
**FY 2002 AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT
FOR MINORITIES AND WOMEN**

AND THE FY 2003 AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE



**NATIONAL MARINE FISHERIES SERVICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**

National Marine Fisheries Service
Executive Summary
FY 2002 Affirmative Employment Program for Minorities and Women

The Affirmative Employment Accomplishment Report and Plan Update for Minorities and Women is an annual report required by the Equal Employment Opportunity Commission's Management Directive 714, dated October 1987. This report was prepared by the National Marine Fisheries Services Equal Opportunity Office Manager with input from Field Office liaisons.

The information contained in this first section of this report identifies NOAA's National Marine Fisheries Service accomplishments during FY 2002. The second section, which is identified as the Program Update, outlines those critical areas that could not be accomplished in FY 2002, but are expected to be address in FY 2003. This report provides a Work Force Analysis by EEO groups that identify specific areas of minority employment accomplishments or shortfalls.

The statistical data use to develop the report was provided by the NOAA Civil Rights office, and is categorized by mission-related occupations and accomplishments by grades, and divided into EEO group comparisons by Professionals, Administrative, Technical, Clerical, Other White Collar and Blue Collar (PATCOB) and mission related occupations. Each category is then compared to the National Civilian Labor Force (NCLF) using 1990's census statistics. (NOTE: The National Marine Fisheries Service is currently under two pay systems, i.e., general service pay schedule and a demonstration project, also known as pay-banding. Therefore, in addition to the analysis done by grade, it should be noted that an analysis has also been done by pay-band.)

As of October 5, 2002, NMFS employed 2,668 permanent employees. Of this figure 1,746 were General Schedule (GS), 865 were employees under the Demonstration Project (Pay Band), 40 Wage Grade (WG), 16 were Senior Executives and 1 employee was listed as a Senior Level. Of the total number of permanent employees, 1,642 (61.5%) were male and 1026 (38.5%) were female. As in previous years, minorities continued to lag behind in most grade groupings. However, NMFS is committed to taking the steps necessary to improve its recruitment efforts to increase representation of minorities and women. During FY 2002, NMFS has committed a tremendous amount of resources and time to conferences, career fairs, and workshops. We have worked to provide "premium" training opportunities to qualified individuals throughout the agency and have increased funding for several internship programs. As a result, we have noticed an increase in the number of individual interested in employment with NMFS and a change in the number of persons within the organization being able to qualify for higher level positions.

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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FOR FY 2002**

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- * SUMMARY ANALYSIS OF WORK FORCE
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NATIONAL MARINE FISHERIES SERVICE

NAME OF ORGANIZATION

1315 EAST-WEST HIGHWAY, SILVER SPRING, MD 20910

ADDRESS OR ORGANIZATION

ORGANIZATIONAL LEVEL: AGENCY ___ MOC X REGION ___
COMMAND ___ INSTALLATION ___ HEADQUARTERS ___

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL **2,668**
PROFESSIONAL **1,534** ADMINISTRATIVE **658** TECHNICAL **280**
CLERICAL **142** OTHER **14** BLUE COLLAR **40**

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NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

(Signed)

SIGNATURE OF PRINCIPAL EEO OFFICIAL

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

William Hogarth, Ph.D. Assistant Administrator for NMFS

NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

(Signed)

SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL CERTIFIES
THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

SUMMARY ANALYSIS OF WORK FORCE

PROVIDE A NARRATIVE WORK FORCE ANALYSIS USING THE RELEVANT CIVILIAN LABOR FORCE. ANALYZE OCCUPATIONAL CATEGORIES, GRADE GROUPINGS, AND MAJOR OCCUPATIONS.

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INTRODUCTION

This document provides an overview of the NMFS-wide FY 2002 Affirmative Employment Program Accomplishment Report for Minorities and Women and the 2003 Plan Update. The FY 2003 Affirmative Employment Program Plan Update includes revisions to the Multi-Year Plan. The Report and Plan Update were prepared by the EEO Program Manager of the National Marine Fisheries Service (NMFS).

OBJECTIVE

The primary purpose of this annual report is to provide an overview of the Affirmative Employment program within the National Marine Fisheries Service. Statistical data included in the plan are evaluated by race, national origin and gender for full and part-time permanent employment. Analyses are based on data generated by the NOAA Civil Rights office from Personnel files downloaded from the National Finance Center (NFC). The NFC maintains the personnel and payroll systems of NOAA and the Department of Commerce.

Full representation of each race, national origin group and gender group is achieved when the NMFS workforce reaches parity with the relevant Civilian Labor Force (CLF). NOTE: The CLF data were derived from the data published in the Bureau of the Census publication entitled, "Detailed Occupation of the Civilian Labor Force by Race and Sex for the United States -1990." The CLF includes persons 16 years of age or older, excluding Armed Forces.

AUTHORITY

The legal authority for developing accomplishment reports and affirmative employment plans for minorities and women is derived from Section 717, Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106. Guidance on preparation of accomplishment reports is contained in the Equal Employment Opportunity

Commission's EEO Management Directive 714, dated October 6, 1987. Additional guidance is issued by the Office of Civil Rights, National Oceanic and Atmospheric Administration.

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DATA SOURCE

Statistics for occupational categories (Professional, Administrative Technical, Clerical, Other and

Blue Collar) and mission-related occupations were obtained from the NOAA Human Resources Data System (HRDS). Statistics for PATCOB categories were compared to the 1990 national PATCOB civilian labor force (CLF) data to determine underrepresentation in NMFS occupational categories. Statistics for mission-related occupations were also compared to the 1990 national relevant civilian labor force (CLF) data.

NMFS WORKFORCE ANALYSIS

As of **October 5, 2002**, NMFS employed **2,668 permanent employees**. Of this figure **1,746** were General Schedule (GS), **865** were employees under the Demonstration Project (Pay Band), **40** Wage Grade (WG), **16** were Senior Executives and **1** employee was listed as a Senior Level. Of the total number of permanent employees, **1,642 (61.5%)** were male and **1026 (38.5%)** were female. As in previous years, minorities continued to lag behind in most grade groupings.

The following information provides a snapshot of the FY 2002 NMFS workforce in comparison to the National Civilian Labor Force (NCLF). Using the statistical information provided by the NOAA Civil Rights office it is clear that NMFS is under represented in more than one minority grouping.

(NOTE: Underrepresented groups are in bold.)

	EMPLOYMENT	PERCENT	NCLF
males	1475	55.28%	42.6%
females	832	31.18%	35.3%
Black males	45	1.69%	4.9%
Black females	87	3.26%	5.4%
Hispanic males	39	1.46%	4.8%
Hispanic females	42	1.57%	3.3%
Asian American/Pacific Islander males	75	2.81%	1.5%
Asian American/Pacific Islander females	58	2.17%	1.3%
American Indian/Alaskan Native males	8	0.30%	0.3%
American Indian/Alaskan Native females	7	0.26%	0.3%

During FY 2002, efforts to increase and retain the number of qualified minorities was enhanced by the constant effort of managers and supervisors throughout the agency. Additional efforts were made to increase the pool of applicants for a number of job opportunities within the agency. Unfortunately, there are still a number of barriers, i.e., limited FTE's, location of positions, etc., which make it difficult to produce the kind of results desired.

***PERCENTAGE CHANGES IN REPRESENTATION OF EEO GROUPS BY
OCCUPATIONAL CATEGORIES FROM 2001 - 2002***

Analyses of the work force were prepared in order to evaluate progress in the employment of women and minorities at NMFS. This section of the accomplishment report identifies those EEO groups that are under represented in various occupational categories. For agency purposes, underrepresentation occurs when the percentage representation of an EEO group, for a given employment category, is substantially less than its corresponding percentage representation in the national civilian labor force. Severe underrepresentation occurs when an EEO group is absent from the agency's occupational categories.

PROFESSIONAL

At the end of FY 2002, NMFS had 1,534 professional employees. For the NMFS professional workforce, this is a numerical increase of 78 over last year's figure of 1, 456.

