

National Transportation Safety Board

For period covering October 1, 2019 to September 30, 2020

PART A Department or Agency Identifying Information	1. Agency	1. National Transportation Safety Board		
	1.a 2nd level reporting component			
	2. Address	2. 490 L'Enfant Plaza SW		
	3. City, State, Zip Code	3. Washington, DC 20594		
	4. Agency Code 5. FIPS code(s)	4. TB00	5. 4107	

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 392
	2. Enter total number of temporary employees	2. 15
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 407

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
		Head of Agency	Robert L. Sumwalt
	Principal EEO Director/Official	Fara D. Guest	EEODI Director
	Affirmative Employment Program Manager	Yvette Delgado	EEO Specialist
	Complaint Processing Program Manager	Shannon Wilson	EEO Specialist
	Diversity & Inclusion Officer	Yvette Delgado	EEO Specialist
	Hispanic Program Manager (SEPM)	Jesus Cudemus	Visual Information Specialist
	Women's Program Manager (SEPM)	Beverley Drake	Program Manager
	Disability Program Manager (SEPM)	Shannon Wilson	EEO Specialist
	Special Placement Program Coordinator (Individuals with Disabilities)	Veronica Burrell	Human Resources Division Chief Branch
	Reasonable Accommodation Program Manager	Shannon Wilson	EEO Specialist
	Anti-Harassment Program Manager	Shannon Wilson	EEO Specialist
	ADR Program Manager	Shannon Wilson	EEO Specialist
	Compliance Manager	Shannon Wilson	EEO Specialist
	Principal MD-715 Preparer	Yvette Delgado	EEO Specialist

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
Alternative Dispute Resolution Procedures	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Organization Chart	Y	Y	
EEO Policy Statement	Y	Y	
Agency Strategic Plan	Y	Y	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
EEO Strategic Plan	N	N	
Human Capital Strategic Plan	N	N	
Diversity Policy Statement	N	Y	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	Y	

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EXECUTIVE SUMMARY: MISSION

Mr. Dexter Brooks
US Equal Employment Opportunity
Commission
Office of Federal Operations
PO Box 77960
Washington, DC 20013

Dear Mr. Brooks:

I am enclosing the 2020 program status report for the National Transportation Safety Board (NTSB), as required by the Equal Employment Opportunity Commission Management Directive 715. The report contains workforce tables, our organizational chart, and copies of the NTSB's Equal Employment Opportunity policies.

If you have any questions regarding the report, please contact me at (202) 314-6190 or at guestf@ntsb.gov.

Sincerely,

Fara D. Guest
Director

National Transportation Safety Board

2020 Equal Employment Opportunity Program Status Report Executive Summary

to comply with

EEOC Management Directive 715

INTRODUCTION

On October 1, 2003, Equal Employment Opportunity Commission (EEOC) Management Directive-715

EXECUTIVE SUMMARY: MISSION

(MD-715) became effective, superseding previous EEOC guidelines on federal affirmative employment. Under the new set of guidelines, the EEOC emphasized that Title VII of the Civil Rights Act of 1964, as amended, and Section 501 of the Rehabilitation Act of 1973, as amended, require federal agencies to act to ensure equal employment opportunity (EEO) for all employees and applicants for employment. The overarching objective of MD-715 is to assist agencies with establishing systems that monitor compliance with federal anti-discrimination statutes and to prevent potential discrimination.

AGENCY MISSION

The National Transportation Safety Board (NTSB) is an independent federal agency charged by Congress with investigating every civil aviation accident in the United States and significant accidents in other modes of transportation—railroad, highway, marine, and pipeline. We determine the probable cause of the accidents we investigate, and issue safety recommendations aimed at preventing future accidents. In addition, we conduct special transportation safety studies and coordinate the resources of the federal government and other organizations to assist victims and their family members who have been impacted by major transportation disasters.

The NTSB derives our authority from Title 49 *United States Code* Chapter 11; our rules are available in Title 49 *Code of Federal Regulations* Chapter VIII.

Our Legislative Mandate

- Maintaining our congressionally mandated independence and objectivity.
- Conducting objective, precise investigations and safety studies.
- Performing fair and objective airman and mariner certification appeals.
- Advocating and promoting safety recommendations.
- Assisting victims of transportation accidents and their families.

The agency's core values, stated below, guide our daily actions, our internal conduct, and our relationships with our stakeholders. They constitute our organization's true north, providing the solid foundation upon which our most difficult decisions are made. Aligning his or her actions with the agency's core values is the responsibility of every NTSB employee.

Our Core Values

1. ***Integrity***

We hold ourselves and each other to the highest ethical standards and are committed to being fair, honest, respectful, inclusive, and objective in our work and in our treatment of others.

1. ***Transparency***

EXECUTIVE SUMMARY: MISSION

We encourage openness, collaboration, and feedback to ensure clarity and trust.

1. ***Independence***

We are impartial and objective.

1. ***Excellence***

We are thorough, rigorous, and accurate.

1. ***Diversity and Inclusion***

We are committed to being fair, honest, respectful, inclusive, and objective in our work and in our treatment of others; we continuously seek diverse perspectives in all that we do.

Our Strategic Plan

The NTSB's strategic plan for fiscal years FY 2020 – FY 2024 outlines our vision for the agency and details our priorities for the next four years. We will use it as a guide as we continue to strive to be the best at what we do and to serve as a source of expertise to our stakeholders.

Becoming an ever-better agency will mean facing challenges and risks. Many of the strategies identified in the plan respond to changes in our external environment that cannot be ignored: addressing emerging technologies, improving our use of data, engaging our external stakeholders, and becoming more synergistic to cross silos of expertise and add value. With these changes come opportunities as well as challenges.

Many of the strategies identified in the plan are the results of meetings with agency leaders to improve our work in three main areas: process, products, and people. They propose new ways of improving the way in which our people, processes, and products are managed in order to improve the relevancy and effectiveness of our work.

In FY 2020, the NTSB employed a total of 407 employees (392 of whom are permanent; 15, temporary) in our headquarters in Washington, D.C., and our four Regional Offices—Alaska, Central, Eastern, and Western Pacific. Our staff is at the core of what we do at the NTSB. We will continue to develop employees' mission-critical expertise while nurturing and enhancing their passion for excellence.

The strategic plan details how we will excel in meeting the challenges of the next 4 years while working to identify and capitalize on our opportunities.

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Our Strategic Goals

1. **Improving processes:** Evaluating and identifying ways to enhance the effectiveness and efficiency of our investigative and business processes.
1. **Improving products:** Evaluating and identifying ways to enhance the effectiveness and efficiency of our products.
1. **Improving employee engagement, diversity, and inclusion:** Implementing actions to ensure we sustain a culture that is fair, diverse, and provides opportunities for all employees to excel.

The EEO program falls under Strategic Objective 3.2 – Attract, develop, and retain a high-performing, diverse, and inclusive workforce. This objective focuses on managing talent as well as promoting diversity, awareness, inclusion, and mutual respect across the agency. The objective is designed to improve talent management—recruiting, retaining, and training employees with the right mix of skills and expertise to successfully execute the NTSB’s mission.

