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<sup>1</sup> A copy of optional Part G, Annual Self Assessment Checklist Against Essential Elements, is not included in this report. A summary of the agency's self assessment against the essential elements is included in the Executive Summary.

**Glossary of Terms**<sup>2</sup>

**ACTION ITEM:** Clearly identified step to the attainment of an objective.

**BARRIER:** Personnel principle, policy, or practice, which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women and individuals with disabilities.

**CIVILIAN LABOR FORCE (CLF):** Data derived from the decennial census reflecting persons 16 years of age or older, who were employed or seeking employment. This data excludes those in the Armed Services. CLF data used in this report is based on the 2000 Census.

**CONSPICUOUS ABSENCE:** A particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the workforce.

**EEO GROUPS:** White men and women (not of Hispanic origin); Black men and women (not of Hispanic origin); Hispanic men and women; Asian American/ Pacific Islander men and women; and American Indian/Alaskan Native men and women.

**EMPLOYEES:** Permanent, full, or part-time members of the agency workforce including those in excepted service positions. Does not include temporary or intermittent individuals.

**MAJOR OCCUPATIONS:** Mission oriented occupations or other occupations with 50 to 100 or more employees.

**MINORITIES:** Black or African American, Hispanic, Asian, American Indian or Alaskan Native, Native Hawaiian or Other Pacific Islander.

**NSF STAFF CATEGORIES:** Science and Engineering (S&E) - includes positions in science, engineering and education plus management and general administration positions with program responsibilities in the organizational directorates; Business Operations - includes "professional" positions such as Accountant/Auditor, and Librarian plus all remaining administrative positions not included in the S&E category above; and Program Support - includes technical and clerical positions.

**OBJECTIVE:** Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective will lead to the elimination of a barrier or other problem.

**PARITY:** Representation of EEO groups in a specific occupational category or grade level in the agency's workforce that is equivalent to its representation in the appropriate CLF.

**PARTICIPATION RATE:** The extent to which members of a specific demographic group participate in an agency's work force.

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<sup>2</sup> Definitions are in accordance with EEOC guidelines and NSF's staff groupings.

**PROBLEM:** A situation that exists in which one or more EEO groups do not have full equal employment opportunity.

**PROGRAM ANALYSIS:** Review of entire agency's affirmative employment program.

**PROGRAM ELEMENT:** Prescribed program area for assessing where agencies should concentrate their affirmative employment program analysis and plan development.

**RACE-NATIONAL ORIGIN-ETHNICITY:**

**White** – Not of Hispanic Origin. All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black or African American** – All person having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Native Hawaiian or Pacific Islander** – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**RELEVANT CIVILIAN LABOR FORCE (RCLF):** Civilian Labor Force (CLF) data that are directly comparable (or relevant) to Federal workforce data.

**RESPONSIBLE OFFICIAL:** Executive, Manager, or Supervisor who is accountable for accomplishing an action item.

**TOTAL WORK FORCE:** All employees of an agency subject to 29 C.F.R. Part 1614 regulations, including temporary, seasonal, and permanent employees.

**TARGET DATE:** Date (month/year) for completion of an action item.

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

**For period covering October 1, 2009, to September 30, 2010.**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. National Science Foundation</b>	
	1.a. 2 <sup>nd</sup> level reporting component			
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 4201 Wilson Boulevard</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Arlington, Virginia 22230</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. 51</b>	<b>5. 24,11</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>			<b>1. 1133</b>
	<b>2. Enter total number of temporary employees</b>			<b>2. 231</b>
	<b>3. Enter total number employees paid from non-appropriated funds</b>			<b>3. 0</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 1364</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Subra Suresh Director</b>	
	2. Agency Head Designee		<b>2. Claudia J. Postell</b>	
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Claudia J. Postell, Director, ES-0260-00</b>	
	4. Title VII Affirmative EEO Program Official		<b>4. Carolyn L. Piper</b>	
	5. Section 501 Affirmative Action Program Official		<b>5. Shawn L. Murray</b>	
	6. Complaint Processing Program Manager		<b>6. Terri L. Sisley</b>	
	7. Other Responsible EEO Staff		<b>7. Rhonda J. Davis, Senior Advisor Pamela A. Smith, Staff Associate for Operations</b>	

**EEOC FORM  
715-01  
PARTS A - D  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>		
List of Subordinate Components Covered in This Report				

EEOC FORMS and Documents Included With This Report				
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement		X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	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]		X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans		X
Summary of EEO Plan action items implemented or accomplished	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.		X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	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	*Organizational Chart		X

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EEOC FORM  
715-01  
PART E  
**U.S. Equal Employment Opportunity Commission**  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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**National Science Foundation**  
**October 1, 2009 to September 30, 2010.**

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## ***EXECUTIVE SUMMARY***

The National Science Foundation (hereinafter "NSF") was established by Congress in 1950 as an independent agency of the Federal government with the mission "to promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense." NSF accomplishes its mission primarily by making merit-based grants and cooperative agreements to colleges, universities, and other institutions to support researchers throughout the nation. Each year, NSF uses a merit review process to select new awards from competitive proposals submitted by the science and engineering research and education communities. In FY 2010, NSF evaluated more than 55,500 proposals and made 13,000 awards.

In support of its mission, the NSF adopted as one of its four core values the concept of being "broadly inclusive." Through this core value, NSF is "seeking and accommodating contributions from all sources while reaching out especially to groups that have been underrepresented; serving scientists, engineers, educators, students and the public across the nations; and exploring every opportunity for partnerships both nationally and internationally."

The NSF Strategic Plan, 2006-2011, emphasizes NSF's commitment to diversity in its goal of "Learning - cultivate a world-class, broadly inclusive science and engineering workforce, and expand the scientific literacy of all citizens" as well as in its internally focused goal of "Stewardship - recruit, hire, and empower highly qualified professional staff who reflect the diversity of our community."

The Federal Personnel Payroll System (FPPS) reflects that NSF's workforce for 2010 consisted of 1364 employees; 1133 permanent and 231 temporary.<sup>3</sup> The NSF workforce is categorized into three distinct staff groupings: Science and Engineering (S&E), Business Operations, and Program Support.

