**U.S. Equal Employment Opportunity Commission**

**Federal Agency Annual EEO Program Status Report**

**EEOC New 2.0 Forms**

**Management Directive – 715**

**Office of Equity, Diversity, and Inclusion**

**National Institutes of Health**

**Department of Health and Human Services**

**For period covering**

**October 1, 2017 to September 30, 2018**

# FY 2018 Management Directive 715 (MD-715)

## New 2.0 Format

1. Parts A-E: Agency Logistics with Executive Summary
2. Part F: Signature Page for Dr. Francis Collins
3. Part G: Self-Assessment Check List
4. Part H: EEO Corrective Plans and Activities
5. Part I: Plan to Eliminate Identified Barriers
6. Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities
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15. Appendix 9: OHR Recruitment Resources
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# MD-715

## Parts A Through E

### Part A - Department or Agency Identifying Information

| **Agency** | **Second Level Component** | **Address** | **City** | **State** | **Zip Code (xxxxx)** | **Agency Code (xxxx)** | **FIPS Code**  **(xxxx)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Department of Health and Human Services (DHHS) | National Institutes of Health (NIH) | 1 Center Drive | Bethesda | MD | 20892 | HE38 | 0300 |

### Part B - Total Employment

| **Total Employment** | **Permanent Workforce** | **Temporary Workforce** | **Total Workforce** |
| --- | --- | --- | --- |
| **Number of Employees** | 13,395 | 4,047 | 17,442 |

### Part C.1 - Head of Agency and Head of Agency Designee

| **Agency Leadership** | **Name** | **Title** |
| --- | --- | --- |
| Head of Agency | Francis S. Collins, M.D., Ph.D | Director, NIH |
| Head of Agency Designee | N/A | N/A |

### Part C.2 - Agency Official(s) Responsible for Oversight of EEO Program(s)

| **EEO Program Staff** | **Name** | **Title** | **Occupational Series (xxxx)** | **Pay Plan and Grade (xx-xx)** | **Phone Number (xxx-xxx-xxxx)** | **Email Address** |
| --- | --- | --- | --- | --- | --- | --- |
| Principal EEO Director/Official | Debra C. Chew, Esq. | Director, EDI | 340 | SES | (301) 496-6301 | [debra.chew@nih.gov](mailto:debra.chew@nih.gov) |
| Affirmative Employment Program Manager | Danny Dickerson | Director, Division of Diversity & Inclusion, EDI | 260 | GS-15 | (301) 594-1720 | danny.dickerson@nih.gov |
| Complaint Processing Program Manager | Kimberly Kirkpatrick | Director, Division of Resolution & Equity, EDI | 260 | GS-15 | (301) 451-0748 | kimberly.kirkpatrick@nih.gov |
| Diversity & Inclusion Officer | Danny Dickerson | Director, Division of Diversity & Inclusion, EDI | 260 | GS-15 | (301) 594-1720 | danny.dickerson@nih.gov |
| Hispanic Program Manager (SEPM) | Gerard Roman | Hispanic Portfolio Strategist, Division of Diversity & Inclusion, EDI | 260 | GS-13 | (301) 827-4677 | gerard.roman@nih.gov |
| Women's Program Manager (SEPM) | Joy Gaines | Women’s Portfolio Strategist, Division of Diversity & Inclusion, EDI | 260 | GS-13 | (301) 451-9662 | joy.gaines@nih.gov |
| Disability Program Manager (SEPM) | David Rice | Disability Portfolio, Division of Diversity & Inclusion, EDI | 260 | GS-13 | (301) 443-6650 | david.rice@nih.gov |
| Special Placement Program Coordinator (Individuals with Disabilities) | Shelia Monroe | Senior Human Resources Specialist | 201 | GS-13 | (301) 496-6504 | [monroes@od31tm1.od.nih.gov](mailto:monroes@od31tm1.od.nih.gov) |
| Reasonable Accommodation Program Manager | Stephon Scott | Chief, Access & Equity Branch  Guidance, Education, & Marketing Division, EDI | 260 | GS-14 | (301) 594-3282 | [stephon.scott@nih.gov](mailto:stephon.scott@nih.gov) |
| Anti-Harassment Program Manager | Jessica Hawkins | Supervisor, NIH Civil Program | 201 | GS-14 | (301)  402-8006 | jessica.hawkins@nih.gov |
| ADR Program Manager | None | None | None | None | None | None |
| Compliance Manager | Kimberly Kirkpatrick | Director, Division of Resolution & Equity, EDI | 260 | GS-15 | (301) 451-0748 | kimberly.kirkpatrick@nih.gov |
| Principal MD-715 Preparer | Alma McKune | MD-715 Portfolio Strategist, Division of Diversity & Inclusion, EDI | 260 | GS-13 | (301) 496-4547 | mckunea@od.nih.gov |

### Part D.1 – List of Subordinate Components Covered in this Report

Please identify the subordinate components within the agency (e.g., bureaus, regions, etc.).

If the agency does not have any subordinate components, please check the box.

| **Subordinate Component** | **City** | **State** | **Country (Optional)** | **Agency Code (xxxx)** | **FIPS**  **Codes**  **(xxxxx)** |
| --- | --- | --- | --- | --- | --- |
| Office of the Director (OD) | Bethesda | MD |  |  |  |
| National Cancer Institute (NCI) | Bethesda | MD |  |  |  |
| National Eye Institute (NEI) | Bethesda | MD |  |  |  |
| National Heart, Lung, and Blood Institute (NHLBI) | Bethesda | MD |  |  |  |
| National Human Genome Research Institute (NHGRI) | Bethesda | MD |  |  |  |
| National Institute on Aging (NIA) | Bethesda | MD |  |  |  |
| National Institute on Alcohol Abuse and Alcoholism (NIAAA) | Bethesda | MD |  |  |  |
| National Institute of Allergy and Infectious Diseases (NIAID) | Bethesda | MD |  |  |  |
| National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS) | Bethesda | MD |  |  |  |
| National Institute of Biomedical Imaging and Bioengineering (NIBIB) | Bethesda | MD |  |  |  |
| *Eunice Kennedy Shriver* National Institute of Child Health and Human Development (NICHD) | Bethesda | MD |  |  |  |
| National Institute on Deafness and Other Communication Disorders (NIDCD) | Bethesda | MD |  |  |  |
| National Institute of Dental and Craniofacial Research (NIDCR) | Bethesda | MD |  |  |  |
| National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) | Bethesda | MD |  |  |  |
| National Institute on Drug Abuse (NIDA) | Bethesda | MD |  |  |  |
| National Institute of Environmental Health Sciences (NIEHS) | Bethesda | MD |  |  |  |
| National Institute of General Medical Sciences (NIGMS) | Bethesda | MD |  |  |  |
| National Institute of Mental Health (NIMH) | Bethesda | MD |  |  |  |
| National Institute on Minority Health and Health Disparities (NIMHD) | Bethesda | MD |  |  |  |
| National Institute of Neurological Disorders and Stroke (NINDS) | Bethesda | MD |  |  |  |
| National Institute of Nursing Research (NINR) | Bethesda | MD |  |  |  |
| National Library of Medicine (NLM) | Bethesda | MD |  |  |  |
| Center for Information Technology (CIT) | Bethesda | MD |  |  |  |
| Center for Scientific Review (CSR) | Bethesda | MD |  |  |  |
| Fogarty International Center (FIC) | Bethesda | MD |  |  |  |
| National Center for Complementary and Integrative Health (NCCIH) | Bethesda | MD |  |  |  |
| National Center for Advancing Translational Sciences (NCATS) | Bethesda | MD |  |  |  |
| NIH Clinical Center (CC) | Bethesda | MD |  |  |  |

### Part D.2 – Mandatory and Optional Documents for this Report

In the table below, the agency must submit these documents with its MD-715 report.

| **Did the agency submit the following mandatory documents?** | **Please respond Yes or No** | **Comments** |
| --- | --- | --- |
| Organizational Chart | YES |  |
| EEO Policy Statement | YES |  |
| Strategic Plan | YES |  |
| Anti-Harassment Policy and Procedures | YES |  |
| Reasonable Accommodation Procedures | YES |  |
| Personal Assistance Services Procedures | YES |  |
| Alternative Dispute Resolution Procedures | YES |  |

In the table below, the agency may decide whether to submit these documents with its MD-715 report.

| **Did the agency submit the following optional documents?** | **Please respond Yes or No** | **Comments** |
| --- | --- | --- |
| Federal Equal Opportunity Recruitment Program (FEORP) Report | YES |  |
| Disabled Veterans Affirmative Action Program (DVAAP) Report | YES |  |
| Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548 | NO |  |
| Diversity and Inclusion Plan under Executive Order 13583 | NO |  |
| Diversity Policy Statement | NO |  |
| Human Capital Strategic Plan | NO |  |
| EEO Strategic Plan | NO |  |
| Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey | YES |  |

### Part E – Executive Summary

All agencies must complete Part E.1; however, only agencies with 199 or fewer employees in permanent FT/PT appointments are required to complete Part E.2 to E.5. Agencies with 200 or more employees in permanent FT/PT appointments have the option to Part E.2 to E.5.

### Part E.1 - Executive Summary: Mission

|  |
| --- |
| As the nation’s premier biomedical research institution, the National Institutes of Health (NIH) is devoted to a noble mission of improving the quality of human life, expanding lifespans, and saving lives. The agency conducts and supports biomedical and behavioral research to improve the health of Americans across the Nation addressing diseases and disorders ranging from cancer, diabetes, arthritis, drug abuse to the common cold. We seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability. That mission can best be accomplished when all are given a chance to contribute in the most productive way.  To learn more about the NIH’s mission and how we support diversity and inclusion, go to <https://www.edi.nih.gov/more/agency/nihs-commitment>. |

### Part E.2 - Executive Summary: Essential Element A - F

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| --- |
| **N/A** |

### Part E.3 – Executive Summary: Workforce Analyses

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| --- |
| **N/A** |

### Part E.4 – Executive Summary: Accomplishments

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| --- |
| **Equal Opportunity Magazine names NIH as Top Employer!**  The National Institutes of Health (NIH) took the number 1 spot on the Equal Opportunity Publication’s (EOP) "Top 20 Government Employers Equal Opportunity 2018 Readers' Choice" award. Readers were asked to name the employers that they believe would provide a positive working environment for members of underrepresented groups and places that they would most like to work.  EOP has led the way from affirmative action to diversity recruitment. In 1968 EOP was formed by CEO John R. Miller and Alfred Duckett and was the nation's only interracially owned and staffed company. Alfred also collaborated with Rev. Dr. Martin Luther King, Jr. on the "I Have a Dream" speech. EOP’s first publication was the Equal Opportunity magazine, the nation's first career magazine for minority college graduates.  In 1998 The EOP created the Diversity Resume Database and hosts a diversity and inclusion website, www.eop.com, which includes EOP's Diversity & Inclusion Career Center, a job board offering many user-friendly features for both the job seekers and employers.  We are honored to receive this award. For several years, NIH has been implementing innovative ways to address diversity, and inclusion through various offices, institutes, and initiatives such as, the Office of Equity, Diversity, and Inclusion, whose mission is to cultivate a culture of inclusion where diverse talent is leveraged to advance health discovery. Other diversity offices and programs include, Scientific Workforce Diversity, Diversity Program Consortium (DPC) – our trans-NIH program funded by NIH’s Common Fund and managed by National Institute of General Medical Sciences (NIGMS), Office of Extramural Research’s (OER) Diversity in Extramural Programs, Office of Research on Women’s Health (ORWH), and the National Institute on Minority Health & Health Disparities (NIMHD). This is a monumental achievement for the NIH; having our efforts acknowledged, as well as being recognized as the top organization in the nation’s federal government that supports and endorses diversity. This confirms that we are moving in the right direction towards inclusion.  For more information, please see  <https://www.eop.com/awards-EO.php>.  **Federal Employee Viewpoint Survey- NIH 2018 Accomplishments**   * The NIH’s response rate was 62.2%, representing a 5.1% increase over the previous year. * The NIH’s Inclusion Quotient was 72%, representing a 1% increase over the previous year. * More information can be found on the 2018 NIH FEVS Infographic <https://hr.nih.gov/sites/default/files/public/documents/working-nih/fevs-federal-employment-viewpoint-survey/pdf/2018fevsinfographic.pdf>.   **Please check out our online spaces for additional accomplishments in EEO, Diversity and Inclusion at the NIH:**   * <https://www.edi.nih.gov/> * <https://twitter.com/nih_edi> * <https://www.instagram.com/nih_edi/> * <https://www.youtube.com/user/EDIstandard>     **FY2018 MD-715 IC Accomplishments**  **General Themes Across ICs**   * Professional Development Opportunities for Staff * Pipeline Development through College, University, and Organizations Collaboration and Student Training Opportunities *(Diversifying the Scientific Workforce of the Future)* * Outreach to Diversify the Workforce   **NIMHD**   * Hired the first ever Latina Scientific Director at the National Institutes of Health. * Incorporated a TEAM (Transparency, Empowerment, Accountability, and Mission) concept to improve workplace communication and create a more inclusive environment.   **NIGMS**   * Developed recruitment strategy that has been recognized as a best practice for diversity hiring by the Office of Scientific Workforce Diversity. * **Professional Development for Staff:** Trained a staff member to provide IDP coaching and offers all employees access to resume coaching.   **NICHD**   * **Student Training Opportunities:** Developing Talent Program had 15 students from underrepresented backgrounds at all background levels. * **Professional Development for Staff:** NICHD Connection monthly newsletter focuses on mentoring, careers, and academic programs for young scientists in the intramural division and alumni from diverse groups.   **NIDA**   * During the NIDA Director’s Award ceremony, recognizes individuals and groups who seek to enhance communication, sensitivity to, and collaboration about diversity.   **NIAMS**   * The Intramural Research Program (IRP) has instituted the “Women in Science” initiative to increase the recruitment and retention of women in the biomedical sciences. * The NIAMS Office of the Scientific Director and Career Development have initiated Diversity and Inclusion pilot programs to promote and increase the recruiting of underrepresented populations to the IRP. * All trainees are required to complete Individual Development Programs. * **Pipeline Development through College, University and Organization Collaborations**:   + Establishment of a new relationship with the University of Maryland Baltimore County Meyerhoff Scholars Program. Continued relationship with Trinity University of Washington, DC, Morgan State University, Howard University, University of Pennsylvania, and Southern Methodist University.   + In collaboration with NIGMS, hosted over 60 students from the National Youth Alliance for Native Americans for a campus tour, laboratory demonstrations, and interaction with NIAMS IRP Scientists and Trainees.   **NIAAA**   * **Pipeline Development through College, University and Organizational Collaborations**:   + Participated with NIH in hosting 18 Native American students from the Native American Youth Initiative organized through the Association of American Indian Physicians and the NIH Blueprint ENDURE program. * **Professional Development for Staff:**   + Hosts an “Inclusion and Diversity Seminar Series” to discuss topics on what inclusion may mean or look like for the organization. FY18 workshops focused on People with Disabilities.   + “Create Your Future” initiative featured a two-day training to help staff develop professionally and achieve their career goals.   **NHGRI**   * **Pipeline Development through College, University and Organizational Collaborations**:   + Developed new initiative with the Tribal Colleges Consortium on Genetics Training (TCCGT) to increase access and training opportunities in genomic sciences for individuals of Native American background.   + Developed a partnership with Montgomery College to encourage and recruit male students from disadvantaged backgrounds in the biomedical sciences. NHGRI is contributing resources to Montgomery *College (answering the question of filling the need at every level through multiple mechanisms—if one cannot come to the NIH to complete a research experience, how can we take the resources to them?)*.   + Partnership with the STEM Collegian Center at Prince George’s Community College by participating in the program’s monthly seminar series. *(Answers the question of filling the need at every level through multiple mechanisms—if one cannot come to the NIH to complete a research experience, how can we take the resources to them?)*.   + **Student Training Opportunities:** Over the past two summers, NHGRI has hosted 37 summer interns, of which 12 were African-American, nine were Hispanic/Latino, and 4 were Native American. * **Professional Development for Staff:**   + Developed IC-wide mentoring program to support all employees in finding mentoring partnerships that will help forge professional relationships resulting in the overall development and knowledge sharing across the IC. |

### Part E.5 – Executive Summary: Planned Activities

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| --- |
| N/A |

PART F: Certification of Establishment of Continuing Equal Employment Opportunity Programs

I, **Debra C. Chew, Esq., Director, Office of Equity, Diversity and Inclusion, ES-340,** am the Principal EEO Director/Official for **National Institutes of Health, Department of Health and Human Services.**

The agency has conducted an annual self-assessment of Section 717 and Section 50I 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 workforce profiles and has plans to conduct 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.

