted disabilities. As indicated in the plan below, the Agency will take the following actions to evaluate and address this issue.</p>
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<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To ensure the Agency has an effective and efficient recruitment program for individuals with targeted disabilities, and the selection process is valid and fair for all employees.</p>
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RESPONSIBLE OFFICIAL:	OHR and OCR Directors, and Senior Leadership
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DATE OBJECTIVE INITIATED:	10/01/2014
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TARGET DATE FOR COMPLETION OF OBJECTIVE:	06/30/2017
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EEOC FORM 715-01 PART I-1	EEO Plan To Eliminate Identified Barrier
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<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p> <p>Reestablish partnership with the Council of State Administrators of Vocational Rehabilitation (CSAVR), National Employment Team (NET) and local disability organizations to assist the Agency with the recruitment, development and retention of qualified persons with targeted disabilities.</p>	<p>TARGET DATE (Must be specific)</p> <p>06/30/2016</p>
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<p>Re-engage hosting quarterly EEO, Diversity & Inclusion Advisory Council meetings to promote the employment and reasonable accommodation of qualified persons with disabilities, and to provide leadership and participants with the information, tools and resources to meet their obligations under the Rehabilitation Act, MD-715 and other applicable federal regulations and guidelines. Proceed with council charter revisions to engage more participation from managers, supervisors and Senior Leaders in support of EEO, Diversity and Inclusion</p>	<p>10/31/2016</p>
<p>Meet individually with the head of each office/division to discuss the recruitment of qualified individuals with disabilities, including the utilization of the Schedule A excepted service hiring authority.</p>	<p>06/30/2017</p>
<p>Distribute an annual notice encouraging employees to identify/update their disability status in the Agency's database, which will include a statement regarding federal disability employment initiative and a notice of confidentiality.</p>	<p>01/31/2017</p>
<p>Evaluate the Agency's recruitment program for persons with targeted disabilities to promote efficiency, and effective collaboration amongst the offices and officials involved in the recruitment and selection process for persons with disabilities.</p>	<p>06/30/2017</p>
<p>Host a career/interview fair, at least annually, in collaboration with the local disability organizations to recruit, evaluate and hire/appoint qualified persons with targeted disabilities.</p>	<p>08/26/2015</p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	
<p> </p>	

In the first quarter of fiscal year 2014, 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 quarterly 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 inform leaders of their responsibilities to take affirmative actions to make a good faith effort to hire, develop and retain qualified persons with targeted disabilities. Attendees are also briefed on the tools and resources they can utilize to meet this objective. 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.

Additionally, to promote the retention of qualified persons with disabilities, new supervisors and managers are required to complete leadership training within 6 months of assuming this role or before completion of their probationary period, which includes training on the Agency's requirement to provide reasonable accommodations to qualified persons with disabilities that do not pose an undue hardship to the Agency. Additionally, all employees, including leadership, are required to complete online EEO training at least every 2 years, which includes training on requesting and providing reasonable accommodations to individuals with disabilities.

In September 2014 the Agency conducted its first Disability Employment Focus Session in collaboration with the Office of Disability Employment Policy (ODEP), which gave employees with disabilities the opportunity to speak on their recruitment and employment experiences with the Agency, and to provide recommendations on how to better recruit and retain qualified persons with disabilities. The main points that were derived from the session 1.5 hour session were: to 1) Participants mainly learned about employment opportunities at the Agency from colleagues and USAJobs, and there was no indication participants felt recruitment efforts should be modified/expanded to attract qualified persons with disabilities; 2) they did not feel comfortable disclosing their disability during the selection process, nor did they feel it was necessary, since it may hinder their chances of being selected for the position. However, one participant stated he had a visible disability and acknowledged during the selection process there was no indication his condition adversely affected the selection officials perception of him. And more importantly he was selected for the position; 3) the selection process can sometimes be long due to the security clearance process; and 4) upward mobility was a concern for several participants.