Science and Engineering includes positions in science, engineering, and education, plus program management positions and general administration positions with program responsibilities in the organizational directorates. The Business Operations group encompasses professionals such as Accountants/Auditors and Librarians, plus all remaining administrative positions not included in the S&E category. The Program Support category

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<sup>3</sup> Report does not include employees of the National Science Board and the Office of Inspector General. Also, the data pulled from the FPPS reflect the use of the first and last full pay periods of FY 2010.

includes technical and clerical positions. Additionally, there are Intergovernmental Personnel Act (IPA) employees working at NSF who are not captured in the FPPS.<sup>4</sup> The NSF does not employ wage grade workers.

## 1. SUMMARY OF ANALYSIS OF NSF WORKFORCE

Over the last fiscal year, NSF has made progress in diversifying and broadening participation in its workforce through recruitment and training activities and has taken significant steps towards becoming a model equal employment opportunity (EEO) agency. The NSF's workforce strategy seeks to serve not only the Federal workforce but the wider academic and research communities. The NSF seeks to lead by example as a means to encourage broader participation in the wider research community, which is the pipeline for the current and future scientific and NSF workforces.

The U.S. Equal Employment Opportunity Commission (EEOC) requires that agencies compute the net change within a demographic group, within the permanent workforce, between two time periods. This net change is calculated by taking the difference between the number of employees in a demographic group at the end of the current fiscal year and the prior fiscal year and dividing this number by that in the prior fiscal year. If a group's percentage decreased, the net change is negative. If a group displays a net change lower than that for the total workforce, it is a potential barrier.

For purposes of this report, a barrier is identified as an agency personnel policy, principle, or practice that restricts or tends to limit the representative employment of applicants and employees as related to women, minorities, and individuals with disabilities. Types of data that are available to conduct barrier analysis are workforce demographic snapshots, nature of action data, applicant flow data, climate surveys, and EEO complaint files.

In determining underrepresented groups, agency data is compared to the general Civilian Labor Force (CLF). When compared to the CLF from Census 2000, the following groups were underrepresented as reflected in Table A1:<sup>5</sup>

<u>Group</u>	<u>FY 2010 (%)</u>	<u>2000 CLF (%)</u>	<u>Net Change (%) (FY 2009)</u>
Males	38.05	53.23	-2.26
Hispanic or Latino Male	1.32	6.17	-5.26
Hispanic or Latina Female	1.69	4.52	15.00
White Male	28.89	39.03	-2.72
White Female	30.28	33.74	-0.96
Black/African American Male	4.47	4.84	5.17
American Indian/Alaskan Native Male	0.07	0.34	0.00
American Indian/Alaskan Native Female	0.29	0.32	0.00
Two or more races Male	0.22	0.88	0.00
Two or more races Female	0.15	0.76	-33.33

<sup>4</sup> IPAs are not reflected in this analysis. Nevertheless, NSF recognizes that IPAs are an important component of its workforce and plans to assemble data for this group in future reports.

<sup>5</sup> As a result of rounding the numbers, there may be a slight difference in the numerical values provided throughout the report.

The data also show that Asian employees had greater representation in the permanent workforce than in the CLF in which Asian males represented 3.08% vs. 1.92% in the CLF, and Asian females represented 3.45% vs. 1.71% in the CLF for a net change of -6.67% and -6.00%, respectively, from FY 2009. It further showed that Black or African American females had greater representation in the permanent workforce than in the CLF, representing 26.1% of the total permanent workforce vs. 5.66% in the CLF for a net change of 1.71% from FY 2009. (Table A1)

A summary of individuals with disabilities shows that 17 employees at NSF are identified as having targeted disabilities<sup>6</sup> representing 1.25% of the permanent workforce, an increase from the prior year but below the Federal high of 2.95%. (Table B1)

## **2. SUMMARY OF RESULTS OF AGENCY'S ANNUAL SELF-ASSESSMENT AGAINST MD-715 "ESSENTIAL ELEMENTS"**

In FY 2010, NSF took substantial steps towards becoming a model EEO agency. The following depicts some of the agency's major accomplishments under each of the six essential elements:

### **Essential Element A: Demonstrated Commitment from Agency Leadership**

In FY 2010, all EEO policy statements were updated and disseminated. The annual agency's policy statements on Diversity and Equal Opportunity and Prevention of Harassment were issued by NSF's Director and Deputy Director to all employees on January 8, 2010. The policies confirmed NSF's commitment to a work environment that is free of discrimination and harassment. In addition to reinforcing NSF's zero tolerance for discrimination and retaliation, the policy also emphasized NSF's commitment to diversity in its workforce and in all NSF programs and activities. Also, in January 2010, the Director, Office of Diversity and Inclusion (ODI), formerly the Office of Equal Opportunity Programs (OEOP), issued bulletins on the Prevention of Sexual Harassment and Reasonable Accommodations to all employees. Moreover, in FY 2010, copies of the EEO policy statement were issued to all new employees through the agency's New Employee Orientation (NEO) program, through the Program Management Seminar for new Program Officers, and through EEO briefings to 338 employees representing 16 divisions and/or units within NSF. Additionally, copies of NSF's policy statements were issued to new supervisors at NSF on a monthly basis. Written materials regarding NSF's EEO programs were available to all employees and applicants via NSF's internal and external websites, prominently located throughout NSF's facilities, and within ODI.

In recognizing the role of managers and supervisors in obtaining model EEO status, in FY 2010, NSF took substantial steps to ensure the agency's EEO policy is vigorously enforced by managers and supervisors. As a result, NSF met five of seven measures identified in FY 2009 as being unmet under Essential Element A.

To ensure accountability, an EEO and diversity performance measure was incorporated into the performance plans of all managers and supervisors with measureable outcomes, such as the requirement to attend at least two diversity initiatives and requiring EEO and diversity training to at least 60% of their staffs.

