

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

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

<b>PART B</b> Total Employment	<b>1.</b> Enter total number of permanent full-time and part-time employees	<b>1.</b> 388
	<b>2.</b> Enter total number of temporary employees	<b>2.</b> 13
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4.</b> 401

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

For period covering October 1, 2020 to September 30, 2021

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

EXECUTIVE SUMMARY: MISSION

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

Dear Mr. Brooks:

I am enclosing the 2021 program status report for the National Transportation Safety Board (NTSB), as required by the Equal Employment Opportunity Commission Management Directive 715. The report contains workforce tables, our organizational chart, and copies of the NTSB's Equal Employment Opportunity policies.

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

Sincerely,

Fara D. Guest  
Director

## National Transportation Safety Board

### 2021 Equal Employment Opportunity Program Status Report Executive Summary

to comply with

EEOC Management Directive 715

#### INTRODUCTION

Equal Employment Opportunity Commission (EEOC) Management Directive-715 (MD-715) became effective on October 1, 2003, superseding previous EEOC guidelines on federal affirmative employment. Under the guidelines, the EEOC emphasized that Title VII of the Civil Rights Act of 1964, as amended, and section 501 of the Rehabilitation Act of 1973, as amended, require federal agencies to act to ensure equal employment opportunity (EEO) for all employees and applicants for employment. The overarching objective of MD-715 is to assist agencies with establishing systems that monitor compliance with federal antidiscrimination statutes and to prevent potential discrimination.

#### AGENCY MISSION

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

EXECUTIVE SUMMARY: MISSION

by major transportation disasters.

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

### Our Legislative Mandate

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

### Our Core Values

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

- ***Integrity***

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

- ***Transparency***

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

- ***Independence***

We are impartial and objective.

- ***Excellence***

We are thorough, rigorous, and accurate; we continuously seek diverse perspectives in all that we do.

- ***Diversity and Inclusion***

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

### Our Strategic Plan

The NTSB's strategic plan for fiscal years (FYs) 2022–2026 outlines our vision for the agency and details our priorities for the next 4 years. This year, the NTSB's leadership demonstrated commitment in engaging the workforce through human capital endeavors that will develop model agency supervisors and leaders and attract, develop, and retain a highly skilled diverse and inclusive workforce. Our strategic plan serves as a guide as we continue to strive to be the best at what we do and to serve as a source of expertise to our stakeholders.

Becoming an ever better agency will mean facing challenges and risks. Many of the strategies identified in the plan respond to changes in our external environment that cannot be ignored: addressing emerging technologies, improving our use of data, engaging our external stakeholders, and becoming more

EXECUTIVE SUMMARY: MISSION

synergistic to cross silos of expertise and add value. With these changes come opportunities as well as challenges.

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

In FY 2021, the NTSB employed a total of 401 employees—388 permanent and 13 temporary—in our headquarters in Washington, DC, and our four regional offices (Alaska, Central, Eastern, and Western Pacific). Our staff is at the core of what we do at the NTSB. We will continue to develop employees' mission-critical expertise while nurturing and enhancing their passion for excellence. The strategic plan details how we will excel at meeting the challenges of the next 4 years while working to identify and capitalize on our opportunities.

### Our Strategic Goals

1. **Ensure preparedness for investigations involving emerging transportation technologies and systems.** Prepare the agency for new transportation technologies and systems.
2. **Improving processes and products.** Improve enterprise data governance, enterprise risk management, information technology (IT) planning, and the effectiveness of agency processes and products.
3. **Optimize organizational effectiveness and efficiency.** Strengthen human capital planning; engage, connect, and protect the workforce; develop model supervisors and leaders; and attract, develop, and retain a diverse and inclusive workforce.

The EEO program aligns closely with Strategic Objective 3.3 to develop model supervisors and leaders and 3.4 to attract, develop, and retain a high-performing, diverse, and inclusive workforce. These objectives focus on managing talent as well as promoting diversity, awareness, inclusion, and mutual respect across the agency. These objectives will improve talent management—recruiting, retaining, and training employees with the right mix of skills and expertise to successfully execute the NTSB's mission.

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

Executive Order (EO) 14035, released during quarter two of FY 2022, required immediate and steadfast action. With the understanding that the NTSB could not live its core values without fully integrating diversity, equity, inclusion, and accessibility (DEIA) into our daily activities, we developed a DEIA strategic plan that aligns with and reinforces the principles inherent in EO 14035, ensuring the NTSB is an effective model of workplace inclusion in action.