Leadership has been notified that OCR will be conducting meetings with each office/division head to discuss disability employment and recruitment, including utilizing the Schedule A hiring authority to increase the participation rates of qualified persons with disabilities in the workforce, and career development and progression for individuals with disabilities. OCR plans to conduct the meetings from May - June 2015.

Recruitment

With respect to the recruitment of qualified persons with disabilities, the Agency's Office of Human Resources (OHR) and Office of Civil Rights (OCR) are in the process of collaborating to evaluate the recruitment program and selection process for persons with disabilities to promote efficiency and effective collaboration amongst the offices and officials involved in the recruitment and selection process for persons with disabilities.

There are future Agency plans to revamp the recruitment program after key officials are consulted to obtain their buy-in and collaboration from the hiring officials. However, several hiring managers have reported in previous FY's, that they have taken the initiative to utilize disability and veteran's organizations to initiate the process of recruiting qualified candidates with disabilities.

EEOC FORM
715-01
PART 1-2

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

Broadcasting Board of Governors

For period covering October 1, 2014 to September 30, 2015

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

Blacks/African Americans and Asian males were not employed at the SES level during the review period, and their participation rates in senior level positions (Grade 15 and above) was lower than their overall participation rates in the permanent workforce.

This pattern was reflected over the past five years (2010-2015).

The participation rates for Blacks tend to start to significantly decrease (below their participation rate in the permanent workforce) at grades 12 or 13, and for Asian males their participation rate tends to decrease at grade GS-14.

Additionally, no Hispanic/Latino males were employed at the GS-15 level during the review period, and for the past five years their participation rates at the GS-15 level remained below their participation rate in the permanent workforce.

Although the participation rate of Hispanic males in the permanent workforce was below the CLF, they generally did not experience a significant drop in their participation rates at grade levels below GS-15. However, for an unidentified reason their participation rate sharply decreased at the GS-15 level (0%), although there is currently 1 Hispanic male employed at the SES level, and the participation rate at this level currently exceeds Hispanic males overall participation rate in the permanent workforce (6.25% v. 5.61%).

The participation rate for Asian females at the GS-15 level was also below their participation rate in the permanent workforce. And their participation rates tend to significantly decrease starting at the GS-13 level. However, there was 1 Asian female employed at the SES level, and their participation rate at this level closely reflected their participation rate in the permanent workforce (6.25% v. 6.98%).

It should also be noted that the participation rates for females, overall, at the senior levels (SES 31.25%, GS-15 37.8%) were below their participation rate in the permanent workforce (39.43%).

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

An analysis of workforce statistics, including EEOC Tables A3 and A4 revealed the conditions stated 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.

The Agency has not identified a specific barrier or condition that has caused the decrease in the participation rates at the senior grade levels. However, the lack of turnover at the SES level may be a factor in addition to other unidentified reasons. The Agency plans to take the steps listed below to identify and eliminate the barrier(s) or potential adverse conditions.

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To identify and remove barriers to the selection and career advancement of Blacks, Asians and Hispanics to senior level positions through additional barrier analyses and taking the required actions to promote EEO at all grade levels, including the senior level within the Agency.
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RESPONSIBLE OFFICIAL:	Senior Leadership
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DATE OBJECTIVE INITIATED:	10/01/2014
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TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/29/2017
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EEOC FORM 715-01 PART 1-2	EEO Plan To Eliminate Identified Barrier
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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Continue to encourage employees in groups with low participation rates at the senior level to participate in the Agency's formal mentoring program to promote the development of leadership skills to increase their chance of advancement to senior level positions.	09/30/2016
Evaluate the recruitment process for groups with low participation rates at the senior level to determine how it can be more effective, and collaborate with affinity groups to recruit and develop candidates from diverse backgrounds for senior level positions.	06/30/2017
Meet with senior leadership to encourage them to require supervisors and managers to assess the qualifications and developmental activities of employees in the feeder pools for senior level positions, including groups with low participation rates, against successful senior leader candidates' qualifications and developmental activities to create and update existing individual development plans (IDPs) to include training and development activities to prepare them for advancement to senior level positions.	08/31/2016
Conduct additional applicant flow data analyses and collaborate with HRD, D & I Council and Hiring Officials to determine where recruitment efforts need to be improved/enhanced to also attract applicants from groups with low participation rates within the Agency, and to identify areas in the selection process that warrant further evaluation to identify barriers to the selection of candidates with low participation rates at the senior level.	09/30/2017