In FY 2010, 90% of all managers and supervisors participated in EEO and diversity training,

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<sup>6</sup> The EEOC defines targeted disabilities as deafness, blindness, missing limbs, partial paralysis, convulsive disorders, mental impairment, and distortion (limb/spine).

which was devised to assist them to utilize the EEO program more effectively, thus, fulfilling NSF's commitment to diversity and a work environment free of prohibited discrimination. The training focused on the specific role of managers and supervisors in ensuring a diverse workforce, especially as related to hiring; their roles in the Federal-sector EEO Process, including interacting with EEO counselors and investigators; harassment (general and sexual), and reasonable accommodation.

Also, in FY 2010, NSF implemented the New Executive Transition (NExT) Program, which assists new executives to reach their full potential and provides existing managers with the tools and resources for effective leadership and which includes an in depth module on EEO and diversity. As part of the NExT Program, in FY 2010, NSF laid the framework for an Executive Coaching process for all new executives, which provides the necessary tools, knowledge, and opportunities needed for self-development, personal growth, and enhanced work effectiveness. The Executive Coaching component is slated to begin in FY 2011.

In continuing its tradition of serving as a catalyst for the creation of a continuous learning organization, in FY 2010, NSF completed the Office of Special Counsel 2302(c) Certification Program regarding prohibited personnel practices and whistleblower protections, in which 85% of managers and supervisors were trained in these areas.

In an effort to address and resolve issues at the lowest level, in FY 2010, NSF managers and supervisors participated in its Early Intervention Program (EIP) through the EEO complaints process, which resulted in the resolution of seven potential EEO complaints at the lowest level.

In FY 2010, reasonable accommodation procedures for individuals with disabilities were provided to all new employees through NEO, to employees attending Program Management Seminars, at EEO briefings attended by 338 employees representing 16 divisions/units, at outreach activities to the external community, and on ODI's website. Also, the ODI processed, via NSF's centralized fund, 367 reasonable accommodation actions, a 0.27% increase from FY 2009. The purpose of the centralized fund is to ensure that all employees, panelists, visitors, and applicants with disabilities are provided reasonable accommodations.

The ODI also sponsored NSF's first Disability Forum attended by 30 managers and supervisors that focused on issues specific to reasonable accommodations and special hiring authorities for individuals with disabilities.

In support of NSF's EEO and broadening participation goals, through the leadership of the Senior Advisor for broadening participation, mission personnel reached out to students, faculty, and administrators at Minority-Serving Institutions in addition to the annual meetings of the Society for the Advancement of Chicanos/Latinos and Native Americans in Science (SACNAS), the Hispanic Association of Colleges and Universities (HACU), the American Indian Science and Engineering Society (AISES), and other NSF-sponsored workshops and conferences. Other NSF outreach efforts include the following:

- Ensured, through its Human Resources Management (HRM) office, that NSF employment opportunities were widely distributed through participation in OPM's USAJOBS, which ensures a broad audience for vacancy announcements. In addition, NSF's program entitled "NSF Updates" allows interested parties to enroll or be enrolled to receive automatic electronic notification of program and vacancy announcements.

- Ensured representation at outreach events such as two National Society of Hispanic Professionals career fairs and special events targeting veterans and persons with disabilities. In sum, NSF staff members participated in a total of 39 outreach events during this fiscal year most of which were directed at diverse audiences.
- Sponsored NSF Days, which are one-day workshops designed to stimulate new interest in NSF programs at institutions that have not been among NSF's traditional customers, as well as at premier research institutions. During FY 2010, there were 10 workshops, which were hosted by the following institutions: University of Iowa, Southeast Missouri State University, the University of California-Santa Cruz, Middle Tennessee State University, Clark College, Fort Valley State University, Florida Institute of Technology, Northern Arizona University, Boise State University, and the University of Toledo. There was a total combined registered attendance of 1580 individuals representing 217 institutions. Of these, 69 were research institutions, 101 were undergraduate institutions, 16 were community colleges, and the remaining were other institutes, organizations, educational agencies, businesses, etc. Further, of those institutions, 9 were minority-serving institutions, of which 6 were Historically Black Colleges and Universities (HBCUs), and 2 Hispanic-serving institutions. Of the 1580 attendees, 857 were from research institutions, 651 were from undergraduate institutions, and 36 were from community colleges. A total 33 individuals attended from HBCUs and 5 from Hispanic-serving institutions.

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

In FY 2010, EEO was integrated into the agency's strategic mission in a number of ways, in which one essential element was identified as not being met in FY 2009 under Essential Element B. While the element was not met in FY 2010, it is slated to be met during FY 2011.

The duties and responsibilities of the EEO staff are clearly defined. Participation of the ODI Director at weekly senior meetings resulted in regular information being relayed to top management officials regarding the effectiveness, efficiency, and legal compliance of the EEO program. Also, an EEO official played a key role on the "Human Resources Policies Working Group (HRPWG)" which focused primarily on four policy topics: NSF's Executive Corps, Standards of Professional Conduct, Performance Management, and Career Development and Advancement. As a result of this effort, 26 recommendations were carried forth and are being implemented at various stages throughout NSF.

The ODI Director was involved in the agency's strategic planning from the onset, in which the essential elements of a model EEO program were incorporated into NSF's new strategic plan, which takes effect in FY 2011. The ODI Director is also involved in the implementation stage of the new plan in which detailed input was provided to the Government Performance and Results Act (GPRA) Working Group charged with implementing NSF's 2011 strategic goals.

Moreover, NSF continues to commit sufficient human resources and budget allocations to its

EEO program to ensure successful operation. In FY 2010, ODI successfully implemented 17 Special Emphasis Programs and/or events to assist in highlighting NSF's diversity and inclusion, resulting in increased participation by all NSF workforce. In FY 2010, ODI also

established and implemented the Diversity Dialogue Series, in which speakers discussed issues specifically related to diverse groups. The purpose of the series is to create an open, unbiased forum for the exchange of ideas, to enhance the intellectual enrichment of the community, and to create a forum in which speakers foster and encourage creative thought. In FY 2010, 4 dialogue series were implemented.