Employee surveys (pulse surveys/focus groups)—including the Federal Employee Viewpoint Survey, which determines a diversity and inclusion index (New IQ) score—allow us to better understand whether our entire staff feels that they belong and are uniquely valued, which in turn supports the NTSB’s core values.

RESULTS OF THE AGENCY’S ANNUAL SELF ASSESSMENT

FY 2020 was a period of continued challenges, growth, development, and engagement for the Office of Equal Employment Opportunity, Diversity, and Inclusion (EEODI). With support from the chairman and agency leadership, and the endorsement of the director of EEODI, the EEO program was fully integrated into the NTSB governance structure to include all areas of leadership development and advancement. The EEO program continued to gain greater visibility, support, and integration into the organization’s mission and credibility, which supported the agency’s goal of creating a work environment free from barriers to equal employment and committed to the mission of the EEODI.

The NTSB FY 2020 Annual EEO Assessment/Program Status Report identified both accomplishments

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EXECUTIVE SUMMARY: MISSION

and planned actions to eliminate the deficiencies and identified triggers listed in Parts G, H, and I. Highlights of our accomplishments in implementing the six categories of the MD-715 essential elements are discussed below.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

ESSENTIAL ELEMENT A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Agency leadership consistently communicated a commitment to EEO and a discrimination-free workplace throughout FY 2020. NTSB Chairman Robert L. Sumwalt, III, the agency's head, continued his vigorous promotion of and support for the principles of workplace equality and nondiscrimination. On June 6, 2020, Chairman Sumwalt added *diversity* and *inclusion* to the NTSB's values and to the agency's official values statement, explaining their addition thus:

because principles as important as these should not be implied—they need to be clearly stated, as they underpin not only what we believe, but also how we act toward one another. We have an important mission, one that requires the dedication and support of employees from all walks of life. The work we do demands the diverse perspectives, talents, and life experiences of our employees to solve some of the most complex technical problems.

On October 30, 2020, Chairman Sumwalt issued the annual policy statements on EEOI agency wide. EEOI policies and procedures were made widely accessible to all employees and applicants for employment through posting on both the NTSB's internal and external websites. In addition, the NTSB workforce completed its required biennial No FEAR Act training in FY 2020; the next training in the Act will begin in August 2021. This training educated participants on employee rights and responsibilities in the EEO process as well as other alternative avenues for redress.

NTSB management tracks complaint data and reasonable accommodation requests and reviews Federal Employment Viewpoint Survey (FEVS) data to identify trends, to assess whether EEO principles are part of the agency's culture, and to ensure that they are. In FY 2020, the director of EEOI provided the chairman with monthly statistical data on the status of reasonable accommodations request and complaints history to aid in identifying potential barriers of equal employment opportunity. Further, the office director regularly engages senior leadership in staff meetings to ensure that the agency's actions are consistent with EEO principles.

A review of the FEVS data results for FY 2020 reveals that NTSB employees are satisfied with their work and understand how it contributes to achieving the agency's mission. Demographic data showed that respondents were representative of the agency's workforce across the various indicators, including age, race and ethnicity, tenure, and work location. The NTSB achieved a response rate of 82.0 percent in 2020, a 12 percent increase over 2019 and nearly double the 2020 government-wide response rate of 44.4 percent; the rate was also well above the small agency response rate of 69.9 percent.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

The New IQ FEVS indices, which assess whether the agency's environment is inclusive, were not calculated for 2020. However, EEODI was able to disaggregate 2020 data based on gender, race, and disability to reveal how certain demographic groups responded to the FEVS questions. For example, a review of the data showed that agency employees with disabilities were less likely to believe that prohibited personnel practices are not tolerated when compared to the treatment of persons without disabilities.

ESSENTIAL ELEMENT B: INTEGRATION OF EQUAL OPPORTUNITY INTO THE AGENCY'S STRATEGIC MISSION

The director of EEODI, the principal EEO Official at the NTSB, controls all aspects of the program. Chairman Sumwalt ensures that the office is fully staffed and has the necessary resources to satisfy regulatory requirements for a model agency program. Staff includes two full-time EEO specialists, one of whom is an attorney able to perform legal sufficiency reviews and to write final agency decisions. In FY 2020, office staff participated in a variety of webinars and training opportunities including the EEOC Excel Conference, the Federal Dispute Resolution Conference, EEO counselor refresher training, and the Employment Learning Innovations (Civil Treatment) virtual facilitation badge to enhance their skills and performance.

EEODI director and staff takes an active role in all management and personnel actions. The NTSB chairman and the managing director include the EEODI director in weekly senior leadership meetings, one-on-one monthly meetings, and ad hoc meetings to discuss EEO, diversity, and inclusion-related matters and initiatives.

In FY 2020, the EEODI director served as principal advisor to the agency regarding the implementation of Executive Order 13950, which restricted the agency's diversity and inclusion efforts. The director also advised management and senior leaders on the impact of COVID-19, the best methods for resolving reasonable accommodation requests during maximum telework, and how to transition the workforce back to working on-site at NTSB offices post-pandemic. Additionally, the office led the agency's efforts in obtaining a new contract for interpreter services to assist employees who are deaf or hard of hearing.

EEODI collaborates with other offices as needed or required. Again this year, we worked with the Office of Administration's Human Resources Division (HRD) and the Office of General Counsel to revise the procedures related to reasonable accommodation, alternative dispute resolution, anti-harassment, and EEO complaint procedures to comply with requirements specified in EEOC feedback letters.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

EEODI provides training to managers and supervisors to improve their interpersonal skills in addressing conflicts and resolving diversity and inclusion issues in the workplace. For instance, in FY 2020 the office sponsored “Generations: Flourishing in a Blended Federal Workplace,” a course that addresses effective ways of managing generational differences at work, as well as another course about the value of alternative dispute resolution.

The agency benefits, too, from senior leadership involvement in the planning of special emphasis program events, including the identification of highly qualified, effective speakers for these events. For more than half of the events the office sponsored in FY 2020, senior leadership identified speakers, then introduced the speakers at the event. Leadership also assists by encouraging the staff of their respective offices to participate in EEODI events.

To further expand management’s involvement in the agency’s EEO program, the office—

- Ensured that senior leadership engaged with employees through communicating, coaching, mentoring, using appropriate conflict-resolution strategies, and providing opportunities for staff development.
- Developed strategies to improve the virtual workspace for remote and teleworking staff, increasing their connection with peers, supervisors, and senior leaders.
- Advised HRD and all supervisors and managers on the Schedule A Hiring Authority.
- Encouraged senior leaders and hiring managers to meet with local schools and universities to discuss the agency's mission and career opportunities at the NTSB.
- Designed and implement customized marketing/outreach plans to include such social media platforms as LinkedIn and Twitter for managers and supervisors to use when filling vacant positions.

ESSENTIAL ELEMENT C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

The NTSB holds all managers, supervisors, and EEO officials accountable for the effective implementation of the agency's EEO program and plans for correcting program deficiencies. Every year, EEODI conducts an audit of its EEO Program to ensure that it remains effective and complies with regulations and EEOC guidance. This is primarily accomplished through completion of its annual MD-715

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Report, which provides a roadmap for creating an effective EEO program for all federal employees.