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE
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Applicant Flow Data Analysis

To facilitate the identification of barriers to the selection and advancement of employees to senior level positions, in October 2014 the Agency was granted access to the USA Staffing Cognos Applicant Flow Data (AFD) system to evaluate the diversity of the applicant pools and selections for senior level positions.

Since the participation rates at the senior level (GS-15 - SES) have been identified as an area of concern, particularly for Blacks, Asians and Hispanics, the Agency's initial evaluation consisted of an analysis of senior level vacancies captured on USAJobs that had closure dates during the review period where there were selections, which were limited to GS-15 positions, this was conducted in 2013-14..

The Agency also plans to conduct additional AFD analyses when access is regained in FY 2016 and beyond, including an analysis of the major occupations that feed into senior level positions to identify specific job series where the Agency should focus its evaluation of the selection process to identify barriers to the selection of groups with low participation rates in senior level positions.

*Due to the Agency's mission, which encompasses international broadcasting, the CLF for U.S. citizens and non-citizens nationwide were included in the analysis above, which is the standard measure for the permanent workforce. However, a better comparison for future analyses may be the average of the occupational CLFs for the job series that were combined for the analysis. The Agency will consult with EEOC on the best measure for future analyses that involve combining select job groups for analysis.

Mentoring Program To Promote Career Development

The Agency has a formal mentoring program that was established to provide mentees with developmental opportunities and the skills necessary to be successful in a competitive workforce and to advance in their careers. During the review period 11 formal mentoring partnerships were established (11 mentors and 11 Mentees). The mentees demographics was not available but will be reviewed and analyzed.

Advisory Council

The Agency has an EEO, Diversity & Inclusion Advisory Council that is primarily comprised of senior leadership that meets quarterly to discuss EEO and diversity issues and initiatives so that senior leaders within the Agency are aware of important EEO and diversity objectives, including upward mobility, and their responsibilities for promoting the development and advancement of all employees under their supervision and in their chain of command. The Council will be re-engaged in 2016, due to an OCR change of staff in FY 2015.

Review of Exit Interviews & Survey Data

The Agency did not have any exit interviews on file for the review period previously; however OCR will request ongoing information from HRD.

EEOC FORM
715-01
PART 1-3

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

Broadcasting Board of Governors

For period covering October 1, 2014 to September 30, 2015

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 Table A-1

Participation Rates for Females

The participation rate for females (39.43%) in the permanent workforce was below the CLF (47.21%).

Additionally, the participation rates for females in the Broadcasting Equipment Operating-3940 (9.33% v. 11.58%), Broadcasting, General Arts and Information 1001 (36.15% v. 44.16%), Electronics Technician-0856 (0% v. 19.06%) and Information Technology-2210 (15.63% v. 35.11%) major occupations were below the occupational CLFs.

Participation Rates for Hispanics

The participation rate for Hispanic/Latino females (3.13%) in the permanent workforce was below the CLF (6.22%).

The participation rates for Hispanic/Latino females were also below the occupational CLF in the Miscellaneous Administration & Programs major occupation (0% v. 6.01%).

The participation rate for Hispanic/Latino males (5.61%) in the permanent workforce was below the CLF (8.36%).

Their participation rate was also below the occupational CLF in the Broadcasting Equipment Operating-3940 major occupation (1.33% v. 8.5%).

