

Broadcasting Board of Governors

**Fiscal Year 2012
(October 1, 2011 to September 30, 2012)**

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



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

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EEOC FORM 715-01 PARTS A - D		U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, <u>2011</u> to September 30, <u>2012</u> .					
PART A Department or Agency Identifying Information	1. Agency		Broadcasting Board of Governors		
	1.a. 2 nd level reporting component		Non-applicable		
	1.b. 3 rd level reporting component		Non-applicable		
	1.c. 4 th level reporting component		Non-applicable		
	2. Address		300 Independence Avenue, SW		
	3. City, State, Zip Code		Washington, DC 20237		
	4. CPDF Code	5. FIPS code(s)	4. IB00	5. 110010001	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 1,651
	2. Enter total number of temporary employees				2. 33
	3. Enter total number employees paid from non-appropriated funds				3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]				4. 1,684
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Mr. Michael Lynton, Interim Presiding Governor Broadcasting Board of Governors		
	2. Agency Head Designee		Mr. Richard M. Lobo, Director International Broadcasting Bureau		
	3. Principal EEO Director/Official/ Official Title/Series/Grade		Mrs. Delia L. Johnson, Director International Broadcasting Bureau, Office of Civil Rights GS-0260-15		
	4. Title VII Affirmative EEO Program Official		Affirmative Employment Program Manager		
	5. Section 501 Affirmative Action Program Official		Collateral Duty of an Encumbered Position		
	6. Complaint Processing Program Official		Complaints Program Manager		
	7. Other Responsible EEO Staff		EEO Specialist (Special Emphasis Program Coordinator and Collateral Duty Hispanic Employment Program Manager), EEO Specialist (Disability Program Coordinator), Executive Assistant, EEO Assistant, Special Assistant (detail), and contractors (EEO Counselors, Investigators, and Training Instructors)		

EEO0C FORM 715-01 PARTS A - D	U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes
	The Equal Employment Opportunity (EEO) Program is centralized at the Broadcasting Board of Governors, located in Washington, DC.		
Listed are the EEOC Forms and Documents that are included in BBG's Fiscal Year 2012 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 2012

EEOC FORM 715-01 PART E	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Broadcasting Board of Governors	For period covering <u>October 1, 2011 to September 30, 2012.</u>

EXECUTIVE SUMMARY

The Broadcasting Board of Governors (BBG or Agency) is submitting its *Fiscal Year 2012 Federal Agency Annual Equal Employment Opportunity Program Status Report (EEO Program Status Report)* in compliance with the United States Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715).

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

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

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

The IBB supports the mission of BBG by providing budget, legal, planning, communication, marketing, research, program evaluation, contracting, security, administrative, engineering, and other support services to the various international broadcasting elements. The Director of IBB oversees implementation of the Board of Governors decisions by IBB, VOA, OCB and the grantees and provides general administrative management of the Federal agency.

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

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

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

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

Essential Element A – Demonstrated Commitment from Agency Leadership

In fiscal year 2012, the Presiding Governor and senior managers reaffirmed their commitment to EEO and diversity by issuing EEO/Anti-Harassment and Sexual Harassment Policy Statements to employees. These statements were given to and discussed with new employees at orientation, given to new managers and supervisors at training sessions, and were made available to employees and job applicants through the BBG's Intranet. Furthermore, EEO programs and events were publicized on the Agency head's blog, Viewpoint, which is posted on the Agency's public-facing website.

Revised Anti-Harassment Policy Statement: Based on recommendations provided by EEOC, the OCR submitted the draft of the Agency's revised Anti-harassment statement in September 2012, for review and clearance, which: 1) covers non-sexual harassment and sexual harassment; 2) provides employees and applicants with multiple avenues for filing complaints alleging harassment; and 3) notifies employees and applicants for federal employment that claims of harassment will be kept confidential to the extent possible. The BBG plans to issue the final approved statement in June 2013.

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

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

The Agency regularly hosts the Council of Federal EEO and Civil Rights Executives (Council) meetings and events, and the Director, Office of Civil Rights (OCR), BBG, is the Chairperson for the Council. The Council is a renowned interagency organization that was established in 1993. The mission of the Council is to address common concerns of the Federal EEO community. The Council meets monthly to discuss significant and emerging EEO, Diversity, and HR related issues affecting the Federal government. The Council is a forum where senior leaders share information, recommendations and best practices for creating and maintaining model EEO and Diversity & Inclusion programs. Furthermore, subject matter experts within the EEO and HR arenas, and from regulatory agencies, affinity groups and outreach organizations are frequently guest speakers at the Council meetings and provide presentations, briefings, updates and guidance on employment laws, regulations, guidelines, agency best practices and issues affecting the Federal workforce.

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

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

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

The EEOC has approved BBG's current reporting structure in which the Director, OCR, reports directly to the Director, IBB, who reports to the Board. This reporting structure enables the OCR Director to have access to the Agency head and complies with EEOC's reporting requirements found at 29 CFR § 1614.102(b)(4).

In FY 2012, the OCR Director regularly participated in senior staff meetings, and was consulted on human resources management issues. The OCR Director also provided the IBB Director and senior leadership with a State of the Agency Briefing (Briefing) in January 2012 that included: 1) a trend analysis of the Agency's workforce profile by race, sex and disability status; 2) multi-year statistics on EEO complaint activity; 3) notification of their responsibility to prevent and eliminate discrimination, and to promote diversity in the workplace; 4) notice of EEO training offered by the Agency; and 5) updates on the EEO program, including the reasonable accommodations program, and initiatives to increase the participation rates of individuals with disabilities and target groups in the federal workforce.

Currently, OCR has seven staff members including the Director, Complaints Manager, Special Emphasis Program Manager, the Affirmative Employment/Diversity Manager who was hired by the Agency in November 2012 (this position was vacant from March 2012-November 2012), and two support staff who handle administrative and budget activities. The EEO Office also periodically utilizes interns on a part-time basis to assist with EEO initiatives and activities.

The OCR plans to hire a Disability Program Manager in fiscal year 2013 to oversee the reasonable accommodations program, which is currently being managed by the Affirmative Employment/Diversity Manager. However, due to the size of the Agency (1,684 employees) and budget limitations, it may not be possible to hire additional EEO staff this year. However, OCR plans to also engage several volunteer interns to assist with the EEO program.

Additionally, in accordance with MD-715, the EEO office will collaborate with senior leadership and management, particularly through the Agency's EEO, Diversity & Inclusion Advisory Committee to implement the Agency's EEO Program and conduct barrier analysis.

The Agency's Human Capital and Succession (HCS) Plan, which the Human Resources (HR) Office, EEO Director and senior leadership collaboratively updated in September 2010, and continued to implement in fiscal year 2012, includes strategies to improve employee satisfaction, and to promote EEO and diversity in the workforce. One of the two overarching human capital goals established in the HCS Plan is "Goal 2: **Agile, Skilled, Diverse, Satisfied, and Well-led Workforce**: Ensure the Agency workforce is agile, skilled, diverse, satisfied and well-led, with the competencies and support needed to accomplish the Agency's mission and goals through specific human capital strategies for shaping, recruiting, retaining and leading the workforce." The Human Capital Action Plan included in the last section of the HCS Plan provides a list of strategies to address employee morale and engagement, training and development, recruitment of individuals with disabilities and target groups, and upward mobility, in addition to other human resources management issues.

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

External Communication: EEO programs and events were showcased on the Agency head's blog, Viewpoint, which is posted on the Agency's public-facing website. Furthermore, BBG has improved the transparency of Board operations in unprecedented ways. The Board's open meetings were routinely webcast, and beginning in March 2012, were open to public observation on a first-come, first served basis. The Agency also hosted a series of public briefings on global media research, focused on countries of strategic importance. Marketing for these programs included targeted outreach to diverse émigré and expert communities to discuss Iran, Tibet, Burma, and Nigeria among others.

Internal Communication: The Agency capitalizes on its intranet, including the popular employee blog, Tune In, to raise awareness of EEO special emphasis programs as well as to feature a diverse representation of employees. The Agency also supports the Workplace Morale Task Force, which researches and implements best practices to address employee concerns.

Essential Element C – Management and Program Accountability

This element requires agencies to hold managers, supervisors, EEO officials and human resources officers accountable for implementation and management of the EEO program. Senior leadership, managers, supervisors and EEO officials are evaluated annually on their compliance with the Agency's EEO and diversity policies and meeting EEO and diversity-related goals and objectives. Leadership and management promoted EEO and diversity, and implemented the Agency's EEO program by consulting with the EEO Office on applying EEO and diversity

principals to their operating procedures and personnel decisions. Senior leadership and management also supported the EEO program by participating in Special Emphasis Programs, and encouraging staff to attend these events.