	EMPLOYMENT	PERCENT	NCLF	
males	1001	65.2%	42.6%	White
females	406	26.4%	35.3%	White
Black males	15	0.9%	4.9%	
Black females	15	0.9%	5.4%	
Hispanic males	19	1.2%	4.8%	
Hispanic females	6	0.3%	3.3%	
Asian American/Pacific Islander males	48	3.1%	1.5%	
Asian American/Pacific Islander females	18	1.1%	1.3%	
American Indian/Alaskan Native males	5	0.3%	0.3%	

American Indian/Alaskan Native females 1 0.1% 0.3%

All EEO groups are represented in the NMFS workforce. However, the number of white females, Black males, Black females, Hispanic males and Hispanic females are significantly less than their representation in the National Civilian Labor force.

ADMINISTRATIVE

This group of employees exercise analytical ability in understanding the principles, concepts, and practices of administration and management. Positions included, but were not limited to our Budget Analyst, Computer Specialists and Management Analyst. Within NMFS there are 658 employees in this category. Of this figure, 265 are female and 393 are male. In addition, further

review indicates, once again, that our **non-minority population** continues to maintain a larger portion of the positions available. Please note the following:

	EMPLOYMENT	PERCENT	NCLF	
males	343	52.1%	42.6%	White
females	204	31.0%	35.3%	White
Black males	16	2.4%	4.9%	
Black females	22	3.3%	5.4%	
Hispanic males	14	2.1%	4.8%	
Hispanic females	16	2.4%	3.3%	
Asian American/Pacific Islander males	19	2.8%	1.5%	
Asian American/Pacific Islander females	22	3.3%	1.3%	
American Indian/Alaskan Native males	2	0.3%	0.3%	
American Indian/Alaskan Native females	0	0.0%	0.3%	0.3%

TECHNICAL

Technical occupations include Biological Science technicians, Engineering technicians, and Physical Science technicians. The work primarily involves supporting employees in the administrative or professional occupations.

At the end of FY 2002, NMFS data indicates a total of 280 employees fell within the technical category. This is an increase of 24 positions. White males and females made up approximately **77%** of the workforce while minorities made up the remaining 23%. Notably, the percentage of minorities in the technical category increased by 1% over last years figures.

	EMPLOYMENT	PERCENT	NCLF
males	83	29.6%	42.6% White
females	133	47.5%	35.3% White
Black males	8	2.8%	4.9%
Black females	18	6.4%	5.4%
Hispanic males	4	1.4%	4.8%
Hispanic females	11	3.9%	3.3%
Asian American/Pacific Islander males	9	3.2%	1.5%
Asian American/Pacific Islander females	12	4.2%	1.3%
American Indian/Alaskan Native males	1	0.3%	0.3%
American Indian/Alaskan Native females	2	0.7%	0.3%

CLERICAL

Clerical occupations involve structured work in support of office, business and fiscal operations. The most typical examples of these positions are the secretary and office automation clerk. At the

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end of FY 2002, NMFS employed 142 clerical employees.

	EMPLOYMENT	PERCENT	NCLF
White males	10	7.0%	
42.6% White females		84	59.1%
			35.3%
Black males	4	2.8%	4.9%
Black females	26	18.3%	5.4%
Hispanic males	1	0.7%	4.8%
Hispanic females	9	6.3%	3.3%
Asian American/Pacific Islander males	0	0.0%	1.5%
Asian American/Pacific Islander females	5	3.5%	1.3%
American Indian/Alaskan Native males	0	0.0%	0.3%
American Indian/Alaskan Native females	3	2.1%	0.3%

OTHER

This occupational category, which generally include student trainees and craft and/or trade specialists, was developed to classify those positions which are not related to the remaining occupational groups. The total number (14) for this category did not change from last year. However, the distribution amongst the workforce did.

	EMPLOYMENT	PERCENT	NCLF
White males	1	7.1%	42.6%
White females	5	35.7%	35.3%
Black males	1	7.1%	4.9%
Black females	6	42.8%	5.4%
Hispanic males	0	0.0%	4.8%
Hispanic females	0	0.0%	3.3%
Asian American/Pacific Islander males	0	0.0%	1.5%
Asian American/Pacific Islander females	1	7.1%	1.3%
American Indian/Alaskan Native males	0	0.0%	0.3%
American Indian/Alaskan Native females	0	0.0%	0.3%

BLUE-COLLAR

Employees in the Wage Grade classifications are made up of Blue Collar positions which include opportunities aboard NOAA ships, printing press operators, plumbers, electricians, etc. Currently, white males represent 92.5%, while Black males and American Indian/Alaskan Native

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females make up the remaining 7.5% of the workforce.

	EMPLOYMENT	PERCENT	NCLF
males	37	92.5%	42.6%
females	0	0.0%	35.3%
Black males	1	2.5%	4.9%
Black females	1	0.0%	5.4%
Hispanic males	1	2.5%	4.8%
Hispanic females	0	0.0%	3.3%
Asian American/Pacific Islander males	0	0.0%	1.5%
Asian American/Pacific Islander females	0	0.0%	1.3%
American Indian/Alaskan Native males	0	0.0%	0.3%
American Indian/Alaskan Native females	1	2.5%	0.3%

***PERCENTAGE CHANGES IN REPRESENTATION OF EEO GROUPS BY
MISSION-RELATED OCCUPATIONS***

FISHERY BIOLOGIST - (0482)

Fishery Biologists within NMFS increased numerically from **796** to **843**. Of this figure, **92.4%** are white men and women. Black employees represent only **1.5%** of this grouping, Hispanic employees represent **1.8%**, Asian American/Pacific Islander employees represent **3.8%** and American Indian/Alaskan Native employees represent **0.5%**. The most noted change within this category appears to be for white women who saw a **1.2%** increase. **All EEO groups are represented in this category.**

BIOLOGICAL SCIENCE TECHNICIAN - (0404)

The numerical representation of Biological Science technicians increased by 8 positions. Last year there were 64 Biological Science technicians while this year there are 72 technicians. Most notable are the increases by Asian American males and females (1.7%). White females, Black males and females, and Hispanic females and American Indian females showed a decline in representation. **Hispanic males and American Indian males are absent from this occupation.**

COMPUTER SPECIALIST (0334)

Computer Specialist within NMFS decreased significantly during the last year. The total number of Computer Specialists dropped from 160 to 19. It is believed that the increase in the number of contract employees has resulted in this dramatic change. **Hispanic American females, Asian American males and American Indian males and females are absent from this occupation.**

REPRESENTATION OF EEO GROUPS BY GRADE GROUPINGS

As mentioned under the analysis section of this report, NMFS had 2,668 employees by the end of FY 2002. To better understand the make-up of the agency, EEO group numbers and representation for white collar employees in grade groupings of GS 1-4, GS 5-8, GS 9-12, GS/GM 13-15 and the Executive Levels, including the Senior Executive Service, were compared with FY 2001.

GS 1-4: The total number of employees in this grade grouping continues to decrease. During FY 2002, employees filling positions in this grade grouping dropped from 15 - 13. Females represented 69.3% while males made up the remaining 30.7%. The percentage of Black males and females continue to increase as do Hispanic American females and Asian American females. **Hispanic males,**

Asian American males and American Indian males and females are absent from this occupation.