The ODI processed, via NSF's centralized fund, 367 reasonable accommodation actions, a 0.27% increase from FY 2009. The purpose of the centralized fund is to ensure that all employees, panelists, visitors, and applicants with disabilities are provided reasonable accommodations.

ODI timely processed 11 new complaints filed and offered alternative dispute resolution to all complaints involved in the EEO complaints process.

Moreover, more than 90% of managers and supervisors participated in training on their EEO responsibilities, which included ensuring the workplace is free from all forms of discrimination, including harassment and retaliation; providing reasonable accommodations; the EEO discrimination complaint process; and alternative dispute resolution.

To ensure that NSF remains aware of the laws and regulations governing EEO, the complaints process, and services offered by ODI, new posters were prominently placed at the entrances on each floor housed by NSF staff. Also, information regarding prohibited personnel practices and whistleblower protections was incorporated into NEO, and posters were prominently placed at the entrances on each floor housed by NSF staff.

### **Essential Element C: Management and Program Accountability**

NSF continues to hold all managers, supervisors, and EEO officials responsible for effective implementation of the agency's EEO program and plans, which requires coordination and participation with appropriate agency officials. In FY 2010, NSF met one of three elements identified as not being met in FY 2009 under Essential Element C. The remaining measures are slated for completion in FY 2011.

- Managers and supervisors were kept abreast of new and updated issues in EEO through bulletins disseminated by ODI, during EEO and diversity training attended by more than 90% of managers and supervisors, through weekly senior meetings, during presentations at NEO and Program Management Seminars, and during EEO briefings to staff. In FY 2010, such updates included:
- Information regarding the Office of Special Counsel 2302(c) Certification Process, in which 83% of managers completed the training component as part of NSF receiving certification.
- An overview of the Genetic Information Non-Discrimination Act of 2008 (GINA), which makes it illegal to discriminate against employees or applicants because of genetic information. Effective November 21, 2009, Title II of GINA prohibits the use of genetic information in making employment decisions, restricts acquisition of genetic information by employers and other entities covered by Title II, and strictly limits the disclosure of genetic information.<sup>7</sup>

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The EEOC enforces Title II of GINA (dealing with genetic discrimination in employment).

- An overview of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), which emphasizes that the definition of disability should be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of the ADA and generally shall not require extensive analysis. Effective January 2009, the Act makes important changes to the definition of "disability" with the goal of making it easier for an individual seeking protection under the ADA to establish that he/she has a disability within the meaning to the Act.
- An overview of the Fair Labor Standards Act (FLSA), which was amended by the President as part of the Patient Protection and Affordable Care Act, H.R. 3590, on March 23, 2010 and the Reconciliation Act of 2010, H.R. 4872, on March 30, 2010. Among many provisions, § 4207 of the law amends the FLSA (29 U.S. Code 207) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk.

Additionally, in FY 2010, the ODI and Human Resources met regularly to ensure conformity with EEO laws and regulations and agency personnel programs, policies, and procedures. Moreover, ODI collaborates with various agency managers to develop and implement the follow EEO plans:

- ***The Federal Equal Opportunity Recruitment Program (FEORP) Plan*** involves targeted recruitment efforts based on a determination of underrepresentation of minorities and/or women in the various occupational categories, both nationally and in specific geographic locations. In its plan, NSF promotes diversity in the science, technology, engineering and mathematics (STEM) areas and also in the business and operations areas. NSF has also created a special recruitment initiative, Team To invigorate Marketing and Outreach (TIMO), in which ODI staff serve as members and participate in bi-weekly planning meetings; participated in two disability job fairs; presented on EEO issues at TIMO's All Hands Meeting; presented on findings of the 2009 MD-715 at a regular TIMO meeting; presented on reasonable accommodations at the Virginia Vocational Rehabilitation Program for the Disabled; partnered with HRM on scheduling and attending audio conferences on EEO and reasonable accommodation issues; served as a champion for TIMO-sponsored activities; and served as a champion for NSF's Ambassador Program. Moreover, some outcomes of TIMO included designing new agency banner displays, an agency video describing NSF's mission and priorities, and outreach activities such as, meeting with students and faculty at various colleges and universities; partnering with local communities, and attending community events to showcase jobs at NSF; collaborating with higher education and research communities on research activities, and partnering with local and State rehabilitative services and organizations. Also, to attract the visually impaired, NSF converted its outreach and recruitment materials to Braille and displayed these materials at various conferences.
- ***The NSF Human Capital Strategic Plan*** provides an integrated framework of policies and practices to guide NSF in meeting its workforce needs through 2012 and to enable NSF to excel as an organization. The vision of the Human Capital Strategic

Plan is to “[a]ttract, develop and retain a diverse, world-class workforce that is continually learning and expanding its capacity to shape the agency’s future; and nurture a culture of integrity and excellence that encourages creativity and initiative and that promotes a healthy work-life environment.” The plan incorporates the Foundation-level workforce and succession plans and outlines implementing strategies related to recruitment, professional development, retention, and effective human capital processes and tools to foster a diverse, skilled workforce at NSF. It articulates an agency-wide human capital vision; identifies human capital goals that reflect the current *NSF Strategic Plan*; and describes NSF’s workforce composition and human capital challenges within the 21<sup>st</sup> century context. The plan serves as a tool for NSF managers and an informational guide for NSF staff.

- ***The Disabled Veterans Affirmative Action Program Plan*** focuses on methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled. The primary goals of the plan are to increase the total number of veterans who are 30 percent or more disabled, especially minorities and women; to increase the number of disabled veterans in professional/ administrative positions in grades GS-5 through GS-12 through internal job advancement opportunities, such as merit promotion and upward mobility; and increase the number of disabled veterans in technical and professional positions through recruitment.
- ***The Diversity and Inclusion Strategic Plan***, drafted through NSF’s ODI, creates a roadmap for incorporating diversity and inclusion into NSF activities and initiatives. The plan focuses primarily on efforts that highlight diversity and inclusion within the internal organization. The *goal of this plan* is to create a clear vision for NSF to recruit, retain, and leverage its existing diverse workforce to advance its mission. This includes not only highlighting diversity and inclusion but looking at systemic barriers to inclusion in all aspects of the organization.