As mentioned above, the Agency has an active EEO, Diversity & Inclusion Advisory Committee, which is mostly comprised of senior management. The Agency plans to utilize the Committee to further involve senior leadership, supervisors and managers in conducting barrier analysis. The BBG held a quarterly Committee meeting on January 31, 2013, and the members were notified that as required by MD 715 they were expected to participate in the upcoming EEO and diversity barrier analyses, including analyses regarding the recruitment of qualified persons with disabilities and Hispanics, and career advancement for groups with low participation rates in senior level positions. Committee members were also advised that the fiscal year 2012 Federal Agency Annual EEO Program Status Report, which will be issued in April 2013, will serve as the action plan to guide upcoming barrier analyses and EEO-related activities. Members were also encouraged to provide input and recommendations at the upcoming meeting based on their experience, observations and feedback from their staff pertaining to EEO and diversity.

In fiscal year 2012, the EEO office collaborated with the HR Office to implement EEO and diversity-related goals, objectives and initiatives. The EEO and HR offices continued to meet regularly (bi-weekly) to address HR and EEO issues, including HR management initiatives to improve employee morale, performance management, diversity, upward mobility and training and development.

Additionally during the fiscal year, approximately 33% of senior leadership participated in formal EEO, diversity and inclusion training, and all employees, including supervisors and managers, are required to complete the online No FEAR Act training every two years.

The Agency also offered leadership and development courses such as the “Foundations of Leadership: Skills for Supervisors” course, which is a comprehensive five-day course new supervisors/managers are required to successfully complete during their probationary period. Furthermore, managers and supervisors are required to take refresher EEO, Diversity & Inclusion training at least every 2 years to ensure they have/maintain the necessary skills to successfully manage and lead a diverse workforce.

Mid-level and lower graded supervisor/managers and employees who desired to enter management were offered an opportunity to apply for enrollment in the Executive Leadership and New Leader programs to develop core leadership competencies.

Furthermore as mentioned previously, senior leadership, managers and supervisors are rated annually on their implementation of EEO and diversity-related principles as a critical element in their annual performance evaluations.

Reasonable Accommodation Procedures: The EEO Office collaborated with the HR Office and management to process requests for requests for reasonable accommodations and/or provide interim accommodations to employees. None of the requests for reasonable accommodations were disapproved by the Agency. Furthermore, the EEOC approved the Agency’s reasonable

accommodations procedures, which are posted on the Agency's internal and external websites, and are accessible to applicants on the internet through a web link posted on each vacancy announcement.

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

Essential Element D – Proactive Prevention of Unlawful Discrimination

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

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

Total Workforce

The Agency's self-assessment for fiscal year 2012, which is discussed in detail in Section III of this report, indicates the participation rates in the total workforce for Asians, Blacks/African-Americans and males (overall) significantly exceeded the participation rates reported for the Civilian Labor Force (CLF). Whereas, the participation rates for females (overall), Hispanics and Whites were below the CLF for the total workforce, and Native Hawaiians or Other Pacific Islanders were not employed in the Federal workforce during this period. The participation rate for individuals with targeted disabilities was also below the federal goal of 2%. This same pattern was reflected in the permanent workforce.

BBG Trend Analysis of Total Workforce

Percentage of Total Workforce	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Minorities	45.21%	46.0%	46.1%	46.76%	46.85%
Females	38.07%	38.7%	38.9%	38.91%	38.6%
Individuals w/Targeted Disabilities	0.84%	0.79%	0.73%	0.74%	0.48%

Senior Leadership

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

Applicant Data

The Agency has also developed an action plan, which is included in Part H of this report, to implement a standardized procedure to track applicant flow data in accordance with EEOC requirements to enable the Agency to conduct a complete analysis of its recruitment efforts and selection processes. The BBG plans to implement this procedure in fiscal year 2013.

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 2012, the Agency had an inventory of 13 open EEO complaints on hand. Twelve additional complaints were filed during the fiscal year. As of September 30, 2012, the Agency closed 14 complaints, and had an inventory of 11 open complaints pending processing at various stages of the EEO complaint process.

In FY 2012, the Agency completed 51 of 53 (96.23%) timely counseling sessions. Only twelve complainants¹ (or 22.64% of counselees) decided to file formal complaints at the conclusion of informal complaint processing, which is a significant indicator that BBG has an effective EEO counseling process. At the formal stage of the EEO complaint process, 5 of 5 (100%) of EEO investigations were timely completed. The Agency also timely issued 2 of 2 (100%) of Final

¹ Individuals can file multiple complaints, so percentage derived from total number of counselings.

Agency Decisions (FADs) based on the merits of the complaints, which is a significant improvement in comparison to the past 2 fiscal years where the Agency did not timely issue any FADs due to the lack of resources.

During the fiscal year the Agency offered ADR to aggrieved persons for 53 of 53 (100%) informal complaints, and 51 of 53 (96.23%) employees rejected the offer of ADR, and elected to participate in traditional EEO counseling. The 2 individuals who elected to participate in ADR did not file formal complaints against the Agency at the end of the ADR process, which is an indicator the program can be effective if employees are willing to participate in ADR. The BBG plans to initiate a campaign to encourage employees to participate in the Agency's ADR program or seek other forms of informal dispute resolution offered by BBG prior to pursuing an EEO complaint through the Agency's formal EEO complaint process.

Some strategies the Agency plans to implement to increase the ADR election rate include utilizing its complaints tracking system to track and quantify the reasons employees rejected the Agency's offer of ADR, so OCR and senior leadership can specifically address the identified concerns; promoting ADR at the Agency's diversity fairs/expos by having an ADR information booth with a certified mediator to talk about the benefits of ADR; prominently posting flyers/posters promoting the Agency's ADR program next to postings on the Agency's EEO complaint process; encouraging managers and supervisors to offer ADR to employees before disagreements and conflicts escalate into complaints; and periodically sending out info-grams (via email or the intranet) to the workforce promoting the Agency's free ADR program to informally resolve workplace disputes and complaints.

The Agency has also established the Office of the Ombudsman, which assists employees, officials and OCR in resolving complaints informally; and has an Employee Assistance Program, which provides a range of services including assessment, counseling and referral services for employees and officials who may be experiencing professional and personal challenges. In fiscal year 2012, approximately 116 individuals utilized services offered by the Office of the Ombudsman. Of that number, approximately 40 individuals contacted the Ombudsman regarding EEO/ADR-related issues. Additionally, approximately 40 employees contacted the Employee Assistance Program Manager to seek advice and guidance on addressing work and life issues. The Office of the Ombudsman and Employee Assistance Program help many employees and officials address and resolve work and personal issues, which could otherwise escalate into problems or conflicts in the workplace.

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

Essential Element F – Responsiveness and Legal Compliance

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

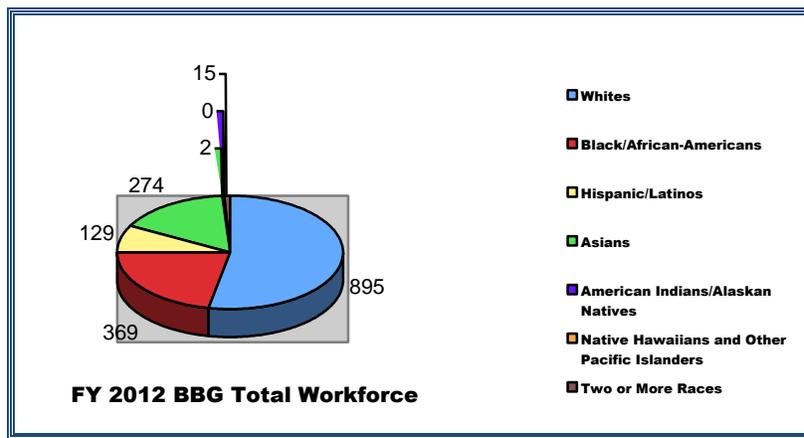
III. Summary of Analysis of Workforce Profiles, Including Net Change Analysis and Comparison to Relevant Civilian Labor Force CLF