GS 5-8: While the numbers *decreased* in the GS 1-4 grade grouping, the same can't be said about this particular group. Instead, the total number of employees in this grade grouping increased numerically by 38. **All EEO groups are represented in this grade grouping.**

GS 9-12: The total number of employees in this grade grouping increased from 946 to 1003. Numerically, the largest increase was for White females who increased from 263 to 289. The second largest increase was for Asian American females. **American Indian females are not represented in this grade grouping.**

GS/GM 13-15: Unlike last year, there was an increase in the number of employees in this grade grouping. Based on statistical data, this grade grouping increased by 25. The largest increase was noted amongst white males. White females and Asian American females has the next largest increase. **American Indian females are absent from this grade grouping.**

Executive Levels: The total number of employees in the Executive levels remained the same for FY 2002. However, the representation by gender changes. Specifically, there are 11 White males, 3 White females, 1 American Indian/Alaskan Native male and 1 Asian Pacific Islander female. **Black men and women, Hispanic men and women, American Indian women and Asian American males are absent from this category.**

PAY BANDING CAREER PATHS

On March 29, 1998, NMFS made a conscience decision to participate in the Demonstration Project (Pay Banding). It was decided that for a period of five years, the pay bands would replace the former General Schedule system for "some" of its employees. Each career path has five bands, with each incorporating one or more of the GS grades. For some, pay banding has proven

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to be an effective mechanism that allows an employee to advance within the agency in a more accelerated method, as opposed to the moving from one grade level to another. Pay Banding currently consists of four career paths:

- ZP - Scientific and Engineering Professionals - Consisting of 2 grade intervals positions
- ZT - Scientific and Engineering Technicians - Consisting of 1 grade interval positions
- ZA - Administrative - Consisting of 2 grade interval positions
- ZS - Support - Consisting of one grade interval positions

PAY BAND GROUPINGS FOR SCIENTIFIC & ENGINEERING PROFESSIONAL OCCUPATIONS

ZP I (GS 1-6): During FY 2002, NMFS hired one black male in this pay grouping. No other group is represented in this category at this time.

ZP II (GS 7-10): The number of employees in this pay band increased by 12 from 52 to 64. The largest increase and representation of this pay band appears to be for white males which showed an 8.7% increase and made up 62.5% of the work group. White females represent 34.4%, while Asian American/Pacific Islander males represent 1.6% , Asian American/Pacific Islander females represented 1.6. **Black males and females, Hispanic males and females and American Indian/Alaskan Native males and females are absent from this band grouping.**

ZP III (GS 11-12): The number of employees in this pay band increased by 14 from 210 to 224. The largest change appears to be for white females. White males make up 58.8% of the workforce in this pay band while White females make up 35.3%. Hispanic males and Asian American/Pacific Islander females showed some increase while Black males, Black females, and Asian American/Pacific Islander males showed a slight decrease. **Hispanic females and American Indian/Alaskan Natives are absent from this band grouping.**

ZP IV (GS 13-14): The number of employee in this pay band increased only by 1 from 180 to 181. Again, White males represent the largest group with 66.3% while White females come in second with 23.2%. The remaining 10% consist of Black Males (3.9%) which is an increase over last years numbers, Black females (1.1%), Hispanic males (1.1%), Hispanic females (1.1%), Asian American/Pacific Islander males (2.2%), and Asian American/Pacific Islander females (1.1%). **American Indian/Alaskan Natives are absent in the pay band.**

ZP V (GS 15): The number of employees in this pay band increased by 5 from 39 to 44. White males increased by 0.6% and Asian American/Pacific Islanders increased by 2.3%. **Black males, Hispanic males and females, Asian American/Pacific Islander females and American Indian/Alaskan Natives are not represented in this pay band.**

PAY BAND GROUPINGS FOR ADMINISTRATIVE OCCUPATIONS

ZA I (GS 1-6): During FY 2002, NMFS lost 1 Black female in this pay band. However, 1 White female was hired. **Black males, Hispanic males and females, Asian American/Pacific**

Islander males and females and American Indian/Alaskan Native males and females are absent in this band grouping.

ZA II (GS 7-10): The number of employees in this pay band decrease by 1 from 45 to 44 during FY 2002. At this time, White females hold the largest number of positions in this particular band, representing 38.6% of this band while White males with 36.4%, represent the second largest group. Black females represented the third largest population with 13.6%. Other representations included Black males with 4.6%, Hispanic females with 4.6% and Asian American/Pacific Islanders with 2.3%.

Hispanic males, Asian American/Pacific Islander males and American Indian/Alaskan Native males and females are absent from this band grouping.

ZA III (GS 11-12): The number of employees in this pay band increased from 78 to 84 during FY 2002. While White males represent a large portion of this band grouping, it is White females who are noted as the largest group at 47.6%. Black females make up 6.0%, Hispanic females make up 3.6%, Hispanic males make up 1.2%, Asian American/Pacific Islander females make up 1.2% as do Asian American/Pacific Islander males. **Black males and American Indian/Alaskan Native males and females are notably absent from these bands.**

ZA IV (GS 13-14): The number of employees in this pay band increased slightly 74 to 76. Both White males and females hold 43.4% of the positions respectively under this band grouping. White females are the only group to show any positive changes. Black males, Hispanic males and Asian American/Pacific Islanders maintained their positions. **Hispanic female, Asian American/Pacific Islander males and American Indian/Alaskan Native males and females are notably absent from these bands.**

ZA V (GS 15): The number of employees in this pay band increased from 13 to 17. Most notable is the increase of White Females from 7.7% in FY 2001 to 17.7% in FY 2002. White males continue to hold the largest number of positions in this band grouping. Both Hispanic females and Asian American/Pacific Islanders maintain 5.9% of the population. **Black males and females, Hispanic males, Asian American/Pacific Islander females and American Indian/Alaska Native males and females are notably absent from these bands.**

***PAY BAND GROUPINGS FOR SCIENCE & ENGINEERING
TECHNICIANS OCCUPATIONS***

ZT I (GS 1-4): During FY 2002, there were no changes in this pay band. White males equal 50% of the workforce while Asian American/Pacific Islander males make up the other 50%.

ZT II (GS 5-7): During FY 2002, there were no changes in this pay band. White females represent 100% of this band grouping.

ZT III (GS 8-10): During FY 2002, there were no changes in this pay band. White females represent 100% of this band grouping.

PAY BAND GROUPINGS BY SUPPORT OCCUPATIONS

ZS I (GS 1-2): Currently, there are no employees represented in this pay band.

ZS II (GS 3-4): The number of employees in this pay band increased from 10 to 13 employees during FY 2002. Specifically, White females increased by 13.9% while Asian American/Pacific Islanders increased by 5.4%. Black males saw a decrease of 10.0% while American Indian/Alaskan Native females decreased by 2.3%. **Hispanic males and females, Asian American/Pacific Islander males and American Indian/Alaskan Native males are not represented.**

ZS III (GS 5-6): The number of employees in this pay band decreased from 52 to 45 during FY 2002. White females currently hold 53.3% of this band grouping while Black females 17.8%. Other groups represented are Black males (2.2%), Hispanic females (8.9%), Asian American/Pacific Islander females (2.2%) and American Indian/Alaskan Natives (6.7%). **Hispanic males, Asian American/Pacific Islander males and American Indian/Alaskan Native males are absent from this category.**

ZS IV (GS 7-8): The number of employees in this pay band increased from 49 to 62. The largest increase was among White females who alone increased by 7.5%. The second largest representation appears to be for Black females who increased by 4.0%. This year one Hispanic female was hired as was one Asian American/Pacific Islander male, thereby increasing their representation to 1.6%. **Hispanic males and American Indian/Alaskan Native males and females are not represented in this pay band.**

ZS V (GS 9-10): The number of employees in this pay band increased from 2 to 4 during FY 2002. White females represent 75% of this band grouping while Black females represent 25%. **All other EEO groups are absent from this band.**

CONCENTRATION OF EMPLOYEES BY GRADE GROUPING

- The majority of Black employees continue to be concentrated at the GS 5-8 (17) and GS 9-12 (39) grade groupings. **NOTE:** In grades 9 - 12, Black employees increased numerically by 3.
- The majority of Hispanic employees are also concentrated at the GS 5-8 (14) and the GS 9-12 (31) grade groupings.
- The majority of Asian American/Pacific Islander employees are concentrated at the GS 5-8 (21), and the GS 9-12 (66) grade groupings. **NOTE:** In both grade groupings there was a numerical increase. In the GS 5-8 grade grouping, employees increased by 4, while in the GS 9-12 category, employees increased by 7.
- The majority of American Indian/Alaskan Native employees are concentrated at the

GS 5-8 (3) grade groupings. **NOTE:** This is a change from last year's report which indicated the majority of American Indian/Alaskan Natives as being concentrated in the GS 9-12 grade grouping. This is due to the promotion of one employee from a grade 12 to a grade 13.