The agency is committed to preventing all forms of discrimination. The NTSB has implemented EEODI's robust training program and procedures to prevent harassment and to process complaints of discrimination. Courses such as the Civil Treatment training mentioned above was offered to help NTSB supervisors and managers prevent, detect, and correct inappropriate behaviors and build productive, inclusive cultures. The agency's anti-harassment and complaint procedures are regularly updated in accordance with EEOC guidelines and assist in preventing harassment and effectively resolving discrimination complaints. Moreover, the agency's relevant policies, issued annually, clearly communicate its support for diversity and inclusion and its zero-tolerance stance for discrimination. In sum, NTSB policies, procedures, and training communicate a clear and consistent message that employees and managers share responsibility and are accountable for creating a workplace free of discrimination.

The agency also evaluates managers and supervisors on their efforts to ensure EEO. The FY 2020 Annual Strategic Performance Plan contained performance targets for inclusion and diversity engagement measures for senior leadership. The plan established and prioritized strategic goals and objectives related to increasing and supporting diversity and set tangible standards for measuring our success.

The NTSB's FY 2020 NTSB Strategic Plan included Goal 3 – Improving Employee Engagement, Diversity, and Inclusion, Objective 3.2 – Attract, develop, and retain a high performing, diverse, and inclusive workforce. This objective was designed to promote an inclusive and engaged workforce and to eliminate barriers to EEO while providing a workplace free from harassment and discrimination.

The agency ensures effective coordination between its EEO program and HRD. EEODI has partnered with HRD and the Chief Human Capital Officer to address and resolve program deficiencies and potential barriers to equal employment opportunity. For example, in FY 2020, the office created an exit interview survey that was incorporated into the HRD offboarding process. EEODI has also held quarterly meetings with HRD to attempt to resolve the agency's lack of applicant flow data, and in FY 2020, HRD announced that the agency would devote an FTE specifically to address policy issues related to the work of EEODI. This new position would provide an additional interface between EEODI and HRD.

EEODI also partnered with HRD to conduct various outreach and recruitment initiatives. For example, in FY 2020, EEODI, HRD, and hiring managers collaborated to design and implement customized marketing/outreach plans to increase diversity within the applicant pool through the use of such social media platforms as LinkedIn and Twitter to fill vacant positions.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

ESSENTIAL ELEMENT D: PROACTIVE PREVENTION

The NTSB makes early efforts to prevent discrimination and to identify and eliminate barriers to EEO. The agency's anti-harassment policy reinforces leadership's commitment to provide a work environment free from unlawful discrimination. It also emphasizes the obligations of managers and supervisors to prevent discrimination and initiatives to address and promptly stop any form of harassment or retaliation in the workplace. An anti-harassment poster, designed to educate employees about the new policy and procedures, was identified by the EEOC as a federal agency best practice.

To maintain workplace cultural competency throughout the year, EEOI offered these webinars and workshops in FY 2020:

- Alternative Dispute Resolution
- Overview of the Special Emphasis Programs
- EEO Mandatory Training for Supervisors and Managers (8 hours compliance training)
- Overcoming Blind Spots Through Inclusiveness Intelligence
- Understanding and Managing Unconscious Bias
- Generations: Flourishing in a Blended Federal Workplace
- The Imposter Syndrome
- The New IQ Game Changer Certification
- National Disability Employment Awareness Month: Reasonable Accommodations in the Workplace for Employees with Mental Health Impairments
- National Disability Employment Awareness Month: Meeting the Challenge – Becoming a Model Employer of Employees with Disabilities
- Annual Diversity Day: Celebrating Differences and Respecting Similarities
- Black History Month: African Americans and the Vote
- Black History Month: Maryland's Mother of Civil Rights – Gloria Richardson and the Cambridge Civil Rights Movement
- Women History Month: Valiant Women of the Vote
- Asian American Pacific Islander Heritage Month: Building Resilience Together
- LGBT Pride Month: How to be an Effective Ally in Today's Workplace
- National Hispanic Heritage Month: Hispanic Americans – Be Proud of Your Past, Embrace the Future.

EEOI also maintains a video webpage to provide employee access to information about cultural awareness events, training, and speaker presentations and, afterwards, to enable those who missed an event to view it online.

The NTSB has made great efforts to examine its employment policies, procedures, and practices systematically to identify and remove barriers to EEO through the barrier analysis process. The agency's efforts have led to an increase in our ability to capture data to aid in identifying triggers and determining barriers. Since FY 2019, EEOI has partnered with HRD to address the issue of incomplete accurate

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applicant flow data. Additionally, EEODI created an exit interview survey, which will be fully incorporated into the agency's offboarding process in FY 2021.

Each year, EEODI presents a State of the Agency briefing to Chairman Sumwalt and senior leaders in which the director reports on progress made in identifying barriers to EEO. In FY 2020, EEODI informed senior leadership that the data indicated triggers in several areas of the workforce demographic, including among major occupational categories, senior-graded positions, and promotional opportunities. Some specific examples include low participation of Asian females in the executive/senior, official, and managers level, and low participation of black females in senior grade positions in mission critical occupations and in senior leadership positions with opportunities for upward mobility and career advancement. Accordingly, EEODI informed senior leadership of its plan to hire a contractor in FY 2021 to aid the agency in completing the barrier analysis process and these concerns.

Given both the complexity and time demands of the barrier analysis process, in FY 2020, EEODI partnered with the Diversity and Inclusion Advisory Council to develop recommendations to correct perceived deficiencies and barriers to EEO in the areas of recruitment, career development, and retention. EEODI anticipates that those recommendations will be fully implemented in FY 2021.

The agency also has an affirmative action plan for people with disabilities, including those with targeted disabilities. The NTSB maintains a permanent agreement with the U.S. Department of Defense Computer/Electronic Accommodations Program (CAP). Under this agreement, CAP provides assistive technology, devices, and reasonable accommodation assessment services to NTSB employees with disabilities at no cost to the agency. A partnership with the US Department of Agriculture Target Center also provides NTSB employees comprehensive assessments and approved state-of-the-art standing or sit to stand workstations, laptops, electronics, and other office equipment as needed. In FY 2020, EEODI staff, members of the Diversity and Inclusion Advisory Council, and representatives from HRD, the agency's Occupational Health and Safety Management Division, and Information Technology participated in a tour to CAP and the Target Center to learn more about their services they provide to federal employees.

The disability employment program manager serves as the agency point of contact for implementation of the Workforce Recruitment Program and CAP. During FY 2020, supervisors and managers received 8 hours of mandatory EEO training on reasonable accommodation and anti-harassment to educate them about the revised reasonable accommodation procedures.