In accordance with EEOC MD-715, OCR reviewed and analyzed the Agency’s workforce statistical data using *EEOC’s Workforce Data Tables A-1 to A-14 and B-1 to B-14*. OCR completed an eight -year trend analysis to identify any potential triggers that may be prohibiting the Agency from maintaining a model EEO program. Where potential triggers or deficiencies were identified, the Agency developed an action plan to address them in *Part I* of this Report. Comparisons to the Civilian Labor Force are based on 2000 National Census Data.²

National CLF Comparisons of Ratios Based on Calendar Year 2000 National Census Data										
Geography	Occupation Census/ SOC Code	Gender	Total Workforce	White Non-Hispanic	Hispanic/ Latino	Black Non-Hispanic	Asian Non-Hispanic	American Indian and Alaska Native Non-Hispanic	Native Hawaiian or Other Pacific Islander Non-Hispanic	Two or More Races
U.S. Total	Total Civilian Labor Force	Total Ratio	100%	72.77%	10.69%	10.50%	3.63%	0.66%	0.11%	1.64%
U.S. Total	Total Civilian Labor Force	Males	53.23%	39.03%	6.17%	4.84%	1.92%	0.34%	0.06%	0.88%
U.S. Total	Total Civilian Labor Force	Females	46.77%	33.74%	4.52%	5.66%	1.71%	0.32%	0.05%	0.76%

EEOC Workforce Data Table A-1: As of September 30, 2012, the Agency’s total workforce constituted a total of 1684 employees, including 650 females (38.6%) and 1034 males (61.4%); 284 (16.86%) White females and 611 (36.28%) White males, for a total of 895 (53.15%) White employees; 208 (12.35%) Black/African-American females and 161 (9.56%) Black/African-American males, for a total of 369 (21.91%) Black/African-American employees; 40 (2.38%) Hispanic/Latino females and 89 (5.29%) Hispanic/ Latino males, for a total of 129 (7.66%) Hispanic/Latino employees; 114 (6.77%) Asian females and 160 (9.5%) Asian males, for a total of 274 (16.27%) Asian employees; and 2 (0.12%) American Indian/Alaska Native males.

American Indian/Alaska Native females and Native Hawaiian/Other Pacific Islander males and females were not employed in the Agency’s federal workforce during this period; 4 (0.24%) females and 11 (0.65%) males self-identified in the *Two or More Races* category for a total of 15 (0.89%) multiracial employees. (*See graph, FY 2012 BBG Total Workforce and Chart 1*).



² Agencies were required to use 2000 National Census data for the FY 2012 MD 715 Report, and are required to use the 2006-2010 National Census EEO Tabulation for the FY 2013 MD-715 Report.

The total workforce participation rates for the 4 groups listed below have consistently remained below the national CLF ratios. Please note that BBG's mission (international broadcasting) requires a specialized workforce that may not be directly comparable to the general CLF ratios.

1. 284 White females at 16.86%
2. 40 Hispanic/Latino females at 2.38%; 89 Hispanic/Latino males at 5.29%
3. 2 American Indian/Alaska Native males at 0.12%; 0 American Indian/Alaska Native females
4. 0 Native Hawaiian/Other Pacific Islander females and males

Permanent Workforce

The Agency's permanent workforce constituted a total of 1651 employees, including 638 females (38.64%) and 1013 males (61.36%); 276 (16.72%) White females and 595 (36.04%) White males, for a total of 871 (52.76%) White employees; 204 (12.36%) Black/African-American females and 156 (9.45%) Black/African-males, for a total of 360 (21.80%) Black/African-American employees; 40 (2.42%) Hispanic/Latino females and 89 (5.39%) Hispanic/ Latino males, for a total of 129 (7.81%) Hispanic/Latino employees; 114 (6.9%) Asian females and 160 (9.69%) Asian males, for a total of 274 (16.6%) Asian employees; and 2 (0.12%) American Indian/Alaska Native males. American Indian/Alaska Native females and Native Hawaiian/Other Pacific Islander males and females were not employed in the Agency's federal workforce during this period; 4 (0.24%) females and 11 (0.67%) males self-identified in the *Two or More Races* category for a total of 15 (0.91%) multiracial employees. (See EEOC Workforce Data Table A-1).

The Agency's permanent workforce decreased by 36 employees, from 1,687 in fiscal year 2011, to 1,651 employees in fiscal year 2012. The number of females in the permanent workforce decreased by 24, from 662 (39.24%) to 638 (38.64%). The number of males in the permanent workforce decreased by 12, from 1,025 (60.76%) to 1,013 (61.36%). However, the percentage of males in the permanent workforce slightly increased in fiscal year 2012 by 0.6%.

The number of White females in the permanent workforce decreased by 10, from 286 (16.95%) in fiscal year 2011 to 276 (16.72%) in fiscal year 2012. White males decreased by 16, from 611 (36.22%) to 595 (36.04%). Black/African American females decreased by 8, from 212 (12.57%) to 204 (12.36%). Black/African American males decreased by 1, from 157 (9.31%) to 156 (9.45%), but the percentage for this group slightly increased. Hispanic females decreased by 2, from 42 (2.49%) to 40 (2.42%). The number of Hispanic/Latino males, which was 89, remained the same, but the percentage slightly increased (from 5.28% to 5.39%). Asian females decreased by 2, from 116 (6.88%) to 114 (6.9%), but the percentage for this group slightly increased. Asian males increased by 4, from 156 (9.25%) to 160 (9.69%). American Indian/Alaska Native males decreased by 1, from 3 (0.18%) to 2 (0.12%). American Indian/Alaska Native females, and Native Hawaiian or Other Pacific Islander males and females were not employed in the permanent workforce in fiscal years 2011 and 2012. Females that self-identified in the Two or More Races category decreased by 2, from 6 (0.36%) to 4 (0.24%). Males that self-identified in the Two or More Races category increased by 2, from 9 (0.53%) to 11 (0.67%). (See EEOC Workforce Data Table A-1).

Temporary Workforce

The Agency's temporary workforce decreased by 25, from 58 employees in fiscal year 2011, to 33 employees in fiscal year 2012. The number of females in the temporary workforce decreased by 3, from 15 (25.86%) to 12 (36.36%) females. However, the percentage for females increased. The number of males in the temporary workforce decreased by 22, from 43 (74.14%) employees to 21 (63.64%) employees. (*See* EEOC Workforce Data Table A-1)

The number of White females in the temporary workforce remained the same at 8 employees, but the percentage for this group increased from 13.79% in fiscal year 2011 to 24.24% in fiscal year fiscal year 2012. White males decreased by 8, from to 24 (41.38%) to 16 (48.48%), but the percentage for this group increased. Black/African American females increased by 2, from 2 (3.45%) to 4 (12.12%). Hispanic/Latino females were not employed in the temporary workforce in fiscal years 2011 and 2012. Hispanic/Latino males decreased by 3, from 3 (5.17%) to 0. Asian females decreased from 5 (8.62%) to 0. Asian males decreased by 10, from 10 (17.24%) to 0.

American Indian/Alaska Natives, Native Hawaiian or Other Pacific Islanders, and persons in the Two or More Races category were not employed in the temporary workforce in fiscal years 2011 and 2012. (*See* EEOC Workforce Data Table A-1 and Chart 1).

CHART 1						
Fiscal Years 2005 to 2012						
Eight-Year Trend Analysis of BBG Total Workforce By Gender (For Permanent and Temporary Federal Government Employees)						
Fiscal Years	Total Female RCLF - 46.77%	Total Male RCLF - 53.23%	Total Female and Male Workforce	Changes In Total Female and Male Workforce By Fiscal Years		
				Females	Males	Total Change
2005	647 (36.72%)	1,115 (63.28%)	1,762 (100%)	-15	-52	-67
2006	656 (37.68%)	1,085 (62.32%)	1,741 (100%)	+9	-30	-21
2007	662 (37.44%)	1,106 (62.56%)	1,768 (100%)	+6	+21	+27
2008	672 (38.07%)	1,093 (61.93%)	1,765 (100%)	+10	-13	-03
2009	685 (38.78%)	1,081 (61.21%)	1,766 (100%)	+13	-12	+01
2010	687 (38.75%)	1,086 (61.25%)	1773 (100%)	+2	+5	+07
2011	677 (38.79%)	1,068 (61.20%)	1,745 (100%)	-10	-18	-28
2012	650 (38.60%)	1,034 (61.40%)	1,684 (100%)	-27	-34	-61

EEOC Workforce Data Table B-1: In fiscal year 2012, there were 8 (0.48%) employees with targeted disabilities in the total workforce, which is a decrease of 5, from 13 (0.74%) employees with targeted disabilities in fiscal year 2011. An eight-year trend analysis for the period of fiscal years 2005 to 2012, 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 26 qualified candidates with a targeted disability.