- The majority of White employees are concentrated at the GS 9-12 (820) and the GS 13-15 (394) grade groupings.

MEN AND WOMEN

- The total number of employees in the GS 9-12 is 1003. Of this figure, 653 or 65.1% are male and 350 or 34.9% are female.
- The total number of employees in the GS/GM 13-15 is 448. Of this figure 84.2% or 378 or 84.4% are male and 70 or 15.6% are female.

ACCESSIONS/PROMOTIONS/SEPARATIONS

Accessions

During FY 2002, NMFS hired 246 employees. Of this figure, 122 or 49.5% were White males, 90 or 36.5% were white females. In addition to these figures NMFS hired 7 Blacks, 11 Hispanic, 2 American Indian/Alaskan Native, and 14 Asian/Pacific Islanders. The breakdown by “type of employment” includes: Career Appointments (4), Career Conditional Appointments (169), Transfers (42), Reinstatement - Career (21), Reinstatement - Career Conditional (2), Senior Executive Service Career Appointment (1) , and Excepted Appointment (6).

Promotions

During FY 2002, 245 employees received promotions. Of this figure, 29 were temporary promotions. Of the 245 employees receiving permanent promotions, 207 or 84.49 % were White, 13 or 5.31% were Black, 12 or 4.90 were Hispanic, 13 or 5.31% Asian American/Pacific Islander. **There were no American Indian/Alaskan Natives included in the promotion process for FY 2002.**

Separations

During FY 2002, 118 employees separated from our roles. Of this figure 103 or 87.3% were White, 8 or 6.8% were Black, 4 or 3.39% were Hispanic, and 3 or 2.5% were Asian Pacific Islander.

Reason for Separations during FY 2002:

Retirement: Disability	2	Termination: Appointment in	29
Retirement: Voluntary	40	Discharge During Probation	1
Resignation	44	Removal	1
Death	1		

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTIONS ITEMS**

PROGRAM ELEMENT: Program Analysis: Recruitment and Hiring

PROBLEM/BARRIER STATEMENT: Low representation of Minorities and Women in GS-13 and above (or equivalent) grade levels.

OBJECTIVE: Improve representation of Minorities and Women at the GS-13 and above (or equivalent) grade levels.

RESPONSIBLE OFFICIAL: Assistant Administrator, Deputy Assistant Administrator, Regional Administrators, Science Directors, Office Directors and Lab Directors.

TARGET DATE: FY 2002 and Continuing

ACTION ITEM	RESPONSIBLE OFFICIAL	TARGET DATE
1. Continue building relationships with minority serving institutions and organizations in an effort to increase the pool of applicants for all NMFS opportunities, including student programs.	EEO Program Mgr. Office Directors Deputy Directors	9/30/03* Continuing
2. Participate in Career days, Career fairs and other activities which expose these EEO groups to career opportunities.	EEO Program Mgr. Office Directors Deputy Directors	9/30/02* Continuing
3. Increase representation of Black males and American Indian/Alaskan native males and females in NMFS Biologist occupations.	EEO Program Mgr. Office Directors Deputy Directors	9/30/02* Continuing
4. Increase the representation of minorities and women in the GS 13-15 grade groupings.	Assistant Administrator Office Directors Deputies	9/30/02* Continuing
5. Meet with senior officials within the organization to (1) discuss the manifest imbalance as it pertains to their office and NMFS as a whole, and (2) discuss workable solutions for increasing the pool of applicants from which managers can select from.	EEO Program Manager	9/30/02* Continuing

*These activities are on-going in nature. Percentages constantly change as new accessions or departures occur

REPORT ON ACCOMPLISHMENTS

1. Continue building relationships with minority serving institutions and organizations in an effort to increase the pool of applicants for all NMFS opportunities, including student programs.

- NMFS continued working with NOAA's Educational Partnership Program (EPP) staff in an effort to increase the number of professionals from under-represented groups in NOAA/NMFS sciences. As a result, the University of Maryland - Eastern Shore, with its partners, Delaware State University, Hampton University, Savannah State University, the University of Maryland Marine Biotechnology Institute's Center of Marine Biotechnology and the University of Miami Rosenstil School of Marine and Atmospheric Sciences have established a Living Marine Resources Cooperative Science Center on the University of Maryland Eastern Shore campus. This Center is a part of NOAA's Educational Partnership Program with Minority Serving Institutions. As a result of the work done through the EPP, NMFS was able to place a student (black female) from Clark Atlanta in our Northwest Regional office in Seattle, Washington for a 10-week internship program.

- NMFS, through our Graduate Science program (GSP), provides opportunities to candidates with college degrees in math, science, economics, law, social science, and engineering; who have been accepted into a graduate program in a NOAA related science. The GSP offers at least two years of NOAA related research and training opportunities. As a result of the work done, NMFS was able to place one student in our Galveston Laboratory.

- Utilizing the ORISE (Oak Ridge Associated) program, NMFS placed 10 undergraduate students (4 Black females, 1 black male, 2 Hispanic females, 2 White males, 1 White female) throughout NMFS facilities.

- NMFS staffers at the Santa Cruz Laboratory worked with the California State University at Los Angeles to recruit a summer intern. She received training in molecular and conservation genetics.

- Two women and a Hispanic male were employed in professional positions in the Region through the Oak Ridge Institute for Science and Education (ORISE). The male was recruited from the California State University, Los Angeles, a Hispanic serving institution. These recently graduated students have been assisting with geographic information systems, habitat restoration, and habitat damage assessment and restoration program tasks.

2. Participate in Career days, career fairs and other activities which expose these EEO groups to career opportunities.

- During FY 2002, NMFS continued its participation in Career days, career fairs, etc. NMFS exhibited and/or participated at AISES, SACNAS, BIG, HACU, and the Southeastern Association of Fish and Wildlife. During these conferences, hand-outs which highlight career opportunities are shared with conference attendees. In addition, staffers provided one-on-one counseling with individuals who express an interest in NMFS. **NOTE:** NMFS provided a grant in the amount of \$12K to the Society for Advancement of Chicanos and Native Americans in Science (SACNAS) as support for upcoming conference activities.

- NMFS, along with other NOAA components worked with the faculty of Florida A&M University in preparation for the 4th Expanding Opportunities Conference. As in the past, this conference has served as a major catalyst for exposing both minority students and faculty members to NOAA/NMFS. In addition, it focuses on ways to build sustainable alliances with the Historically Black and other Minority Serving Colleges and Universities (HBMSCUs) that represent minorities and women.

- Outreach presentations made at Kenmore Elementary School in Newport, Oregon.

- Scientific presentations entitle, “A leaf in every kitchen, a kitchen in every leaf” was made at four Seattle Public Schools. This presentation focused on food habits of young salmon in streams an lakes.

- NMFS continues to work with the South Yuba River Citizens League to develop Salmon Conservation Outreach materials targeting school children, many of which are minority students from Kindergarten through 12th grade.

3. Increase the representation of Black males and American Indian/Alaskan Native males and females in Fishery Biologist occupations.

- Numerically, NMFS increased the representation of Black males by 1 (no change percentage wise) and American Indian/Alaskan Native males and females by 1 each or 0.1%.

- NMFS was a full participant and exhibitor at the Annual AISES Conference. Staff members spoke with student attendees, providing information on job opportunities and collecting resumes.

- A NWFSC scientist to Anchorage, AK to attend the "Native Scientist Meeting 2001" sponsored by the Alaska Native Science Commission. The goal of this meeting was to further develop a consensus approach to enabling tribes in Alaska to address concerns about maintaining the quality of subsistence foods and the environment.