Debra C. Chew, Esq., Director, EDI Signature of Debra C. Chew Esq. 5/10/19

Signature of Principal EEO Director/Official

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

Francis S. Collins, **M.D.,** Ph.D., Director, NIHSignature of Dr. Francis Collins, Director, NIH 5/8/19

Signature of Agency Head or Agency Head Designee

## MD-715 - PART G Agency Self-Assessment Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **A.1 – The agency issues an effective, up-to-date EEO policy statement.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | Yes | 8/9/2018 <https://www.edi.nih.gov/blog/news/nih-directors-2018-eeodi-policy-statement> |
| **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)] | Yes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **A.2 – The agency has communicated EEO policies and procedures to all employees.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **A.2.a** | Does the agency disseminate the following policies and procedures to all employees: | Yes |  |
| **A.2.a.1** | Anti-harassment policy? [see MD 715, II(A)] | Yes | NIH has issued two new policies that apply to all NIH employees, contractors, fellows, trainees, and visitors at NIH facilities:  Manual Chapter 1311: Prevention of Harassment and Inappropriate Conduct; and NIH Policy Statement: Personal Relationships in the Workplace. For more information refer to <https://hr.nih.gov/working-nih/civil/nih-civil-program-related-policy> |
| **A.2.a.2** | Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)] | No | The EEOC has approved NIH’s RA Policy and Procedures and they are currently being reviewed by the NIH Unions. Any changes will be re-approved by the EEOC prior to dissemination |
| **A.2.b** | Does the agency prominently post the following information throughout the workplace and on its public website: | Yes | Posters, websites |
| **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)] | Yes | Posters, websites |
| **A.2.b.2** | Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)] | Yes | Posters, websites |
| **A.2.b.3** | Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column. | Yes | The EEOC has approved NIH’s RA Policy and Procedures and they are currently being reviewed by the NIH Unions. Any changes will be re-approved by the EEOC prior to posting |
| **A.2.c** | Does the agency inform its employees about the following topics: | Yes |  |
| **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. | Yes | Annually through the EDI Cares Email, 11/1/2017 plus ongoing via posters, websites, training classes |
| **A.2.c.2** | ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often. | Yes | Annually through the EDI Cares Email, last sent on 11/1/2017 |
| **A.2.c.3** | Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often. | No |  |
| **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. | Yes | Annually. Most recently the training was updated on 10/22/18 plus ongoing via posters, websites, training classes. All employees are mandated to view a training video |
| **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. | Yes | Annually through the EDI Cares Email, 11/1/2017 plus ongoing via posters, websites (e.g., toolkits), training classes |

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| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **A.3 – The agency assesses and ensures EEO principles are part of its culture.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Compliance Indicator** |
| **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. | Yes | Harvey J. Bullock Award for Equity, Diversity, and Inclusion; Yvonne Thompson Maddox Award for Equity, Diversity, and Inclusion; and NIH Equity, Diversity, and Inclusion Award of the Year awards are examples of recognition for superior accomplishments in EEO |
| **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] | Yes |  |

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| --- | --- | --- | --- |
| **Essential Element B: Integration of EEO into the agency’s Strategic Mission This element requires that the agency’s EEO programs are structured to maintain a workplace that is free from discrimination and support the agency’s strategic mission.** | | | |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **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.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | Yes |  |
| **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. | N/A |  |
| **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)] | Yes |  |
| **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] | Yes |  |
| **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. | Yes | 2/14/2017 |
| **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)] | Yes |  |

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| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **B.2 – The EEO Director controls all aspects of the EEO program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Compliance Indicator** |
| **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)] | Yes |  |
| **B.2.b** | Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)] | Yes |  |
| **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.] | Yes |  |
| **B.2.d** | Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.] | N/A | Handle at the DHHS level. |
| **B.2.e** | Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502] | Yes |  |
| **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)] | Yes |  |
| **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) and (c)(3)] | Yes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | Yes |  |
| **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. | Yes | Enhance Workforce Diversity. NIH strongly believes that diversity in the biomedical research workforce is critical to producing new scientific discoveries. From NIH’s vantage point, racial and ethnic diversity is paramount. It is also important to pursue diversity in other areas, including sex and gender, socioeconomic status, geographic location, and disability status. <https://www.nih.gov/sites/default/files/about-nih/strategic-plan-fy2016-2020-508.pdf> |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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: | Yes |  |
| **B.4.a.1** | to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)] | Yes |  |
| **B.4.a.2** | to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)] | No | Contract will provide additional assistance |
| **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)] | No | New H Plan |
| **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. | Yes |  |
| **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)] | N/A |  |
| **B.4.a.6** | to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)] | Yes | We provide digital and/or print posters NIH-wide, including training materials, web materials, printed materials |
| **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. | Yes | Data Collection and tracking systems for workforce demographics and applicant flow |
| **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] | Yes |  |
| **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] | Yes | For more information refer to <https://hr.nih.gov/working-nih/civil> |
| **B.4.a.10** | to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)] | Yes |  |
| **B.4.a.11** | to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)] | Yes |  |
| **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)] | Yes |  |
| **B.4.c** | Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)] | Yes |  |
| **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? | Yes |  |
| **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? | Yes |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **B.5.a** | Pursuant to 29 CFR § 1614.102(a)(5),have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program: |  | . |
| **B.5.a.1** | EEO Complaint Process? [see MD-715(II)(B)] | No | Of the 17,327 Permanent employees at the NIH 5,341 are supervisor’s & managers. 71.4% of all supervisor’s & managers have completed training. Data Source: nVISION (NIH internal data system), and HHS LMS  New H Plan |
| **B.5.a.2** | Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)] | No | The EEOC and the NIH Unions have reviewed and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Subsequently, all managers will be trained under the new policy. |
| **B.5.a.3** | Anti-Harassment Policy? [see MD-715(II)(B)] | No | New H Plan |
| **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)] | No |  |
| **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)] | No |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **B.6 – The agency involves managers in the implementation of its EEO program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **B.6.a** | Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I] | Yes |  |
| **B.6.b** | Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I] | No |  |
| **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] | No |  |
| **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)] | No |  |

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| **Essential Element C: Management and Program Accountability This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency’s EEO Program and Plan.** | | | |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **C.1 – The agency conducts regular internal audits of its component and field offices.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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. | N/A |  |
| **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. | N/A |  |
| **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)] | N/A |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **C.2 – The agency has established procedures to prevent all forms of EEO discrimination.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **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)] | Yes | NIH has issued two new policies that apply to all NIH employees, contractors, fellows, trainees, and visitors at NIH facilities:  Manual Chapter 1311: Prevention of Harassment and Inappropriate Conduct; and NIH Policy Statement: Personal Relationships in the Workplace  For more information refer to <https://hr.nih.gov/working-nih/civil/nih-civil-program-related-policy> |
| **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] | Yes |  |
| **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] | Yes |  |
| **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)] | Yes |  |
| **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.] | Yes |  |
| **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. | Yes |  |
| **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)] | Yes |  |
| **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)] | No | The EEOC has approved NIH’s RA Policy and Procedures and they are currently being reviewed by the NIH Unions. Any changes will be re-approved by the EEOC |
| **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)] | Yes | The RA SOP will be updated to reflect this activity |
| **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)] | Yes |  |
| **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)] | Yes |  |
| **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)] | Yes |  |
| **C.2.b.5** | Does the agency process all accommodation requests 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 in the comments column. | No | Between 81% - 88% of all accommodation requests were processed within the required timeframe |
| **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)] | No |  |
| **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. | No |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **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? | Yes |  |
| **C.3.b** | Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities: | N/A |  |
| **C.3.b.1** | Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I] | No |  |
| **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)] | No |  |
| **C.3.b.3** | Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)] | No |  |
| **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] | No |  |
| **C.3.b.5** | Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)] | No |  |
| **C.3.b.6** | Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)] | No |  |
| **C.3.b.7** | Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)] | No |  |
| **C.3.b.8** | Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2] | No |  |
| **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)] | No |  |
| **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)] | No | When there is a finding or a settlement due to management’s inaction or inappropriate action, the EDI Director provides guidance |
| **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)] | No | See above |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | Yes |  |
| **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] | No |  |
| **C.4.c** | Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)] | No |  |
| **C.4.d** | Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)] | No |  |
| **C.4.e** | Pursuant toSection II(C) of MD-715,does the EEO office collaborate with the HR office to: | Yes |  |
| **C.4.e.1** | Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)] | No |  |
| **C.4.e.2** | Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)] | Yes |  |
| **C.4.e.3** | Develop and/or provide training for managers and employees? [see MD-715, II(C)] | Yes |  |
| **C.4.e.4** | Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)] | No |  |
| **C.4.e.5** | Assist in preparing the MD-715 report? [see MD-715, II(C)] | No |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **C.5.a** | Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981) | Yes |  |
| **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. | No | Establishing a tracking system of discipline or sanctioning for discriminatory conduct |
| **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?[see MD-715, II(C)] | Yes | We inform the Responsible Management Official and the Executive Officer |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **C.6 – The EEO office advises managers/supervisors on EEO matters.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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. | Yes | Biannually |
| **C.6.b** | Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I] | Yes |  |

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| **Essential Element D: Proactive Prevention This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.** | | | |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **D.1.a** | Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I] | No |  |
| **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; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] | Yes |  |
| **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)] | No |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **D.2.a** | Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)] | No |  |
| **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)] | No |  |
| **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)] | Yes | In coordination with NIH Office of Management Analysis (OMA), EDI reviews all proposed organization changes at the NIH  <https://policymanual.nih.gov/0001> |
| **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, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column. | No | Sources of data include but are not limited to: complaint/grievance data, employee climate surveys, affinity groups, anti-harassment program, special emphasis programs, reasonable accommodation program |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **D.3 – The agency establishes appropriate action plans to remove identified barriers.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **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)] | N/A |  |
| **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)] | N/A |  |
| **D.3.c** | Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)] | N/A |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **New Indicator** |
| **D.4.a** | Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments. | No |  |
| **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)] | No |  |
| **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)] | No |  |
| **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)] | No |  |

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| **Essential Element E: Efficiency This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency’s EEO programs and an efficient and fair dispute resolution process.** | | | |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **E.1 -** **The agency maintains an efficient, fair, and impartial complaint resolution process.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **E.1.a** | Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105? | Yes |  |
| **E.1.b** | Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session**,** pursuant to29 CFR §1614.105(b)(1)? | Yes |  |
| **E.1.c** | Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant toMD-110, Ch. 5(I)? | Yes |  |
| **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. | Yes | The average processing time is 60 calendar days. |
| **E.1.e** | Does the agency ensure 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 to29 CFR §1614.102(b)(6)? | Yes |  |
| **E.1.f** | Does the agency timely complete investigations, pursuant to 29 CFR §1614.108? | No | 132 average days for processing of investigations completed in 180 days or less  250 average days for processing of investigations completed in 181 - 360 days |
| **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)? | Yes |  |
| **E.1.h** | When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to29 CFR §1614.110(b)? | No | New Plan |
| **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)? | N/A | Handled at the DHHS Level |
| **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. | Yes |  |
| **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)] | Yes |  |
| **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)] | Yes |  |

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| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **E.2 – The agency has a neutral EEO process.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **Revised Indicator** |
| **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)] | Yes |  |
| **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. | Yes |  |
| **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)] | N/A | We do not rely on the agency defensive function to conduct the legal sufficiency review. |
| **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)] | Yes |  |
| **E.2.e** | If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? EEOC Report, *Attaining a Model Agency Program: Efficiency* (Dec. 1, 2004) | N/A |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | No | New H Plan |
| **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)] | Yes |  |
| **E.3.c** | Does the agency encourage all employees to use ADR, where ADR is appropriate?[see MD-110, Ch. 3(IV)(C)] | Yes |  |
| **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)] | Yes |  |
| **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)] | Yes |  |
| **E.3.f** | Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)] | Yes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **E.4.a** | Does the agency have systems in place to accurately collect, monitor, and analyze the following data: | Yes |  |
| **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)] | Yes |  |
| **E.4.a.2** | The race, national origin, sex, and disability status of agency employees?[see 29 CFR §1614.601(a)] | Yes |  |
| **E.4.a.3** | Recruitment activities? [see MD-715, II(E)] | No |  |
| **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)] | No |  |
| **E.4.a.5** | The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)] | Yes |  |
| **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] | Yes |  |
| **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] | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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. | Yes | NIH uses iComplaints as the tool to develop complaints trends reports |
| **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. | Yes | Barrier Analysis benchmarking |
| **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)] | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Element F: Responsiveness and Legal Compliance This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.** | | | |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | Yes |  |
| **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)] | Yes |  |
| **F.1.c** | Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)] | Yes |  |
| **F.1.d** | Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)] | Yes |  |
| **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)] | Yes | Add Kim as the Compliance Officer to Part A-D |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings.  **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings.  **Measures** | **F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.** | **Measure Met?**  **(Yes/No/NA)** | **Comments**  **Indicator moved from E-III Revised** |
| **F.2.a** | Does the agency timely respond and fully comply with EEOC orders?[see 29 CFR §1614.502; MD-715, II(E)] | No |  |
| **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)] | Yes |  |
| **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] | Yes | No findings for FY 2018 |
| **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)] | N/A | Handled at DHHS Level |
| **F.2.a.4** | Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance? | Yes |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Right pointing Arrow indicating that "Compliance Indicator" are the column headings. **Compliance Indicator**  Down pointing Arrow indicating that "Measures" are the row headings. **Measures** | **F.3 - The agency reports to EEOC its program efforts and accomplishments.** | **Measure Met?**  **(Yes/No/NA)** | **Comments** |
| **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)] | N/A | Handled at the DHHS Level |
| **F.3.b** | Does the agency timely post on its public webpage its quarterly No FEAR Act data?[see 29 CFR §1614.703(d)] | Yes |  |