CHART 2
Fiscal Years 2005 to 2012
Eight Year Trend Analysis of Distribution of
Employees with a Non-Targeted Disability and Employees with a Targeted Disability
(Permanent and Temporary Employees)

Fiscal Years	Total Workforce (100%)	[05] No Disability	[01] Not Identified	[06-94] Non-Targeted Disability	Targeted Disability FG: 2.00%	New Hires	Separations
2005	1,762	1,612 (91.48%)	82 (4.65%)	51 (2.89%)	17 (0.96%)	1	0
2006	1,741	1,608 (92.36%)	73 (4.19%)	45 (2.58%)	15 (0.86%)	0	2
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 ³

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, A-4-1 and A-3-2, A-4-2:

The number of senior level officials and managers (Grade 15 or equivalent, and above) in the Agency increased by 15 from 81 officials in fiscal year 2011 to 96 in fiscal year 2012. White females increased by 3, from 20 (24.69%) to 23 (23.96%). However, the percentage for this group slightly decreased. White males increased by 10, from 49 (60.49%) to 59 (61.46%). Black/African-American females increased by 3, from 2 (2.47%) to 5 (5.21%). The number of Black/African-American males, which was 1, remained the same. However, the percentage for this group slightly decreased (from 1.23% to 1.04%). Hispanic males decreased by 1, from 3 (3.70%) to 2 (2.08%). The number of Asian females and males, which was 2 for each group, remained the same. However, the percentages for these groups slightly decreased (from 2.47% to 2.08%). The number of employees that self-identified in the Two or More Races category also remained the same. There was 1 female and 1 male in this category. However, the percentages for each of these groups slightly decreased (from 1.23% to 1.04%).⁴

Hispanic/Latino females, Native Hawaiians or Other Pacific Islanders and American Indians/Alaska Natives were not employed at the senior levels (Grade 15 and above) within the Agency in fiscal years 2011 or 2012.

Senior Executive Service (SES): The number of employees in the SES remained the same. There were 17 SES employees, which included 4 White females (23.53%), 11 White males (64.71%), 1 Hispanic/Latino male (5.88%) and 1 Asian female (5.88%). There were no Blacks/African-Americans, Hispanic/ Latino females, Asian males, Native Hawaiians or Other Pacific Islanders,

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

⁴ System calculations for tables A3 and A4 were slightly different for senior level positions (Grades 15 and above).

American Indians/Alaska Natives, or employees that self-identified in the Two or More Races category in the SES during the fiscal year.

EEOC Workforce Data Tables B3-1, B4-1 and B4-1, B-4-2: In fiscal years 2011 and 2012, 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 (0.58%) with targeted disabilities at the mid-levels (Grades 13-14) in fiscal year 2012, which is a decrease from the 3 employees (0.88%) with targeted disabilities employed at this level in fiscal year 2011.

EEOC Workforce Data Tables A5-1 and B5-2: In fiscal year 2012, there were 99 employees classified in wage grades, which is a slight increase from the 98 wage grade employees in the workforce in fiscal year 2011. There were 83 employees at the WB-02 level in fiscal year 2012. The number of White females remained the same at 4 employees, but the percentage for this group slightly increased (from 4.60% to 4.82%). White males decreased by 3, from 53 (60.92%) to 50 (60.24%). The number remained the same for Black/African-American females, which was 1, but the percentage for this group slightly increased (from 1.15% to 1.2%). Black/African-American males decreased from 24 (27.59%) to 23 (27.71%). However, the percentage for this group slightly increased. There was 1 Hispanic male employed at the WB-02 level in fiscal year 2012 and the prior year, but the percentage for this group slightly increased (from 1.15% to 1.2%). There was also 1 Asian female employed during both fiscal years, and the percentage for this group slightly increased (from 1.15% to 1.2%). The number of Asian males remained at 2, but the percentage for this group slightly increased (from 2.30% to 2.41%). There was 1 American Indian/Alaska Native male employed in fiscal years 2011 and 2012. However, the percentage for this group slightly increased (from 1.15% to 1.2%).

There were no Hispanic females, Native Hawaiians or Other Pacific Islanders, American Indian/Alaska Native females and individuals that self-identified in the Two or More Races category employed at the WB-02 level in fiscal years 2011 or 2012.

The number of employees at the WB-04 grade level remained the same at 10 employees, which included 8 (80%) White males. There was also 1 Black/African -American female (10%) and 1 Black/African-American male (10%) employed at this level. Five employees were classified in the "Other Wage Grades" category in fiscal year 2012, who were all White males (a comparison for this category was not available for fiscal year 2011); and there was 1 employee at the WG-14 level in fiscal years 2011 and 2012, who was a White male.

White females, Hispanics, Native Hawaiians or Other Pacific Islanders, American Indians/Alaska Natives, and individuals that self-identified in the Two or More Races were not employed in the Agency at the WB-04, WG-14 or "Other Wage Grades" levels in fiscal years 2011 or 2012.

EEOC Workforce Data Tables B5-1 and B5-2: In fiscal year 2012, none of the 99 employees that were classified as wage grade earners self-identified as having a targeted disability, which is a decrease from fiscal year 2011 during which 2 employees (2.02% of wage grade earners) self-identified as having a targeted disability during this period.

EEOC Workforce Data Table B6-1: The number of employees with targeted disabilities that are classified in the top six major occupations decreased by 4, from 7 (1.33%) in fiscal year 2011 to 3 (0.23%) employees in fiscal year 2012.⁵ However, the number of employees reported in the major occupations increased by 776 from a total of 525 employees in fiscal year 2011 to 1,301 in fiscal year 2012. This is attributed to a significant increase in the number of employees classified in the General Arts & Information category in fiscal year 2012.

EEOC Workforce Data Tables A-8, B-8: The Agency newly hired 1 qualified job applicant who self-identified as having a targeted disability. There were 8 (0.48%) employees with targeted disabilities in the total workforce in fiscal year 2012, which is a decrease from 13 (0.74%) employees with targeted disabilities in the total workforce in fiscal year 2011. 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 25 employees with a targeted disability. The percentages of new hires for the following non-disabled groups were also below the national CLF ratios (*See Chart 3*).

CHART 3 - Fiscal Year 2012		
New Hires Below the National RCLF Ratio (Permanent and Temporary Employees)		
<u>Distribution by Race/Ethnicity and Sex</u>	<u>Current Ratio</u>	<u>National RCLF Ratio</u>
White Males	33.33%	39.03%
White Females	24%	33.74%
Hispanic/Latino Males	0%	6.17%
Hispanic/Latino Females	0%	4.52%
American Indian/Alaska Native Males and Females	0%	0.34% and 0.32%, respectively
Native Hawaiian/Other Pacific Islander Males and Females	0%	0.06% and 0.05%, respectively

EEOC Workforce Data Tables A-13 and B-13: BBG distributed 456 Time-Off, 869 Cash, and 36 Quality Step Increase (QSI) Awards, which is a total of 1,361 Awards. Eight awards (0.59%) were earned by employees that self-identified as having a targeted disability, which correlates to the total number (8) and percentage (0.48%) of persons with targeted disabilities in the total workforce. (*See Chart 4*).

FY 2012 Awards 1,361 (100%)	CHART 4 Distribution By Disability Status			Total
	[01] Not Identified	[06-94] Disability	Targeted Disability	
Time-Off - 1-9 Hours	1 (0.07%)	4 (0.29%)	2 (0.15%)	7 (0.51%)
Time-Off - 9 Plus Hours	4 (0.29%)	9 (0.66%)	1 (0.07%)	14 (1.03%)
Cash Award - \$100-\$500	5 (0.37%)	11 (0.81%)	3 (0.22%)	19 (1.4%)
Cash Award - \$501 Plus	4 (0.29%)	11 (0.81%)	2 (0.15%)	17 (1.24%)
Quality Step Increase	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Total By Disability	14 (1.03%)	35 (2.57%)	8 (0.59%)	57 (4.19%)

EEOC Workforce Data Tables A-14 and B-14: In fiscal year 2012, there were 166 separations, 133 voluntary and 33 involuntary. One employee with a targeted disability voluntarily separated from BBG, and another employee with a targeted disability involuntarily separated from the Agency.

⁵ The 6 major occupations with the highest number of employees were referenced for this report.

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.