4. Increase the representation of minorities and women in the GS 13-15 (and equivalent) grade groupings.

- During FY 2002, NMFS saw an increase in most categories. However, reorganizations and routine separations of employees from the agency made increasing the representation of certain EEO groups difficult. Notable increases include the following:

	<i>Numerical Increase</i>	<i>Percentage</i>
White females	+3	-0.0%
Black males	+1	+0.2%
Hispanic males	+2	+0.3%
Asian American/Pacific Islander males	+3	-0.5%
American Indian/Alaskan Native	+1	+0.2%

5. Meet with senior officials within the organization to (1) discuss the manifest imbalance as it pertains to their office and NMFS as a whole, and (2) discuss workable solutions for increasing the pool of applicants from which managers can select from.

- As with each year, EEO/Affirmative Employment training is provided to both managers and supervisor. Preparation of the Affirmative Action plan and update is an integral part of this training process. Managers and employees are (1) briefed on the requirements of the EEOC's Management Directives which outline report preparation, (2) given guidance on how to identify barriers and (3) initiate workable solutions. Offices receiving training during FY 2002:

Headquarters (Silver Spring, MD)
Alaska Fisheries Science Center
Southeast Fisheries Science Center
Northeast Fisheries Science Center

Northwest Region
Alaska Region
Southeast Region

Attachment 3

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTIONS ITEMS**

PROGRAM ELEMENT: Employee Development

PROBLEM/BARRIER STATEMENT: A decline in the use of developmental programs. Programs serve to provide the knowledge and/or skills needed to advance within the organization.

OBJECTIVE: Increase employee awareness of available developmental programs. In addition, encourage participation.

RESPONSIBLE OFFICIAL: Assistant Administrator, Deputy Assistant Administrator, Regional Administrators, Science Directors, Office Directors and Lab Directors.

TARGET DATE: FY 2002 and Continuing

ACTION ITEM	RESPONSIBLE OFFICIAL	TARGET DATE
1. Provide opportunities for all employees to develop their knowledge, skills and abilities through the use of developmental program, e.g., informal mentoring, Rotational Assignments, details, etc.	Chief, Planning & Development Div.	9/30/2002
2. Establish a tracking system of employee employees skills and training received.	Planning & Development Div.	9/30/2002
3. Establish a tracking system to monitor and evaluate the participation of women and minorities in awards, details, and developmental assignments.	Planning & Development Div. Human Resources Management Office	9/30/2002

REPORT ON ACCOMPLISHMENTS

1. Provide opportunities for all employees to develop their knowledge, skills and abilities through the use of developmental program, e.g., Mentoring, Rotational Assignments, etc.

As in the past, NMFS continues to make “premium” training opportunities available to all employees. In FY 2002, a new tool, the NMFS Intranet site was developed to ensure quick

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dissemination of information with the sole purpose of empowering employees, improving productivity, and distributing information quickly and reliably throughout NMFS. The site contains calendars and updates, information on computer services, training and award opportunities, etc.. It has been key to providing timely information for those in our headquarters and field offices (including those aboard fishing vessels).

- NMFS, along with the other line offices began preparation for the 2nd Leadership Competencies Development Program. This program is part of a NOAA-wide initiative that was implemented by various line organizations in FY 2000 to develop better leaders within our Agency through training, education, and development, both within and across organizational lines. In FY 2002, NMFS, sponsored five individuals (2 White males, 2 White females and 1 Black male).

- The following career development opportunities were centrally funded and opened to all NMFS employees. Selections were based on an individuals ability to qualify.

- Advanced Studies Program (of the 16 selected, 10 were white females)
- The New Leaders Program (of the 3 selected, 1 was a white female)
- Executive Leadership Program (of the 3 selected, 2 were white females)
- NMFS Rotational Assignment Program (of the 8 selected, 4 were white females)

- The NWFSC sponsored a series of career development workshops for staff. The purpose of these workshops were to assist employees in self-assessment and skills identification, define career goals in the context of the organization, prioritizing professional goals, researching opportunities and developing a career plan.

2. Establish a tracking system of employees skills and training received.

The NMFS leadership has created a new Training Leadership Council (TLC) with the purpose of identifying both training needs and establishing a mechanism in which to develop programs that will address both the scientific and non-scientific needs of the organization. A part of the process, this group is looking at way to identify employee skills and previous training received. This action is on track. In addition, our Northwest Fisheries Science Center in the process of developing an Oracle-based database of training received by employees. This system will allow NWFSC management to ensure that training is approved equitably, regardless of grade, race, or gender.

3. Establish a tracking system to monitor and evaluate the participation of women and minorities in awards, details, and developmental assignments.

The TLC, as mentioned above has been tasked with tracking employee participation of training opportunities within NMFS. The NMFS Program Manager for EEO and Diversity is working with this group to ensure and identify participation of minorities and women. This action is on track and is expected to be completed in FY 2003.

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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

NOTEWORTHY ACTIVITIES/INITIATIVES

**LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL
IN IMPROVING EMPLOYMENT AND PROMOTIONAL OPPORTUNITIES FOR
MINORITIES AND WOMEN**

Highlighted below are special initiatives, as well as activities that NMFS participated in during FY 2002, for improving employment, and advancement opportunities for minorities and women.

Introduction

During FY 2002, NMFS management, in both headquarters and field components, have worked to improve the representation of minorities and women in both employment and advancement opportunities. In headquarters, programs such as our Advanced Studies Program, Leadership Competencies Development Program and Rotational Assignment Program have been highly successful in attracting both minorities and women. Participating employees benefit from the knowledge of recent advances in their occupational fields, and obtain or improve skills needed in current or future positions. At the same time NMFS benefits from more competent staff as they apply newly acquired skills and professional contacts in their work environment. In addition to the developmental programs, NMFS is a strong supporter of several National Conferences, i.e., Blacks in Government, AISES, SACNAS, HACU, etc.,. Workshops, and career fairs continue to serve as a mechanism for meeting students and faculty interested in our sciences. Several students, both minority and non-minority, have qualified for internships throughout the agency. Other noteworthy initiatives which have been provided by our field offices:

Northwest Region and Fisheries Science Center (NWFSC)

– Provided financial support and served as an Exhibitor at the “Regional” American Indian Science and Engineering Conference (AISES). This year the conference was held at the Northwest Indian College. Staff participates on their Natural Resources Board and have opportunities to interact with the students.

– The NW Region and Alaska Fisheries Science Center jointly sponsored seven Makah Tribal members in conjunction with the Makah Tribal Council in an on-the-job student summer training program in marine mammal and fisheries techniques. The students are in highschool and college. As a result of this exposure, some are targeting Fisheries or Wildlife Management as a major. We hope to continue this program in the summer of 2003 if funding is found.

–A senior Fishery Biologist, made a recruitment trip to Southern University. Our goal was to recruit for the Fire Plan positions and identify minority STEP employees who would work the summer and then possible convert to SCEP. As a result of this effort we were able to place two black females in Biological Technicians positions.

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– Established contact with the Oregon State Bar Affirmative Action Program to successfully place an Asian male in a STEP position. This internship program requires that students be mentored by an attorney on the agency staff.

- Twenty 1st graders from John Hay Elementary visited the NWFSC Mukilteo Research Station. The children, who are studying ecosystems in their classroom, were able to see first hand some of what they are studying in school, as well as re-enforce the basic need for standard math and reading, both very necessary in the field of science.

- A presentation was made at Kenmore Elementary School on "Marine Mammals and their Ecosystems - Orca, Otters, and Others."

- Two scientists presented a multimedia outreach program entitled "Pacific Salmon - Their Epic Battle For Survival" for a group of future biologists at Glacier Park Elementary School in Maple Valley, WA.

- A NWFSC scientist gave a presentation to Leschi Elementary School students on the subject of "Marine Mammals and Salmon".