In accordance with Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities, and in coordination with the NTSB Human Capital Plan, the NTSB developed a plan to increase the percentage of individuals with disabilities and targeted disabilities in our workforce by 0.5 percent each year over a 5-year period, an average of one hire per category per year, beginning in FY 2019.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

On September 16, 2020, the director of EEODI and Disability Employment Program Manager asked all employees to self-identify in Employee Express if they have any disabilities or targeted disabilities. Participation in this survey was voluntary, and some employees elected not to provide the requested information. However, as a result of the resurvey campaign, the agency increased its workforce representation of employees with disabilities by more than 10 percent.

ESSENTIAL ELEMENT E: EFFICIENCY

The NTSB has ensured that systems are in place for evaluating the effectiveness of the agency's EEO programs and that the dispute resolution process is both efficient and fairly administered. The agency maintains a well-trained EEODI staff to administer and evaluate all aspects of its EEO programs. Staff uses various systems to evaluate the effectiveness of the agency's EEO program.

For complaints, EEODI uses the Equal Opportunity Network to enter EEO complaint information into a secure database, to monitor case processing and complaint status, and to report on trends in complaint activity. The network captures all the information we need to analyze such activity and trends and to complete the annual EEOC Form 462 Report, the Federal EEO Statistical Report of Discrimination Complaint. We also use the system to monitor agency adherence to the required timeframes in counseling, ADR, investigations, final agency decisions, and documents containing case information.

At the beginning of FY 2020, two complaints were pending hearing and three cases were pending appeal with the EEOC's Office of Federal Operations (OFO). During the fiscal year, two new complaints were filed, and one case pending hearing was resolved. An additional appeal was filed with OFO and three existing appeals with OFO were resolved. Accordingly, at the end of the fiscal year, a total of three complaints were pending hearing, and one case was pending appeal with the OFO.

EEODI tracks reasonable accommodation requests through another database to ensure that requests are resolved appropriately and within 30 days; our average processing time for all such requests was 30 days in FY 2020.

We utilize SurveyMonkey to evaluate the effectiveness of our special emphasis program, training, and commemorative events. FY 2020 survey results revealed that over 95 percent of the attendees found EEODI events beneficial and useful.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

The NTSB uses a neutral EEO complaint process, and EEODI staff maintain their neutrality when processing and managing complaints. Staff periodically consults with other agencies of similar size to identify and implement best practices. In FY 2020, we partnered with the Office of General Counsel to review and modify the agency's EEO complaint procedures to ensure that a proper firewall exists between the agency's EEO function, which determines the existence of discrimination and remedies the discrimination, and its defensive function, which works to protect the agency from legal liability. Changes were made to ensure that the complaint process remains neutral and is not influenced by agency's efforts to defend itself against liability.

The agency has established and encouraged the widespread use of a fair alternative dispute resolution program. In FY 2020, EEODI led efforts to establish an interagency agreement between the NTSB and the Federal Mediation and Conciliation Service to expand the program to provide alternate dispute resolution services outside of the EEO complaint process.

ESSENTIAL ELEMENT F: RESPONSIVENESS AND COMPLIANCE

The NTSB also ensures compliance with EEO statutes, EEOC regulations, policy guidance, and other written instructions.

With respect to EEOC orders and settlement agreements, the agency maintains full compliance. In FY 2019, the agency had a finding of discrimination and was ordered by the EEOC Administration Law Judge to take corrective action. In FY 2020, the agency fully implemented the order of the judge, including providing compensatory damages to the complainant and providing additional EEO training to NTSB supervisors and managers.

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

In past years, the EEOC has issued specific guidance to the NTSB to assist in correcting EEO program deficiencies and to ensure that the agency maintains compliance with EEO statutes and regulations. Below are actions that the NTSB took in FY 2020 in response to this guidance:

- NTSB Operations Bulletin EEO-GEN-002, Reasonable Accommodation Program, was revised to clarify that the agency will provide interim accommodations, absent an undue hardship, and to explain how to obtain agency resources for the accommodations.
- In FY 2020, a review of applicant flow data collected by the Office of Personnel Management's USA Staffing revealed that our data was incomplete and did not capture necessary information for various positions within the agency. In the last quarter of FY 2019, our office instituted quarterly meetings with HRD to rectify this deficiency; however, as of the submission date of this report, the problem has not yet been corrected. Incomplete and inaccurate applicant flow data continued to be a concern at the NTSB. The agency is committed to rectifying this deficiency and will continue to work with both USA Staffing and HRD to obtain complete and accurate applicant flow data for future reports. Our office analyzed all of the available FY 2020 applicant flow data, including data for some promotions, new hires, senior grade levels, and management positions.
- The agency revised its anti-harassment policy and Operations Bulletin EEO GEN 003 to include pregnancy and gender identity as protected bases. The operations bulletin was also revised to state that the timeframe to commence an inquiry into allegations of harassment is 10 calendar days and the timeframe to conclude a formal investigation into allegations of harassment is 50 calendar days.

The NTSB routinely informs the EEOC of its progress in maintaining a model EEO program. On August 28, 2020, after we updated the EEOC concerning revisions to our anti-harassment procedures, the EEOC commended us for our full compliance with the law.

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

[Redacted] am the
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]
(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

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			Every year the annual EEO policy statement is updated with a signature from the head of the agency. 10/30/2020
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			The reasonable accommodation procedures is located in the public website at https://www.nts.gov/about/organization/EEO/Pages/eo_policy.aspx
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Annual training is provided to employees, managers, and supervisors. EEO complaint process in-person training was held in-person on January 15-16, 2020.
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Annual training is provided to employees, managers, and supervisors. ADR webinar was held on April 30, 2020.

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<p>A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.</p>	<p>X</p>		<p>Annual training is provided to employees, managers, and supervisors. Reasonable accommodation in-person training was held on January 15-16, 2020.</p>
<p>A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.</p>	<p>X</p>		<p>Every new employee receives a copy of the Anti-Harassment policy. In addition, Anti-Harassment posters are posted in common areas throughout the agency and available upon request. On September 17, 2020, ELI’s Civil Treatment Webinar was offered to employees. This training is offered quarterly or annual basis.</p>
<p>A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.</p>	<p>X</p>		<p>Over the past three years, no managers have been disciplined. However, the agency has posted anti-harassment posters to encourage employees to report inappropriate behavior.</p>

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	A.3. The agency assesses and ensures EEO principles are part of its culture.				
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .		X			The agency provides recognition to employees, supervisors and managers during the Annual Award Ceremony.
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X			

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Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.					
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.				X	The EEO Director reports directly to the agency head.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			The EEO Director presented the "State of the Agency" briefing to the Chairman and Senior Leaders on December 27, 2019.
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]			X	The NTSB has no component and/or bureaus.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			NTSB Strategic Goal 3: Improving Employee Engagement, Diversity and Inclusion Strategic Objective 3.2: Attract, develop, and retain a high-performing, diverse, and inclusive workforce

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 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:					
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			During new employees orientation and on August 27, 2019 during EEO Training for managers and supervisors.
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			During new employees orientation and on August 27, 2019 during EEO Training for managers and supervisors.
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			During new employees orientation and on August 27, 2019 during EEO Training for managers and supervisors.
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			On September 19, 2019, Civil Treatment Leadership training was provided to all managers and supervisors.
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			During new employees orientation and on August 27, 2019 during EEO Training for managers and supervisors.