V. Summary of EEO Plan Action Items Implemented or Accomplished

Developmental Opportunities

- Mentoring Program: The Agency has a long standing formal Mentoring Program (Program) that was established in 1993. A new Program is initiated annually, and the 2011/2012 Program was launched in September 2011. Thirteen formal mentoring (13 Mentors and 13 Mentees) partnerships were established through this Program. Employees who were selected into the Program engaged in an eight-month mentoring partnership where they were required to: 1) attend an initial Orientation Session; 2) develop Individual Development and Action Plans 3) meet at least one hour per week; 4) participate in Monthly Forums; 5) attend mandatory Mid-Point Energizers; and 6) participate in a Closing Ceremony. Furthermore, Mentees were required to participate in job-shadowing assignments, to network with senior managers, and to learn about the mission of the Agency and its core functions.

The Agency successfully completed its 2011/2012 Mentoring Program, and acknowledged the accomplishments of the Mentees and Mentors in a Closing Ceremony, which was held in June 2012.

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

In fiscal year 2012, a total of 197 Interns were brought on board through the volunteer internship program. This included 53 (26.9%) White females, 21 (10.66%) White males, 17 (8.63%) Black/African-American females, 9 (4.57%) Black/African-American males, 7 (3.55%) Hispanic/Latino females, 3(1.52%) Hispanic/Latino males, 1 (0.51%) Native Hawaiian or Other Pacific Islander females, 58 (29.44%) Asian females, 25 (12.69%) Asian males and 3 (1.52%) American Indian/Alaska Native females.

- Minority Serving Institutions Intern/Mentoring Programs: In FY 2012, the Agency partnered with the Hispanic Association of Colleges and Universities (HACU), Howard University, and conducted outreach at other educational institutions with a high percentage of minorities to train and develop students that are majoring in mission related career fields, and to pique students' interests in BBG and future careers in broadcasting and journalism. During the fiscal year, 17 Interns, including 15 Hispanics/Latinos and 2 Blacks/African-Americans were selected from educational institutions. The Agency also entered into an agreement with Hampton University, as part of the White House Initiative on Historically Black Colleges and Universities (HBCUs), to bring interns from Hampton University on

board where BBG media professionals can provide them with training and hands on experience in international broadcasting and journalism.

Furthermore, BBG journalists are sharing their experience and expertise with students at Hampton University's Scripps Howard School of Journalism and Communication under a cooperative agreement with BBG. An Executive Producer from the Agency recently visited Hampton University to mentor students in the program, and oversee production of a post-election special for a local cable TV outlet. The special is the outgrowth of an agreement, signed in November 2012, and paves the way for future collaboration between Hampton and BBG journalists on other multimedia productions.

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

- Legal Intern/Extern Recruitment: The Agency continued its diversity outreach efforts at the local universities to recruit legal interns and externs. In particular, the Agency regularly recruits at Howard University's, School of Law and maintains a relationship with the Black Law Students Association (BLSA) at Georgetown University Law Center, encouraging students to apply for legal externships and internships at BBG. The Agency also advertised its vacancy announcements on the BLSA listserv.

Through legal externship and internship programs, students earn school credits and significant legal experience. In FY 2012, the Agency hired 10 legal interns from diverse backgrounds. Nine of the interns were female, which included 2 Black/African-Americans and 1 Asian-American.

- Other Internship Opportunities: The Directorate, Divisions and offices within the Agency have also hosted college and high school interns from different backgrounds and countries including Africa, Asia, Europe, the Middle East and South America.
- Career Development Opportunities: The BBG is 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. The training and career development opportunities regularly offered (at least annually) at BBG are the Aspiring Leader, New Leader and Executive Leadership programs, which are administered through The Graduate School. In FY 2012, 6 employees, which included 2 Black males, 2 Black females, 1 Asian male and 1 Asian female, were selected to participate in these programs.

The Training Division offers career counseling services through the U.S. Department of State Career Development Resource Center to promote continuous development and to encourage employees to chart their own career path. Additionally, the Agency encourages employees to develop their careers through the use of Individual Development Plans (IDPs).

The IDP is a personalized and realistic plan to facilitate employees in achieving their short and long-term career goals.

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

Progress of Targeted Recruitment

The Agency’s progress is indicated in the current overall workforce statistics compared to 13 years ago.

Total Minority Workforce	FY 1999	FY 2009	FY 2010	FY 2011	FY 2012
% of Total Workforce	38.8%	46.0%	46.1%	46.76%	46.85%
% of Employees at GS-13 and above	23.7%	36.1%	36.6%	37.85%	37.61%
% of Supervisors/Managers	21.1%	33.0%	32.5%	34.40%	38.63%

Total Female Workforce	FY 1999	FY 2009	FY 2010	FY 2011	FY 2012
% of Total Workforce	33.9%	38.7%	38.9%	38.91%	38.6%
% of Employees at GS-13 and above	26.3%	34.7%	35.0%	35.40%	35.77%
% of Supervisors/Managers	22.1%	27.9%	29.0%	27.97%	29.33%

- Senior managers participated in targeted recruitment and outreach in an effort to generate diverse applicant pools with highly qualified candidates. In addition to posting positions on the USAJOBS website, the Agency also publicized vacancies and outreach activities to Affinity groups and minority serving institutions, and in local papers geared towards groups with low participation rates in the workforce to attract applicants from diverse backgrounds. The Agency has also used social media sites such as LinkedIn, Facebook and Twitter to conduct outreach.

Furthermore, the Agency created career ladder vacancies, which enabled applicants with less experience to be hired at a lower grade level and to progress, without competition. Due to budget constraints, the Agency was unable to attend most job fairs and conventions in fiscal year 2012. However, Agency representatives attended the Disability Employment Workshop hosted by the U.S. Department of Labor. The workshop provided information on best practices of private sector employers in recruiting, employing, and retaining persons

with disabilities. The workshop also provided information on available resources that can assist and facilitate agencies with hiring individuals with disabilities.

Employee Recognition and Awards

- The Agency launched its 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.
- Each year BBG recognizes extraordinary employee contributions to the mission and goals of the Agency through its Medal awards program. Recipients of this award receive a framed certificate with a medal and a cash payment of \$2,500.
- The David Burke Distinguished Journalism Award is presented annually 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 up to \$2,500.
- The Radio Broadcast Technician Annual Awards program recognizes Radio Broadcast Technicians that have demonstrated sustained excellence during the review period.
- The Agency’s Mark of Excellence Awards program was established to recognize best practices in program services to foster a work environment that rewards high performers and outstanding program quality.
- Technology, Services, and Innovation (TSI) Employee of the Quarter Award nominees are selected by their peers from TSI, and a review committee named by the TSI Director selects 5 finalists. TSI employees vote to select the winner, who receives a tablet computer or equivalent cash value (\$600). The remaining 4 finalists receive cash awards of \$250 each. At the end of the calendar year, the TSI team votes to select 1 of the 4 TSI Employees of the Quarter as the TSI Employee of the Year. The winner receives a framed award and a cash award of \$2,500.
- The Agency recognizes excellent/outstanding performance through the issuance of certificates of appreciation and plaque awards, and by publicly recognizing employees at staff meetings, events and ceremonies.
- Managers and supervisors also recognize high performance and significant employee contributions through the issuance of Time-Off Awards.

Information-Gathering

- The Agency utilized results from the Federal Employee Viewpoint survey to formulate an action plan to address employee engagement and morale issues, in addition to other workplace concerns.

Employee Engagement & Communication

- Leadership addressed employee engagement and morale issues by:
 - Attending Diversity & Inclusion, Best Places to Work, leadership and related training and events to develop and strengthen interpersonal and communication skills to effectively manage a diverse workforce.
 - Encouraging supervisors to take a more active role in engaging staff, and identifying specific steps supervisors should take to provide employees and contractors with constructive feedback, as well as providing an environment where staff feels comfortable discussing problems and concerns with management.
 - Requiring supervisors and managers to conduct regular staff meetings to share information, invite employee input, and to recognize employee ingenuity and innovation.
 - Promoting flexible workplace policies – including telework and alternative work schedules, wellness programs and other work/life flexibilities and benefits.
 - Assigning a representative from each office to promote the Combined Federal Campaign, which also promotes team work and altruism in the workplace.
 - Serving on the Agency’s EEO, Diversity & Inclusion Council, Morale Committee and/or Funfest Team, and participating in social activities, to implement/support the Agency’s EEO program, boost employee morale, and promote a positive work environment.
 - Collaborating with Union representatives to develop Agency policies, procedures, employee flexibility programs, and to address employees’ concerns.
 - Working with OCR to promptly and reasonably accommodate persons with disabilities. The Agency did not deny any requests for reasonable accommodations during the fiscal year.
 - Using small work groups to tackle workplace issues at different levels within the Agency as part of an effort to involve employees in decisions affecting them in an effort to improve employee morale and engage the workforce.
- The Agency continues to utilize electronic communications to promote EEO, Diversity, and Employee Engagement, including:
 - Posting the Tune In News Blog. The Agency capitalizes on the popular employee blog, Tune In, to raise awareness for EEO special emphasis programs as well as feature a diverse representation of employees. It also includes answers to employee questions, news clips, current events, and other items of interest.