## MD-715 – Part H

## Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Demonstrated Commitment From agency Leadership** | Does the agency disseminate the following policies and procedures to all employees: Reasonable accommodation procedures? **(A.2.a.2**) |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Disseminate reasonable accommodation procedures to all NIH staff. | 03/31/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 2/30/2019 | Finalize NIH’s Reasonable Accommodations policy and procedures and update the current manual chapter on RA. | Yes |  |  |
| 3/31/2019 | Disseminate RA Policy & Procedures to all NIH staff via an all hands email with a link to the posting on the EDI website. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Demonstrated Commitment From agency Leadership** | Does the agency prominently post the following information throughout the workplace and on its public website: Reasonable accommodation procedures? **(A.2.b.3)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Post reasonable accommodation procedures throughout the workplace and on the NIH public website. | 03/31/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 03/31/2019 | Post approved NIH RA Policy and Procedures throughout the NIH, including prominent locations and on the EDI website. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | Does the agency inform its employees about the following topics:Reasonable accommodation program? (**A.2.c.3)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Develop and disseminate RA resources to the NIH community. | 12/31/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 12/31/2020 | Develop and disseminate RA resources to the NIH community to include a Diversity, EEO, and RA “flip guide”. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

| **FY 2019 National Institutes of Health Plan** | |
| --- | --- |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | Has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, to enable the agency to conduct a thorough barrier analysis of its workforce? **(B.4.a.2)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Contract with external vendor executed. | 7/31/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/31/2019 | Statement of Work Approved. | Yes |  |  |
| 3/31/2019 | Identify EDI representatives to provide technical assistance to the contractor. | Yes |  |  |
| 4/30/2019 | Statement of Work Posted. | Yes |  |  |
| 5/30/2019 | Select Vendor. | Yes |  |  |
| 7/31/2019 | Contract Executed. | Yes |  |  |
| 7/31/2019 | Provide the contractor with available data sources and recommended Barrier Analysis Investigative Plans. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **FY 2019 National Institutes of Health Plan** | |
| --- | --- |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | Has the agency allocated sufficient funding and qualified staffing to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? **(B.4.a.3)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/30/2019 | NIH seeks to increase the budget and staffing to fully support the success of its EEO program areas of investigations, final agency decisions, and mediation services. | 4/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Resolutions and Equity, EDI | Kimberly Kirkpatrick | Yes |
| Branch Chief, Formal Complaints | Kenrick Small | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/30/2020 | EDI will work with NIH leadership for alternative sources for EEO investigations, mediations (ADR), and final agency decisions. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | These services were previously provided for a fee through a central contract through HHS. On April 26, 2019, HHS informed all HHS Operating Divisions (OpDivs), including the NIH, that they contract for EEO investigations, Final Agency Decisions, EEO Counseling, Mediation services which was set to expire on 4/30/2019 would not be renewed and that OpDivs were charged with figuring out how to provide those services. On May 1, 2019, Cynthia Richardson-Crooks, J.D., Director, Equal Employment Opportunity Compliance & Operations, Department of Health and Human Services held a conference call with the EEO Directors of the HHS OpDivs and informed them that the contract would in fact be renewed for one more year to allow the OpDivs time to put plans in place to perform these services. However, OpDivs were told that we are not permitted to put contracts in place for these services. The contract will be extended to 4/30/2020 and thereafter services are to be provided at the OpDiv level. OpDivs were advised to evaluate internal resources to assume future investigative, mediation, FAD writing, and counseling services effective 4/30/2020. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| **Integration of EEO into the agency’s Strategic Mission** | Pursuant to 29 CFR § 1614.102(a)(5),have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program: EEO Complaints Process **(B.5.a.1).** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2019 | Ensure that all NIH managers and supervisors receive training related to the EEO Complaints Process. | 9/30/2022 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Data Analytics and Customer Outreach Division (DACO), EDI | Dr. Shelma Little | Yes |
| Chief, Customer Outreach and Education Branch, DACO, EDI | Dr. Anna Han | Yes |

**Planned Activities Toward Completion of Objective 1)**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2022 | Provide training on the EEO Complaints process for all managers and supervisors. |  |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **FY 2019 National Institutes of Health Plan** | |
| --- | --- |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | All managers and supervisors have not yet received training on their responsibilities under the following area: Reasonable Accommodation Procedures. **(B.5.a.2)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Provide RA training to all NIH managers, supervisors and employees. | 1/31/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/17 | Roll out new RA training for managers, supervisors and employees. | Yes |  | 9/30/17 |
| 12/31/18 | Draft a new RA policy and procedures for dissemination to the NIH workforce and new employees. Once approved by NIH senior leadership, the policy and procedures will be posted on the EDI website and will be communicated to new employees at orientation (depending on business case approval.) | Yes |  | 12/31/18 |
| 1/31/20 | Ensure that the new online NoFEAR training module identifies responsibilities with regard to RA procedures. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| **Integration of EEO into the agency’s Strategic Mission** | All managers and supervisors have not yet received training on their responsibilities under the following area: Anti-Harassment Policy  **(B.5.a.3).** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2019 | Provide Anti-Harassment Policy training to all NIH managers, and supervisors. | 12/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Data Analytics and Customer Outreach Division (DACO), EDI | Dr. Shelma Little | Yes |
| Chief, Customer Outreach and Education Branch, DACO, EDI | Dr. Anna Han | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 12/30/2020 | Roll out new Anti-Harassment Training for all managers and supervisors. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| **Integration of EEO into the agency’s Strategic Mission** | NIH must ensure that all managers and supervisors receive training that equips them with interpersonal skills to communicate with and manage a diverse workforce. Such training can prevent disputes by improving communication. **(B.5.a.4) & (C.3.b.4).** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2019 | Ensure that all NIH managers and supervisors receive training related to interpersonal skills needed to manage a diverse workforce. | 6/30/2022 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Data Analytics and Customer Outreach Division (DACO), EDI | Dr. Shelma Little | Yes |
| Chief, Customer Outreach and Education Branch, DACO, EDI | Dr. Anna Han | Yes |