#### **Essential Element D: Proactive Prevention of Unlawful Discrimination**

In FY 2010, NSF implemented several processes to proactively prevent discriminatory actions and to eliminate any potential barriers to EEO in the workplace, which addressed two measures that had been identified as being unmet in FY 2009.

The agency proactively addressed and pre-empted unlawful discrimination by ensuring all employees receive EEO complaint processing training as part of its NEO, Program Management Seminars, and via EEO briefings to more than 338 employees in FY 2010. All employees complete No Fear Act training via NEO and through the agency’s on-line module (every two years), and in FY 2010, 90% of NSF’s managers and supervisors participated in EEO and Diversity training and were instrumental in identifying potential barriers to increasing members of underrepresented groups into science and engineering positions within NSF workforce as well as developing recommendations and plans to eliminate said barriers. In response, information from five sessions was compiled, evaluated, and has been incorporated into the ODI’s first Diversity and Inclusion Strategic Plan. In addition, in FY 2010, ODI implemented a process to evaluate the NSF workforce on a quarterly basis, which is designed for dissemination amongst senior managers.

#### **Essential Element E: Efficiency**

In FY 2010, substantial steps were taken to ensure effective systems were in place for evaluating the impact and effectiveness of NSF’s EEO program as well as an efficient and fair dispute resolution process. As a result, NSF met one of two measures identified as not

being met in FY 2009 under Essential Element E and is reviewing ways of meeting the remaining element:

To ensure EEO personnel achieved adequate training and experience to conduct data analysis required by MD-715, EEO staff attended the following training and/or conferences: 10 EEO on-line modules covering the following areas: complying with MD-715 & developing a model EEO program, the Federal EEO process, disabilities, and reasonable accommodations; 10 training courses regarding EEO and diversity, including training in the areas of EEO counseling, investigations, drafting letters of acceptance and dismissal, disability basics, and foundations of diversity; and 5 EEO/Diversity national conferences to stay abreast of trends in EEO and diversity.

Furthermore, in FY 2010, the ODI, in collaboration with HRM, implemented its first Standard of Operations Procedures Manual to ensure adequate data collection and analysis systems that permit tracking of information required by the MD-715.

Moreover, in FY 2010, the Disability Program Manager processed 367 reasonable accommodation actions in a timely manner. Further, ODI timely processed 11 new complaints filed. Of those 11 complaints, three were withdrawn by the Complainants, and the remaining complaints were being administratively processed at the end of FY 2010. Also, ODI updated its existing tracking system to better track and monitor all complaint activity, including issues and bases of complaints. Additionally, as a result of evaluating trends in EEO cases, ODI was instrumental in implementing facilitation to a division in which similar issues continued to arise during FY 2010.

During this period, ODI trained two employees to serve as collateral duty counselors and ensured that all contractors conducting investigative and counselor services submitted documentation illustrating 8 hours of refresher training pursuant to requirements in the MD-715. Additionally, ODI timely complied with all other complaint processing functions such as investigating complaints within the 180 day timeframe and timely issuing of final agency decisions upon request.

Moreover, more emphasis was placed on ADR in FY 2010 in which all ODI staff was trained on facilitation in conjunction with the Federal Mediation and Conciliation Services. Also, ADR was offered to all complainants, and managers/supervisors were involved in the resolution of seven complaints prior to the filing of an informal complaint via ODI's early intervention program, pursuant to NSF's guidelines for such facilitations.

Moreover, the agency, through collaboration with organizations such as the Federal EEO and Civil Rights Executives, maintained the ability to evaluate of the effectiveness of its EEO program to share ideas and identify best practices, which resulted in a name change for NSF's EEO office from the Office of Equal Opportunity Programs to the Office of Diversity and Inclusion.

## **Essential Element F: Responsiveness and Legal Compliance**

In FY 2010, NSF continued to remain in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions as no deficiencies were cited as unmet in FY 2009. No corrective actions were ordered by the EEOC, and NSF timely submitted to EEOC responses to all directives and orders, including NSF's annual 462 report and an electronic file in response to an EEOC request for a hearing. Additionally, such submission required ODI to devise and implement procedures for the electronic

transmission of complaint files forwarded to EEOC upon request. Electronic files are submitted pursuant to new guidelines implemented by the EEOC in FY 2010 requiring agencies to have in place a process for such submission. Moreover, in FY 2010, there were no requests for compliance documentation by the EEOC.

EEOC FORM  
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PART F

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

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

I, Claudia J. Postell am the

(Insert name above) (Director, ODI)

Principal EEO Director/Official for National Science Foundation

(Insert Agency/Component Name above)

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

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

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



Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.



Date



Signature of Agency Head or Agency Head Designee



Date

PART H.

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
EEO Plan To Attain the Essential Elements of a Model EEO Program

National Science Foundation		FY 2010
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	<b>Element A – Demonstrated Commitment from Agency Leadership:</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.	
OBJECTIVE:	Initiated a process to ensure that all managers and supervisors are evaluated on their commitment to agency EEO policies and principles, including their efforts to (1) resolve problems/disagreements and other conflicts in their respective work environments as they arise, and (2) ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship.	
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion (ODI); Director, Division of Human Resource Management (HRM).	
DATE OBJECTIVE INITIATED:	11/2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3 <sup>rd</sup> Quarter FY 2011	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Establish a process in which managers and supervisors are evaluated on their commitment to agency EEO policies and principles, including conflict management and religious accommodation.	2 <sup>nd</sup> Quarter FY 2011
2. Implement training component for managers and supervisors on religious accommodation.	2nd Quarter FY 2011
2. Implement training program for managers and supervisors on conflict resolution.	3 <sup>rd</sup> Quarter FY 2011

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE
1. ODI, in conjunction with HRM, has drafted an EEO/diversity element for the performance

plans of all managers and supervisors, which was implemented in FY 2010 with measureable results.