- Placing the highlights of monthly VOA, IBB, and OCB reports, and weekly senior staff meetings on the Intranet to provide current information on Agency activities and challenges.
- Utilizing Intranet sites to make information readily available to all employees, including administrative guidelines, contacts, and links to significant reports (i.e. from the IBB Office of Performance Review, OCR, OHR, OIG and GAO).

Training and Development

- The Agency is committed to providing training and career development opportunities to its workforce to ensure leadership and employees have the core competencies and skills necessary to carry out the mission of the Agency, excel in their respective career fields and to be successful in a diverse workforce. In FY 2012, BBG allocated \$1,029,936 to the budget for the Training Division. This enabled the Agency to continue to provide critical training for its major occupations, as well as provide training for leadership, and employees in administrative and support positions. Furthermore, BBG continued to offer its Diversity series, which is a variety of EEO, diversity and inclusion courses.
- The Agency offered developmental/training opportunities, rotational programs and detail assignments to develop a workforce better able to adapt to new technological and programmatic challenges. Training and career development opportunities regularly offered by the agency (at least annually) include the Aspiring Leader, New Leader and Executive Leadership programs, which are administered by The Graduate School USA.
- Managers/supervisors are required to assess employee training and development needs and provide for those needs whenever possible. The Agency's Training Division is also developing comprehensive list of competencies for critical occupations, so that managers will be able to assess the skill sets of their employees against an established metric and request and plan training accordingly.

Leadership

- New managers and supervisors are required to successfully complete the "Foundations of Leadership: Skills for Supervisors" course during their probationary period. This training is a comprehensive five-day leadership course that is taught off-site. Furthermore, managers and supervisors are required to periodically take refresher leadership courses.
- 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.
- As mentioned above, the Agency also regularly offers career development opportunities for leaders and employees who are considering entering management and supervisory roles, such as the Aspiring Leader, New Leader and Executive Leadership programs, which are administered by The Graduate School USA.

- Senior leadership actively participates on the Agency’s EEO, Diversity & Inclusion Committee, which is mostly comprised of senior managers (Grade 15 and above). The Committee meets quarterly to discuss EEO and Diversity-related issues, and assists OCR with implementation of the Agency’s EEO program.

Facilities, Safety and Security

- The Agency maintained safe, healthy, and accessible facilities. The Agency participated in the *National Fire Protection Association’s Practice Your Escape Plan*. The Agency’s *Occupant Emergency Plan*, which is posted on the Intranet, provides employees and contractors information on what they must do in an emergency.
- The Agency provided information on personal safety, security and the facilities through a number of avenues, including Tune In posts, email announcements, “DeskAlerts” (pop-up notices on computers), and postings in the facilities.
- Federal Law requires Agencies to provide annual Information Security Awareness (ISA) Training to employees and contractors who have access to government computer systems. To meet this statutory requirement, during orientation all new employees are briefed on Information Security requirements, and potential risks to government computer systems, and how to reduce these risks. New employees are also required to complete the mandatory online ISA training within 5 months of coming on onboard. All employees are required to take refresher ISA training annually.
- The Agency provided reasonable accommodations to job candidates and employees from diverse backgrounds, including persons with disabilities. The Agency did not deny any of the requests for reasonable accommodations during fiscal year 2012.

CERTIFICATION of ESTABLISHMENT of CONTINUING
 EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

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

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

Principal EEO Director/Official
 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.

4/18/2013

Mrs. Delia L. Johnson, 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.

4/24/2013

Mr. Michael Lynton
 Presiding Governor
 Broadcasting Board of Governors

Date

EEOC Form 715-01 Part G: Optional Annual Self-Assessment Checklist against Elements (not included)

Senior managers' accomplishments are documented in Part V: Summary of EEO Plan Action Items Implemented or Accomplished. The Agency also developed action plans to explore triggers that were revealed in its annual self-assessment to identify potential barriers to EEO and diversity in the workforce. (*See* EEO Forms 715-01, Parts H and I).

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

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

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

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

EEOC FORM 715-01 PART J	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities									
PART I – Agency Information	1. Agency		Broadcasting Board of Governors							
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY 2012.		... end of FY 2012.		Net Change				
		Number	%	Number	%	Number	Rate of Change			
	Total Work Force	1745	100%	1684	100%	-61	-3.5%			
	Reportable Disability	55	100%	46	100%	-9	-16.36%			
	Targeted Disability*	13	100%	8	100%	-5	-38.46%			
<p>* 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).</p> <p>*The Agency should conduct a barrier analysis to determine why qualified applicants with targeted disabilities were not hired in fiscal year 2011.</p>										
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						Data unavailable for new hires.				
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						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	
		1,684 (100%)	46	2.73%	8	0.48%	24	1.43%	1,614	95.84%
3. Internal Competitive Promotions		27 (100%)	1	3.70%	1	3.7%	0	0%	26	96.30%
4. Non-Competitive Promotions		10 (100%)	1	10%	1	10%	0	0%	9	90%
5. Employee Career Development Programs		6 (100%)	0	0%	0	0%	0	0%	6	100%
5.a. Grades GS 4 – 12		5 (83.33%)	0	0%	0	0%	0	0%	5	83.33%
5.b and c. Grades GS 13-15, and SES *Totals does not include SES		1 (16.67%)	0	0%	0	0%	0	0%	1	16.67%
6. Employee Recognition and Awards		1,361	35	2.57%	8	0.59%	14	1.03%	1,312	96.40%
6.a. Time-Off Awards (203 @ 1 to 9 hours and 253 @ 9 hours and above)		456 (33.5%)	13	0.96%	3	0.22%	5	0.37%	438	32.18%
6.b. Total Cash Awards (36 QSIs; 457 @ \$100-500; and 412 @ \$501 plus)		905 (66.5%)	22	1.62%	5	0.37%	9	0.66%	874	64.22%

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

<p align="center">EEOC FORM 715-01 Part J</p>	<p align="center"><u>SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, HIRING, AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES</u></p>
<p align="center"><u>Part IV</u> Identification and Elimination of Barriers</p>	<p>Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.</p>
<p align="center">Part V Goals for Targeted Disabilities</p>	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will affect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>

Fiscal Year 2013 Planned Outreach, Recruitment, Hiring, and Advancement Strategies for Identifying Qualified Applicants with Targeted Disabilities

1. Promote the use of the Schedule A hiring authority to senior leadership and hiring managers as a tool to select qualified applicants with targeted disabilities.
2. Encourage employees with targeted disabilities to participate in the Agency's Mentoring Program to facilitate their professional development, and connections with senior leadership and professional networks.
3. Conduct focus groups with employees with targeted disabilities to discuss their recruitment, hiring, and career development experiences with the Agency; and evaluate feedback provided in surveys to assess employee morale and satisfaction.
4. Work with disability organizations and disabled student services in universities to identify and remove potential barriers to EEO for qualified employees with disabilities, and to recruit qualified candidates with targeted disabilities.
5. Evaluate career advancement opportunities for employees with targeted disabilities into mission-critical positions and into senior level positions; and prepare them for advancement by providing the necessary training and developmental opportunities.
6. Implement an applicant tracking system that accurately tracks the number of applicants that voluntarily self-identified as having a targeted disability to enable the agency to conduct a complete analysis of the recruitment and selection processes.

7. Utilize Diversity Forums to encourage employees, including employees with targeted disabilities, to openly discuss potential barriers to EEO and career progression for disabled employees/applicants, and to explore possible solutions and retention incentives.