Participation Rates for White Females

The participation rate for White females (16.45%) in the permanent workforce was below the CLF (31.48%).

The participation rates for White females were also below the occupational CLFs in all the major occupations. However, it should be noted they were not significantly below the CLFs in the Electronics Engineering-0855 and General Engineering-0801 major occupations because the CLF percentages equated to less than 1 whole person within the job groups. But there were no females and other minority groups employed in these major occupations during the review period.

EEOC Table A-14

Hispanic/Latino Males separation rate of 5.83% slightly exceeded their participation rate of 5.61%. White Females? separation rate of 17.48% exceeded their participation rate of 16.45%.

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

An analysis of EEOC's Workforce Data Tables A-1 and A-14 indicate the conditions 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.	The Agency has not identified a specific policy, procedure or practice as a barrier to the employment of females, Hispanics and White females. However, it is in the initial stages of evaluating the selection process, starting with the applicant flow data analysis of the major occupations below, and plans to further evaluate the selection process for flagged areas in FY 2015 and ongoing to identify and remove barriers to equal employment opportunity for these groups.
OBJECTIVE:	
State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To ensure the Agency's recruitment program is attracting a diverse pool of qualified candidates and the selection process in valid, fair and objective.
RESPONSIBLE OFFICIAL:	
Senior Leadership, OCR and OHR Directors	
DATE OBJECTIVE INITIATED:	
10/16/2014	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	
09/29/2017	
EEOC FORM 715-01 PART I-3	EEO Plan To Eliminate Identified Barrier
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Continue to assess applicant flow data to identify areas that do not have diverse pools of qualified candidates or selections to improve the recruitment program and identify job groups that warrant further evaluation to determine if there are adverse selection policies or practices that tend to screen qualified candidates from groups with low participation rates within the Agency.	12/30/2016
Collaborate with affinity groups/organizations for women and Hispanics to increase the visibility of BBG as an employer and to recruit qualified candidates from these groups including, but not limited to, forwarding vacancy	09/30/2016
Where possible fill positions at lower grade levels, or near the entry level that include career ladders to higher grade levels to attract a diverse pool of qualified candidates.	09/30/2016
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

The Agency conducted a preliminary Applicant Flow Data (AFD) analysis in 2013 and 2014 of the data provided by the USA Staffing Cognos database for major occupations where there were selections during the review period, and where there were also low participation rates for females, Hispanics and White females in these major occupations within the Agency. However, since this information was pulled from an external database, in fiscal year 2016 and beyond, the Agency plans to crosscheck the selection data in Cognos with the information tracked by the Agency's internal database.

Note from Previous FY: It should also be noted it appears the AFD currently captured by the external system is for the total workforce. Nonetheless, the AFD serves a good starting point to assess the diversity of the applicant pools. When the Agency has the capability to further refine the data for the permanent and temporary workforces, this information will be assessed and included in the status report.

Furthermore, due to the mission of BBG, which encompasses international broadcasting in 61 different languages, the U.S. CLF may not be an appropriate comparison. However, since it is the standard measure for the MD-715 report it is referenced in this analysis.

No Current Applicant Flow Data was available for FY 2015, regained access for 2016 is being worked on.

The Agency plans to further assess the selection process for the major occupations where there were small applicant pools and/or low selection rates for females overall, Hispanics and White females to determine if there are barriers to the effective recruitment and selection of candidates in these groups.

EEO, Diversity & Inclusion Advisory Council

In fiscal year 2014, 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. In 2016 the D & I Council will be re-engaged due to an OCR staff change in 2015.

Exit Interviews

None of the employees that separated during the fiscal year completed an exit interview prior to leaving the Agency in 2014. Access to this information will be addressed with HRD on an ongoing basis in 2016.