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	We have no component office. The NTSB EEO Office service headquarters and field offices.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	See question C.1.a response.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X			

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 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			The designated agency official is the Disability Employment Program Manager.
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			

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C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.		X			https://www.nts.gov/about/organization/eeodi/pages/eeo_policy.aspx
 Compliance Indicator	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X			
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:					
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X			
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]		X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X			
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X			
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X			
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X			
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		X			
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			Exit interview data will be collected in FY2020.
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.			N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			Eight hour EEO Mandatory Training was conducted on January 15-16, 2020. Follow-up make up training was conducted in FED-Talent in FY2021
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.	Yes	No	N/A	
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			In addition to the State of the Agency Briefing, the Office of EEODI brief on the No FEAR Act Annual Notice and Periodic Quarterly Reports/Briefings.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		X			
 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X			
D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]		X			
D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]		X			
D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		X			The Office of EEODI reviews the complaint data, focus group reports, program evaluations, special emphasis programs, FEVS results, and informal exit interviews.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.			N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			https://www.nts.gov/about/organization/eodi/pages/eo_resources.asp
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist





Essential Element: E Efficiency

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			NOTE: The average processing time is 30 days.....
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			The Office of EEODI meets with the USPS contractor to address deficiencies in contract performance.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.				
	E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.	X			The Office of EEODI has a full time attorney that can do legal sufficient reviews of final agency decisions.
	E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.	X			The Office of EEODI has a full time attorney that will conduct the legal sufficient reviews.
	E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Yes	No	N/A	
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:					
E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]		X			
E.4.a.3. Recruitment activities? [see MD-715, II(E)]		X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]			X		Applicant flow data is incomplete because certificates of eligible have not been closed out and audited for FY 2019.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X			On September 16, 2020, the Office of EEODI in collaboration with the Disability Employment Program Manager re-survey the workforce and encourage employees to update their employee office personnel folder records. This is done annually.

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Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The Office of EEODI monitors trends in all EEO programs including complaint and reasonable accommodation trends on a quarterly basis.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The Office of EEODI invites speakers/facilitators to Special Emphasis Programs and participates in the National Council of HEPMs and Small Agency Council meetings to share best practices to improve the effectiveness of the EEO program.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			

Essential Element: Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency:	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]
--	--

Internal and External Applicant Flow data concerning race, national origin, sex and disability is missing and/or inaccurate because hiring certificates are not closed and audited.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/30/2020	12/31/0021	09/30/2020		EEO Office need accurate and timely applicant flow data from HRD.

Responsible Officials

Title	Name	Standards Address the Plan?
HRD Director	Emily Carroll	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
01/21/2021	Based on information received from OPM, internal and external Applicant Flow data concerning race, national origin, sex, and disability is missing and/or inaccurate when the hiring certificate is not "closed and audited." When querying the system, however, applicant data is still missing for hiring certifications that have been completed and audited. The NTSB Human Resources Division will work collaboratively with OPM OD&I and USAStaffing to determine why the AF data is not available.	Yes	09/30/2020	

Accomplishments

Fiscal Year	Accomplishment
2019	The EEODI established quarterly meetings with HRD to discuss and resolve all model agency program deficiencies . T improve the efficiency of this process the NTSB CHCO has been included in these meetings.

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Plan to Eliminate Identified Barriers

PART I1

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A3	
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?	There is low participation of Asian females in the Executive/Senior, Official, and Managers level. The participation rate in the NTSB workforce for Asian females 1.9%.	
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> Asian Females	
Barrier Analysis Process Completed?:	Y	
Barrier(s) Identified?:	Y	
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.	Barrier Name	Description of Policy, Procedure, or Practice
	Identify root causes	The NTSB continues an ongoing process of barrier analysis to identify root causes for the stated employment triggers and potential barriers.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	09/30/2021	Yes	09/30/2022		Increase participation of Asian females in the Executive/Senior, Official, and Managers levels.
10/01/2019	09/30/2020	Yes	09/30/2021		NTSB typically selects external hires or internal promotions due to the mission critical positions. The Agency will collect and analyze more detailed information on internal applicants to SES vacancies.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Director, EEO, Diversity and Inclusion	Fara D. Guest	Yes
Human Resources Division	SES HR Specialists	Yes

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
10/01/2019	The Office of EEODI will establish a working group to evaluate and review the following: <ul style="list-style-type: none"> * SES Outreach and Recruitment Program. * Vacancy Announcement for SES positions. * Certificated of Eligible Candidates. * List of New Hires. * Informal and Formal Complaint data. * Applicant flow data. * Exit interview data, when available 	Yes	10/01/2021	
04/01/2020	Establish a relationship with Senior Executives Association, Asian American Government Executives Network and the Federal Asian Pacific American Council.	Yes	10/01/2021	

Report of Accomplishments

Fiscal Year	Accomplishments
2021	EEODI requested and received funding for barrier analysis services for FY21-22. In addition after the State of the Agency report was presented, The Chief Information Office hired Asian females in key leadership positions in FY 21

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Plan to Eliminate Identified Barriers

PART I.2

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A1	
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?	Hispanics/Latinos' participation rate in the NTSB workforce for males is 2.2% which is below the 2010 CLF (5.2%). The NTSB workforce for Hispanics/Latinos' females is 1% with is below the 2010 CLF (4.8%)	
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> Hispanic or Latino Males Hispanic or Latino Females	
Barrier Analysis Process Completed?:	Y	
Barrier(s) Identified?:	Y	
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.	Barrier Name Low participation	Description of Policy, Procedure, or Practice Historically, the NTSB has had a low participation rate of Hispanics/Latinos employees, which includes engineers, at all levels.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2018	09/30/2020	Yes	09/30/2022		Increase the participation rate of Hispanic/Latino employees in major occupation positions and at all levels of the NTSB workforce through targeted outreach, recruitment, and innovative retention plan.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chair, Diversity and Inclusion Advisory Council	Rafael Marshall	No
Affirmative Employment Program Manager	Yvette Delgado	Yes
Hispanic Employment Program Manager	Jesus Cudemus	No

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
10/01/2019	Establish a working group to evaluate and review the following areas: - Outreach and Recruitment Programs and Results. - Vacancy Announcement to include Special Hiring Authority. - Training Opportunities. - Exit Interview results, when available	Yes	09/30/2022	
04/01/2020	Develop relationships with Hispanic/Latino Student Associations at District of Columbia, Maryland, and Virginia engineering schools/colleges/universities, Society of Hispanic Professional Engineers, and National Society of Professional Engineers.	Yes	09/30/2022	
04/01/2020	Sponsor NTSB engineers to attend the National Convention for Society of Hispanic Professional Engineers or National Society Professional Engineers Conference.	Yes	09/30/2022	
04/01/2020	Provide training to management officials and hiring managers on the recruitment process to ensure vacancies are advertised using the best methods to reach diverse applicant pools and improve the efficiency and effectiveness of the recruitment efforts.	Yes	09/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments
2020	During FY 2020, the Office of EEODI met with the Diversity and Inclusion Advisory Council to discuss additional strategies to build relationships with prospective Hispanic/Latino individuals in order to increase the applicant pool for the NTSB jobs. The Office of EEODI implemented the exit interview survey and reviewed the surveys to determine whether there are any suggestions that barriers to equality to opportunity exists at the NTSB.
2020	The Office of EEODI established a partnership with the National Council of Hispanic Employment Program Managers Council to reach diverse applicants as part of the NTSB recruitment efforts. In addition, the Office of EEODI collaborated with the League of United Latin American Citizens (LULAC) during the 2020 Virtual Federal Training Institute Partnership where we co-host webinars, such as Building Coalition and the Well Rounded Leader.