EEOC FORM 715-01 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2012	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element A- Demonstrated Commitment for Agency Leadership</p> <p>The Agency's current Anti-harassment policy statement does not meet EEOC requirements because it does not: 1) clearly address non-sexual harassment; 2) provide complainants with multiple avenues for filing complaints alleging harassment; 3) notify employees and applicants for federal employment that claims of harassment will be kept confidential to the extent possible.</p>	
OBJECTIVE:	To issue an Anti-harassment policy in accordance EEOC guidelines.	
RESPONSIBLE OFFICIAL:	Presiding Governor and OCR Director	
DATE OBJECTIVE INITIATED:	September 2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 13, 2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The OCR submitted the draft of the Agency's revised Anti-harassment policy statement in September 2012, for review and clearance. The draft: 1) covers non-sexual harassment and sexual harassment; 2) provides employees and applicants with multiple avenues for filing complaints alleging harassment; and 3) notifies employees and applicants for federal employment that claims of harassment will be kept confidential to the extent possible.	September 2012	
Revise anti-harassment policy statement in accordance with feedback from reviewing/approving officials.	March 2013 - September 12, 2013	
Issue updated Anti-harassment that meets EEOC requirements.	September 13, 2013	
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2012	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p>Essential Element D - Proactive Prevention of Unlawful Discrimination.</p> <p>The Agency does not have a standardized system and procedures for tracking applicant flow data.</p> <p>Due to budget constraints and limited resources the Agency could not produce applicant data by the MD 715 EEO categories for review and analysis to conduct a thorough barrier analysis of its recruitment and selection processes.</p>	
OBJECTIVE:	<p>Establish an applicant tracking system (for both appointment and promotion) to measure effectiveness of recruiting efforts and identify any artificial barriers affecting the appointment and promotion of women or minorities or persons with disabilities:</p> <ul style="list-style-type: none"> • Collect data on gender, race/ethnicity, disability, and how notified about position; • Keep statistics on applicant pool, qualified list, best-qualified list, and selectees to assess effectiveness of recruiting efforts and identify and address any barriers. 	
RESPONSIBLE OFFICIAL:	Chief, Information Systems & Solutions Division	
DATE OBJECTIVE INITIATED:	April 15, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
The OCR Director and Affirmative Employment & Diversity Mgr. will meet with the OHR Director and Chief, Information Systems & Solutions Division to explore available options for collecting and tracking applicant data, and to propose the development of a system and standardized procedures for the collection of applicant data, that includes timelines for the production of reports, in accordance with MD-715.	April 25, 2013	
The OCR Director and Affirmative Employment & Diversity Mgr. will meet with EEOC, OHR Director and Chief, Information Systems & Solutions Division, to discuss the Agency's system requirements for electronically submitting applicant and workforce data to EEOC's FedSep Portal.	May 1, 2013	

<p>OCR Director and Affirmative Employment & Diversity Mgr. will hold monthly follow-up meetings/briefings with Chief, Information Systems & Solutions Division to assess the progress of the establishment of the standard procedure for the collection and tracking of applicant data in accordance with EEOC requirements.</p>	<p>May 15, 2013, June 13, 2013, July 15, 2013, August 15, 2013, September 17, 2013</p>
<p>Chief, Information Systems & Solutions Division, will generate applicant data reports and issue copies to OCR to test the functionality and accuracy of the applicant tracking system, and for inclusion in the FY 2013 Annual EEO Program Status Report.</p>	<p>June 28, 2013, August 30, 2013 and September 30, 2013</p>
<p>REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE</p>	
<p> </p>	
<p>EEOC FORM 715-01 PART H</p>	<p><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</p>
<p>Broadcasting Board of Governors</p>	<p>FY 2012</p>
<p>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</p>	<p>Essential Element E - Efficiency In FY 2012, 51 of 53 (96.23%) 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.</p>
<p>OBJECTIVE:</p>	<p>To increase the employee election rate for ADR to resolve EEO complaints informally.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>OCR Director and Senior Leadership</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>October 1, 2012</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2013</p>
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>TARGET DATE (Must be specific)</p>

EEO Counselors will continue to offer and promote ADR to aggrieved persons and responding management officials at the informal stage of the EEO complaint process.	October 1, 2012 and ongoing
Encourage managers and supervisors to offer ADR to employees before disagreements and conflicts escalate into complaints, including during EEO and Diversity training/forums, senior staff meetings and EEO, Diversity & Inclusion Committee meetings.	October 1, 2012 and ongoing
Prominently post flyers/posters promoting the Agency's ADR program next to postings on the Agency's EEO complaint process.	May 1, 2013 - May 10, 2013
Track the reasons employees rejected the Agency's offer of ADR in the electronic complaints tracking system.	May 1, 2013 and ongoing
Periodically send out info-grams (via e-mail or the intranet) to the workforce promoting the Agency's free ADR program to informally resolve workplace disputes and complaints.	May 1, 2013 and ongoing
Have an ADR information booth at BBG's Summer and Winter Diversity Forum/Expo, with a certified mediator to explain the benefits of participating in ADR, in addition to providing information on the process.	July 31, 2013 and December 31, 2013
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE	

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors		FY 2012
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?	<p><u>EEOC Table A-1</u> Females' participation rate of 38.6% in the total workforce was below the CLF of 46.77%.</p> <p>Hispanic/Latino Females' participation rate of 2.38% in the total workforce was below the CLF of 4.52%.</p> <p>Hispanic/Latino Males' participation rate of 5.29% in the total workforce was below the CLF of 6.17%.</p> <p>White Females' participation rate of 16.86% in the total workforce was below the CLF of 33.74%</p> <p>White Males' participation rate of 36.28% in the total</p>	

	<p>workforce was below the CLF of 39.03%.</p> <p>Native Hawaiian or Other Pacific Islander males and females were not employed in the workforce during this period.</p> <p><u>EEOC Table A-14</u> Females' separation rate of 39.76% exceeded their participation rate of 38.6% in the total workforce.</p> <p>Hispanic/Latino Females' separation rate was 1.2% in comparison to their participation of 2.38% in the total workforce.</p> <p>Hispanic/Latino Males' separation rate was 3.01% in comparison to their participation rate of 5.29%.</p> <p>White Females' separation rate of 18.07% exceeded their participation rate of 16.86%.</p> <p>White Males' separation rate of 36.14% was slightly lower than their participation rate of 36.28%.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>An analysis of EEOC's Workforce Data Tables A-1 and A-14 indicates the conditions listed above should to be further assessed to determine if there are potential barriers for these groups to ensure the Agency maintains a model EEO program.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The Agency needs to further evaluate why the participation rates for Female, Hispanic and White employees were below the CLF and why these groups are separating from the Agency to determine if there are potential barriers to EEO for these groups.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To determine if there are potential barriers that limit the participation of these groups in the workforce. To ensure the selection process is valid and fair for all employees. To enhance targeted recruitment efforts.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Senior leadership, OCR and OHR Directors</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>October 1, 2012</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2013</p>

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Hold quarterly EEO, Diversity & Inclusion Committee meetings with senior leadership to involve supervisors and managers in the implementation of the Agency's EEO, Diversity & Inclusion programs, and the barrier analysis of the Agency's policies, practices and procedures to identify and remove artificial barriers to EEO, Diversity & Inclusion in the workplace.	April 25, 2013, July 25, 2013	
Host National Federal Women's Program Managers meeting at BBG to discuss potential barriers to career advancement and perceived barriers to EEO for women in the federal workforce, and possible solutions.	May 30, 2013	
Host National Council of Hispanic Employment Program Managers meeting at BBG to encourage Hispanic employee participation and feedback on employment, upward mobility, retention, diversity and inclusion issues affecting the Hispanic community.	June 26, 2013	
Establish an applicant tracking system (for both appointment and promotion) to measure effectiveness of recruiting efforts and identify any artificial barriers affecting the appointment and promotion of women or minorities or persons with disabilities <ul style="list-style-type: none"> • Collect data on gender, race/ethnicity, disability, how heard about position • Keep statistics on applicant pool, qualified list, best-qualified list, and selectees to assess effectiveness of recruiting efforts and identify and address any barriers (<u>See</u> EEOC Form 715-01, Part H). 	Test applicant/candidate reports will be generated on or before June 28, 2013, August 30, 2013 and September 30, 2013. The final reports are due on October 1, 2013.	
Hold Agency Diversity Forum that invites employees to discuss: 1) why they feel the aforementioned groups have participation rates below the CLF; 2) potential barriers to EEO for these groups; 3) suggestions to increase their participation rates; and 4) employee satisfaction.	July 31, 2013	
Review exit interviews to determine why groups with participation rates below the CLF are separating from the Agency.	Ongoing - September 30, 2013	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2012	
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?	<u>EEOC Tables A3-1, A3-2, A4-1 and A4-2</u> The participation rates for Females (overall), Blacks/African Americans, Hispanic/Latino females and Asians in senior level positions (Grade 15 and above) was lower than their overall participation rates in the total and permanent workforces.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of EEOC Tables A3-1, A3-2, A4-1 and A4-2 revealed the conditions listed above.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Based on an analysis of EEOC Tables A3-1, A3-2, A4-1 and A4-2, BBG will further evaluate policies and practices to determine if there are potential barriers that limit the career advancement of Females, Blacks/African Americans, Hispanics and Asians to senior level positions.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To determine if there are potential barriers that limit the career advancement of Females, Blacks/African Americans, Hispanics and Asians. To ensure the selection process is valid and fair for all employees. To provide increased developmental opportunities to Females, Blacks/African Americans, Hispanics and Asians.	
RESPONSIBLE OFFICIAL:	Senior leadership	
DATE OBJECTIVE INITIATED:	April 25, 2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2013	
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)