**Planned Activities Toward Completion of Objective 1)**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 12/30/2019 | Collaborate with the NIH Training Coordinators to identify ways to provide interpersonal skills training to manage a diverse workforce. | Yes |  |  |
| 6/30/2020 | Include content related to interpersonal skills needed to manage a diverse workforce in EDI’s in-person trainings. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **FY 2019 National Institutes of Health Plan** | |
| --- | --- |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | All managers and supervisors have not yet received training on their responsibilities under the following area: Alternative Dispute Resolution Procedures (ADR). **(B.5.a.5)** |  |  | GEM |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/10/2019 | Provide ADR training to all NIH managers, and supervisors. | 9/30/2022 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Data Analytics and Customer Outreach Division (DACO), EDI | Dr. Shelma Little | Yes |
| Chief, Customer Outreach and Education Branch, DACO, EDI | Dr. Anna Han | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2022 | Provide ADR training for all managers, and supervisors. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | Do senior managers participate in the barrier analysis process? **(B.6.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Ensure Champions of Special Emphasis Engagement Teams are actively engaged in the barrier analysis process. | 10/31/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 7/31/2019 | Begin a series of “Get to know your SEP Executive Champion” briefings, workshops, seminars, and conversations. | Yes |  |  |
| 9/30/2019 | Share the working group’s findings with EDI and NIH leadership. | Yes |  |  |
| 10/31/2019 | Conduct data analysis by using appropriate comparators and statistical methods, analyze and identify triggers to find possible barriers utilizing the EEOC root cause analysis/decision tree approach. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | When barriers are identified, do senior managers assist in developing agency EEO action plans? **(B.6.c)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Involve senior manager Champions of Special Emphasis Engagement Teams in action planning for addressing barriers. | 9/30/2023 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2023 | Develop tailored action plans for improvement, developing overall objectives for barrier elimination with corresponding action items, responsible personnel and target dates. Ensure that the Champions of the SEP Engagement teams are engaged in action planning for addressing barriers. |  |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? **(B.6.d)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Involve senior manager Champions of Special Emphasis Engagement Teams in incorporating the EEO Action Plan Objectives into NIH and IC strategic plans. | 09/30/2023 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 7/31/2019 | Update the Standard Operating Procedures (SOP) for Executive Champions of the Special Emphasis Portfolio (SEP) engagement teams, including the responsibility to implement EEO Action Plans and Incorporate those plans into agency and IC strategic plans. | Yes |  |  |
| 9/30/2023 | Develop tailored action plans for improvement, developing overall objectives for barrier elimination with corresponding action items, responsible personnel and target dates. Ensure that the Champions of the SEP Engagement teams are engaged in action planning for addressing barriers. |  |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | The agency has not established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance. **(C.2.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Establish a process for timely processing and tracking of all NIH reasonable accommodation requests. | 1/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, EDI | Deb Chew | Yes |
| Director, GEM | Kendrick Gibbs | Yes |
| RA Branch Chief | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2020 | Establish a process for timely processing and tracking of all NIH reasonable accommodation requests. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | NIH does not process all accommodation requests within the time frame set forth in its reasonable accommodation procedures. **(C.2.b.5)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Establish a process for timely processing and tracking of all NIH reasonable accommodation requests. | 12/31/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 12/31/2020 | Utilize the RA tracking system to increase the accuracy of the RA data collected from ICs. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan. In FY 2018 NIH received approximately 327 Reasonable Accommodation (RA) requests. Of the 327 RA requests a cumulative total of 297 (between 81% - 88%) were filled in a timely fashion according to NIH RA procedure guidelines. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |  |
| --- | --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | The agency has not 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. **(C.2.c)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Establish procedures for processing requests for personal assistance services. | 04/30/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 04/30/2019 | Develop SOPs to specifically address the provision of personal assistance services utilizing HHS’s contract vehicle. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | The agency has not posted its procedures for processing requests for Personal Assistance Services on its public website. **(C.2.c.1)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Post procedures for processing requests for Personal Assistance Services on the NIH public website. | 05/30/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 05/30/2019 | Post procedures for processing requests for Personal Assistance Services on the NIH public website. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The EEOC and the NIH Unions have reviewed, and approved NIH’s RA Policy and Procedures and they are currently being updated in the NIH Manual Chapters. Any changes will be re-approved by the EEOC prior to dissemination. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| Management and Program Accountability | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings. **(C.3.b.1)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on conflict resolution and the participation in ADR proceedings. | 9/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations on a guidance document for rating officials to evaluate the performance of managers and supervisors on conflict resolution and the participation in ADR proceedings. | Yes |  |  |
| 12/30/2019 | EDI will work with OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators. **(C.3.b.2)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on MD-110 instructions. | 9/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |
| Director, R&E Division | Kimberly Kirkpatrick | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations for rating officials to evaluate the performance of managers and supervisors on MD-110 instructions, including cooperating with EEO counselors and investigators. | Yes |  |  |
| 12/30/2019 | EDI will work with OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation. **(C.3.b.3)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation? | 9/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations for a guidance document for rating officials to evaluate the performance of managers and supervisors on ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation. | Yes |  |  |
| 12/30/2019 | EDI will work with Civil and OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Provide religious accommodations when such accommodations do not cause an undue hardship. **(C.3.b.5)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on providing religious accommodations. | 09/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations for a guidance document for rating officials to evaluate the performance of managers and supervisors on providing religious accommodations. |  |  |  |
| 12/30/2019 | EDI will work with OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors on providing religious accommodations. |  |  |  |
| 9/30/2020 | Implement guidance document. |  |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. |  |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Provide disability accommodations when such accommodations do not cause an undue hardship. **(C.3.b.6)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on providing reasonable accommodations. | 09/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations a guidance document for rating officials to evaluate the performance of managers and supervisors on providing reasonable accommodations. | Yes |  |  |
| 12/30/2019 | EDI will work with OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Support the EEO program in identifying and removing barriers to equal opportunity. **(C.3.b.7)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on supporting the barrier analysis initiative. | 09/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations for a guidance document for managers and supervisors to support the EEO program in identifying and removing barriers to equal opportunity. | Yes |  |  |
| 12/30/2019 | EDI will work with OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors to support the EEO program in identifying and removing barriers to equal opportunity. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: Support the anti-harassment program in investigating and correcting harassing conduct. **(C.3.b.8)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on procedures for investigating and correcting harassing conduct. | 9/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations for a guidance document to evaluate the performance of managers and supervisors on procedures for investigating and correcting harassing conduct. | Yes |  |  |
| 12/30/19 | EDI will work with Civil and OHR to formulate viable plans to develop a guidance document for rating officials to evaluate the performance of managers and supervisors on procedures for investigating and correcting harassing conduct. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | NIH does not require rating officials to evaluate the performance of managers and supervisors based on the following activities: 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. **(C.3.b.9)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Develop a guidance document for rating officials to evaluate the performance of managers and supervisors on complying 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. | 9/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | Develop proposal of recommendations to evaluate the performance of managers and supervisors on complying 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. | Yes |  |  |
| 12/30/2019 | EDI will work with Civil and OHR to formulate viable plans to develop a guidance document. | Yes |  |  |
| 9/30/2020 | Implement guidance document. | Yes |  |  |
| 9/30/2021 | Evaluate effectiveness of guidance document. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | 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? **(C.3.c)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/1/2019 | Ensure that the EEO Director provides guidance on improvements or corrections, including remedial or disciplinary actions, for managers and supervisors when there is a finding or settlement due to management’s inaction or inappropriate action. | 11/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Guidance Education and Marketing, EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 11/30/2020 | Provide guidance on improvements or corrections, including remedial or disciplinary actions, for managers and supervisors when there is a finding or settlement due to management’s inaction or inappropriate action. | Yes |  |  |
| 11/30/2020 | The EEO Director will provide guidance on GS-15 and SES managers and supervisors when there is a finding or settlement due to management’s inaction or inappropriate action. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? **C.3.d** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/1/2019 | Develop a Strategic Plan that establishes procedures for the EEO Director to track and monitor whether the EEO Director’s recommendations on remedial or disciplinary actions are implemented for managers and supervisors. | 11/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Guidance Education and Marketing, EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 04/30/2020 | Form a working group consisting of key EDI and OHR personnel to develop a Strategic Plan on tracking and monitoring whether the EEO Director’s recommendations on remedial or disciplinary actions are implemented for managers and supervisors. | Yes |  |  |
| 08/30/2020 | Develop Strategic Plan on tracking and monitoring whether the EEO Director’s recommendations on remedial or disciplinary actions are implemented for managers and supervisors. |  |  |  |
| 11/30/2020 | Develop SOPs on tracking the EEO Director’s recommendations on remedial or disciplinary actions for managers and supervisors AND whether they are implemented. |  |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | 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? **(C.4.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 6/30/2021 | Establish timetables to review at regular intervals policies, practices, and procedures, including the merit promotion program, employee recognition awards program, and development/training programs for systemic barriers that may be impeding full participation in the program by all EEO groups. | 6/30/2025 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 6/30/2022 | Working with OHR, determine all NIH policies and procedures that are related to merit promotion, employee recognition, employee development/training programs. | Yes |  |  |
| 6/30/2023 | Work with OHR to develop a reasonable timeline to review these policies related to merit promotion, recognition, development and training programs for barriers to various populations. | Yes |  |  |
| 6/30/2024 | Work with OHR to understand the number of management/personnel policies, procedures, and practices that currently exist. | Yes |  |  |
| 6/30/2025 | Working with OHR, formulate a timeline and schedule for a review of all NIH policies that fall in these management/personnel domains. Develop timelines with milestones for a review of these OHR policies. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | Does the EEO office have timely access to accurate and complete data (e.g., demographic data for leadership, training, and career development programs, required to prepare the MD-715 workforce data tables. **(C.4.c)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Establish the necessary processes to obtain the required data sources to prepare the MD-715 plan and report and conduct barrier analysis. | 3/31/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |
| Director, Data Analytics and Customer Outreach, EDI | Shelma Little | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 5/15/2019 | Identify the systems and required data sources needed to prepare the MD-715 plan and report as well as conduct barrier analysis. | Yes |  |  |
| 9/30/2019 | EDI will work with OHR to formulate viable plans to establish the necessary processes to obtain the required data sources to prepare the MD-715 plan and report and conduct barrier analysis. | Yes |  |  |
| 10/31/2019 | Identify any data deficiencies and establish corrective action plans. Request ad hoc BIIS reports from HHS. | Yes |  |  |
| 3/31/2020 | Collaborate with the NIH training coordinators to expand existing reporting processes to collect information on career development and leadership training. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H Plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | Does the HR office timely provide the EEO office timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? **(C.4.d)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Establish a process to collect all exit interview data from all 27 ICs at the NIH. | 12/31/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 6/30/2019 | Review the NIH-wide policy and procedures for exit interviews. | Yes |  |  |
| 7/30/2019 | EDI will work with OHR to formulate viable plans to gain timely access to employee exit interview reports upon request. | Yes |  |  |
| 12/31/2020 | Establish a process to conduct a data call and provide reports regarding employee exit interview data from all 27 ICs upon request. Determine what, if any processes, policies, and procedures are being utilized to collect, analyze, and produce exit interview reports. Conduct analysis on the number of people offered an exit interview vs. the number of people who do an exit interview. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | Does the EEO office collaborate with the HR office to implement the Affirmative Action Plan for Individuals with Disabilities? **(C.4.e.1)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Establish a process for the EEO office to collaborate with the HR office to implement the Affirmative Action Plan for Individuals with Disabilities. | 9/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/31/2020 | EDI will work with OHR to formulate viable plans to implement the Affirmative Action Plan for Individuals with Disabilities. | Yes |  |  |
| 7/30/2020 | Explore the current usage of the NIH Schedule A database and identify methods or processes to increase usage of the database. | Yes |  |  |
| 8/30/2020 | Provide training to all hiring managers on the use of hiring authorities that take disability into account. Training should also include upward mobility strategies for PWD. | Yes |  |  |
| 9/30/2020 | When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A, 30% Disabled Veteran), create a standardized process for determining if the individual is eligible for appointment under such authority. If so, forward the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently.  The NIH’s Affirmative Action Plan is an integral tool used in assessing the affirmative action program for people with disabilities and people with targeted disabilities under Section 501 of the Rehabilitation Act of 1973. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | Does the EEO office collaborate with the HR office to identify and remove barriers to equal opportunity in the workplace? **(C.4.e.4)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 01/01/2019 | Establish trans-NIH working groups to identify and assess triggers and work towards eliminating barriers. | 9/30/2025 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Diversity and Inclusion | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 8/15/2019 | Implement a series of working group meetings to conduct barrier analysis. | Yes |  |  |
| 9/30/2019 | EDI will work with OHR, COSWD, and other NIH stakeholders through the working group to formulate viable plans to identify and remove barriers to equal opportunity in the workplace. | Yes |  |  |
| 9/30/2019 | Identify two triggers for further examination and develop a report of the working group’s progress. | Yes |  |  |
| 10/31/2019 | Share the working group’s progress with EDI and NIH Leadership. | Yes |  |  |
| 10/31/2019 | Conduct data analysis by using appropriate comparators and statistical methods, analyze and identify triggers to find possible barriers utilizing the EEOC root cause analysis/decision tree approach. | Yes |  |  |
| 12/31/2021 | In collaboration with the workgroup, conduct root cause analyses to determine the causes of the identified triggers and pinpoint the causes of the discovered barriers. | Yes |  |  |
| 9/30/2023 | Develop tailored action plans for improvement, developing overall objectives for barrier elimination with corresponding action items, responsible personnel and target dates. Ensure that the Champions of the SEP Engagement teams are engaged in action planning for addressing barriers. | Yes |  |  |
| 9/30/2025 | In collaboration with the workgroup, successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | Does the EEO office collaborate with the HR office to assist in preparing the MD-715 report? **(C.4.e.5)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Establish a process for the HR office to assist in preparing the MD-715 report, including providing input into the H, I, and J plans, accomplishments, and data analysis. | 9/31/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/31/2020 | Collaborate on standardizing the processes needed to get senior leaders in OHR to provide input for the annual MD-715 report, including providing input into the H, I, and J plans, accomplishments, and data analysis. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | Updated Standard Operating Procedures for MD-715 will include the process for data collection and MD-715 review with OHR. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Management and Program Accountability** | When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? **(C.5.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/1/2019 | Establish a system of tracking of discipline or sanctioning of managers and employees for discriminatory conduct. | 11/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Guidance Education and Marketing, EDI | Kendrick Gibbs | Yes |
| Chief, Access & Equity Branch | Stephon Scott | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 11/30/2020 | Establish a system of tracking of discipline or sanctioning of managers and employees for discriminatory conduct. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | Does the agency have a process for identifying triggers in the workplace? (**D.1.a)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 01/01/2018 | Establish a process for identifying triggers, and then identify potential triggers or anomalies for all protected populations. | 10/31/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2019 | EDI will work with OHR, COSWD, and other NIH stakeholders through the working group to establish a process for identifying triggers, utilizing the employee lifecycle. | Yes |  |  |
| 10/31/2019 | Conduct data analysis by using appropriate comparators and statistical methods, analyze and identify triggers to find possible barriers utilizing the EEOC root cause analysis/decision tree approach. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **FY 2018** | The NIH has begun to identify triggers in our workforce using an investigative team approach. We utilized the root cause analysis questions outlined by the EEOC to guide this trigger identification process.  The Division of Diversity & Inclusion Strategists assessed all elements of the employee life cycle (recruitment, selection, promotion, career development, retention, and separation) and identified at least two triggers for each protected population group. Based on the areas of the identified triggers, SEPs and Diversity and Inclusion Strategists worked collaboratively to develop an investigative strategy for identifying triggers across all populations in the NIH workforce. Triggers have been identified using a variety of sources including the compulsory snapshots in the A and B data tables, as well as other information sources.  The identified triggers will serve as the foundation for the work of identifying potential barriers in our workforce. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | 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? **(D.1.c)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2020 | EDI will work with OHR, COSWD, and other NIH stakeholders through the working group to establish and 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. | 6/30/2025 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 6/30/2024 | EDI will work with OHR to formulate viable plans to 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. | Yes |  |  |
| 9/30/2024 | Review NIH and IC’s current policies and standard operating procedures on the exit interview and survey process to ascertain more detailed information on triggers impacting separations among PWD and PWTD. | No |  |  |
| 6/30/2025 | Recommend exit interview questions related to PWD and PWTD to be implemented across all 27 ICs and the NIH. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | Does the agency have a process for analyzing the identified triggers to find possible barriers? **(D.2.a)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Establish a process for analyzing the identified triggers to find possible barriers. | 12/31/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 12/31/18 | Conduct benchmarking on how other agencies have executed the Barrier Analysis process. | Yes |  | 12/31/18 |
| 9/30/2019 | EDI will work with OHR, COSWD, and other NIH stakeholders through the working group to formulate viable plans for analyzing the identified triggers to find possible barriers. | Yes |  |  |
| 10/31/2019 | Conduct data analysis by using appropriate comparators and statistical methods, analyze and identify triggers to find possible barriers utilizing the EEOC root cause analysis/decision tree approach. | Yes |  |  |
| 12/31/2021 | In collaboration with the workgroup, conduct root cause analyses to determine the causes of the identified triggers and pinpoint the causes of the discovered barriers. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | Per the EEOC, “Federal agencies have an ongoing obligation to prevent discrimination on the bases of race, color, national origin, [religion], sex, [age], reprisal, [genetic information], and disability, and eliminate barriers that impede free and open competition in the workplace. As part of this on-going obligation, agencies must conduct a self-assessment on at least an annual basis to monitor progress, identify areas where barriers may operate to exclude certain groups and develop strategic plans to eliminate identified barriers.”  While the NIH has developed a strategy to identify potential triggers in our workforce, we have not formally developed a strategy for furthering assessing these triggers and identifying the root causes of potential barriers.  NIH’s Barrier Analysis Process  Step 1: Identify Triggers  Step 2: Investigate Barriers  Step 3: Devise Action Plan  Step 4: Assess Results  Some of the steps that have been taken under Step 2: Investigate Barriers include:   * Developing requests for information that flows from triggers * Reviewing pertinent documents * Consulting knowledgeable individuals * Develop theories concerning potential policies, procedures, and practices that could be impacted by the barriers   As a starting point, NIH utilized the EEOC’s Root Cause Analysis tool, which consists of five decision trees that focus on specific employment topics. Additional questions have been supplemented and tailored to fit our work environment. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? **(D.2.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability. | 9/30/2025 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 7/30/2022 | EDI will work with OHR, COSWD, and other NIH stakeholders through the working group to formulate viable plans to regularly examine management/personnel policies related to merit promotion, employee recognition, employee development/training programs. | Yes |  |  |
| 6/30/2025 | Formulate a timeline and schedule for a review of all NIH policies that fall in these management/personnel domains. Develop timelines with milestones for a review of these OHR policies. | Yes |  |  |
| 9/30/2025 | According to the timeline established, examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **FY 2019 National Institutes of Health Plan** | |
| --- | --- |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Integration of EEO into the agency’s Strategic Mission** | 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, reasonable accommodation program; anti-harassment program; and/or external special interest groups? **(D.2.d)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/1/2019 | Establish a process to regularly review relevant data that will assist in identifying barriers that may exist within the NIH workforce. | 10/15/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/15/2020 | Establish a Data Monitoring Team who will oversee the review of relevant barrier analysis data sources semiannually. | Yes |  |  |
| 6/30/2020 | Identify the location and owners of the relevant data sources. Where needed, request access to the data. | Yes |  |  |
| 10/15/2020 | Establish a SOP that outlines the NIH plan and criteria for reviewing relevant data sources. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | The agency does not post its affirmative action plan on its public website. **(D.4.a)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/30/2018 | Post the Affirmative Action Plan for People with Disabilities on the EDI website. | 7/30/2019 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Guidance, Education, and Marketing Division (GEM), EDI | Kendrick Gibbs | Yes |
| Chief, Training, Marketing, and Communications Branch | TBD | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/31/2019 | DID Division will initiate a request to TMC Branch via the Marketing and Communications Request form to add the Part J Affirmative Action Plan to the EDI website. | Yes |  |  |
| 4/30/2019 | Upon completion of the Part J Affirmative Action Plan, TMC will do a Section 508 test of the plan and send it back to EDI’s DID Division and DID will complete the 508 remediation. | Yes |  |  |
| 5/30/2019 | TMC will create the design for a new Part J page on our website that includes the Affirmative Action Plan. | Yes |  |  |
| 7/30/2019 | TMC will develop and implement the new Part J page on our website that includes the Affirmative Action Plan. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishment to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? **(D.4.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Establish an outreach and recruitment process for the EEO office to collaborate with the HR office to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies. | 6/30/2022 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |
| Program Manager for People with Disabilities | David Rice | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 7/31/2019 | Utilize the biannual updates for USAJobs applicants stratified by disability status in barrier analysis. | Yes |  |  |
| 9/30/2021 | EDI will work with OHR to formulate viable plans to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies, including establishing a shared tracking process for an applicant  flow tracking system, as well as, outreach for Schedule A and Disabled Veterans hiring authorities. | No |  |  |
| 6/30/2022 | Establish an outreach and recruitment process for EDI to collaborate with OHR to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies, including a shared tracking process for EDI and OHR. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

**Statement of Model Program Essential Element Deficiency**

|  |  |  |  |
| --- | --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? **(D.4.c)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 9/30/2020 | Establish a shared tracking process for EDI and OHR to ensure that disability-related questions from members of the public are answered promptly and correctly. | 6/30/2022 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |
| Program Manager for People with Disabilities | David Rice | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 6/30/2022 | EDI will work with OHR to formulate viable plans to  ensure that disability-related questions from members of the public are answered promptly and correctly. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Proactive Prevention** | 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? **(D.4.d)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2018 | Establish a process for the EEO office to collaborate with the HR office to increase the number of persons with disabilities and targeted disabilities employed at the NIH until it meets the goals. | 3/31/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/31/2020 | EDI will work with OHR to formulate viable plans to  explore the current usage of the NIH Schedule A database and identify methods or processes to increase usage of the database. | Yes |  |  |
| 11/30/2019 | EDI will work with OHR to formulate viable plans to  conduct an outreach initiative with NIH’s hiring managers and recruiters to communicate numerical goals for PWD and PWTD and increase conversions of Schedule A candidates. | Yes |  |  |
| 3/31/2021 | EDI will work with OHR to formulate viable plans to  establish a process for the EEO office to collaborate with the HR office to set annual hiring and retention goals to increase the number of persons with disabilities and targeted disabilities over the next three years. | Yes |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| EFFICIENCY | NIH does not timely complete investigations, pursuant to 29 CFR §1614.108. (**E.1.f)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/18/2019 | NIH seeks to improve the timeliness of investigations. | 10/30/2023 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Resolutions and Equity, EDI | Kimberly Kirkpatrick | Yes |
| Branch Chief, Formal Complaints | Kenrick Small | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 04/30/2020 | EDI will work with NIH leadership to establish a new source for investigations. | No |  |  |
| 10/30/2023 | Regularly monitor investigation processing time and evaluate processes for efficiencies. | Yes |  | Ongoing and continuous |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | Investigative services were previously provided for a fee through a central contract through HHS. We have been informed that the contract will be extended to 4/30/2020 and thereafter services are to be provided at the OpDiv level. OpDivs were advised to evaluate internal resources to assume future investigative services effective 4/30/2020. |

**MD-715** **– Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| EFFICIENCY | When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to29 CFR §1614.110(b)? **E.1.h** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/31/2019 | NIH Seeks to improve the timeliness of final agency decisions. | 10/30/2023 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Resolutions and Equity, EDI | Kimberly Kirkpatrick | Yes |
| Branch Chief, Formal Complaints | Kenrick Small | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/30/2020 | EDI will work with NIH leadership to establish a new source for Final Agency Decisions. | No |  |  |
| 10/30/2023 | R&E will develop and evaluate the operating procedures to determine where there are barriers to issuing FADs and take corrective action as necessary to improve timeliness. | Yes |  | Ongoing and continuous. |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | Final Agency Decisions were previously provided for a fee through a central contract through HHS. We have been informed that the contract will be extended to 4/30/2020 and thereafter services are to be provided at the OpDiv level. OpDivs were advised to evaluate internal resources to assume future complaint services effective 4/30/2020. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| EFFICIENCY | Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? **E.3.a** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/30/2019 | NIH seeks to increase the budget and staffing to fully support the success of its Alternative Dispute Resolution services. | 4/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Resolutions and Equity, EDI | Kimberly Kirkpatrick | Yes |
| Branch Chief, Formal Complaints | Kenrick Small | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/30/2020 | EDI will work with NIH leadership to establish a new source for Alternative Dispute Resolution services. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | ADR services were previously provided for a fee through a central contract through HHS. We have been informed by Cynthia Richardson-Crooks, J.D., Director, Equal Employment Opportunity Compliance & Operations, Department of Health and Human Services that the contract will be extended to 4/30/2020 and thereafter services are to be provided at the OpDiv level. OpDivs were advised to evaluate internal resources to assume ADR services effective 4/30/2020. |