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Plan to Eliminate Identified Barriers

PART I.3

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A6				
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?	There is a low participation of women in the NTSB's critical mission occupations (i.e., Aerospace Engineers, Accident Investigators, and Air Safety Investigators).				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Women				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
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.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td>Outreach and recruitment</td> <td>The methods currently in place for outreach and recruitment may not be sufficient to reach out to women in mission critical occupations. The EEOI Office has requested and received additional funding for external barrier analysis services and training.</td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice	Outreach and recruitment	The methods currently in place for outreach and recruitment may not be sufficient to reach out to women in mission critical occupations. The EEOI Office has requested and received additional funding for external barrier analysis services and training.
Barrier Name	Description of Policy, Procedure, or Practice				
Outreach and recruitment	The methods currently in place for outreach and recruitment may not be sufficient to reach out to women in mission critical occupations. The EEOI Office has requested and received additional funding for external barrier analysis services and training.				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2018	09/30/2020	Yes	09/30/2022		Increase the participation rate of women in critical mission occupations, including Aerospace Engineers, Accident Investigators, and Air Safety Investigators, at all levels of the NTSB workforce through targeted outreach and recruitment efforts.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Women's Program Manager (SEPM)	Beverley Drake	No

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a consortium to coordinate recruitment efforts.	No	09/30/2021	

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/01/2020	Develop relationship with Women Associations in the Washington, D.C. area for engineering schools, colleges and universities.	Yes	09/30/2022	
04/01/2020	Design a strategic recruitment plans to ensure a diverse applicant pool for all mission critical vacancies.	Yes	09/30/2022	
04/01/2020	Establish and maintain a relationship with Women in Transportation Safety.	Yes	09/30/2021	

Report of Accomplishments

Fiscal Year	Accomplishments
2021	EEOI requested and received funding for barrier analysis services for FY 21-22

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Plan to Eliminate Identified Barriers

PART I.4

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A6	
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?	Black Females in grades GS-14 and above are not well represented in most MCO positions with the exception of Technical Writer (1083) and senior leadership positions that track toward upward mobility and career advancement in senior grade levels.	
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> Black or African American Females Black or African American Females	
Barrier Analysis Process Completed?:	Y	
Barrier(s) Identified?:	N	
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.	Barrier Name	Description of Policy, Procedure, or Practice
	Black Females glass ceiling	The lack of accurate and complete applicant flow data does not allow us to investigate every phase or the merit promotion process
	Glass Ceiling for Black Females	Lack of formal or informal mentorship and sponsorship programs
	Glass Wall/Blocked Pipeline for Black females	Examination of the available applicant flow data for external hires (A7) and internal competitive promotions (A9).

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
06/30/0020	06/30/0021	Yes			Increase the representation of Asian females in leadership positions

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEOI Director in partnership with the HRD Chief	Fara Guest	Yes

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/09/0020	Analyze Applicant Flow data (Annual) Use Employee Viewpoint survey to identify changes needed to improve employee satisfaction Encourage Black females to participate in training program employees to develop the core competencies to be more competitive when applying for higher graded positions	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2021	EEODI requested and received funding for Barrier Analysis services for FY20-21

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|-------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD) | Answer | No |

In FY2020, the percentage of PWD in the GS-1 to GS-10 cluster was 38%, which exceeds the goal of 12%. The percentage of PWD in the GS-11 to SES cluster was 15% in FY2020, which exceeds the goal of 12%.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|--------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | No |

The percentage of PWTD in the GS-1 to GS-10 cluster was 7.7% in FY2020, which exceeds the goal of 2%. The percentage of PWTD in the GS-11 to SES cluster was 2.9% in FY2020, which exceeds the goal of 2%.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

Every year, the Director of EEODI communicates to Agency leadership, including hiring managers and recruiters, the numerical disability hiring goals when debriefing senior leadership on the State of the Agency in compliance with the EEOC MD-715 reporting requirements.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Veronica Burrell Selective Placement Program Coordinator veronica.burrell@ntsb.gov
Processing applications from PWD and PWTD	1	0	0	Veronica Burrell Selective Placement Program Coordinator veronica.burrell@ntsb.gov
Special Emphasis Program for PWD and PWTD	1	0	1	Shannon Wilson/ Paula Sind Prunier Disability Employment Program Manager/ Advisor Shannon.wilson@ntsb.gov / sindprp@ntsb.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Shannon Wilson Disability Employment Program Manager Shannon.wilson@ntsb.gov
Section 508 Compliance	0	0	1	Shamicka Fulson Strategic Planner Shamicka.fulson@ntsb.gov
Architectural Barriers Act Compliance	0	0	1	Frank Perla Chief of Facilities frank.perla@ntsb.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

In FY2020, the Disability Program Staff received a variety of training to carry out their responsibilities during the reporting period. Various staff members received a refresher on Special Hiring Authorities, which provided information concerning hiring PWD and PWTD. Additionally, EEO Specialists and the Disability Employment Program Manager attended special employment related conferences that specifically addressed topics that are related to the Agency’s Disability Program. Conferences that were attended in FY2020 include EXCEL, FDR, and National Employment Law Institute (NELI). Lastly, all Disability Program Staff consistently receive informal training while carrying out their responsibilities. These informal opportunities to learn are conducted internally by the Director of EEODI, General Counsel, and/or other members of the Disability Program Staff.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The NTSB has a full-time Disability Employment Program Manager (DEPM), who is responsible for serving as agency Point of Contact (POC) for the Workforce Recruitment Program (WRP) and the DoD Computer/Electronic Accommodations Program (CAP). Currently, outreach and targeted recruitment occurs only when Human Resources Division (HRD) notifies EEODI staff of potential vacancies. Current and planned efforts include these: • Maintaining a list and a network of disability recruitment sources. • Using shared registers (for example, the OPM Shared Register) and databases (WRP) to identify candidates for NTSB vacancies. • Increasing outreach through professional organizations and publications, state vocational rehabilitation and disability service agencies, the Internet, and social media. • Posting vacancies nationwide on www.USAJobs.gov. • Expanding use of the Pathways Program to hire student interns and targeting outreach to students with disabilities.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

NTSB may use the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: • 30 percent or More Disabled Veteran (5 U.S.C. § 3112; 5 C.F.R. § 316.302, 316.402, and 315.707) • Schedule A Appointing Authority (5C.F.R. § 213.3102(u))