### Our DEIA Strategic Plan

Our DEIA strategic plan is a roadmap that will guide our agency over the next 5 years. This plan builds upon our current 2022–2026 Strategic Plan by addressing our commitment to establish and retain a diverse, equitable, inclusive, and accessible workforce that is fully prepared to address the emerging safety challenges that may arise. The plan will reestablish a coordinated NTSB-wide initiative to promote

EXECUTIVE SUMMARY: MISSION

diversity and inclusion in the federal workforce and expand its scope to include equity and accessibility. The mission is to use the DEIA Strategic Plan as a framework to address DEIA workplace concerns with a data-driven approach to increase transparency and accountability.

**Our DEIA Strategic Goals**

1. **Attract, develop, and retain a diverse and inclusive workplace that reflects the communities we serve.** Hire a chief human capital officer (CHCO), improve accuracy of applicant flow data, identify barriers and bias in the hiring process, and retain highly qualified, diverse candidates.
2. **Enhance professional development programs and paid internships and conduct pay audits to advance equity objectives.** Require individual development plans (IDPs) for all employees to build competencies; seek and promote pair internships.
3. **Develop model agency supervisors and leaders.** Provide mandatory civil treatment training, build comprehensive DEIA educational programs, and use evidence-based data to examine exit interview trends.
4. **Upgrade building and technology systems to enable greater workplace accessibility.** Audit building accessibility, ensure employees understand the reasonable accommodation process, and evaluate the need to establish centralized funding to improve accessibility.

The DEIA Strategic Plan's goals 1 and 3 directly correspond to and augment 2022–2026 Strategic Plan goal 3 to optimize organizational effectiveness and efficiency. The additional focus addresses and strengthens our commitment to establish and retain a diverse, equitable, inclusive, and accessible workforce that is fully prepared to meet the emerging safety challenges that may arise.

**RESULTS OF THE AGENCY'S ANNUAL SELF ASSESSMENT**

FY 2021 was a period of continued challenges, growth, development, and engagement for the Office of Equal Employment Opportunity, Diversity, and Inclusion (EEODI). With support from the Chair and agency leadership and the endorsement of the director of EEODI, who also serves as the chief diversity officer, the EEO program was fully integrated into the NTSB governance structure to include all areas of leadership development and advancement. The EEO program continued to gain greater visibility, support, and integration into the organization's mission and credibility, which supported the agency's goal of creating a work environment free from barriers to equal employment and committed to the guiding principles of EEODI.

The NTSB FY 2021 Annual EEO Assessment/Program Status Report identified accomplishments and planned actions to eliminate deficiencies and identified triggers, which are trends, disparities, or anomalies that suggest the need for further inquiry into a, policy, practice, or procedure, listed in Parts G, H, and I. Highlights of our accomplishments in implementing the six categories of the MD-715 essential elements are discussed below.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

## ESSENTIAL ELEMENT A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Agency leadership consistently communicated a commitment to EEO and a discrimination-free workplace throughout FY 2021. The newly appointed NTSB Chair, Jennifer Homendy, steadfastly promoted and supported the principles of workplace diversity, equity, inclusion, and accessibility. The Chair recognized that we have an important mission—one that requires the dedication and support of employees from all walks of life. The work we do demands the diverse perspectives, talents, and life experiences of our employees to solve some of the most complex technical problems. On December 27, 2021, Chair Homendy issued the annual EEO policy statements on EEO and the first DEIA policy to the entire workforce.

The Chair's introduction to the NTSB's DEIA strategic plan stated, "DEIA is a call to action. We cannot live the NTSB's core values—*Integrity, Transparency, Independence, Excellence, Diversity, and Inclusion*—without fully integrating DEIA into our daily activities. Doing so will allow the NTSB to deliver our investigative and family support services more equitably as we focus on our mission of improving transportation safety." Further, the Chair identified her prioritization of and commitment to "ensuring NTSB serves as a model agency for diversity, equity, inclusion, and accessibility in the federal workforce."

During her first address as Chair, Homendy clearly articulated that, working together, we will create and maintain an equitable, inclusive, diverse, respectful, professional, and engaged workplace culture. This will apply to everything we do as an agency—from our recruitment, hiring, and retention efforts to the programs, services, and materials we provide for the American public. On February 11, 2022, as employees began to return to the office following the COVID-19 closure, Chair Homendy demonstrated her support of DEIA by issuing guidance and new policies reinforcing the agency's commitment to fostering a workplace atmosphere that is respectful, professional, inclusive, and dedicated to excellence. A communication professionalism policy statement outlined her expectation of how team members communicate and interact, as well as the consequences of disrespectful and uncivil conduct in the workplace.