Northeast Region and Fisheries Science Center

- A majority female professional proposed a study which has been funded by the US Army Corps of Engineers as well as serving as President of the Marine Fisheries Section of AFS, and serves on several scientific boards and committees.

- Five professional majority women have been published as senior authors in several scientific journals and have also made presentations of their research at several meetings for scientific organizations.

- One professional majority staff member has provided data, knowledge, and consultation services to the NEFSC and NER on by-catch and fishery issues as these relate to turtles, cetacean, and seal fisheries of the Northwest Atlantic.

- A majority female technician headed up the Center's participation in a local partnership with schools to enhance scientific excellence by the students and co-ordinated the participation by staff as judges and mentors at science fairs at local schools. Staff at a laboratory continued involvement as advisors to two minority inner city schools and 9 schools ranging from pre-school to high-school levels. In addition, there have been numerous opportunities afforded to women/minorities from the University sector or under contract to work or volunteer in a variety of these programs.

- Staff continue involvement as advisors to a Vocational Aquaculture school and an Aquaculture Center, schools with high minority enrollment. Staff also interacted with these schools by working with various students and staff members. The internship program with the Aquaculture school resulted in two graduating seniors participating in a summer student program at one of our laboratories.

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- A female minority graduate student from Florida A&M continued her graduate research Studies at a Center lab as part of the Student Career Experience Program(SCEP).

- A minority male continues in the STEP at Virginia Institute of Marine Sciences working on a PhD program as well as supporting NEFSC research into the causes of sea turtle bycatch.

- A group of mostly minority students from the New Jersey Youth Corps Field technician Training program were introduced to technical scientific work in the laboratory and on a Research vessel.

- Two majority females have held 'fish printing' workshops and brought 'touch tanks' of marine animals to several elementary schools.

Southwest Region and Science Center

- Last fiscal year, the Southwest Region developed a partnership with the Aquarium of the Pacific in Long Beach, California, which resulted in the Aquarium being designated as a Coastal Ecosystem Learning Center. The Aquarium has an extensive education and outreach program with school districts in the greater Los Angeles area. The focus is to provide inner-city and minority youth hands-on experience with the marine environment and teach stewardship of marine resources. This year, the Region supported the Aquarium's inaugural Student Ocean Conference. This Conference brought nearly 100 high school students, the majority of which were minorities, and 15 teachers from around the southern California area.

- The Region assisted in staffing a NOAA Fisheries booth at the "Fred Hall's Fishing Tackle and Boat Show" in Long Beach, California. Thousands of southern California constituents, including a high percentage of minority youth and women, attended the five day event.

- Several staff members presented information at various schools, including minority serving institutions, to promote employment opportunities and the educational path needed to obtain employment within Fisheries.
- The Southwest Region's Public Outreach Committee has been developing a Salmon and Steelhead Kids Activity Booklet that will be published in Spanish and English and distributed at future outreach events and classroom site visits. The books will educate kids on their role in helping to protect and recover endangered salmon and steelhead trout.
- The region's Equal Employment Opportunity Advisory Committee (EEOAC) developed an internship program to recruit college bound high school students. The process resulted in a female student being hired for an entry level fishery biologist position.

Southeast Region and Fisheries Science Center

- NMFS sponsored five students to participate in a 5 day cruise on board the Ron Brown. The

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students were winners in the National NAACP Olympics of the Mind competition. These students were winners in the science category.

- The SEFSC Directorate Office maintains partnership agreements with two schools in Miami-Dade County: Richmond Middle Science Zoo Magnet and MAST Academy Marine Science High School Magnet. SEFSC provide support by supplying speakers for career days, science fair project judges, evaluators for selection panels, and serving on various boards and advisory committees. Miami Lab.
- The SEFSC Directorate Office Staff actively participates and is a member of the Minorities in Natural Resources Committee. Committee comprised of State and Federal Natural Resource Agencies in the Southeast US whose goal is to increase the number of minorities in the natural resource professions. Staff participates in annual training conference, job and career information symposia, provide guest speakers, and serve as role model and mentor. Miami Lab.
- Miami staff actively participates at career awareness fairs located in both minority and other middle and high schools in Dade County and Minority Serving Institutions i.e., Florida Memorial College, Florida International University, Miami Dade Community College and University of Miami. Miami Lab.
- A group of undergrad. Marine science college students who are part of the NSF's Bridge Program visited the Miami facility on June 18, 2002. The Bridge is a special program sponsored by the National Science Foundation and is designed to attract/develop minority undergrad students into marine and environmental science career/professions.
- The NOAA Beaufort Laboratory EEO Committee re-established a relationship to attract more minorities and women to the opportunities available at the Lab. Through the efforts of both scientists

and the EEO Committee, contact has been made with the program coordinator of the Sea Grant Aquaculture program at CCC. These efforts led to the lab getting one female volunteer.

Alaska Region and Science Center

- Working on scholarships for minorities and women who are working toward a bachelor's degree in the biological field, preferably fishery biology, at the MSI Sheldon Jackson College in Sitka, AK.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
MULTI-YEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE
FOR FISCAL YEAR 2003**

NATIONAL MARINE NMFS SERVICE

NAME OF ORGANIZATION

1315 EAST WEST HIGHWAY, SILVER SPRING, MD 20910

ADDRESS OF ORGANIZATION

ORGANIZATIONAL LEVEL: AGENCY ___ MOC X REGION ___
COMMAND ___ INSTALLATION ___ HEADQUARTERS ___

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 2,668

Natalie Huff

301-713-1456

NAME OF CONTACT PERSON/PERSON PREPARING FORM TELEPHONE NUMBER

John Oliver, Deputy Assistant Administrator for Management and Administration

NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

(Signed)

SIGNATURE OF PRINCIPAL EEO OFFICIAL

CERTIFIES THAT THIS PLAN IS IN COMPLIANCE WITH EEO-MD-714

William Hogarth, Ph.D., Assistant Administrator for NMFS

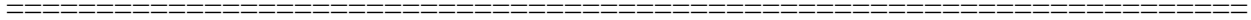
NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

(Signed)

SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL CERTIFIES
THAT THIS PLAN IS IN COMPLIANCE WITH EEO-MD-714

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

NOAA NMFS EEO POLICY STATEMENT



SEE ATTACHED

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ORGANIZATIONAL CHART**

**AGENCIES SHALL SUBMIT AN ORGANIZATIONAL CHART OF THEIR AGENCY
AND INCLUDE A LIST OF COMMANDS, MAJOR OPERATING COMPONENTS,
REGIONAL OFFICES, AND INSTALLATIONS.**

SEE ATTACHED

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT

NMFS has made clear that no harassment will be tolerated in the workplace. Managers have been informed that they are responsible for maintaining a work place free of prohibited discrimination. As a part of this responsibility managers and supervisors have been informed, both verbally, and in writing of their responsibility for addressing and correcting employee misconduct. Training is key part of ensuring that all employees understand that they have recourse to several forums when they believe that a manager or supervisor has not effectively addressed their allegations. The following are topics covered in training:

- Definition of Sexual Harassment/Hostile Working Environment
- Employee Responsibility for Reporting Allegations of Prohibited Harassment
- Management's Responsibility for Reporting Allegations of Prohibited Harassment
- What to do When there are Incidents Where Facts are Known and Not in Dispute
- What to do When there are Incidents Where the Facts are in Dispute
- Procedures When Conducting an Inquiry
- Actions when an Inquiry Results in a Finding that Misconduct has Occurred.
- Individuals to Contact

In addition to training, information on "Harassment" and other EEO issues are made available to employees via NMFS EEO website an in-house Newsletter.