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Applications are submitted via USAJobs. Applicants can upload their Schedule A letter, and/or their Disabled Veteran documentation, to be considered under one of the special hiring authorities. HRD reviews the applicants resume to determine if they meet the minimum qualifications of the position for which they applied. If they are determined to meet the minimum qualifications of the position, they are referred to the hiring authority on a Schedule A/non-competitive cert, and/or Disabled Veteran 30% or more cert, for their consideration. Once the hiring official makes a selection, the applicant is notified and provided instructions for completing the pre-employment requirements as outlined in the tentative job offer. Once the applicant has completed and passed all pre-employment requirements, they are provided an appointment letter.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

The Agency continued to strengthen its Disability Employment Program by informing and educating HRD and all supervisors and managers on the Schedule A Hiring Authority. On September 16, 2020, the Office of EEODI sent out guidance explaining the benefits of utilizing Schedule A.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The DEPM served as the Agency's point of contact for the WRP and the DoD CAP and also served as the point of contact for a vocational rehabilitation counselor to assist an employee with exploring career options, occupational interests, strengths, and developmental needs, and alternate accommodations. Additionally, the DEPM conducted research and identified valuable tools and recruitment options and worked with HRD to conduct training on recruitment options and special hiring authorities. Additionally, the Office of EEODI visits the CAP center annually to further maintain the relationship.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)

Answer No

b. New Hires for Permanent Workforce (PWTD) Answer No

The percentage of New Hire PWD was X% in FY2020, which exceeds the goal of 12%. The percentage of New Hire PWTD was X% in FY2020, which also exceeds the goal of 2%.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer No

b. New Hires for MCO (PWTD) Answer No

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer No

b. Qualified Applicants for MCO (PWTD) Answer Yes

Please see answer to Section IV question C.3. in Part J Supporting Document.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer No

b. Promotions for MCO (PWTD) Answer No

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

- Continuing the use of telework and alternative work schedules as workplace flexibilities.
- Developed exit interview surveys in FY2019 and began administering them in FY2020 to identify retention tools for individuals with disabilities.
- Conducting workshops on reasonable accommodations, to include the resources available for people with disabilities and targeted disabilities, to educate all NTSB hiring managers and HRD staff officials.
- Developing relationships with organizations and groups both internal and external to the Agency that can provide resources for the advancement of employees who are disabled.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

NTSB offers a variety of career development opportunities to its employees. Career development opportunities include the following: • The NTSB Leadership Development Program, which is open to permanent staff in grades GS-13 through GS-15. It is based on OPM’s Executive Core Qualifications and will focus on developing individuals who have high potential for serving as future senior leaders of the NTSB. • The NTSB Shadow Program is open to all NTSB employees and provides employees the opportunity to observe NTSB colleagues in their day to day setting. • The NTSB Connected Across the Board Agency Internal Assignment Program Pilot (CAB) is an innovative career development program that was developed and implemented in FY2018. Selected CAB employees are temporarily assigned to an office to support special tasks or projects, and to gain exposure to the office mission and functions. The program is designed to enhance and develop the knowledge, skills, and abilities of the NTSB CAB participants. Additionally, every year the Agency offers employees the opportunity to apply to various detail assignments throughout the agency. • However, most of the career development programs, did not require competition and/or supervisor approval to participate in FY20. Many onsite programs were suspended in 2020 due to the pandemic.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Other Career Development Programs	18	4	5.6%	0%	0%	0%
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer No

Given that the Agency has over 12% of PWD in the Agency, and only 5.6% of the applicants identify as a PWD, a slight trigger exists as we would expect more persons with disabilities among the applicant pool.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer No

Given that the Agency has over 2% of PWTD in the Agency, and 0% of the applicants identify as a PWTD, a slight trigger exists as we would expect more persons with targeted disabilities among the applicant pool.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

For time off awards, the PWD Inclusion Rate (IR) is 3.3% (2/61), PWTD is 0% (0/12) and Persons Without Disabilities (PWOD) IR (11/330) is 3.3%. PWTD are not represented at all in this category when compared to PWOD. For cash bonuses, the PWD IR is (63/61) 103%, PWTD is 83% (10/12) and PWOD IR is approximately 134% (443/330). PWD are underrepresented in this category by 23%, and PWTD are underrepresented by 38% in this category when compared to PWOD.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

- | | | |
|-------------------------|--------|-----|
| a. Pay Increases (PWD) | Answer | Yes |
| b. Pay Increases (PWTD) | Answer | Yes |

For quality step increases, the PWD IR is 3.3% (2/61), PWTD is 0 (0/12), and PWOD IR is 5.2% (17/330). Relative to PWOD, PWD was 37% underrepresented in the QSI category and PWTD are not represented at all in the QSI category.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- | | | |
|--------------------------------------|--------|-----|
| a. Other Types of Recognition (PWD) | Answer | N/A |
| b. Other Types of Recognition (PWTD) | Answer | N/A |

not applicable

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|--|--------|-----|
| a. SES | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| b. Grade GS-15 | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| c. Grade GS-14 | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| d. Grade GS-13 | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |

no triggers exist

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|---|--------|-----|
| a. SES | | |
| i. Qualified Internal Applicants (PWTD) | Answer | N/A |
| ii. Internal Selections (PWTD) | Answer | N/A |
| b. Grade GS-15 | | |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD) | Answer | No |
| c. Grade GS-14 | | |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |

ii. Internal Selections (PWTB) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer No

Please see answer to Section V question D.2. in Part J Supporting Document.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer Yes

b. New Hires to GS-15 (PWD) Answer No

c. New Hires to GS-14 (PWD) Answer No

d. New Hires to GS-13 (PWD) Answer No

Please see answer to Section V question D.3. in Part J Supporting Document.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTB) Answer No

b. New Hires to GS-15 (PWTB) Answer No

c. New Hires to GS-14 (PWTB) Answer No

d. New Hires to GS-13 (PWTB) Answer No

The data in chart B! for new hires in this area is very limited . For instance the agency hired three new hires and only one would not disclose their identify.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

no trigger exists

6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTB) Answer Yes

ii. Internal Selections (PWTB) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

Please see answer to Section V question D.6. in Part J Supporting Document.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer Yes
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer N/A

Please see answer to Section V question D.7. in Part J Supporting Document.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTD) Answer No
- b. New Hires for Managers (PWTD) Answer No
- c. New Hires for Supervisors (PWTD) Answer N/A

the agency hired 2 senior leaders at the GS-15 and above, None of which identifies as having a disability

Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

- a. Voluntary Separations (PWD) Answer Yes
- b. Involuntary Separations (PWD) Answer No

For voluntary separations, the PWD IR is X% (5/54) and the PWOD IR is 7.5% (25/333). PWD are overrepresented in this category by approximately 24% when compared to PWOD. A trigger therefore exists. There were no involuntary separations involving PWD.

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

There were no voluntary or involuntary separations involving PWTD.