The NTSB assesses and ensures that EEO principles are a part of its culture. EEO policies and procedures have been made widely accessible to all employees and applicants and have been prominently posted on both the NTSB's internal and external websites. The NTSB workforce completed its required biennial No FEAR Act training and relaunched the training agencywide in August 2021. This training educated participants on employee rights and responsibilities in the EEO process as well as of alternative avenues for redress. Furthermore, the EEO director regularly engages senior leadership in staff meetings to ensure that the agency's actions are consistent with EEO principles.

In the last quarter of FY 2021, the NTSB awarded a barrier analysis contract to Economic Systems (EconSys) to analyze the agency's diversity outcomes and access agency policies and procedures that impact outcomes. The project focused on statistical analyses, employee and management interviews, barrier analysis, and training to support findings with evidenced-based data.

Tools that the agency uses to assess if EEO principles are part of its culture include tracking complaint data and reasonable accommodation requests and reviewing FEVS data to identify trends. In FY 2021, the EEO director provided the Chair monthly statistical data on the status of reasonable accommodation requests and complaint history to help identify potential barriers to equal employment opportunity.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

FEVS 2021 data revealed that NTSB employees are satisfied with their work and understand how it contributes to achieving the NTSB’s mission. Demographic data showed that respondents represented the agency’s workforce across the various indicators, including age, race and ethnicity, tenure, and work location. The FEVS data also notes employees’ experience in the changing work environment caused by the COVID-19 pandemic. The NTSB achieved a response rate of 78.1 percent in 2021, a 3.9 percent decrease over 2020 which is in keeping with the overall decline in the governmentwide response rate which was 34 percent and small agency response rate of 65 percent. The chart below shows the trend analysis of our response rate from 2016 through 2021.

FEVS Year	Surveys Launched	Responses	Response Rate
2021	371	290	78.1%
2020	366	300	82.0%
2019	370	259	70.0%
2018	382	282	73.8%
2017	392	291	74.2%
2016	384	270	70.3%

The FY 2021 IQ FEVS indices, which assess if the agency environment is inclusive, were not calculated again this year. However, the EEO/ODI Office was able to disaggregate the FY 2020 FEVS data based on gender, race, and disability to reveal how certain demographic groups responded to the FEVS questions. For example, a review of the FEVS data showed that persons with disabilities in the agency were less likely to believe that prohibited personnel practices are not tolerated when compared to persons without disabilities.

The barrier analysis results for the selected survey questions between persons with and without disabilities were statistically significant, with 90 percent confidence for positive responses in questions 1, 20, 21, 23, and 36, and for negative responses to questions 8, 17, 20, 21, 23, and 36. This means, for example, that fewer individuals with a disability responded positively to the question, “My supervisor is committed to a workforce representative of all segments of society,” than individuals without a disability. Neutral responses were not included in the statistical analysis, as the number of indifferent responses to a question offer little insight compared to the number of positive or negative responses.

Of note is the fact that people with disabilities were less likely to answer positively and more likely to answer negatively to the question, “My supervisor is committed to a workforce representative of all segments of society” (Q23). They were also less likely than those without disabilities to respond positively to the statement, “My supervisor/team leader treats me with respect” (Q23). Persons with disabilities were also less likely to answer positively and more likely to answer negatively about their job satisfaction (Q36).



EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

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

The EEODI director is the principal EEO official at the NTSB and controls all aspects of the program. Chair Homendy ensured that the Office of EEODI is fully staffed and has the necessary resources to satisfy the EEOC regulatory requirements for a model agency program. Addressing the new DEIA obligations required the approval of an additional full-time equivalent (FTE). The EEODI Office is in the process of hiring a DEIA program manager at the GS-14 grade level to track and monitor DEIA quarterly objectives. One of the additional responsibilities of the DEIA program manager position will be to work with the special emphasis program managers and hiring managers to ensure outreach to women, underrepresented groups, and persons with targeted disabilities. The Office of EEODI currently includes three full-time EEO specialists, which is one additional FTE from 2020–2021. In FY 2021, despite staff turnover, EEODI staff participated in a variety of webinars and training opportunities, including the EEOC Excel Conference, the Federal Dispute Resolution Conference, EEO counselor refresher training, and the Employment Learning Innovations (Civil Treatment) virtual certification facilitation badge to enhance their skills and performance.