**MD-715 - Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Efficiency** | Does the agency have systems in place to accurately collect, monitor, and analyze recruitment activities? **(E.4.a.3)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2019 | Align NIH’s systems to accurately collect, monitor, and analyze recruitment activities. | 4/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 8/15/2019 | EDI will work with OHR to formulate viable plans to identify appropriate stakeholders in recruitment (OHR, Senior and Scientific Recruitments; OIR, OER, COSWD, ICs.). | Yes |  |  |
| 9/30/2019 | Clarify EDI, COSWD, and OHR’s and other stakeholder roles in outreach and recruitment, and identify current systems that collect recruitment activities. | Yes |  |  |
| 4/30/2020 | EDI will work with OHR to formulate viable plans to conduct a data call for outreach and recruitment activities, segmented by RNO, gender, and disability. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | Identify COSWD talent sourcing accomplishments in recruitment for senior level scientific jobs.  EDI has provided tiger team searches upon request of the EDI Director with a 50% success rate of increasing our D&I applicants pool. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| **Efficiency** | The agency does not have systems in place to accurately collect, monitor, and analyze external and internal applicant flow data concerning the applicants’ race, national origin, sex, and disability status? **(E.4.a.4)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 01/01/2018 | Lobby HHS to populate BIIS with internal and external Applicant Flow data. | 9/30/2020 |  |  |
| 08/01/2018 | Collaborate with OHR to collect applicant flow data for all title 42 scientific positions. | 9/30/2021 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, EDI | Debra C. Chew | Yes |
| Director, DACO | Dr. Shelma Little | Yes |
| Chief, Data Analytics Branch, DACO, EDI | Dr. Janetta Lun | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/31/2019 | Provide the new data analyst access to USA staffing and training to conduct applicant flow data analysis. | Yes |  |  |
| 06/30/2019 | Provide biannual Applicant Flow analyses by race, ethnicity and sex. | Yes |  |  |
| 06/30/2019 | Provide biannual Applicant Flow analyses by disability status. | Yes |  |  |
| 9/30/2020 | Lobby HHS to populate BIIS with internal and external Applicant Flow data. | No |  |  |
| 09/30/2021 | EDI will work with OHR to formulate viable plans and continue to hold quarterly meetings with OHR to assess the status of securing a title 42 application system in line with Re-Imagine HHS. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | The DACO Director and OHR SAID Director met monthly to assess the status of securing a Title 42 Application System in-line with Re-Imagine HHS. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

|  |  |  |
| --- | --- | --- |
| **FY 2019 National Institutes of Health Plan** | | |
| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| **Efficiency** | Does the agency have a system in place to re-survey the workforce on a regular basis? **(E.4.b)** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 1/1/2020 | Resurvey the workforce for disability and other demographic data updates, pending HHS’s system solution to permit individual employees to check their identification and make changes. | 6/30/2020 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director of the Diversity and Inclusion Division (DID), EDI | Danny Dickerson | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 6/30/2020 | EDI will work with OHR to formulate viable plans on resurveying the workforce for disability and other demographic data updates, pending HHS’s system solution to permit individual employees to check their identification and make changes. | No |  |  |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

**MD-715 – Part H**

**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

| **Type of Program Deficiency** | **Brief Description of Program Deficiency** |
| --- | --- |
| RESPONSIVENESS AND LEGAL COMPLIANCE | Does the agency timely respond and fully comply with EEOC orders?[see 29 CFR §1614.502; MD-715, II(E)] **F.2.a** |

**Objective(s) and Dates for EEO Plan**

| **Date Initiated (mm/dd/yyyy)** | **Objective** | **Target Date (mm/dd/yyyy)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 3/18/19 | NIH seeks to improve the timeliness of responses and fully comply with EEOC Orders. | 10/30/2023 |  |  |

**Responsible Official(s)**

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director of the Office of Equity, Diversity and Inclusion (EDI) | Debra C. Chew | Yes |
| Director, Resolutions and Equity, EDI | Kimberly Kirkpatrick | Yes |
| Branch Chief, Formal Complaints | Kenrick Small | Yes |

**Planned Activities Toward Completion of Objective**

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- |
| 4/30/2020 | EDI will work with NIH leadership to ensure adequate resources are available to fully comply with EEOC orders. | No |  |  |
| 10/30/2023 | NIH will evaluate procedures to determine if there are barriers to complying with EEOC orders and adjust procedures as necessary. | Yes |  | Ongoing and continuous. |

**Report of Accomplishments**

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | This is a new H plan and therefore NIH has no accomplishments to report currently. |

## MD-715 – Part I

## AgencyEEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

🗷 If the agency did not conduct barrier analysis during the reporting period, please check the box.

### Statement of Condition That Was a Trigger for a Potential Barrier:

| **Source of the Trigger** | **Specific Workforce Data Table** | **Narrative Description of Trigger** |
| --- | --- | --- |
| **NIH Total Permanent Workforce** | **BIIS Tables: A1, A4-2, 4th Qtr. FY 2018** | **Less than expected representation of Hispanics in permanent grades GS-12 through GS-15 and no Hispanics in the NIH Senior Executive Service (SES).**  This condition has been recognized as a trigger through the review of workforce statistics, CLF data, and the analysis of MD-715 workforce tables. Considering instructions from the U.S. Office of Personnel Management (OPM) and the Equal Employment Commission (EEOC) on Hispanic Employment in the Federal Government, the NIH began conducting a more focused barrier analysis to identify triggers and potential barriers at the GS-12 through GS-15, and SES. |

### EEO Group(s) Affected by Trigger

| **EEO Group** |
| --- |
| **X Hispanic or Latino Males** |
| **X Hispanic or Latino Females** |

### Barrier Analysis Process

| **Sources of Data** | **Source Reviewed?**  **(Yes or No)** | **Identify Information Collected** |
| --- | --- | --- |
| **Workforce Data Tables**  **BIIS Tables: A1, A4-2, A9, A-11, 4th Qtr. FY 2018**  **OPM COGNOS Analytics** | Yes | A total of 128 Hispanic males are working within the GS-12 to GS-15 positions which is 3.6% of the NIH overall permanent male population (3559) in those grades. The total number of Hispanic males in the permanent NIH workforce at grade levels GS-12 (21); GS-13 (50); GS-14 (28); and GS-15 (29) and combined for (128) 3.6% is lower than the CLF benchmark of 5.2%. There are zero Hispanic males in the SES.  A total of 204 Hispanic females are working within the GS-12 to GS 15 positions which is 3.2% of the NIH overall permanent female population (6305) in those grades. The total number of Hispanic females in the permanent NIH workforce at grade levels GS-12 (55); GS-13 (81); GS-14 (44); and GS-15 (24); or a combined (204) is lower than the CLF benchmark of 4.8%. There are zero Hispanic females in the SES.  Consistent with the overall distribution of NIH male and female permanent workforce, there are more Hispanic females (61.4%) than Hispanic male (38.6%) in the GS 12-15 levels.  Hispanic males and females are below the RCLF benchmark each in four of the top five most populous mission critical occupations (MCOs) within the NIH permanent workforce.   * General Health Science (0601): males, 1.3% or 32 RCLF 1.8%, females 2.0% or 48 RCLF 2.5% * General Biological Science (0401): males, 1.1% or 12 RCLF 1.9%, females 1.5% or 18 RCLF 2.1% * Nurse (0610): males, 0.6% or 6 RCLF, females 2.0% or 20 RCLF 2.9% * Management and Program Analysis (0343): males, 0.7% or 5, RCLF 2%, females 3.7% or 28 RCLF 1.6% * Information Technology (2210): males, 2.9% or 21 RCLF 3.1%, females 1.3% or 9 RCLF 1.6%   An analysis of internal selections for senior level positions in the permanent workforce indicates that Hispanic males and females at the NIH represented 2.9% or 16 of the total new hires in grades GS-13 through SES. These numbers are lower than expected when compared with the 10% national CLF benchmark.  Regarding applicant flow analysis, DHHS Tables (A7) do not provide applicant information nor do they provide applicant information by grades and MCOs. We have established three H plans to address this lack of information (H Plans B.4.a.7, C.4.c, and E.4.a.4). Through these H plans, we will be able to identify trends in applicant flow for the selected grades and MCOs stratified by RNO, sex, and disability. Our target completion date is September 30, 2021.  To fill in the current data gap, we use USA Staffing Applicant Flow Data (available on COGNOS) to assess Hispanic representations in the NIH job applicant pool. In FY 2018, the participation rate for Hispanic males and females in the USA Staffing NIH applicant pool for all occupations and grades was 9.4%. The participation rate for all qualified applicants was at 9.4%. Subsequently, the participation rate for Hispanic employees selected was at 8.8%.  Selections for merit promotions for all major occupations in the permanent workforce at the NIH shows that Hispanic males and females accounted for 4.1%, or 51 of the 1,248 total promotions in 2019. The numbers and percentages for Hispanic males and females in the top five most populous Mission Critical Occupations are listed below:   * General Health Science (0601): 3.9% or 11. * General Biological Science (0401): There were no Hispanics selected for promotion for this occupation. * Nurse (0610): 2.5% or 1. * Management and Program Analysis (0343): 1.8% or 2. * Information Technology (2210): 20% or 2.   Additional trend analysis using applicant flow data will be conducted in 2019 to identify the ratio of NIH applicants in the relevant applicant pool to compare with those that were qualified to see if discrepancies are a trigger in this category. |
| **Complaint Data (Trends)**  **Agency 462 Report, FY 2018** | No | The NIH 462 Report for FY2018 shows that out of 80 new filed complaints, 11 indicated national origin as the primary basis. One complainant identified as Hispanic, 10 identified other. This low incidence is not statistically sufficient to determine a trigger. |
| **Grievance Data (Trends)** | No |  |
| **Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)** | No |  |
| **Climate Assessment Survey (e.g., FEVS)** | Yes | A preliminary study of FEVS data by demographic groups has been conducted. In 2019, EDI will conduct a data project to help identify benchmarks, trends, and statistically relevant data that would help to identify triggers. |
| **Exit Interview Data** | Yes | Exit Interview survey results are excluded from the analysis due to low employee participation (lack of statistical validity). We have developed a H plan to establish a process to collect all exit interview data from all 27 ICs at the NIH by December 31, 2024 (C.4.d). |
| Focus Groups | No |  |
| Interviews | No |  |
| Reports (e.g., Congress, EEOC, MSPB, GAO, OPM) | No |  |
| Other (Please Describe) | No | We have developed a H plan to collaborate with the NIH training coordinators to expand existing reporting processes to collect information on career development and leadership training, and conduct a data call on career development and leadership training (B.5.a.4). Our target completion date is June 30, 2020. This will allow for tracking equity in the application, consideration, and selection of individuals of Hispanic/Latino ethnicity, as compared to the overall NIH employee participation. Participation in leadership development programs is an important factor in selection and promotion to higher grades, including SES. |

### Status of Barrier Analysis Process

| **Barrier Analysis Process Completed?**  **(Yes or No)** | **Barrier(s) Identified?**  **(Yes or No)** |
| --- | --- |
| NO | NO |

### Statement of Identified Barrier(s)

| **Description of Policy, Procedure, or Practice** |
| --- |
| A full barrier analysis project is programmed to begin in 2019 with the assistance of a contractor, and a working group of NIH stakeholders. Completed preliminary work includes the identification of representational gaps, data needs, triggers, and a comprehensive recruitment investigative plan. |

### Objective(s) and Dates for EEO Plan

| **Objective** | **Date Initiated (mm/dd/yyyy)** | **Target Date (mm/dd/yyyy)** | **Sufficient Funding & Staffing?**  **(Yes or No)** | **Modified Date (mm/dd/yyyy)** | **Date Completed (mm/dd/yyyy)** |
| --- | --- | --- | --- | --- | --- |
| Complete a full barrier analysis to identify the root causes of disparities in equal employment opportunities for Hispanics in grades GS-12-GS-15 and the SES workforce | 02/28/2019 | 9/30/2025 | Yes |  |  |

### Responsible Official(s)

| **Title** | **Name** | **Performance Standards Address the Plan?**  **(Yes or No)** |
| --- | --- | --- |
| Director, Office of Equity Diversity and Inclusion | Debra C. Chew | Yes |

### Planned Activities Toward Completion of Objective

| **Target Date (mm/dd/yyyy)** | **Planned Activities** | **Modified Date (mm/dd/yyyy)** | **Completion Date (mm/dd/yyyy)** |
| --- | --- | --- | --- |
| 7/31/2019 | Pending the execution of the barrier analysis contract, EDI will provide the contractor with available data sources and recommended Barrier Analysis Investigative Plans. Conduct presentations on “State of the NIH’s Special Emphasis Populations”. |  |  |
| 8/15/2019 | Establish a series of working group meetings between OHR, COSWD, the SEP Engagement Teams, and EDI to conduct barrier analysis, including focusing on representational gaps affecting Hispanic employees in the grades of GS-12 through GS-15, and SES. |  |  |
| 9/30/2019 | Identify two triggers for further examination and develop a report of the working group’s findings. |  |  |
| 9/30/2019 | Share the working group’s findings with EDI and NIH Leadership. |  |  |
| 10/31/2019 | Conduct data analysis by using appropriate comparators and statistical methods, analyze and identify triggers to find possible barriers utilizing the EEOC root cause analysis/decision tree approach. |  |  |
| 8/30/2020 | Collaborate on standardizing the processes needed to get senior leaders in OHR to provide input for the annual MD-715 report, including providing input into the H, I, and J plans, accomplishments, and data analysis. |  |  |
| 12/31/2021 | In collaboration with the workgroup, conduct root cause analyses to determine the causes of the identified triggers and pinpoint the causes of the discovered barriers. |  |  |
| 9/30/2023 | Develop tailored action plans for improvement, developing overall objectives for barrier elimination with corresponding action items, responsible personnel and target dates. |  |  |
| 6/30/2024 | Work with OHR to understand the number of management/personnel policies, procedures, and practices that currently exist. |  |  |
| 6/30/2025 | Working with OHR formulate a timeline and schedule for a review of all NIH policies that fall in these management/personnel domains. Develop timelines with milestones for a review of these OHR policies. |  |  |
| 9/30/2025 | In collaboration with the workgroup, successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans. According to the timeline established, examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability. |  |  |

### Report of Accomplishments

|  |  |
| --- | --- |
| **Fiscal Year** | **Accomplishments** |
| **2018** | Members to the NIH Hispanic and Latino Engagement Committee (HLEC), including the NIMHD Institute Director who serves as Executive Advisor are engaged assisting in the workforce barrier analysis project. Preliminary results are the identification of triggers and input for the investigative plans.  Provided consultant services to NIH stakeholders on how to reach out to diverse talent and provide training and promotion opportunities to Hispanic/Latino employees. For example:   * NIH highly advertised positions in grades GS-12 through GS-15 through the use of NIH Employee Resource Group networks, social media, and professional organizations. Metrics from GoUSA.gov shows that ad messages for GS-12 through GS-15 were accessed 2,857 times, reaching various individual and social networks, and professional organizations. * EDI shared SES training opportunities to the NIH Employee Resource Group (ERGs) and networks. One employee successfully applied to an SES vacancy announcement, and one got selected for the elite NIH Executive Leadership Program. * Assisted in advertising a special event - LatPro Hispanic and Diversity Job Fair held on May 10, 2018. * Assisted FTIP and League of United Latin American Citizens (LULAC) in promoting SES preparation training during September 25-26, 2018. Several NIH employees attended. Collaboration with FTIP led to selecting the NIH as the site for 2019 FTIP training. FTIP is a two-day free Leadership Development Training Program for all grades GS through SES.   Other engagement opportunities included:   * Recognized five NIH Hispanic leaders during Hispanic Heritage Month in a Director’s message to all employees. * The EDI Hispanic Portfolio in collaboration with the NICHD Office of Acquisitions supported the engagement of a group of NIH employees interested in training, mentoring and career development activities. Throughout FY 2018, this group served as a forum for sharing job and promotion vacancy announcements, career development, and training through and active LISTSERV and connection to 65 followers. * NIH employees were invited to an EDI sponsored panel that addressed opportunities and challenges of senior leadership development (e.g., GS-15, SES positions), Wed May 9, 2018. * NIH employees were invited to a session “Path to the SES level in Federal Government” hosted at HHS HRSA, Aug 9, 2018. |

## 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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

### Section I: Efforts to Reach Regulatory Goals

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

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.