2. The EEO office has implemented a mandatory training program for managers and supervisors that focuses on the laws and regulations governing Federal sector EEO and how they apply in the workforce, diversity, and reasonable accommodation.

3. ODI has drafted a training module on religious accommodation that will be implemented to all supervisors and managers.

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	<b>Element B – Integration of EEO into the Agency’s Strategic Mission:</b> Requires that the agency’s EEO program be organized and structured to maintain a workplace that is free from discrimination in any of the agency’s policies, procedures, or practices and supports the agency’s strategic mission.
OBJECTIVE:	Implement a process for presenting to the agency head and other senior officials the “State of the Agency” briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of a Model EEO program and a report on the progress of the agency in completing its barrier analysis including any barriers identified and eliminated.
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion (ODI); and Director, Division of Human Resource Management (HRM).
DATE OBJECTIVE INITIATED:	11/2010
TARGET DATE FOR COMPLETION OF OBJECTIVE:	2 <sup>nd</sup> Quarter FY 2011

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Present the “State of the Agency” briefing to the agency head and other senior officials upon submission of the FY 2010 report to the EEOC.	2 <sup>nd</sup> Quarter FY 2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
1. The ODI, in coordination and conjunction with HRM, will coordinate and implement a PowerPoint presentation for the agency head and key senior officials that will cover all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of a Model EEO program and a report on the progress of the agency in completing its barrier analysis including any barriers identified and eliminated.	

National Science Foundation		FY <u>2010</u>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	<b>Element C – Management and Program Accountability:</b> Requires the agency head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency’s EEO Program and Plan.	
OBJECTIVE:	Devise and implement a policy that addresses employees found to have committed discrimination and implement an effective dissemination process to inform employees of the policy.	
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion (ODI); Director, Division of Human Resource Management (HRM); Legal Counsel; Public Affairs.	
DATE OBJECTIVE INITIATED:	11/2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3rd Quarter FY 2011	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Research efforts of other agencies to assist in establishing ODI’s policy that clearly describes penalties for perpetrating discriminatory behavior or for taking personnel actions based on a prohibited basis.	2 <sup>nd</sup> Quarter FY 2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
1. The ODI has already begun discussion with the applicable officials to draft a policy for all employees as well as new and innovative methods of disseminating the information.	

National Science Foundation		FY <u>2010</u>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	<b>Element D – Proactive prevention:</b> Requires that the agency head make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.	
OBJECTIVE:	Initiate process to obtain more participation of senior managers and the EEO Director in identifying and eliminating barriers that may be impeding the realization of equal employment opportunity (EEO).	
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion (ODI); Director, Division of Human Resource Management (HRM).	
DATE OBJECTIVE INITIATED:	11/2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	4 <sup>th</sup> Quarter FY 2011	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Continue efforts to establish a process for senior managers to identify potential barriers in the agency's policies and programs as related to race, national origin, sex, and disability and propose actions to eliminate barriers.	2 <sup>nd</sup> and 3 <sup>rd</sup> Quarters FY 2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>1. ODI, as part of mandatory diversity and EEO training for managers and supervisors, has identified actions to eliminate potential barriers that may be impeding the realization of EEO within NSF. This information is being compiled and will serve as the starting point for working with senior managers in accomplishing this objective.</p> <p>2. The EEO office has begun conducting quarterly trends analyses to show the effects of such policies and practices by race, national origin, sex, and disability.</p>	

National Science Foundation		FY <u>2010</u>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT:	<b>Element E – Efficiency:</b> Requires that the agency head ensures that there are effective systems in place for evaluating the impact and effectiveness of the agency’s EEO Programs as well as efficient and fair dispute resolution process.	
OBJECTIVE:	Ensure a balanced and fair complaint resolution process is in place.	
RESPONSIBLE OFFICIAL:	Agency Head; Director, Office of Diversity and Inclusion; Director, Office of the General Counsel.	
DATE OBJECTIVE INITIATED:	11/2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	4 <sup>th</sup> Quarter FY 2011	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: AS RESOURCES ALLOW,	TARGET DATE (Must be specific)
1. Continue researching and reviewing best practices of agencies similar in size to NSF to determine a mechanism for implementing this objective.	4 <sup>th</sup> Quarter FY 2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
1. The responsible officials have begun a process of reviewing the current process to determine whether, and where, any improvements can be made.	

EEOC FORM  
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PART I

**U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

National Science Foundation

FY 2010

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>The National Science Foundation's workforce demographics revealed the following conditions that may signal potential barriers:</p> <ul style="list-style-type: none"> <li>• Representation of the following groups were below the Civilian Labor Force: Black or African males, Hispanics males and females, American Indian or Alaskan Native males and females, White males and females, and employees with two or more races, males and females.</li> <li>• Individuals with targeted disabilities represented 1.25% of the workplace, which was a slight increase from FY 2009 but below the Federal high of 2.95%.</li> </ul> <p>Data regarding NSF's workforce revealed conditions that may signal potential barriers for groups identified in both items referenced above.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A one-year trend analysis of NSF's employment practices for the groups identified having a lower participation rate was conducted. The workforce current snapshot trend data by Federal Personnel Payroll System (FPPS) were used to determine contributing factors. In regard to individuals with disabilities, data reflecting the Federal high in FY 2009 was evaluated.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The lack of representation in the above referenced groups can be attributed to difficulty in the hiring, especially in the scientific areas, and promotion efforts which have not yielded more individuals from the different race/ethnicity groups identified above as underrepresented, as well as individuals with disabilities.</p> <p>Factors that may contribute to underrepresentation include:</p> <ul style="list-style-type: none"> <li>• Lack of knowledge of NSF in the underrepresented communities; and</li> <li>• Low representation of underrepresented groups in NSF core scientific communities.</li> </ul>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Take substantial steps in continuing to explore and revise outreach and recruitment efforts that will result in an increase of diversity in the applicant pool and selection lists; conduct periodic examinations of the end results and outcomes of management/personnel policies, procedures, and practices for barrier identification and improvement of the representation of the groups listed above; increase participation rates of underrepresented groups for all applicable positions within NSF; and use NSF existing programs to increase participation of underrepresented groups within scientific core communities.</p>
<p><b>RESPONSIBLE OFFICIALS:</b></p>	<p>Agency Head HRM Director EEO Director</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>11/2010</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>Fourth Quarter FY 2011</p>