The EEODI director and EEO staff are consistently involved in and consulted on management and personnel actions. For FY 2021, the EEODI Office served as principal advisor to the agency regarding implementation of EO 14035, enhancing the agency's DEIA efforts. The office was also heavily involved in advising the agency on the impact of the COVID-19 pandemic and the reasonable accommodation process. During the pandemic, EEODI staff worked with an interdisciplinary team to advise managers and senior leadership on the best methods to resolve reasonable accommodation vaccine exception requests and how to transition back to the office worksite. Additionally, EEODI staff led the agency's efforts to secure interpreter services via contract to assist the agency's hard-of-hearing employees. The Chair and the managing director include the EEODI director in biweekly senior leadership meetings, one-on-one bimonthly meetings, and ad hoc meetings to discuss EEODI-related matters and initiatives.

The EEODI office collaborates with other offices as needed. This year, EEODI worked with the Human Resources Division (HRD) and the Office of General Counsel (GC) to revise the reasonable accommodation and EEO complaint procedures to address regulatory compliance requirements identified in EEOC feedback letters. The only remaining EEOC compliance areas for the NTSB to address are complete and accurate applicant flow data and building accessibility.

The EEODI office provides training to managers and supervisors to improve interpersonal skills and abilities to address conflicts and resolve diversity and inclusion issues in the workplace. For instance, in FY 2021, EEODI sponsored a virtual interactive course, "The NTSB Reasonable Accommodation Process," which explained how to request a reasonable accommodation and addressed pandemic-related questions. EEODI staff also presented a webinar discussing the benefits of alternative dispute resolution, which provided management with another tool to adequately resolve conflict at work. The agency involves management in implementing its EEO programs by seeking participation from leadership in planning special emphasis program events. For FY 2021, senior leadership was involved in most EEODI-sponsored events. Their roles included identifying speakers, introducing speakers, and encouraging the staff in their respective offices to participate.

EEODI also engaged in the following activities to further management's involvement and understanding of the agency's EEO program:

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

- Ensured that senior leadership engaged with employees through communicating, coaching, mentoring, using appropriate conflict-resolution strategies, and providing opportunities for staff development.
- Developed strategies to improve the virtual workspace for remote and teleworking staff, increasing their connection with peers, supervisors, and senior leaders.
- Advised HRD and all supervisors and managers on the Schedule A Hiring Authority.
- Conducted extensive barrier analysis through the assistance of the awarded contract with EconSys.
- Designed and implement customized marketing and outreach plans to include social media platforms, such as LinkedIn and Twitter, for managers and supervisors to use for filling vacant positions.
- Developed the first DEIA implementation team and the first NTSB 5-year DEIA strategic plan with action items.

**ESSENTIAL ELEMENT C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

The NTSB holds all managers, supervisors, and EEO officials accountable for effectively implementing the agency's EEO program and plans for correcting program deficiencies. Every year, the Office of EEODI audits the EEO program to ensure that it remains effective and complies with regulations and EEOC guidance. This is primarily accomplished by completing the annual MD-715 report, which provides a roadmap for creating an effective EEO program for all federal employees.

The agency is committed to preventing all forms of discrimination. We accomplish this goal by implementing the EEODI's robust training program and procedures designed to prevent harassment and by processing discrimination complaints. One of the training courses that EEODI offers is "Civil Treatment by ELI," which is designed to help organizations prevent, detect, and correct inappropriate behaviors and build productive, inclusive cultures. Additionally, the agency's antiharassment and complaint procedures are regularly updated and designed to prevent harassment and effectively resolve discrimination complaints. The agency issues yearly policies discussing the importance of EEODI and communicating that the agency has a zero-tolerance stance for discrimination. Overall, NTSB policies, procedures, and training communicate a clear and consistent message that employees and managers share responsibility and are accountable for creating a workplace free of discrimination.

The NTSB also evaluates managers' and supervisors' efforts to ensure equal employment opportunity; for example, the FY 2021 Annual Strategic Performance Plan contained performance targets for inclusion and diversity engagement measures for senior leadership. The plan established and prioritized diversity strategic goals and objectives and set the tangible standards used to measure our success in performing the NTSB's mission and ensuring responsible resource stewardship.