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.nts.gov/about/Policies/Pages/accessibility.aspx>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.nts.gov/about/Policies/Pages/accessibility.aspx>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

In the past, the Agency has updated wheelchair accessibility maps indicating signage and routes to various NTSB facilities within L'Enfant Plaza. Additionally, the Disability Employment Program Manager implemented an action plan to provide a handicap-accessible restroom door at the Training Center facility in Ashburn, VA. Due to the pandemic, the Agency has been on maxi telework status for the past year and intends to remain in this status for the near future. Accordingly, the Agency has no current plans to improve accessibility of Agency facilities. However, the Office of EEODI has worked hard during the pandemic to ensure that persons with disabilities technological needs are met. For example, in 2020, EEODI led the Agency's efforts in obtaining a new interpreter service contract to assist the Agency's hard of hearing employees engage in virtual meetings.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time for processing initial requests for reasonable accommodations in FY2020 was 30 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Adhering to the completion of reasonable accommodation requests within a 30-day timeframe, this allows for individuals with time sensitive requests to receive the assistance they need to be effective and productive as employees in the workplace. Implementing the practice of tracking reasonable accommodation using a spreadsheet, we've been able to effectively update the status of each request and this coordination helps limit the processing time. Additionally, beginning in FY2018, the Agency required all managers and supervisors to receive EEO Compliance training that included an extensive module on reasonable accommodation. The objectives were to: (a) enhance managers and supervisors understanding of the interactive process and emphasize the requirement for prompt action; and (b) clarify the need to provide reasonable accommodation, thereby reducing delays due to deciding officials' need to seek guidance. EEO Compliance training was conducted in FY2020, and we expect that this training will continue to assist in reducing processing delays and eliminate improper denials that could result in formal complaints.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

To date, the Agency has not received any requests for PAS services. However, in FY2020, EEODI conducted training informing supervisors and managers of the Agency's obligation to provide PAS.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer N/A

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
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?	There is a trigger involving PWD and PWTD for time-off awards, cash bonuses, and quality step increases as the rates of inclusion for PWTD and PWD are less than the rate of inclusion for PWOD in these three award categories.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
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.	Barrier Name		Description of Policy, Procedure, or Practice			
	None Identified		Have yet to identify or determine whether there is a barrier.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
07/31/2020	12/30/2021	Yes			Conduct barrier analysis to identify and eliminate any potential barriers to equal participation in the area of performance awards.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
EEODI Director		Fara Guest		Yes		
Disability Employment Program Manager		Shannon L. Wilson		Yes		
Diversity & Inclusion Officer		Yvette Delgado		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
07/31/2020	Create Barrier Analysis Working Group			Yes		07/31/2020
11/30/2020	Train Barrier Analysis Working Group on identifying triggers and conducting investigations to pinpoint actual barriers.			Yes	05/01/2022	
08/01/2021	Complete investigation for barrier analysis process and identify any potential barriers.			Yes	05/01/2023	
12/31/2021	Establish and implement plan of action to resolve identified barriers.			Yes	07/01/2023	

Report of Accomplishments

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Accomplishments

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
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?	Slight trigger among the qualified internal applicants for promotions to GS-14, GS-15, Manager, and Mission Critical Occupation positions as the participation rates of PWTD in the qualified applicant pools for these positions are slightly lower than the participation rates in the relevant applicant pools.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
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.	Barrier Name		Description of Policy, Procedure, or Practice			
	Not applicable		Have yet to identify or determine whether there is a barrier.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
07/31/2020	12/31/2021	Yes			Conduct barrier analysis to identify and eliminate any potential barriers in promotion and career enhancement opportunities for Agency employees who identify as PWTD.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
EEODI Director		Fara Guest		Yes		
Diversity and Inclusion Officer		Yvette Delgado		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
07/31/2020	Establish quarterly meetings with HRD to obtain more comprehensive applicant flow data in order to monitor the participation rates of PWTD in the actual applicant pool and relevant applicant pool.			Yes		07/31/2020
07/31/2020	Create Barrier Analysis Working Group			Yes		07/31/2020
10/15/2020	Examine FEVS data			Yes	05/01/2022	
11/15/2020	Examine Career Trajectories of PWTD in the Agency			Yes	05/01/2022	

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
11/30/2020	Train Barrier Analysis Working Group on identifying triggers and conducting investigation to pinpoint actual barriers.	Yes	05/01/2022	
03/01/2021	Complete investigation for barrier analysis process and identify any potential barriers	Yes	05/01/2023	
06/01/2021	Establish and Implement plan of action to resolve identified barriers.	Yes	07/01/2023	

Report of Accomplishments

Fiscal Year	Accomplishments
2020	NTSB has made great efforts to systematically examine its employment policies, procedures and practices to identify and remove barriers to equal employment opportunity through the barrier analysis process. Much of the Agencies efforts in this regard has been to increase our capabilities to capture data to better identify triggers and determine barriers. In the past couple of years, EEODI has partnered with the Human Resource Division to address the lack of complete accurate applicant flow data. Additionally, the Office of EEODI created an exit interview survey. The survey was fully incorporated into the Agency's offboarding process in FY2021.
2020	Given both the complexity and time demands of the barrier analysis process, for FY2020, EEODI partnered with DIAC to develop recommendations to correct perceived deficiencies and barriers to EEO in the areas of recruitment, career development, and retention. EEODI anticipates those recommendations will be fully implemented for FY2021.
2020	For FY2020, EEODI informed senior leadership that the data indicated there were triggers in several areas of the workforce demographic, including among major occupational categories, senior graded positions, and promotional opportunities. Some specific examples include low participation of Asian females in the Executive/Senior, Official, and Managers level, and low participation of black females in senior grade positions in mission critical occupations and senior leadership positions that track toward upward mobility and career advancement. In light of these observations, EEODI informed senior leadership of its plan to hire a contractor for FY2021 to aid the Agency in completing the barrier analysis process.
2020	On September 16, 2020, the EEODI Director/DEPM contacted the workforce to ask employees with disabilities and targeted disabilities to self-identify in Employee Express. Participation in this re-survey was voluntary, and some employees elected not to provide the requested information. However, as a result of the resurvey campaign, the Agency increased its workforce representation of employees with disabilities by more than 10%.
2019	In FY19, the Office of EEODI revised NTSB's policy on reasonable accommodation to include provisions for personal assistant services. EEODI also trained supervisors and managers on the revised reasonable accommodation procedures.
2019	In FY19, the Agency continued to strengthen its Disability Employment Program by educating HRD and supervisors and managers pm the Schedule A Hiring Authority. On September 17, 2019, EEODI sent out guidance explaining the benefits of utilizing Schedule A. As a result of this guidance, the Agency hired at least one PWD for FY2020.
2019	In 2019, EEODI created a barrier analysis working group to assist in identifying and eliminating barriers to equal employment opportunity. The work of the barrier analysis group is ongoing.
2019	In 2019, EEODI established quarterly meetings with HRD to obtain more comprehensive applicant flow data. Although the applicant flow data had not improved in time for completion of the 2019 MD-715 Report, EEODI expects significant improvement for the FY2020 Report.

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

The planned activities that were completed enabled the Agency to begin the barrier analysis process. The Agency intends to hire a contractor to complete the barrier analysis process by the end of FY2021.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

The planned resurvey activity improved the data and profile of people with disabilities significantly