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>Continue efforts to establish a process for senior managers to work with ODI in identifying and eliminating potential barriers in the agency's policies and programs as related to race, national origin, sex, and disability.</p> <p>Increase efforts for more participation of employees in underrepresented groups for all applicable positions within NSF.</p> <p>Increase knowledge of NSF within underrepresented communities through continued recruitment and community outreach via the following activities:</p> <ol style="list-style-type: none"> <li>1. Conferences and events in the scientific community and to minority-serving colleges and universities.</li> <li>2. Partnerships with Minority Serving Institutions-Tribal Colleges, Hispanic -Serving Institutions, and Historically Black Colleges and Universities--better focusing attention on those schools that offer degrees related to NSF's mission-critical occupations.</li> <li>3. Dissemination of NSF's newly developed marketing and outreach materials to the visually impaired community.</li> <li>4. Coordination between the Division of Human Resource Management and the Office of Diversity and Inclusion (ODI).</li> <li>5. Recruitment of diverse students via programs such as the Presidential Management Fellows (PMIF) Program, target graduate students, and other minority groups, via vehicles such as the Hispanic Association of Colleges and Universities (HACU) National Internship Program.</li> <li>6. Dissemination of information on position vacancies to the widest possible cross-section of applicants via websites, vacancy announcements, electronic bulletin boards, job fairs/career days, site visits, career exhibits, presentations at conferences/meetings, Dear Colleague Letters, and solicitations.</li> <li>7. Support collaborative outreach activities between program office and support staff.</li> <li>8. Advertisement of opportunities on websites and in publications of organizations and professional societies that reach women and minorities.</li> <li>9. Support of program office outreach activities targeting women, minority groups, and persons with disabilities.</li> <li>10. Dissemination of newly developed recruitment brochures for rotator positions to facilitate outreach efforts, through the Ambassador Program with an emphasis on underrepresented groups in core scientific communities.</li> <li>11. Use of the Employer Assistance and Recruiting Network (EARN) to fill positions with disabled workers.</li> <li>12. Dissemination of information on special appointing authorities-Schedule A, Schedule B, 30% or more Disabled Veterans.</li> <li>13. Increase the enhancement of NSF programs that broaden participation within scientific and engineering communities.</li> </ol>	<p>3<sup>rd</sup> Quarter FY 2011</p> <p>4<sup>th</sup> Quarter FY 2011</p> <p>4<sup>th</sup> Quarter FY 2011</p>
<p>Continue support of career development opportunities, through the NSF Academy and collaboration with ODI where applicable, the following programs:</p> <ul style="list-style-type: none"> <li>• Program Management Seminar</li> <li>• Project Management Certificate Program</li> <li>• Career Planning Showcase</li> <li>• After Hours Program</li> <li>• Avenue for Career Enhancement Program</li> <li>• Long-Term Professional Development Program</li> </ul>	<p>4<sup>th</sup> Quarter FY 2011</p>

- Division Director development through retreats and roundtables
- Comprehensive Mentoring Pilot Programming for supervisors, managers, and program officers on EEO topics and diversity.

Implement new career development opportunities, through ODI in collaboration with HRM and the NSF Academy, the following new programs:

- Conflict management training for managers and supervisors
- The role of managers and supervisors in becoming a model EEO program

3<sup>rd</sup> and 4<sup>th</sup>  
Quarters FY  
2011

#### REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In regard to recruitment efforts geared towards underrepresented groups, NSF accomplished the following:

1. Created a blue ribbon working group composed of senior executives to ensure that NSF's current and future workforce requirements are reflected in its human capital management strategies.
2. Conducted outreach activities at the following conferences:
  - Returned Peace Corps Volunteers – October 2009
  - Federal Career Day (Johns Hopkins University) - October 2009
  - James Madison University – October 2009
  - George Mason Career Fair - October 2009
  - Economic Recovery Hiring Fair – October 2009
  - SHPE Panel for Students – October 2009
  - Society of Hispanic Professional Engineers (SHPE) Career Fair - October-November 2009
  - Career Expo and the Disabled – November 2009
  - IT Job Shadow Day – February 2010
  - Northern Virginia Job Expo (JobZone) – February 2010
  - American Association for the Advancement of Science (AAAS) - February 2010
  - George Mason University Graduates Career Day – February 2010
  - M4Life/Wounded Warrior Program - March 2010)
  - Call to Action – Hire People with Disabilities - March 2010)
  - Mid-Atlantic Hispanic Chamber of Commerce (MAHCoC) Networking Event – March 2010
  - Ft. Belvoir Job Zone – March 2010
  - MAHCoC Celebrate Latinas – March 2010
  - George Washington University Business School Career Fair – April 2010
  - Marine Corps Career Fair – April 2010
  - OPOM/ODEP Hire the Disabled – April 2010
  - Military Spouse of the Year Luncheon – May 2010
  - GWU Employer Reception – May 2010
  - National Association of Colleges and Employers Fair – May 2010
  - National Society of Hispanic Professionals Career Fair – May 2010
  - Base Realignment And Closure (ABAC) – May 2010)
  - Virginia Department of Rehabilitative Services (DoRS) Job Club – May 2010
  - EOP's STEM Diversity Career Expo – June 2010
  - Returned Peace Corps Volunteers – June 2010
  - MOAA/Corporate Gray Job Fair – June 2010
  - Washington Internship for Native Students (WINS) Professional Development Day – June 2010
  - National Federation of the Blind – July 2010
  - 2010 USDA/HACU Federal Career Fair – July 2010
  - HACU Graduate School Workshop – July 2010
  - NSF Summer Scholars Intern Closing – August 2010
  - TEAMS Networking Event – August 2010
  - USPTO Conference on STEM Workforce – September 2010
  - Quantico Career Fair – September 2010
  - National Society of Hispanic Professionals Career Fair – September 2010
  - Army Career Assistance Program – September 2010
3. Continued, though at a limited level due to budgetary constraints, its participation and use of the Presidential Management Fellows Program and Student Temporary Employment Program.
4. Conducted outreach efforts and workshops on proposal processing, FastLane, Grant.Gov, programmatic funding opportunities, NSF strategic initiatives and post-award management at the following

locations:

- University of Iowa
- Southeast Missouri State University
- University of California-Santa Cruz
- Middle Tennessee State University
- Clark Atlanta University
- Fort Valley State University
- Florida Institute of Technology
- Northern Arizona University
- Boise State University
- University of Toledo
- Jackson State University
- Cleveland State University

5. Recruited minority panel members and program officers via a variety of mechanisms such as advertising, attending professional meetings that focus on Minority-Serving Institutions and/or minority scientists, and by supporting research workshops and summer courses with a focus on minority scientists.