NOTE: During EEO training, all employees are provide a copy of the Department's Administrative Order 202-955, entitled, "Allegations of Harassment Prohibited by Federal Law". This document outlines specific actions to be taken by managers when that are to be taken in the event of harassment. special emphasis is made when discussing a Departmental Order

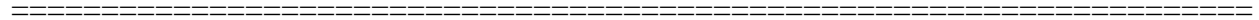
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

PROGRAM ANALYSIS

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

PROBLEM/BARRIER IDENTIFICATION



Student Hiring:

A lack of housing and occasional Department actions, such as spending or hiring “freezes” have often inhibited the agency from hiring as many students as we would like to.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTIONS ITEMS**

PROGRAM ELEMENT: Program Analysis: Recruitment and Hiring

PROBLEM/BARRIER STATEMENT: Low representation of Minorities and Women in GS-13 and above (or equivalent) grade levels.

OBJECTIVE: Improve representation of Minorities and Women at the GS-13 and above (or equivalent) grade levels.

RESPONSIBLE OFFICIAL: Assistant Administrator, Deputy Assistant Administrator, Regional Administrators, Science Directors, Office Directors and Lab Directors.

TARGET DATE: FY 2002 and Continuing

ACTION ITEM	RESPONSIBLE OFFICIAL	TARGET DATE
1. Continue building relationships with minority serving institutions and organizations in an effort to increase the pool of applicants for all NMFS opportunities, including student programs.	EEO Program Mgr. Office Directors Deputy Directors	9/30/03* Continuing
2. Participate in Career days, Career fairs and other activities which expose these EEO groups to career opportunities.	EEO Program Mgr. Office Directors Deputy Directors	9/30/03* Continuing
3. Increase representation of Black males and American Indian/Alaskan Native males and females in NMFS Biologist occupations.	EEO Program Mgr. Office Directors Deputy Directors	9/30/03* Continuing
4. Increase the representation of minorities and women in the GS 13-15 grade groupings.	Assistant Administrator Office Directors Deputies	9/30/03 Continuing
5. Meet with senior officials within the organization to (1) discuss the manifest imbalance as it pertains to their office and NMFS as a whole, and (2) discuss workable solutions for increasing the pool of applicants from which managers can select from.	EEO Program Manager	On-going

*Activities continue due to the constant changes of the workforce.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTIONS ITEMS**

PROGRAM ELEMENT: Employee Development

PROBLEM/BARRIER STATEMENT: A decline in the use of developmental programs. Programs serve to provide the knowledge and/or skills needed to advance within the organization.

OBJECTIVE: Increase employee awareness of available developmental programs. In addition, encourage participation.

RESPONSIBLE OFFICIAL: Assistant Administrator, Deputy Assistant Administrator, Regional Administrators, Science Directors, Office Directors and Lab Directors.

TARGET DATE: FY 2002 and Continuing

ACTION ITEM	RESPONSIBLE OFFICIAL	TARGET DATE
1. Provide opportunities for all employees to develop their knowledge, skills and abilities through the use of developmental program, e.g., Mentoring, Rotational Assignments, etc.	Regional Administrator Office Directors Deputy Directors	9/30/2003* Continuing
2. Establish a tracking system of employees skills and training received.	Management & Budget Office	9/30/2003* Continuing
3. Establish a tracking system to monitor and evaluate the participation of women and minorities in awards, details, and developmental assignments.	Management & Budget Office	9/30/2003*

*While it is true that these activities were addressed and completed in FY 02, these are considered ongoing activities that NMFS will continue to update.

APPENDICES

National Marine Fisheries Service
2002 Accomplishments by Pay Band Groupings for Support Occupations

Occupation Name/Series	Fiscal Year	Total Employees	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian/ Alaskan Native	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Professional	FY 01 #	1456	968	332	14	16	18	5	44	15	2	0
	%	100	66.5	22.8	1.0	1.1	1.2	0.3	3.0	1.0	0.1	0.0
	FY 02 #	1534	1001	406	15	15	19	6	48	18	5	1
	%	100	65.2	26.4	.9	0.9	1.2	0.3	3.1	1.1	0.3	0.1
	Difference		-1.3	+3.6	-0.1	0	+0.3	+0.2	+0.1	+0.1	+0.2	+0.1
Administrative	FY 01 #	592	316	176	14	22	10	14	17	19	2	0
	%	100	53.4	29.7	2.4	3.7	1.7	2.4	2.9	3.2	0.3	0.0
	FY 02 #	658	343	204	16	22	14	16	19	22	2	0
	%	100	52.1	25.1	2.4	3.3	2.1	2.4	2.8	3.3	0.3	0.0
	Difference		+4.4	-4.6	-0.0	-0.4	+0.4	+0.0	+0.1	+0.1	-0.0	0
Technical	FY 01 #	256	70	129	9	16	3	9	8	9	1	2
	%	100	27.3	50.4	3.5	6.3	1.2	3.5	3.1	3.5	0.4	0.8
	FY 02 #	280	83	133	8	18	4	11	9	12	1	2
	%	100	29.6	47.5	2.8	6.4	1.4	3.9	3.2	4.2	0.3	0.7
	Difference		+2.3	-2.9	+0.7	+0.1	+0.2	+0.4	+0.1	+0.1	-0.1	-0.1
Clerical	FY 01 #	147	9	86	11	35	4	11	5	12	1	4
	%	100	6.1	58.5	7.5	23.8	2.7	7.5	3.4	8.2	0.7	2.7
	FY 02 #	142	10	84	4	26	1	9	0	5	0	3
	%	100	7.0	59.1	2.8	18.3	0.7	6.3	0.0	3.5	0.0	2.1
	Difference		+0.9	+0.6	-4.7	-5.5	-2.0	-1.2	-3.4	-4.3	0	-0.6
Other WC	FY 01 #	14	2	4	1	3	1	1	0	2	0	0
	%	100	14.3	28.6	7.1	21.4	7.1	7.1	0.0	14.3	0.0	0.0
	FY 02 #	14	1	5	1	6	0	0	0	1	0	0
	%	100	7.1	35.7	7.1	42.8	0.0	0.0	0.0	7.1	0.0	0.0
	Difference		-7.2	+7.1	0	+21.4	-7.1	-7.1	0	-7.2	0	0
Blue Collar	FY 01 #	39	37	0	1	0	0	0	0	0	0	1
	%	100	94.8	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	2.5
	FY 02 #	40	37	0	1	0	1	0	0	0	0	1
	%	100	92.5	0.0	2.5	0.0	2.5	0.0	0.0	0.0	0.0	2.5
	Difference		-2.3	0	-0.1	0	+2.5	0	0	0	0	-0.0

National Marine Fisheries Service
2002 Accomplishments by GS/GM Grade Groupings for White Collar Occupations

Occupation Name/Series	Fiscal Year	Total Employees	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian/ Alaskan Native	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS 1-4	FY 01#	15	4	5	1	0	1	3	0	1	0	0
	%	100	26.7	33.3	6.7	0.0	6.7	20.0	0.0	6.7	0.0	0.0
	FY 02#	13	3	3	1	2	0	3	0	1	0	0
	%	100	23.1	23.1	7.7	15.4	0.0	23.1	0.0	7.7	0.0	0.0
	Difference		-3.6	-10.2	+1.0	+15.4	-6.7	+3.1	0	+1.0	0	0
GS 5-8	FY 01#	244	52	144	4	13	2	10	6	11	1	1
	%	100	21.3	59.0	1.6	5.3	0.8	4.1	2.5	4.5	0.4	0.4
	FY 02#	282	70	157	4	13	4	10	9	12	1	2
	%	100	24.8	55.7	1.4	4.6	1.4	3.5	3.2	4.3	0.4	0.7
	Difference		+3.5	-3.3	-0.2	-0.7	-0.6	-0.6	+0.7	-0.2	0	+0.3
GS 9-12	FY 01#	946	557	263	19	17	17	11	37	22	3	0
	%	100	58.9	27.8	2.0	1.8	1.8	1.2	3.9	2.3	0.3	0.0
	FY 02#	1003	576	289	21	18	17	14	37	29	2	0
	%	100	57.4	28.8	2.1	1.8	1.7	1.4	3.7	2.9	0.2	0.0
	Difference		-1.5	+1.0	+0.1	0	-0.1	+0.2	-0.2	+0.6	-0.1	0
GS/GM 13-15	FY 01#	423	334	60	2	3	7	2	12	2	1	0
	%	100	79.0	14.2	0.5	0.7	1.7	0.5	2.8	0.5	0.2	0.0
	FY 02#	448	349	63	3	3	9	2	15	2	2	0
	%	100	78.0	14.1	0.7	0.7	2.0	0.4	3.3	0.4	0.4	0.0
	Difference		-1.0	-0.1	+0.2	0	+0.3	-0.1	-0.5	-0.1	+0.2	0