The newly developed FY 2022 DEIA strategic plan will further enhance the agency's ability to improve employee engagement, diversity, inclusion, and retention. A DEIA data-based element was added to senior executive service (SES) performance elements in the FY 2022 DEIA strategic plan to help achieve this goal.

The agency ensures effective coordination between its EEO program and the HRD program. The Office of EEODI has partnered with the HRD and the CHCO to address and resolve program deficiencies and potential barriers to equal employment opportunity. For example, in FY 2021, the Office of EEODI revised

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

an exit interview survey that was incorporated into the HRD offboarding process to include questions on training and career development. The office has also held quarterly meetings with the HRD to attempt to resolve the agency's data gaps regarding applicant flow.

In FY 2021, the HRD hired an additional FTE to specifically address policy issues related to the DEIA work at the NTSB. This new FTE served as an additional interface between the EEODI, HRD, and hiring managers. Additionally, the EEODI office partnered with the HRD to conduct outreach and recruitment initiatives. For example, in FY 2021, the Office of EEODI, the HRD, and hiring managers collaborated to design and implement customized marketing and outreach plans to increase diversity within the applicant pool using social media platforms, such as LinkedIn and Twitter, to fill vacant positions.

### ESSENTIAL ELEMENT D: PROACTIVE PREVENTION

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

The Office of EEODI, in collaboration with other federal and private stakeholders, continued to host virtual programs and events to encourage and increase equity, diversity, inclusion, and accessibility and maintain workplace cultural competency throughout the year. In FY 2021, the EEODI office accomplished the following:

- Organized eight special emphasis programs.
- Hosted 12 virtual webinars and trainings and collaborated with the office of Safety Recommendations and Communications on one "Speaker Series" event that was designed to provide educational information on the public safety benefits of the COVID-19 vaccine.
- Used the American Sign Language (ASL) contract 66 times.
- Established of a barrier analysis contract to examine the NTSB hiring process.

The NTSB has made great efforts to systematically examine its employment policies, procedures, and practices to identify and remove barriers to EEO through the barrier analysis process. Much of the agency's efforts in this regard have been to increase our capability to capture data so we can better identify triggers and determine barriers. In the past couple of years, the EEODI office has partnered with the HRD to address the lack of complete accurate applicant flow data.

Each year, the EEODI office presents a state-of-the-agency briefing to the Chair, Board members, and senior leaders. As part of that presentation, EEODI staff informs leadership on the office's progress toward identifying barriers to equal employment opportunities. In FY 2021, EEODI staff informed senior leadership that the data indicated there were triggers in several areas of the workforce demographic, including among major occupational categories, senior graded positions, and promotional opportunities. Some specific examples include low participation of Asian females in the executive/senior, official, and managers level, and low participation of Black females in senior grade positions in mission-critical occupations and senior leadership positions that track toward upward mobility and career advancement. Considering these observations, EEODI staff informed senior leadership of the office's plan to hire a contractor for FY 2021 to help the agency complete the barrier analysis process.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

EEOC Management Directive 715 directs federal agencies to conduct barrier analysis to identify the root causes of disparities in equal employment opportunities so that federal agencies can take action to correct the policies, procedures, and practices that lead to such disparities. The objective of the barrier analysis contracted by the NTSB is to identify employment policies, procedures, practices, and conditions that may limit opportunities for members of diverse or underrepresented groups. The results of this analysis will be used to help us implement evidence-based strategies, interventions, or plans of action to mitigate or eliminate identified employment disparities through policies, recruitment practices, and training and career development in FY 2022 and beyond.

Given both the complexity and time demands of the barrier analysis process, for FY 2021, the EEO/DFI office continued to partner with the NTSB's Diversity and Inclusion Advisory Council (DIAC) to develop recommendations to correct perceived deficiencies and barriers to EEO in the areas of recruitment, career development, and retention. We anticipate those recommendations will be fully implemented for FY 2022 and FY 2023.

The EconSys Project Team analyzed extensive NTSB personnel data, in which personal identifiable information was redacted, to measure diversity and discern patterns of underrepresentation of protected groups. To date, disparity issues and underrepresentation have been found for Hispanics, Blacks, and persons with disabilities at different levels throughout the organization and in mission-critical occupations. Other underrepresentation is likely to be documented as future analyses examine these issues in additional specific occupations, grade levels, and NTSB organizational components.