* 1. Cluster GS-1 to GS-10 (PWD) No X
  2. Cluster GS-11 to SES (PWD) Yes X

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| The percentage of PWD in the GS-11 to SES cluster was 7.0% in FY 2018, which falls below the goal of 12.0%. Reference: Table B-4 |

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.

1. Cluster GS-1 to GS-10 (PWTD) No X
2. Cluster GS-11 to SES (PWTD) Yes X

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| The percentage of PWTD in the GS-11 to SES cluster was 1.1% in FY 2018, which falls below the goal of 2.0%. Reference: Table B-4 |

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

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| Through various presentations made by the EDI Director, Disability Program Manager, and other EDI staff, the agency has made clear its commitment to meeting the numerical goals set forth under Section 501; 12% and 2% for PWD and PWTD, respectively. This information was provided in the NIH State of the Agency report and discussed in quarterly outreach meetings with Executive Officers, HR staff and hiring managers, as well as the NIH MD-715 Technical Assistance Group (TAG) and HR Liaison Group. In each of these meetings, we shared the EEOC’s concern about high concentrations of people with disabilities at the lower grades, and lower than expected numbers of individuals with disabilities occupying positions at the higher grades. Therefore, we are conducting separate analyses on the grade level clusters of GS 1 through GS 10, and GS 11 through SES, to identify potential barriers that may exist.  Also, in FY 2018, we hosted a National Disability Employment Awareness Month event with the theme “Inclusion Drives Innovation: Hiring and Retention of People with Disabilities and Targeted Disabilities. A panel was developed to discuss how People with Disabilities contribute to the workforce at NIH as well as what NIH does to hire People with Disabilities. The panel consisted of an NIH Principal Scientific Investigator, a HR Cooperate Recruitment representative as well as the Veterans Program Manager. |

### 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.

#### Plan to Provide Sufficient & Competent Staffing for the Disability Program

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.

Yes X

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Disability Program Task | # FTE Full Time | # FTE Part Time | # FTE Collateral Duty | Responsible Official  (Name, Title, Office, Email) |
| Processing applications from PWD and PWTD | 1 |  |  | Sheila Monroe, NIH Selective Placement Coordinator, Office of Human Resources, monroes@od.nih.gov |
| Answering questions from the public about hiring authorities that take disability into account |  |  | 2 | (Primary Contact) Sheila Monroe, NIH Selective Placement Coordinator, Office of Human Resources, [monroes@od.nih.gov](mailto:monroes@od.nih.gov)(Secondary contact)  David P. Rice Jr, NIH Disability Portfolio Strategist, Office of Equity, Diversity, and Inclusion, [David.Rice@nih.gov](mailto:David.Rice@nih.gov) |
| Processing reasonable accommodation requests from applicants and employees | 7 |  |  | Bargaining unit employees: Maria Gorrasi, Reasonable Accommodations Program Coordinator, Office of Human Resources, [gorrasim@od.nih.gov](mailto:gorrasim@od.nih.gov).  Non-bargaining unit employees: Stephon Scott, Alan Marcus, Jessica Center, Regina Coleman, Glenda Laventure, Rae Thomas, and Shelita Gorham-Reasonable Accommodations Accessibility Consultants Staff, Office of Equity, Diversity, and Inclusion, [edi.ra@mail.nih.gov](mailto:edi.ra@mail.nih.gov) |
| Section 508 Compliance | 1 | 0 | 3 | Andrea Norris Chief Information Officer, Office of Chief Information Officer, NIH Section 508 Official, [NorrisAT@mail.nih.gov](mailto:NorrisAT@mail.nih.gov) |
| Architectural Barriers Act Compliance |  | 1 |  | Soussan Afsharfar, NIH Senior Architect, Office of Research Facilities, [Soussan.afsharfar@nih.gov](mailto:Soussan.afsharfar@nih.gov) |
| Special Emphasis Program for PWD and PWTD | 1 |  |  | David P. Rice Jr, NIH Disability Portfolio Strategist, Office of Equity, Diversity, and Inclusion, [David.Rice@nih.gov](mailto:David.Rice@nih.gov) |

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.

Yes X

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| NIH has provided the disability program staff with the following training:   * The NIH OCIO Section 508 Team participates in federal training and workshops to support new initiatives, changes to legislation and sharing of best practices. The training includes events sponsored by the US Access Board on the revised Section 508 standards, GSA trainings specific to implementing the revised standards, technical training and new tools designed to assist in meeting the revised standards as well as HHS training on the new website compliance scanning tool. * American Institute of Architects (AIA) continuing education program to get up to date on the new U.S. Access Board’s rulings * NIH EEO Compliance Training for Managers, Supervisors and Employees * Events sponsored by the U.S. Access Board on the ABA/ADA Standards updates for Building & Sites * Living Future Unconference, Living Building Challenge, and Living Community Challenge certification program define the most advanced measure of sustainability in the built environment. The certification includes Equity as an imperative that covers Universal Access to Nature +Place, Universal Access to Community Services and Just Organizations that would acquire credits for certification. * 32-hour Federal EEO new counselor training required by EEOC * Reasonable Accommodation training provided by EEOC |

#### 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.

Yes X

### 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.

#### Plan to Identify Job Applicants with Disabilities

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

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| --- |
| Over the last fiscal year, the agency continued to utilize the recruitment strategies described below to increase the number of qualified applicants with disabilities and targeted disabilities within the major occupations. Most positions at the NIH have been under hiring control, which for each position requires approval through a committee. As such, the agency developed the following multi-year recruitment strategy to assist with recruitment efforts:   * Office of Human Resources (OHR) Corporate Recruitment Unit (CRU): in FY 2018, five Workforce Recruitment Program (WRP) Interns were selected for summer internships at NIH. Two of the WRP internships were extended beyond their initial appointments. * CRU participated in the DC Diversity Employment Career Fair to share information on job opportunities at the NIH. * CRU also participated in the Gallaudet University Career Fair in partnership with HHS where we share information on NIH Internship Opportunities such as the Pathways and the OITE Summer Internship Programs.   **Highlights from the NIH Institutes and Centers**   * National Institute of Neurological Disorders and Stroke (NINDS) partnered with SEEC (Seeking Employment, Equity, and Community for People with Developmental Disabilities) and Ivymount to launch Project Search 2.0. NINDS partnered with multiple ICs to establish development sites for seven interns. Each rotation provides the intern(s) with multi-layered opportunities for growth and development, with the goal of finding employment. More information on Project Search is available at <https://www.projectsearch.us/>. * National Institute of Nursing Research launched a communication strategy on Disability Etiquette to ensure colleagues, grantees, and clinical trial participants ensure respect, dignity and practice proactive and inclusive non-discriminatory practices in the workplace and clinical settings. * National Human Genome Research Institute performed a community health project with Gallaudet University to launch a film to address inequities in language access among the Deaf and Hard of Hearing communities. The message promoted was the importance of genetic screening for individuals who have a family health history of breast cancer. * National Eye Institute completed the 8th year of Diversity in Vision Research & Ophthalmology with 23.5% of the accepted applicants having identified as having a Disability. |

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.

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| In FY 2018 (as of 9/3018), NIH hired 25 permanent employees under the Schedule A Authority. There was a decline in hiring due to the hiring freeze mandated by the [Presidential Memorandum Regarding the Hiring Freeze](https://www.whitehouse.gov/the-press-office/2017/01/23/presidential-memorandum-regarding-hiring-freeze) (effective January 23, 2017) and the implementation of the Hiring Controls Committee which subsequently reduced the overall hiring of employees agency-wide.  Source: Table B7 |

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.

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| The OHR Corporate Recruitment Unit (CRU) continues to regularly engage in recruitment and outreach activities with job seekers with disabilities, and we also received unsolicited resumes and Schedule A Certification Letters. Potential candidate information is collected and placed in an internal database that is utilized for referrals. This information includes the Schedule A Certification Letter obtained by the candidate in compliance with the Schedule A hiring authority requirements.  As part of the pre-recruitment process, NIH hiring managers are informed of the non-competitive Schedule A Hiring Authority by the HR Specialists. As a result, the HR Specialists will contact CRU with their upcoming or current staffing needs to request qualified candidates from the internal applicant database before posting the vacancy.  Source: Corporate Recruitment Office |

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.

No X

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| --- |
| In FY 2018, the NIH Office of Human Resources provided training to 30 hiring managers on the use of hiring authorities that is inclusive of PWD and PWTD. At the current time, the Schedule A training is provided upon request.  In FY 2019 we will discuss strategies in developing a process that will ensure that all hiring managers are provided training and made aware of the hiring authorities that take disability into account.  Source: Corporate Recruitment Unit |

#### 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.

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| The agency continues partnerships with the Workforce Recruitment Program, Gallaudet University, Rochester Institute of Technology, the Maryland Division of Rehabilitation Services, University of Maryland, Deaf in Government, the National Association of the Deaf, and Next Level Transition Consulting.  Source: Corporate Recruitment Unit |

#### Progression Towards Goals (Recruitment and Hiring)

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.

* 1. New Hires for Permanent Workforce (PWD) Yes X
  2. New Hires for Permanent Workforce (PWTD) Yes X

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| --- |
| In FY 2018, the rate of new permanent hires for PWD is 5.7%.  Source: Table B8  For PWTD, the rate of new permanent hires is 0.22%.  Source Table B8 |

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.

1. New Hires for MCO (PWD) Yes X
2. New Hires for MCO (PWTD) Yes X

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Currently DHHS’s BIIS Table B7 Data does not include the Applicant Flow Data. We obtained access to the USAJOB applicant flow data via COGNOS to identify the FY2018 qualified applicant pool benchmark. The data was downloaded on January 8, 2019. The benchmark was then compared to the new hires data provided by Table B7. It is important to note that there could be data gaps between COGNOS and the BIIS table, which makes comparison across databases problematic. In FY 2019 we will coordinate with OPM, as well as DHHS Data team and the NIH OHR to assess potential data gaps and recommend solutions. In addition, the total number of new hires for some MCOs could be very low and the percentage of PWD or PWTD in these occupations should be interpreted with caution (MCOs with fewer than 10 new hires are marked with \*). We excluded MCOs with fewer than 5 new hires.  With the available data, we have identified the following mission critical occupations to having a lower new hires rate for PWD and/or PWTD percentages than the rate in the qualified applicant pool:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Cognos Applicant Flow-Benchmark** | | **BIIS Table B7** | | |  |  | | **MCOs** | **PWD % in Qualified Applicant Pool** | **PWTD % in Qualified Applicant Pool** | **PWD % in New Hires** | **PWTD % in New Hires** | **Total # New Hires** | **Trigger PWD (Y/N)** | **Trigger PWTD (Y/N)** | | 0343 Management and Program Analysis\* | 6.0% | 2.0% | 16.7% | 0% | 6 | No | Yes | | 0401 General Natural Resources Management and Biological Sciences\* | 2.7% | 2.0% | 0% | 0% | 5 | Yes | Yes | | 0601 General Health Science | 3.6% | 1.2% | 0% | 0% | 63 | Yes | Yes | | 0602 Medical Officer | 6.2% | 5.8% | 0% | 0% | 26 | Yes | Yes | | 0610 Nurse | 1.8% | 0.6% | 1.2% | 0% | 82 | Yes | Yes | | 0644 Medical Technologist | 0% | 0% | 0% | 0% | 29 | No | No | | 1102 Contracting | 5.7% | 2.4% | 4.5% | 0% | 22 | Yes | Yes | | 2210 Information Technology Management | 3.7% | 1.9% | 0% | 0% | 20 | Yes | Yes | |  |  |  |  |  |  |  |  |   Source: Table B7 & COGNOS |

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.

1. Qualified Applicants for MCO (PWD) N/A X
2. Qualified Applicants for MCO (PWTD) N/A X

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| At this time, OPM COGNOS, and DHHS Tables B3-1, B8, and B11 (DHHS/NIH) do not provide this data in the manner requested. We have developed a H plan to address this matter (H Plan C.4.c). We will work with the Office of Human Resources to gather necessary information on qualified internal applicants for mission-critical occupations that will allow us to identify potential triggers that may exist. Our target completion date is October 31, 2019. |

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.