National Marine Fisheries Service
2002 Accomplishments by Pay Band Groupings for Scientific & Engineering Occupations

Occupation Name/Series	Fiscal Year	Total Employees	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian/ Alaskan Native	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ZP I (GS Equivalent 1-6)	FY 01#	1	0	1	0	0	0	0	0	0	0	0
	%	100	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	FY 02#	1	0	0	1	0	0	0	0	0	0	0
	%	100	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Difference		0	-100.0	+100.0	0	0	0	0	0	0	0
ZP II (GS Equivalent 7-10)	FY 01#	52	28	19	0	0	1	0	0	4	0	0
	%	100	53.8	36.5	0.0	0.0	1.9	0.0	0.0	7.7	0.0	0.0
	FY 02#	64	40	22	0	0	0	0	1	1	0	0
	%	100	62.5	34.4	0.0	0.0	0.0	0.0	1.6	1.6	0.0	0.0
	Difference		+8.7	-2.1	0	0	-1.9	0	+1.6	-6.1	0	0
ZP III (GS Equivalent 11-12)	FY 01#	210	127	70	2	2	2	0	6	0	1	0
	%	100	60.4	33.3	1.0	1.0	1.0	0.0	2.9	0.0	0.5	0.0
	FY 02#	224	130	79	1	2	3	0	4	3	2	0
	%	100	58.8	35.3	0.4	0.9	1.3	0.0	1.8	1.3	0.9	0.0
	Difference		-1.6	+2.0	-0.6	-0.1	+0.3	0	-1.1	+1.3	+0.4	0
ZP IV (GS Equivalent 13-14)	FY 01#	180	118	44	6	2	2	2	4	2	0	0
	%	100	66.3	24.4	3.3	1.1	1.1	1.1	2.2	1.1	0.0	0.0
	FY 02#	181	120	42	7	2	2	2	4	2	0	0
	%	100	66.3	23.2	3.9	1.1	1.1	1.1	2.2	1.1	0.0	0.0
	Difference		+0.0	-1.2	+0.6	0	0	0	0	0	0	0
ZP V (GS Equivalent 15)	FY 01#	39	29	9	0	1	0	0	0	0	0	0
	%	100	74.4	23.1	0.0	2.6	0.0	0.0	0.0	0.0	0.0	0.0
	FY 02#	44	33	9	0	1	0	0	1	0	0	0
	%	100	75.0	20.5	0.0	2.3	0.0	0.0	2.3	0.0	0.0	0.0
	Difference		+0.6	-2.6	0	-0.3	0	0	+2.3	0	0	0

National Marine Fisheries Service
2002 Accomplishments by Pay Band Groupings for Administrative Occupations

Occupation Name/Series	Fiscal Year	Total Employees	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian/ Alaskan Native	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ZA I (GS Equivalent 1-6)	FY 01#	2	1	0	0	1	0	0	0	0	0	0
	%	100	50.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	FY 02#	2	1	1	0	0	0	0	0	0	0	0
	%	100	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Difference		0	+50.0	0	-50.0	0	0	0	0	0	0
ZA II (GS Equivalent 7-10)	FY 01#	45	17	15	2	6	0	2	1	2	0	0
	%	100	37.8	33.3	4.4	13.3	0.0	4.4	2.2	4.4	0.0	0.0
	FY 02#	44	16	17	2	6	0	2	0	1	0	0
	%	100	36.4	38.6	4.5	13.3	0.0	4.5	0.0	2.3	0.0	0.0
	Difference		-1.4	+5.3	+0.1	0	0	+0.1	-2.2	-2.1	0	0
ZA III (GS Equivalent 11-12)	FY 01#	78	29	39	0	4	1	3	0	2	0	0
	%	100	37.2	50.0	0.0	5.1	1.3	3.8	0.0	2.6	0.0	0.0
	FY 02#	84	33	40	0	5	1	3	1	1	0	0
	%	100	39.3	47.6	0.0	6.0	1.2	3.6	1.2	1.2	0.0	0.0
	Difference		+2.1	-2.4	0	+0.9	-0.1	-0.2	+1.2	-1.4	0	0
ZA IV (GS Equivalent 13-14)	FY 01#	74	39	25	2	5	2	0	0	1	0	0
	%	100	52.7	33.8	2.6	6.8	2.6	0.0	0.0	1.4	0.0	0.0
	FY 02#	76	33	33	2	5	2	0	0	1	0	0
	%	100	43.4	43.4	2.6	6.6	2.6	0.0	0.0	1.3	0.0	0.0
	Difference		-9.3	+9.6	0	-0.2	0	0	0	-0.1	0	0
ZA V (GS Equivalent 15)	FY 01#	13	10	1	0	0	0	1	1	0	0	0
	%	100	76.9	7.7	0.0	0.0	0.0	7.7	7.7	0.0	0.0	0.0
	FY 02#	17	12	3	0	0	0	1	1	0	0	0
	%	100	70.6	17.6	0.0	0.0	0.0	5.9	5.9	0.0	0.0	0.0
	Difference		-6.3	+9.9	0	0	0	-1.8	-1.8	0	0	0

National Marine Fisheries Service
2002 Accomplishments by Pay Band Groupings for Support Occupations

Occupation Name/Series	Fiscal Year	Total Employees	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian/ Alaskan Native	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ZS I (GS Equivalent 1-2)	FY 01#	0	0	0	0	0	0	0	0	0	0	0
	%	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	FY 02#	0	0	0	0	0	0	0	0	0	0	0
	%	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Difference											
ZS II (GS Equivalent 3-4)	FY 01#	10	1	4	1	2	0	0	0	1	0	1
	%	100	10.0	40.0	10.0	20.0	0.0	0.0	0.0	10.0	0.0	10.0
	FY 02#	13	1	7	0	2	0	0	0	2	0	1
	%	100	7.7	53.8	0.0	15.4	0.0	0.0	0.0	15.4	0.0	7.7
	Difference		-2.3	+13.9	-10.0	-4.6	0	0	0	+5.4	0	2.3
ZS III (GS Equivalent 5-6)	FY 01#	52	3	28	1	11	0	4	1	1	0	3
	%	100	5.8	53.8	1.9	21.2	0.0	7.7	1.9	1.9	0.0	5.8
	FY 02#	45	4	24	1	8	0	4	0	1	0	3
	%	100	8.9	53.3	2.2	3.6	0.0	8.9	0.0	2.2	0.0	6.7
	Difference		+3.1	-0.5	+0.3	-17.6	0	+1.2	-1.9	+0.3	0	+0.9
ZS IV (GS Equivalent 7-8)	FY 01#	59	4	24	3	17	0	0	0	1	0	0
	%	100	6.8	57.6	5.1	28.8	0.0	0.0	0.0	1.7	0.0	0.0
	FY 02#	62	4	35	1	19	0	1	1	1	0	0
	%	100	6.5	56.5	1.6	30.6	0.0	1.6	1.6	1.6	0.0	0.0
	Difference		-0.3	-1.1	-3.5	+1.8	0	+1.6	+1.6	-0.1	0	0
ZS V (GS Equivalent 9-10)	FY 01#	2	0	1	0	1	0	0	0	0	0	0
	%	100	0.0	50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
	FY 02#	4	0	3	0	1	0	0	0	0	0	0
	%	100	0.0	75.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0
	Difference		0	+25.0	0	-25.0	0	0	0	0	0	0