Analysis at the level of overall diversity representation of race/ethnic origin categories reveals only a few shortfalls, especially for Hispanics. Hispanics make up only 3.6 percent of the overall NTSB workforce, compared to 9.4 percent of the federal workforce, 9.6 percent of the regional targeted benchmark for NTSB, and 10 percent of the national civilian labor force. In contrast, Blacks make up 17.2 percent of the agency's workforce, compared to 14.9 percent for the regional targeted benchmark, and 12 percent at the national level. Asian representation at the NTSB is 5.7 percent, compared to 5.8 percent for the regional labor market area and 3.9 percent nationally.

Analysis at the occupation level indicates underrepresentation in the NTSB's eight mission-critical occupations for Blacks and Hispanics. The mission-critical occupations are highly technical in nature and are at higher pay grade levels. Weighted averages were calculated for the eight mission-critical occupations to obtain enough statistical observations to perform valid statistical tests.

Overall, the comparison between new hires and the onboard employees reflects favorably from the DEIA perspective. We see statistically significant improvements in minority and female representation, as well as in mission-critical occupations. Disability representation also shows improvement; however, those results are not statistically significant.

In FY 2022 the NTSB will establish a CHCO position to address issues within the HRD to do the following:

- improve the hiring process
- standardize and streamline the hiring process
- improve the NTSB's understanding of the benefits of DEIA promising practices for blind applications
- standardize hiring training and develop a roadmap and a checklist of tasks and an expected time frame for each task within the hiring process

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

- use mock hiring scenarios while providing hiring managers guidance on the process, including the ability to offer incentives to expedite the counteroffer process

Additional EconSys recommendations include implementing a hiring refresher training, available on an as needed basis, and enhancing applicants' experience by educating them on what to expect during the hiring process and communicating with them regularly. For mission-critical occupations and highly technical positions, the NTSB may consider having a subject matter expert (SME) screen all resumes of qualified candidates.

Like most federal agencies, there is a lack of diversity and representation at senior levels at the NTSB. The higher you go into the organization, the less diversity one sees, especially in technical positions. Women, minorities, and persons with disabilities remain underrepresented in senior positions. The agency is top-heavy on GS levels 13, 14, and 15 due to the experience and education required for positions. These are the levels where most mission-critical employees are found. Investigators, GS-14s, and GS-15s are required to have a college degree. On-the-job experience requirements can be seen as a barrier in modal offices. These offices do not hire recent college graduates and they do not have the means to stay connected with college-level prospects. Group participants noted that career-level staff need to broaden the scope of hiring. According to EconSys, group participants noted that grade level distribution is not based on objective criteria. There is no apparent path to the SES from the modal offices, as most SESs are hired externally; however, as noted by one group participant, this has changed some the past few years. Additionally, group participants stated that to advance on the career ladder, often they must transfer to another agency. Some employees leave the agency due to the lack of promotion opportunities at the NTSB. Another perceived barrier to grade-level distribution is the GS level caps. A group participant noted that lawyers are capped at the GS-14 level, whereas they can advance to a GS-15 at other agencies.

In FY 2021, there was no uniform IDP process for career development. The Executive Leadership Program is the only career development program available for employees. The Leadership Development Program, Shadow Program, Connected Across the Board (CAB), and the Agency Internal Assignment Program Pilot became unavailable when the career advisor left the NTSB in FY 2021. Nonetheless, the overall perception is that the agency is supportive of training. If an employee finds training, then the NTSB will usually pay for it. In FY 2022, the NTSB hired a new career development advisor to establish and implement a Career Development Roadmap program that will help employees match the right learning with the right time in their career. The career development specialists curated a list of webinars, certificate courses, eBooks, and other resources to support development in the core competencies necessary to perform successfully.

The agency also has an affirmative action plan for people with disabilities, including those with targeted disabilities. The NTSB maintains a permanent agreement with the US Department of Defense Computer/Electronic Accommodations Program (CAP) under which the CAP provides assistive technology, devices, and reasonable accommodation assessment services to NTSB employees with disabilities at no cost to the agency. A partnership with the US Department of Agriculture Target Center also provides NTSB employees with comprehensive assessments and approved state-of-the-art standing or sit to stand workstations, laptops, electronics, and other office equipment needed to provide reasonable accommodations. EEO staff, along with members of the DIAC, HRD, Occupational Health and Safety Management, and IT, toured the CAP and Target Center to learn more about the services they provide to federal employees.