Identify the feeder pools for senior level (Grade 15 and above) positions, and determine if the candidates are diverse and have the required skills to perform at the senior level. Implement standardized procedure to accurately and timely collect and track applicant flow data in accordance with MD-715, which will enable the Agency to assess the diversity of its applicant/candidate pools and identify possible artificial barriers. (<u>See</u> EEOC Form 715-01, Part H).	April 15, 2013 - September 30, 2013
Review the experience, educational level, participation in career development programs of employees who were selected for senior level positions to determine the key assets these individuals possessed that facilitated their advancement into the senior ranks, and to assess if the selection process was valid and fair.	May 1, 2013 - September 30, 2013
Based on above analysis, identify the training/developmental needs of feeder pools for senior level positions and strongly encourage these employees to update their Individual Development Plans accordingly, and to complete the necessary training and development activities to increase their chances for advancement.	May 30, 2013-September 30, 2013
Host National Federal Women's Program Managers meeting at BBG to discuss potential barriers to career advancement, perceived barriers to EEO, and the high separation rate for women in the federal workforce, and possible solutions.	May 30, 2013
Evaluate the recruitment and selection process for new hires into senior level positions to ensure the agency is recruiting a diverse pools of candidates and the selection criteria is valid and evenly applied to all candidates for these positions.	June 3, 2013-September 30, 2013
Host National Council of Hispanic Employment Program Managers meeting at BBG to encourage Hispanic employee participation and feedback on employment, upward mobility, retention, diversity and inclusion issues affecting the Hispanic community.	June 26, 2013
Hold BBG Diversity Forum that invites employees to discuss: 1) why they feel the aforementioned groups have participation rates below the CLF; 2) potential barriers to EEO for these groups; 3) possible reasons why groups with lower than expected participation rates are separating from the Agency; 4) suggestions to increase their participation rates; 5) retention incentives that should be implemented to retain a qualified and diverse workforce; and 6) employee satisfaction.	July 31, 2013
Review exit interviews and survey data to determine if employees separated because of lack of career advancement opportunities within the Agency.	Ongoing - September 30, 2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Broadcasting Board of Governors	FY 2012	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p><u>EEOC Table B-1</u>: The participation rate for employees with targeted disabilities was 0.48%, which is 1.52% below EEOC's goal of 2%.</p> <p><u>EEOC Table B-6</u>: There were no employees with targeted disabilities in the Broadcasting Equipment Operating, Writing & Editing, Information Technology Management major occupations and the participations rates for the remaining mission critical occupations were below EEOC's goal of 2%.</p> <p><u>EEOC Table B-8</u>: Only 1 (1.33%) qualified applicant with a targeted disability was newly hired in fiscal year 2012.</p> <p><u>EEOC Table B-11</u>: Only 1 (1.47%) qualified employee with a targeted disability was internally selected for mid/senior level (GS-13/14, GS-15 and SES) positions during the review period.</p> <p><u>EEOC Table B-14</u>: 2 (1.2%) employees with targeted disabilities separated from the Agency (1 was a voluntary separation, and the other was involuntary).</p> <p>EEOC's feedback letter dated September 20, 2012 provided recommendations to address this area, which have been incorporated into the Agency's EEO plan below to address these triggers.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>An analysis of EEOC's Workforce Data Tables B-1, B-6, B-8, B-11 and B-14 revealed the triggers, which require further evaluation to determine if there are potential barriers to EEO for individuals with targeted disabilities.</p> <p>An eight-year trend analysis for fiscal years 2005-2012 shows the participation rates of</p>	

	employees with targeted disabilities have consistently remained below EEOC's goal of 2%.
<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>	Based on fiscal years 2005-2012 workforce statistical data, the Agency has developed an EEO action plan to identify and remove potential barriers that may be adversely affecting the recruitment, selection and retention of qualified applicants with targeted disabilities.
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	To ensure the Agency has an effective recruitment program for individuals with targeted disabilities, and the selection process is valid and fair for all employees; and to attract and retain qualified employees with disabilities in the workforce.
<p>RESPONSIBLE OFFICIAL:</p>	OHR and OCR Directors, and Senior Leadership
<p>DATE OBJECTIVE INITIATED:</p>	April 1, 2013
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	Ongoing (whenever there is an opportunity for outreach and recruitment and evaluation).
<p>EEOC FORM 715-01 PART I</p>	EEO Plan To Eliminate Identified Barrier
<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>TARGET DATE (Must be specific)</p>
Encourage Persons with Targeted Disabilities (PWTDs) to participate in the Agency's Mentoring Program to facilitate their professional development and to increase their connections with senior leadership and career networks within/outside the agency.	October 1, 2012 and ongoing
<p>Establish an applicant tracking system (for both appointment and promotion) to measure effectiveness of recruiting efforts and identify any artificial barriers affecting the appointment and promotion of persons with disabilities.</p> <ul style="list-style-type: none"> • Collect data disability, how informed about position • Keep statistics on applicant pool, qualified list, best-qualified list, and selectees to assess effectiveness of recruiting efforts and identify and address any barriers the Agency will utilize survey results to assess employee satisfaction, employee engagement and their work experience at the Agency. The Agency will also encourage senior leadership, managers and supervisors 	November 1, 2012 and ongoing

to invite/utilize feedback from the workforce, including PWTDS, to evaluate the Agency's progress in promoting Diversity and Inclusion in the workforce.	
Agency representatives will meet with disability organizations and disabled student services in universities, including the U.S. Department of Labor, Office of Disability Employment Policy and Gallaudet University, to seek guidance on identifying and removing potential barriers to EEO for PWTDS, and to seek resources and tools to recruit and increase the participation rates for employees with targeted disabilities in the workforce.	April 16, 2013, June 11, 2013 and August 21
In fiscal year 2013, OCR will host EEO, Diversity & Inclusion Committee meetings with senior leadership, managers and supervisors to discuss their knowledge of the Schedule A hiring authority and their roles in the recruitment and hiring process. The OCR and OHR will also provide information as needed on these topics, and promote the use of Schedule A during these sessions and meetings.	April 25, 2013 and July 25, 2013
<p>For employees who are not currently employed in mission-critical occupations, and who desire to work in mission-critical positions, supervisor/managers will be instructed to evaluate the career advancement opportunities for these employees, including PWTDS, through the use of individual development plans (IDPs) to assess employees skills and competencies, and to plan appropriate training and developmental activities employees should complete to be qualified for careers in mission-critical occupations.</p> <p>Additionally, all managers/supervisors for all occupations within the Agency will continue to be advised to work with employees, including with PWTDS, on their staff to evaluate career advancement opportunities, and to develop/utilize IDPs to develop and prepare employees for advancement.</p>	April 25, 2013 and ongoing
Senior leadership will conduct focus groups with PWTDS to discuss their recruitment, hiring, and career development experiences with the Agency.	May 29, 2013 and August 28, 2013
The Agency plans to have a Summer Diversity Forum that invites employees, including PWTDS, to discuss: 1) why they feel the participation rates for PWTDS are below the Federal Goal of 2%; 2) perceived barriers to EEO for this group; 3) possible reasons why PWTDS are separating from the Agency, particularly since the separation rate (1.2%) for this group is higher than their rate of participation (0.48%) in the workforce; 4) suggestions to increase the participation rates of PWTDS in the workforce; 5) retention incentives that should be implemented to retain qualified PWTDS; and 6) overall employee satisfaction.	July 31, 2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	