1. Promotions for MCO (PWD) Yes X
2. Promotions for MCO (PWTD) Yes X

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Currently DHHS’s BIIS Table B7 Data does not include the Applicant Flow Data. We obtained access to the USAJOB applicant flow data via COGNOS to identify the FY2018 qualified applicant benchmark of *the internal competitive promotions pool*. The data was downloaded on January 8, 2019. The benchmark was then compared to the internal competitive promotions data provided by Table B9. It is important to note that there could be data gaps between COGNOS and the BIIS table, which makes comparison across databases problematic. In FY 2019 we will coordinate with the OPM, as well as DHHS Data team and the NIH OHR to assess potential data gaps and recommend solutions. In addition, the total number of internal promotions for some MCOs could be very low and the percentage of PWD or PWTD in these occupations should be interpreted with caution (MCOs with fewer than 10 internal competitive promotions are marked with \*). We excluded MCOs with fewer than 5 internal competitive promotions.  With the available data, we have identified the following mission critical occupations to having a lower new hires rate for PWD and/or PWTD percentages than the rate in the qualified applicant pool:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Cognos Applicant Flow-Benchmark** | | **BIIS Table B9** | | |  |  | | **MCOs** | **PWD % in Qualified Applicant Pool** | **PWTD % in Qualified Applicant Pool** | **PWD % in Internal Competitive Promotions** | **PWTD % in Internal Competitive Promotions** | **Total # Internal Competitive Promotions** | **Trigger PWD (Y/N)** | **Trigger PWTD (Y/N)** | | 0201 Human Resources Management\* | 16.9% | 6.7% | 0% | 0% | 7 | Yes | Yes | | 0341 Administrative Officer | 5.8% | 3.3% | 5.4% | 0% | 37 | Yes | Yes | | 0343 Management and Program Analysis | 11.6% | 5.8% | 10.3% | 0% | 39 | Yes | Yes | | 0401 General Natural Resources Management and Biological Sciences | 5.0% | 6.0% | 6.4% | 2.1% | 47 | Yes | No | | 0601 General Health Science | 3.0% | 1.3% | 6.7% | 0.7% | 150 | No | Yes | | 0644 Medical Technologist\* | 0% | 0% | 0% | 0% | 6 | No | No | | 1102 Contracting | 7.8% | 3.7% | 10.0% | 0% | 20 | No | Yes | |  |  |  |  |  |  |  |  | |  | | | | | | | |   Although there were internal promotions in 610 (Nurse) indicated in Table B9, there was no available applicant flow data to compare.  Source: Table B9 & COGNOS |

### 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.

#### Advancement Program Plan

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

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| The NIH is committed to providing opportunities for advancement among all employees, including people with disabilities and people with targeted disabilities. We currently offer a wide range of career development and training opportunities through the NIH Training Center, the HHS Learning Management System, and the individual Institutes and Centers which comprise our organization. Such opportunities help position all NIH employees for advancement within their current positions and beyond.  Also, we offer two targeted programs that offer clear opportunities for advancement among our staff, the NIH Management Intern Program (MI) and the NIH Presidential Management Fellows Program (PMF). Through these programs, staff complete two years of rotational assignments in a variety of administrative and scientific offices across the NIH. Upon completion of the program, alumni of the program exit with positions at the FPL levels of GS-12 (MI) and GS-13 (PMF). This FPL remains the same regardless of the staff members GS level upon entry into the program. Historically, people with disabilities and people with targeted disabilities have been accepted into and completed these programs.  The Office of Equity, Diversity, and Inclusion is developing a career advancement toolkit to release to the NIH community during FY 2019. This toolkit seeks to provide resources on career advancement for NIH employees at all levels. It focuses on three distinct, but related areas that are important for career advancement—professional development (enhancing the soft and technical skills required for the position of interest), network building (mastering the human connection), and leadership development (preparing for management). |

#### Career Development Opportunities

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

|  |
| --- |
| The NIH offers an array of training and career development opportunities to all employees through multiple venues in our organization. Training and development opportunities offered through the NIH Training Center, the NIH Library, the Center for Information Technology, and individual Institutes and Centers. These opportunities include classes providing technical information on administrative systems (e.g. travel, time and attendance, budget and acquisitions management, Microsoft Office), classes on professional development (e.g., Project Management, Managing Up, Change Management) and formal leadership development programs (the NIH Management Seminar Series, the NIH Management Intern Program, the NIH Mid-Level Leadership Program, the NIH Senior Leadership Program, and the NIH Executive Leadership Program). |

In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Career Development Opportunities | Total Applicants (#) | Total Selectees (#) | Applicants who are PWD (%) | Selectees who are PWD (%) | Applicants who are PWTD (%) | Selectees who are PWTD (%) |
| Internship Programs |  |  |  |  |  |  |
| Fellowship Programs |  |  |  |  |  |  |
| Mentoring Programs |  | 195 |  | 7.7% |  | 2.1% |
| Coaching Programs |  |  |  |  |  |  |
| Training Programs |  |  |  |  |  |  |
| Detail Programs |  |  |  |  |  |  |
| Other Career Development Programs |  | 953 |  | 7.6% |  | 1.4% |

\*\* The NIH offers several career development opportunities to its staff. We participate in the Presidential Management Fellows program, as well as, the Pathways and Recent Graduates programs to provide opportunities to new members of the Federal workforce. Also, we have a large summer internship program for students at the undergraduate and graduate levels and post-baccalaureate, post-masters, and post-doctoral fellowship programs.

While we have demographic information on selectees for the below programs, we are continuing to develop a process for identifying the requested data on applicants. We are working with the following offices:

* **NIH Office of Intramural Training and Education**: Internship and Fellowship Programs
* **NIH Training Center**: Mentoring Programs, Coaching Programs, Training Programs, and Other Career Development Programs
* **NIH Office of Human Resources**: Detail Programs; and,
* **NIH Institutes and Centers**: Detail Programs, Mentoring Programs, Coaching Programs, and Other Career Development Programs.

During FY 2019, we will develop a system to begin retrieving the requested data for applicants and selectees for next year’s MD-715 report. We have developed a H plan to address this matter (H Plan C.4.c). We will work with the Office of Human Resources and the NIH Management Analysis Working Group to expand existing reporting processes on career development and leadership training. Our target completion date is October 31, 2019.

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.

1. Applicants (PWD) N/A
2. Selections (PWD) N/A

|  |
| --- |
| Triggers are not able to be analyzed at this time due to insufficient data. We have developed a H plan to address this matter (H Plan C.4.c). We will work with the Office of Human Resources and the NIH Management Analysis Working Group to expand existing reporting processes on career development and leadership training. Our target completion date is October 31, 2019. |

Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

* 1. Applicants (PWTD) N/A
  2. Selections (PWTD) N/A

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| Triggers are not able to be analyzed at this time due to insufficient data. We have developed a H plan to address this matter (H Plan C.4.c). We will work with the Office of Human Resources and the NIH Management Analysis Working Group to expand existing reporting processes on career development and leadership training. Our target completion date is October 31, 2019. |

#### Awards

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.

1. Awards, Bonuses, & Incentives (PWD) Yes X
2. Awards, Bonuses, & Incentives (PWTD) Yes X

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| The inclusion rate for cash awards greater than $500 for PWD at NIH’s FY2018 permanent workforce was 77.3%, which is less than the inclusion rate of 87.0% for Persons without Reportable Disability (PWOD is defined by the number of PWD permanent workforce subtracted from the total NIH permanent workforce). Because the cash awards inclusion rate of PWD is less than the inclusion rate of PWOD (77.3% > 87.0%), it is determined that there is a trigger for cash awards for PWD.  The inclusion rate for cash awards greater than $500 for PWTD at NIH’s FY2018 permanent workforce was 71.8%, which is greater than the inclusion rate of 86.5% for Persons without Targeted Disability (PWOTD is defined by the number of PWTD permanent workforce subtracted from the total NIH permanent workforce). Because the cash awards inclusion rate of PWTD is less than the inclusion rate of PWOTD (71.8% > 86.5%), it is determined that there is a trigger for cash awards for PWTD.  No triggers were identified for QSIs or time-off awards for either PWD or PWTD.  Source: Table B1& B13 |

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.

1. Pay Increases (PWD) Yes X
2. Pay Increases (PWTD) Yes X

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| The inclusion rate for pay increases, indicated as Quality Step Increases (QSIs) in Table B13, for PWD at NIH’s FY2018 permanent workforce was 11.1%, which is less than the inclusion rate of 12.1% for Persons without Reportable Disability (PWOD is defined by the number of PWD permanent workforce subtracted from the total NIH permanent workforce). Because the QSI inclusion rate of PWD is less than the inclusion rate of PWOD (11.1% > 12.1%), it is determined that there is a trigger for QSI for PWD.  The inclusion rate for pay increases, indicated as Quality Step Increases (QSIs) in Table B13, for PWTD at NIH’s FY2018 permanent workforce was 8.9%, which is less than the inclusion rate of 12.1% for Persons without Targeted Disability (PWOTD is defined by the number of PWTD permanent workforce subtracted from the total NIH permanent workforce). Because the QSIs inclusion rate of PWTD is less than the inclusion rate of PWOTD (8.9% > 12.1%), it is determined that there is a trigger for QSIs for PWTD.  Source: Tables B1& B13 |

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.

1. Other Types of Recognition (PWD) N/A X
2. Other Types of Recognition (PWTD) N/A X

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| The agency does have other types of employee recognition programs, such as the NIH Director’s Awards and the individual IC Director’s Awards. These awards are inclusive of PWD and PWTD. At this time, we do not have the data to quantitatively compare and assess for potential triggers involving PWD and PWTD receiving these awards. |

#### Promotions

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.

* 1. SES
     1. Qualified Internal Applicants (PWD) N/A X
     2. Internal Selections (PWD) N/A X
  2. Grade GS-15
     1. Qualified Internal Applicants (PWD) Yes X
     2. Internal Selections (PWD) No X
  3. Grade GS-14
     1. Qualified Internal Applicants (PWD) Yes X
     2. Internal Selections (PWD) No X
  4. Grade GS-13
     1. Qualified Internal Applicants (PWD) Yes X
     2. Internal Selections (PWD) Yes X

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| Based on Table B11, the percentage of PWD among internal selections to senior level positions at each level is the following:   * GS-13: 5.4% * GS-14: 4.2% * GS-15:10% * SES: 0%   Currently DHHS’s BIIS Table B11 Data does not include the applicant flow data for internal applicants. We obtained access to the USAJOB applicant flow database via COGNOS to assess applicant rate. In FY2018, the percentages of PWD applicants for NIH job vacancies with an internal competitive promotion announcement type at the GS 13, 14, 15 and SES level are indicated in the following. Due to some job vacancies covered more than one GS level, the GS levels listed below are not mutually exclusive. In other words, someone who applied to a vacancy of GS 13/14 level could be counted in both the GS 13 and GS 14 level.   * GS-13: Application 7.0%, Qualified 6.3% * GS-14: Application 3.9%, Qualified 2.9% * GS-15: Application 4.3%, Qualified 3.4% * SES: Not Available   In FY 2019 we will coordinate with the DHHS Data team and the NIH OHR to obtain data on qualified internal applicants who identify as a PWD or PWTD for grades GS-13 through SES.  Source: Table B11 & COGNOS |

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.

SES

* Qualified Internal Applicants (PWTD) N/A X
* Internal Selections (PWTD) N/A X

Grade GS-15

* Qualified Internal Applicants (PWTD) Yes X
* Internal Selections (PWTD) Yes X

Grade GS-14

* Qualified Internal Applicants (PWTD) Yes X
* Internal Selections (PWTD) Yes X

Grade GS-13

* Qualified Internal Applicants (PWTD) Yes X
* Internal Selections (PWTD) Yes X

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| Based on Table B11, the percentage of PWTD among internal selections to senior level positions at each level is the following:   * GS-13: 0.4% * GS-14: 0.5% * GS-15: 0.9% * SES: 0%   Currently DHHS’s BIIS Table B11 Data does not include the applicant flow data for internal applicants. We obtained access to the USAJOB applicant flow database via COGNOS to assess applicant rate. In FY2018, the percentages of PWTD applicants for NIH job vacancies with an internal competitive promotion announcement type at the GS 13, 14, 15 and SES level are indicated in the following. Due to some job vacancies covered more than one GS level, the GS levels listed below are not mutually exclusive. In other words, someone who applied to a vacancy of GS 13/14 level could be counted in both the GS 13 and GS 14 level.   * GS-13: Application 2.9%, Qualified 2.0% * GS-14: Application 1.6%, Qualified 1.5% * GS-15: Application 2.3%, Qualified 1.4% * SES: Not Available   In FY 2019 we will coordinate with the DHHS Data team and the NIH OHR to obtain data on qualified internal applicants who identify as a PWD or PWTD for grades GS-13 through SES.  Currently DHHS’s BIIS Table B11 Data does not include the OPM COGNOS Applicant Flow Data for internal applicants. In FY 2019 we will coordinate with the DHHS Data team and the NIH OHR to obtain data on qualified internal applicants who identify as a PWD or PWTD for grades GS-13 through SES.  Source: Table B11 & COGNOS |

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.

* New Hires to SES (PWD) N/A X
* New Hires to GS-15 (PWD) N/A X
* New Hires to GS-14 (PWD) N/A X
* New Hires to GS-13 (PWD) N/A X

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| At this time DHHS Table B7 & B8 (DHHS/NIH) does not provide this data in the manner requested. We have developed a H plan to address this matter (H Plan C.4.c). Our target completion date is October 31, 2019. |

Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD 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.

* + New Hires to SES (PWTD) N/A X
  + New Hires to GS-15 (PWTD) N/A X
  + New Hires to GS-14 (PWTD) N/A X
  + New Hires to GS-13 (PWTD) N/A X

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| At this time DHHS Table B7 & B8 (DHHS/NIH) does not provide this data in the manner requested. We have developed a H plan to address this matter (H Plan C.4.c). Our target completion date is October 31, 2019. |

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.

1. Executives
2. Qualified Internal Applicants (PWD) N/A X
3. Internal Selections (PWD) N/A X
4. Managers
5. Qualified Internal Applicants (PWD) N/A X
6. Internal Selections (PWD) N/A X
7. Supervisors
8. Qualified Internal Applicants (PWD) N/A X
9. Internal Selections (PWD) N/A X

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| At this time DHHS Table B9 & B11 (DHHS/NIH) does not provide this data in the manner requested. We have developed three H plans to address this matter (H Plans C.4.c, C.4.e.4 and D.4.b). Plan C.4.c will establish the necessary processes to obtain the required data sources to prepare the MD-715 and conduct barrier analysis. Plan C.4.e.4 outlines our efforts to establish a trans-NIH working group to identify and assess triggers or barriers that impede our progress in achieving representational diversity throughout the employee lifecycle. Plan D.4.b outlines the steps our agency is taking to ensure qualified people with disabilities are aware of and encouraged to apply for internal job vacancies and promotions. |

Does your agency have a trigger involving PWTD 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.

1. Executives
2. Qualified Internal Applicants (PWTD) N/A X
3. Internal Selections (PWTD) N/A X
4. Managers
5. Qualified Internal Applicants (PWTD) N/A X
6. Internal Selections (PWTD) N/A X
7. Supervisors
8. Qualified Internal Applicants (PWTD) N/A X

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| At this time DHHS Table B11 (DHHS/NIH) does not provide this data in the manner requested. We have developed three H plans to address this matter (H Plans C.4.c, C.4.e.4 and D.4.b). Plan C.4.c will establish the necessary processes to obtain the required data sources to prepare the MD-715 and conduct barrier analysis. Plan C.4.e.4 outlines our efforts to establish a trans-NIH working group to identify and assess triggers or barriers that impede our progress in achieving representational diversity throughout the employee lifecycle. Plan D.4.b outlines the steps our agency is taking to ensure qualified people with targeted disabilities are aware of and encouraged to apply for internal job vacancies and promotions. |

1. Internal Selections (PWTD) N/A X

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.

* New Hires for Executives (PWD) N/A
* New Hires for Managers (PWD) N/A
* New Hires for Supervisors (PWD) N/A

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| At this time DHHS Table B8 (DHHS/NIH) does not provide this data in the manner requested. We have developed three H plans to address this matter (H Plans C.4.c, C.4.e.4 and D.4.b). Plan C.4.c will establish the necessary processes to obtain the required data sources to prepare the MD-715 and conduct barrier analysis. Plan C.4.e.4 outlines our efforts to establish a trans-NIH working group to identify and assess triggers or barriers that impede our progress in achieving representational diversity throughout the employee lifecycle. Plan D.4.b outlines the steps our agency is taking to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies. This includes vacancies for supervisory positions. |

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.

* + New Hires for Executives (PWTD) N/A
  + New Hires for Managers (PWTD) N/A
  + New Hires for Supervisors (PWTD) N/A

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| At this time DHHS Table B8 (DHHS/NIH) does not provide this data in the manner requested. We have developed three H plans to address this matter (H Plans C.4.c, C.4.e.4 and D.4.b). Plan C.4.c will establish the necessary processes to obtain the required data sources to prepare the MD-715 and conduct barrier analysis. Plan C.4.e.4 outlines our efforts to establish a trans-NIH working group to identify and assess triggers or barriers that impede our progress in achieving representational diversity throughout the employee lifecycle. Plan D.4.b outlines the steps our agency is taking to ensure qualified people with targeted disabilities are aware of and encouraged to apply for job vacancies. This includes vacancies for supervisory positions. |

### Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal assistance services.