6. Provided training for the agency's workforce on EEO related topics through an EEO training module during New Employees Orientation, through NSF's Program Management Seminar, EEO briefings, and EEO/Diversity training for managers and supervisors.

7. Provided position vacancy announcements and "Dear Colleague Letters" to Historically Black organizations, affiliations and institutions to inform and recruit applicants.

8. Conducted workshops and hosted exhibit booths at conferences, job fairs, career days and professional association meetings that represented groups of different race/ethnicity.

9. Advertised vacancy announcements in publications, internal and external websites (USAJOBS and NSF website), and electronic mailings to organizations that reach Black or African males, Hispanics, American Indian or Alaskan Native workforce, and White Males.

10. Supported numerous initiatives that benefit underrepresented groups, such as the Federal Career Intern Program, the Student Temporary Employment Program, the Presidential Management Fellows Program, and courses offered via NSF Academy.

11. Broadened participation of underrepresented groups in science and engineering for all NSF programs. In addition, NSF has numerous specific programs that provide grants to promote broadening participation by underrepresented groups in science and engineering. Particularly noteworthy with respect for increasing participation of Blacks or African Americans are the *Louis Stokes Alliance for Minority Participation* and the *Historically Black Colleges and Universities* Programs. Also noteworthy is the promotion of the participation of Native Americans via the *Tribal Colleges and Universities* Program.

12. Completed annually the Federal Equal Opportunity Recruitment Program Report (FEORP) and the Hispanic Report to the President, which describe many planned activities as well as accomplishments to recruit and hire persons from under-represented groups.

13. Played a central role in increasing opportunities in science, technology, engineering and mathematics (STEM) education for individuals from historically underserved populations. NSF supports the development of the educators, researchers, and institutions dedicated to serving these non-mainstream populations.

In regard to individuals with disabilities, NSF accomplished the following:

1. Developed marketing and outreach material that were translated to Braille.
2. Participated in the Interagency Committee on Disability Research, a group that promotes the coordination and cooperation among federal departments and agencies conducting rehabilitation research programs.
3. Designed a Section 504/508 Complaint form for publication to the ODI website.
4. Adopted the use of videophones for employees with disabilities, which included a 60 day evaluation.

5. Obtained additional Assistive Technology from CAP to increase accessibility in NSF conference and training centers including web cameras, voice recognition, and screen reader software and document holders.
6. Installed UbiDuo in various offices within NSF, including ODI, Health Unit, HRM Staffing/Recruitment Office, and Meetings and Events Management Office.
7. Replaced TTY/TDD phone at main entrance and retrained staff to ensure incoming calls are being answered.
8. Installed Braille Embosser printer in Print Shop, which will be available to employees to request Braille printed documents on request.
9. Conducted awareness briefings for staff/managers on assistive technology available at NSF.
10. Conducted Virtual Meeting on Creating Accessible Digital Content to provide information for ongoing projects that need to be 508 compliant.
11. Arranged use of virtual technology and Federal Relay Services to conduct hiring interviews resulting in the hiring of at least one employee with disabilities.
12. Implemented NSF's first Disability Forum, attended by 30 managers and supervisors, with a focus on reasonable accommodations and special hiring authorities for individuals with disabilities.
13. Completed the Disabled Veterans Affirmative Action Plan (DVAAP) Accomplishment Report (DVAAP), which focuses on methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

EEOC FORM 715-01 PART J	<b>U.S. Equal Employment Opportunity Commission</b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b> <b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>
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<b>PART I Department or Agency Information</b>	1. Agency	1. National Science Foundation
	1.a. 2 <sup>nd</sup> Level Component	1.a.
	1.b. 3 <sup>rd</sup> Level or lower	1.b.

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY10.		... end of FY10.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	1485	100.00%	1364	100.00%	-121	-8.15
	Reportable Disability	114	7.68%	106	7.78%	-8	-7.02
	Targeted Disability*	16	1.08%	17	1.25%	+1	6.25%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					N/A	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					3		

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

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	-----								
4. Non-Competitive Promotions	-----								
5. Employee Career Development Programs	N/A	-	-	-	-	-	-	-	-
5.a. Grades 5 - 12	441	42	9.52	11	2.49	6	1.36	393	89.12
5.b. Grades 13 - 14	241	14	5.81	2	0.83	5	2.07	222	92.12
5.c. Grade 15/SES	161	12	7.45	0	0	5	3.11	144	89.44

6. Employee Recognition and Awards	-----								
6.a. Time-Off Awards (Total hrs awarded)	1536	89	5.79	8	0.52	32	2.08	1404	91.41
6.b. Cash Awards (total \$\$\$ awarded)	\$6,756,199	\$531,313	7.86	\$69,911	1.03	\$123,371	1.83	\$6,101,515	90.31
6.c. Quality-Step Increase	138	7	5.07	0	0	0	0	131	94.93

EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities
<b>Part IV</b> Identification and Elimination of Barriers	A barrier analysis will be conducted in FY 2011 once we have merged our databases. At present, no analysis is recognized as a deficiency.
<b>Part V</b> Goals for Targeted Disabilities	These goals will be articulated in FY 2011 in association with the barrier analysis above.