INTERNATIONAL BROADCASTING BUREAU

POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

The Broadcasting Board of Governors (BBG or Agency) is firmly committed to equal employment opportunity (EEO), diversity, and the promotion of a strong affirmative employment program. It is the policy of BBG to provide equal opportunities in employment for every employee and job applicant, and to ensure a workplace that is free of discrimination on the basis of race, color, religion, sex (including sexual harassment and sexual orientation), age (person 40 years of age and older), national origin, disability (physical and mental), genetic information, and retaliation because an individual engaged in prior EEO activities. The BBG strongly promotes the full realization of equal opportunity in employment through a continuing affirmative program to identify and eliminate discriminatory practices.

EEO principles govern all aspects of the Agency's personnel policies, programs, practices, and operations. All phases of the Agency's employment – recruitment, hiring, retention, evaluations, promotions, transfers, benefits, assignments, training opportunities, awards, and separations – shall be conducted in compliance with the EEO laws and regulations.

The Agency holds each manager and supervisor accountable for ensuring a continuing affirmative application and enforcement of this EEO policy. Additionally, managers and supervisors must continue to take positive steps toward ensuring a supportive work environment and reaching early resolution of complaints. They must avoid even the appearance of acts of retaliation against individuals who exercise their right to file a complaint. Accordingly, equal opportunity will continue to be a factor in the total performance evaluation of managers and supervisors.

Employees are essential in maintaining a work environment of equal opportunities, and have a moral and legal responsibility to treat all of their colleagues with respect and professionalism. The BBG strongly supports a workplace free of discrimination and holds every employee accountable for contributing to the achievement of a Model EEO Program.

A handwritten signature in black ink, appearing to read "Michael M. Lynton".

Michael Lynton
Presiding Governor
Broadcasting Board of Governors

September 13, 2012

Date



INTERNATIONAL BROADCASTING BUREAU

POLICY STATEMENT ON THE PROHIBITION OF HARASSMENT

It is the policy of the Broadcasting Board of Governors (BBG or Agency) to provide a work environment free from harassment or intimidation. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), the ADA as amended, and others.

It is unlawful to harass a person because of their membership in a protected class under the law. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy and gender identity), national origin, age (40 years or older), disability, or genetic information. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

This unwelcome conduct may include, but is not limited to offensive jokes, slurs, epithets, or name calling; physical assaults or threats; intimidation, ridicule or mockery, insults or put-downs; offensive objects or pictures. Harassment may occur in a variety of circumstances, including, but not limited to: 1) alleged harasser may be the victim's supervisor, a supervisor in another area, a co-worker, anyone considered an agent of the employer, or a non-employee; 2) victim need not be the opposite sex from the alleged harasser; 3) victim need not be the person harassed, but may be someone affected by the offensive conduct; 4) harassment may occur without economic injury to or discharge of the victim; and 5) the alleged harasser's conduct must be unwelcome.

Harassment becomes unlawful when: 1) the offensive conduct becomes a condition of continued employment; or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. While certain conduct may not rise to the level of illegality, all employees should be allowed to work in an environment free from intimidating and harassing conduct.

Any person who experiences harassment should inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management immediately to prevent escalation.

Managers and supervisors are responsible for promptly responding to allegations of harassment and taking appropriate action before the conduct becomes severe and pervasive. They should clearly communicate to employees that the Agency takes allegations of this nature very seriously and does not condone offensive behavior of any kind. They should also communicate that the Agency does not tolerate retaliation against any employee for making a good-faith report of harassing conduct; or for conducting, cooperating with, or participating in any investigation of alleged harassing conduct or any stage of any legal proceeding (administrative or judicial) that is related.

Any Agency employee found to have engaged in harassing conduct in violation of this policy may be subject to disciplinary action, up to and including removal from Federal service. Managers and supervisors, who observe or are notified of any unprofessional behavior that may create an offensive work environment, have a responsibility to take appropriate and effective corrective action immediately to put an end to the harassing conduct.



Jeffrey Shell
Chairman
Broadcasting Board of Governors

April 11, 2014

Date



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BBG Organizational Chart