#### Voluntary and Involuntary Separations

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 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

No X

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| The agency has implemented an electronic notification system for Supervisors and Administrative Officers to contact their Client Services Division HR Specialist if they wish to convert a “Schedule A” employee to a permanent appointment. The Branch HR Specialist and Team Lead is included on the e-mail.  In FY 2018 (as of 9/15/18), there were 118 conversions from the Schedule A Authority to permanent positions in the competitive service. OHR is still in the process of validating the Schedule A data and will provide updated numbers in FY 2019. |

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.

* Voluntary Separations (PWD) Yes X
* Involuntary Separations (PWD) Yes X

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| The inclusion rate for voluntary separations in Table B14, for PWD at NIH’s FY2018 permanent workforce was 6.9%, which is greater than the inclusion rate of 5.8% for Persons without Reportable Disability (PWOD is defined by the number of PWD permanent workforce subtracted from the total NIH permanent workforce). Because the voluntary separations inclusion rate of PWD exceeds the inclusion rate of PWOD (6.9% > 5.8%), it is determined that there is a trigger for voluntary separation for PWD.  The inclusion rate for involuntary separations in Table B14, for PWD at NIH’s FY2018 permanent workforce was 0.4%, which is greater than the inclusion rate of 0.2% for Persons without Reportable Disability (PWOD is defined by the number of PWD permanent workforce subtracted from the total NIH permanent workforce). Because the voluntary separations inclusion rate of PWD exceeds the inclusion rate of PWOD (0.4% > 0.2%), it is determined that there is a trigger for involuntary separation for PWD.  Source: B14 and B1 |

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.

* Voluntary Separations (PWTD) Yes X
* Involuntary Separations (PWTD) Yes X

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| The inclusion rate for voluntary separations in Table B14, for PWTD at NIH’s FY2018 permanent workforce was 7.5%, which is greater than the inclusion rate of 5.9% for Persons without Targeted Disability (PWOTD is defined by the number of PWTD permanent workforce subtracted from the total NIH permanent workforce). Because the voluntary separations inclusion rate of PWTD exceeds the inclusion rate of PWOTD (7.5% > 5.9%), it is determined that there is a trigger for voluntary separation for PWTD.  The inclusion rate for involuntary separations in Table B14, for PWTD at NIH’s FY2018 permanent workforce was 1.4%, which is greater than the inclusion rate of 0.2% for Persons without Targeted Disability (PWOTD is defined by the number of PWTD permanent workforce subtracted from the total NIH permanent workforce). Because the involuntary separations inclusion rate of PWTD exceeds the inclusion rate of PWOTD (1.4% > 0.2%), it is determined that there is a trigger for involuntary separation for PWTD.  Source: B14 and B1 |

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.

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| We have developed a H plan to address this matter (H Plan D.1.c). This plan seeks to establish and conduct exit interviews or surveys for people with disabilities. We intend to have a formal exit interview implemented across the NIH by September 30, 2025. |

#### Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.

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.

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| Information and resources addressing accessibility are posted on the NIH website at <https://www.nih.gov/web-policies-notices>. NIH defers to the HHS for intake and management of complaints filed regarding Section 508 compliance. |

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.

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| <https://www.orf.od.nih.gov/footer/Pages/Accessibility.aspx> |

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.

**NIH Section 508 Related Projects and Practices:**

The NIH OCIO continues to implement its communication plan, delivering information on the revised Section 508 standards and new HHS website compliance scanning tool to key stakeholders. Through its quarterly Section 508 Advisory Group meetings, OCIO collaborates on 508-related matters and best practices for improved awareness and compliance. The OCIO also provides the NIH Accessibility Testing Lab (https://ocio.nih.gov/ITGovPolicy/NIH508/Pages/NATLab.aspx) as a free resource for all of NIH​ to encourage testing of systems, applications, documents, training, multimedia, etc., using assistive technology and provide technologies to aid in remediation.

**NIH ABA/ADA Related Projects Practices:**

NIH’s Office of Research Facilities (ORF) reviews accessibility projects, project statements of work and estimates to check the viability of projects and adherence to the ABA Standards and make funding recommendations to the ORF Building and Facilities Board. They address accessible accommodation requests by meeting the requester at the site, exploring possibilities, writing deficiency reports estimating costs and requesting funding. They keep track of the NIH Bethesda Campus building’s changing characteristics that affect the buildings occupancy categories and their compliance with the ABA Standards.

1. ORF developed an ABA rights and complaints process on their website.
2. C102232 – Bldg. 31C Wheelchair (W/C) Lift Replacement: This project accommodates the W/C population public access to the Parking Offices and Credit Union. The project construction is complete and going through punch list items close out. The lift is open to being used by the public.
3. C105070 - Bldg. 31B W/C Lift at B1 Level: This project is to install a W/C lift to accommodate an elderly employee to be able to conduct her work in a safe manner which includes transporting boxes of paper records from storage to her office. The project is assigned to a project officer, and the project is going through a design architect selection contract.
4. C102788 - Mid-Block Crosswalks: This project focus is on improving safety measures for pedestrians on the Bethesda Campus. The project includes adding a few HC curb cuts and detectable warning surfaces. The design has been completed. A construction contract has been awarded in 2017. Project scope covers twenty (20) crosswalks. There are eight (8) crosswalks in operating condition and in different stages of full completion with minor Q/A items to address. The construction efforts are continuing.
5. C101156 – Children’s Inn, Bldg. 62 Exterior Envelope Renovation: This project is providing an accessible exterior ramp at the southwest corner of the bldg. Complex to provide a secondary wheelchair exit from the building rear exit to the surface parking area. The design and construction documents delivery were in 2016. Project construction is awarded in 2018. Phasing plans are coordinated with the Inn and demolition efforts has started for phase one.
6. C100938 – Bethesda Campus Pedestrian Safety Improvements: This project focus was to create better safety measures for pedestrian crossings at intersections. Through this project, a few accessible wheelchair curbs with detectable warning surfaces were added to twenty-eight (28) intersections in the project scope. This project started in 2015 and continued through the design phase in 2017. There have been changes to the design documents due to other projects that could include a few of the pedestrian crossings in the design documents. The construction request for proposal for nine intersections has been amended by the contracting officer and is issued for contractors bid in Sept. 2018.
7. C102246, Bldg. 66 Gateway Center Sallyports wheelchair Access: This project provides automatic door openers for three locations in the Bethesda Campus Sallyports for HC employees and visitors entries and exits. Due to security requirements, implementation of this project has been going through many revisions. The project started in 2015 and had been going through final phases of the design and construction documentation due to stringent security requirements that required custom made stands. Recently construction permit has been issued. Project is planned to start construction contract bidding in early 2019 fiscal year.
8. C101077 Bldg. 31C Restrooms Renovation: Full renovation of Bldg. 31C 2nd, 5th and 6th floors Men’s and Women’s restrooms to comply with the ABA standards for wheelchair access. The restrooms were suited for ambulatory access but not a wheelchair. The project is completed in 2018.
9. C105241 Bldg. 31C Restrooms Renovation: Full renovation of Bldg. 31C remaining restrooms at B1, B2, B3, 1st, 3rd floors, a total of 10 restrooms and level B4 Unisex restroom modifications for the wheelchair access. The project was recommended for the B&F Board review for the 2018 R&I funding for design and construction. The project was placed on hold, due to funding issues. The project is planned to be funded in FY19.
10. C104847 Bldg. 31C B2 Level Men’s Restroom Renovation for Wheelchair Access: This project was to accommodate a new veteran employee who uses a wheelchair. It was scheduled for R&I funding in 2018. Acceptable alternative restroom access has been designated in an adjacent floor within reasonable distance for interim use until the project is completed. The project is completed in the fiscal year 2018.
11. C104848 Bldg. 16 and 16A Wheelchair Access for Entrances and Restrooms: This project is related to the above project in Bldg. 31C. The new veteran employee is assigned to work in Bldgs. 16 and 16A one day per week. An ORF Project Officer is developing a renovation contract to accommodate the employee’s need for easier access. The bathrooms in Bldg. 16A are within reasonable distance from Bldg. 16 are wheelchair accessible. The employee is comfortable using the restroom in Bldg. 16A while working in Bldg.16. The project was projected to be completed in 2017. Due to difficulties in finding and ordering suitable hardware, the project is in the final stages of construction and is planned to be completed in 2018.
12. C106702 Bldg. 2 EDI Offices: Per EDI offices Accessibility Consultants Regina Coleman and Alan Marcus request, the EDI offices were assessed for accessibility by the ORF’s Soussan Afsharfar. EDI provided a document per Soussan recommendations which was corrected and commented by Soussan for accuracy. EDI wrote: “In its efforts to be the model EEO office that is accessible to all, EDI invited NIH Senior Architect, Ms. Soussan Afsharfar, from the office of research facilities (ORF) to tour EDI’s office suite in Building 2 and asked that she provide feedback on how accessible we are.“ EDI was supposed to contact the project PO for further action to implement the recommendations. A few items could be corrected by the EDI without much construction. The rest of the recommendations were assigned a project number, a project officer with the ORF funding in 2018.

#### 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.

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.)

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| According to the data reported by the NIH Institutes and Centers for the *FY 2018 HHS Reasonable Accommodations (RA) Data Call*, the average time frame from initial receipt of the request to provision was 33.6 days. Breaking this process into its sub-components, the average number of days it took to process RA requests, from initial receipt of the request to decision was 13.5 business days. The average time it took from the approval of the request to provision of the accommodation was 20.1 business days.  In FY 2018, the NIH also launched, a new RA tracking system called Entellitrak. According to data collected on requests entered and processed via Entellitrak, the average number of days it took to process RA requests (from initial receipt of the request to provision) was 30 days. The average time it took to go from initial receipt of the request to a decision was 4 days. The average time it took from the approval of the request to provision of the accommodation was 8 days. |

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.

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| Pursuant to 29 C.F.R. § 1614.203(d)(3), beginning in March of 2018, NIH’s Office of Equity, Diversity and Inclusion (EDI) implemented a soft launch of the agency’s new centralized Reasonable Accommodation Program. The soft launch focused on the processing of reasonable accommodation requests, using a customized, online, RA processing program called Entellitrak, for non-bargaining unit NIH employees and applicants only. The program was launched in this way because the NIH Reasonable Accommodation Procedures were still under review, for final approval, by the EEOC. During the soft launch, EDI facilitated a total of 9 RA training sessions. Five were for supervisors and managers, and four for employees. Overall in FY 2018 a total of 212 NIH staff were trained. A total of 144 supervisors and managers, and 68 employees.  Per the new policy and procedures, EDI’s Accessibility Consultants assumed responsibility of providing, to a limited number of constituents, guidance and assistance on all requests from Non-Bargaining Unit Employees. The Office of Human Resources processed RA requests for all Bargaining Unit Employees, pending the approval of the procedures by the EEOC and the respective unions. In July of 2018, the EEOC approved these NIH-wide RA Policy and Procedures which were then formally rolled out to the NIH ICs for implementation.  On July 20, 2018, the EEOC approved the NIH RA policy and procedures. EDI then began preparing a formalized roll out of the program. This included first meeting with the Executive Officers of the 27 ICs to provide a formal orientation to the new RA policies and procedures and the Entellitrak system. EDI hosted an official launch event for the centralized Reasonable Accommodation Program on October 18th of 2018, to coincide with National Disability Awareness month. In addition, the RA program staff offered monthly, NIH wide, RA training for managers and employees, starting in August 2018. It is important to note here again that while the roll out of the RA program is NIH wide, the program still did not serve bargaining unit employees, pending the approval of the procedures by the EEOC and the respective unions.  With the adoption of the EEOC approved RA policy and procedures, and a new on-line RA request program (Entellitrak), and 7 full time staff (1 branch chief and 6 staff), it is expected that the NIH will experience a significant improvement in the overall processing of requests for accommodation. In fact, the data is already beginning to show that. When we compare the RA data submitted by the ICs (pre centralization and utilization of Entellitrak) with the recently collected RA data through the on-line Entellitrak system, we are seeing a decrease of 3.6 days to process an RA request (from request to provision). NIH predicts that this trend will continue, resulting in improved employee satisfaction with request processing, consistent tracking of requests, and enhanced identification of accommodation needs throughout the agency. In addition, EDI will continue to provide RA training on a regular basis, both in person as well as online, for NIH managers and employees. With the continuation of training and the customer service driven work of the RA accessibility consultants, each Institute and Center should be able to develop more effective strategies for recruiting, promoting, and sustaining employment of persons with disabilities. |

#### Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 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.

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| The NIH RA Policy and Procedures requires that PAS for individuals with targeted disabilities be requested and processed in the same manner as any other request for accommodation. In addition, requests for workplace personal assistance as an accommodation to perform certain work-related tasks will be processed. Those requests may come from individuals with targeted and/or non-targeted disabilities. In FY 18, NIH has reported processing one request for PAS as an accommodation. This request was approved and processed within 5 business days.  Presently, NIH (working through EDI) is in the process of establishing an inter-agency agreement (IAA) with the Department of Health and Human Services (HHS). The purpose of the IAA is to enable the NIH ICs to have access to the vendors on HHS’s established Blanket Purchase Agreement, for the provision of PAS. EDI hopes to complete and implement the IAA with HHS by the end of quarter two FY 19. |

### Section VI: EEO Complaint and Findings Data

#### EEO Complaint data involving Harassment

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?

No X

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

No X

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.

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| The NIH had no findings of discrimination in FY 2018.  Source: iComplaints EEO Complaint Tracking System |

#### EEO Complaint Data involving Reasonable Accommodation

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?

No X

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

Yes X

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.

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| --- |
| The NIH had no findings of discrimination in FY 2018, although NIH settled five cases. The corrective measures were bound by settlement agreements that ranged from request for re-assignment to light duty position; to changing tour of duty, and removal of AWOL; purchase of ergonomic equipment to involuntarily separation being rescinded. Source:iComplaints EEO Complaint Tracking System |

### 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.

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

No X

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

No X

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.

|  |  |
| --- | --- |
| **Triggers** | Considering instructions from the Equal Employment Opportunity Commission (EEOC), the Office of Equity, Diversity, and Inclusion (EDI) began conducting a more focused barrier analysis in FY 2018 to identify triggers and potential barriers at the GS-11 through GS-15 and SES pay scales, as compared to the goal of 12% for employees with reportable disabilities and 2% for employees with targeted disabilities.  The percentage of PWD in the GS-11 to SES cluster was 7.0% in FY 2018, which falls below the goal of 12.0%. The percentage of PWTD in the GS-11 to SES cluster was 1.1% in FY 2018, which falls below the goal of 2.0%. |
| **Barrier(s)** | We have not completed the barrier analysis yet. |
| **Additional Information Available at this Time** | **Responsible Official(s):** David Rice, Disability Portfolio Strategist  **Barrier Analysis Process Completed?** No  **Performance Standards Address the Plan?** Yes  **Barrier(s) Identified?** No  **Sources of Data: Workforce Data** Table B-1, B-4, B-7, B-13; and Cognos Applicant flow data from OPM & nVISION data |

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

The NIH is just now initiating a plan to conduct the barrier analysis involving PWD and/or PWTD.