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

The Disability Employment Program Manager (DEPM) serves as the agency point of contact regarding the Workforce Recruitment Program and the CAP. During the fiscal year, supervisors and managers received 8 hours of mandatory EEO training on reasonable accommodation and antiharassment to educate them about the revised reasonable accommodation procedures.

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

On August 25, 2021, the EEODI director and the DEPM asked employees with disabilities and targeted disabilities to self-identify in Employee Express. Participation in this resurvey was voluntary, and some employees elected not to provide the requested information. However, because of the resurvey campaign, the agency increased its workforce representation of employees with disabilities by more than 10 percent.

**ESSENTIAL ELEMENT E: EFFICIENCY**

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

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

At the beginning of FY 2021, three complaints were pending hearing. During FY 2021, one new complaint was filed, two cases were closed, and two cases were pending hearing and final agency action. The below table shows the number of complaints from 2016 through 2021.

Complaint Activity	2016	2017	2018	2019	2020	2021
Number of <b>new</b> complaints filed	2	3	2	0	2	1
Number of complainants	2	2	2	0	2	1
Repeat filers	1	1	1	0	0	1

The Office of EEODI also tracks reasonable accommodation requests through another database to ensure that they are resolved appropriately within 30 days. For FY 2021, EEODI met its processing time

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

goal. To address gaps in hiring managers' understanding of reasonable accommodation procedures, the EEO office will adopt and communicate reasonable accommodation guidelines and procedures to staff in FY 2022, like the agency did regarding the availability of interpreting services. These guidelines should include the range of accommodations that may be provided for telework.

Although closed captioning in all online training is now available and Section 508 compliance is included in contracts for training services, current NTSB infrastructure may limit IT accessibility for some employees with disabilities. EconSys recommended the agency hire a chief accessibility officer to expand NTSB expertise on assistive technology (AT) devices and services and the interplay between AT and Information Communications Technology (ICT), and communication between various stakeholders within the NTSB regarding these subjects is inadequate. The chief accessibility officer will also assess issues requiring more detailed policies, such as accessibility for telework.

Accessibility at the headquarters building was one issue mentioned to EconSys by the disability SMEs. Accessibility to the boardroom at headquarters directly from the office space requires individuals unable to use an escalator to follow an alternate route through the parking garage. The property management company installed signage in the building for the handicap route to the NTSB boardroom, marked the handicap path in the parking garage, and installed a curb cut at the entrance of the boardroom on 10th Street for drop-off access. However, these may not be accessible as defined by Architectural Barriers Act (ABA) standards. Another example is the lack of automatic door openers on some doors. In FY 22 a representative from the federal access board will educate agency leadership on General Services Administration-accessible leasing and IT requirements.

EEO staff use SurveyMonkey to evaluate the effectiveness of its special emphasis program, training, and commemorative events. For FY 2021, survey results revealed that over 95 percent of the attendees found EEO's events beneficial and useful. The EEO staff also participated in the annual new employee orientation.

The NTSB has a neutral EEO complaint process. EEO staff maintain neutrality when processing and managing complaints through an existing contract with the United States Postal Service, and periodically consult with other agencies of similar size to identify and implement best practices. In FY 2021, the EEO office partnered with NTSB GC to review and modify the agency's EEO complaint procedures to ensure that the complaint process remains neutral and not influenced by the agency's efforts to defend itself against liability.

The agency has established and encouraged the widespread use of a fair ADR program. In FY 2021 and 2022, the EEO office led efforts to establish an interagency agreement between the NTSB and the Federal Mediation and Conciliation Service (FMCS) that enabled the agency to expand the ADR program to provide services outside of the EEO complaint process.

## ESSENTIAL ELEMENT F: RESPONSIVENESS AND COMPLIANCE

The NTSB also ensures compliance with EEO statutes, EEOC regulations, policy guidance, and other written instructions. In FY 2021, the agency generated five EEO operations bulletins establishing NTSB policies in specific EEO arenas. The bulletins are available to the NTSB workforce on the agency's internal website. The FY 2021 bulletins include the following:

- EEO-GEN-001: *Equal Employment Opportunity, Complaints of Discrimination*
- EEO-GEN-002: *Reasonable Accommodation Program*

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

- EEO-GEN-003: *Eliminating Harassing Conduct in the Workplace*
- EEO-GEN-004: *Equal Employment Opportunity Alternative Dispute Resolution Process*
- EEO-GEN-005: *Procedures for Requesting Official Time in the EEO Complaint Process*

Below are actions that the NTSB took in FY 2021 toward maintaining responsiveness and compliance:

- Operations Bulletin EEO-GEN-002, *Reasonable Accommodation Program*, was revised to clarify and comply with EEOC guidance. Changes to the policy included clarifying that the agency will provide interim accommodations, absent an undue hardship, and providing guidance on how to arrange for the use of agency resources to provide the accommodations.
- In FY 2021, a review of applicant flow data collected by the Office of Personnel Management's USA Staffing revealed that the data was incomplete and did not capture a significant portion of information for various positions within the agency. In the last quarter of FY 2019, the EEODI office instituted quarterly meetings with the HRD to rectify this deficiency; however, as of the submission date of this report, the problem has not yet been corrected. For FY 2021, incomplete and inaccurate applicant flow data continues to be a concern at the NTSB. The agency is committed to rectifying this EEO program deficiency and will continue to work with both USA Staffing and the HRD to obtain complete and accurate applicant flow data to use in future reports. Nevertheless, for FY 2021, EEODI staff analyzed all the available applicant flow data, including data for some promotions, new hires, senior grade levels, and management positions.
- Over a 5-year period from 2017 to 2021, the number of applicants for positions at the NTSB covered in our analysis included 870 White, 469 Black, 175 Hispanic, and 173 Asian candidates. For the initial screening stage, about 28 percent of the applicants were deemed "qualified" for each of the race categories. For the next screening stage, we see more variation across the race categories, with Black applicants having the lowest rate of "referred applicants," at 35 percent. For the final stage of the hiring process, White applicants have the highest selection rate, at 17 percent, as compared to 13 percent for Asian, 15 percent for Hispanic, and 8 percent for Black candidates. The EconSys barrier analysis effort uncovered several data areas that should be reviewed, improved, streamlined, expanded, and reported to minimize the ongoing DEIA level of effort and assist DEIA decision making. Based on hiring manager comments about workforce gaps due to retirements, the NTSB would also benefit from the use of statistical forecasting models to predict future workforce needs. The NTSB should also implement a workforce forecasting model to anticipate future retirements and separations. Multivariate statistical modeling and analysis of supply, demand, and gaps based on historical data and projected for 5 years into the future informs managers of the need to fill certain gaps, highlights particularly challenging gap situations, and facilitates succession planning.
- The agency revised its antiharassment policy and Operations Bulletin EEO GEN 003 to comply with EEOC guidance. Both the antiharassment policy and the operations bulletin were revised to include pregnancy and gender identity as protected bases. The operations bulletin was also revised to state that the timeframe to commence an inquiry into allegations of harassment is 10 calendar days (as opposed to 10 business days) and the timeframe to conclude a formal investigation into allegations of harassment is 50 calendar days (as opposed to 60 calendar days).

The NTSB routinely informs the EEOC of its progress in maintaining a model EEO Program. In response to the agency informing the EEOC of changes to its antiharassment procedures, on April 21, 2022, the EEOC issued another letter to the agency congratulating the agency for having a reasonable accommodation procedure that was in full compliance with the law.



EXECUTIVE SUMMARY: ACCOMPLISHMENTS

## ACCOMPLISHMENTS IN FY 2021 and BEYOND

The NTSB had several notable accomplishments in FY 2021, such as creating a robust webinar program that promotes special emphasis programs alongside DIAC programming designed to foster inclusivity and accessibility. The agency also built a DEIA plan of action that harnesses the EO 14035 mandate to all federal agencies to improve diversity, inclusion, equity, and accessibility.

The NTSB's FY 2021 specific EEODI-collaborated webinars, workshops, and trainings of interest included:

- National Disability Employment Awareness Month: Fostering a Mentally Healthy Workplace
- National Disability Employment Awareness Month: Reasonable Accommodation for Mental Health Impairments
- Black History Month: Your Best Life is on the Other Side of Fear
- Women's History Month: The Power of Perseverance: Managing the Unexpected
- Annual Diversity Day: The Benefits of Inclusive Leadership
- Asian American Pacific Islander Heritage Month: Supporting the AAPI Community is More Crucial than Ever
- LGBT Pride Month: The Power of Inclusion and Allyship
- National Hispanic Heritage Month: Esperanza: A Celebration of Hispanic Heritage and Hope
- NTSB Speaker Series Collaboration: COVID-19 Vaccine Development and Safety Protocol
- Building an Inclusive Workplace and The New IQ
- The Power of Inclusive Intelligence: Problem-Solving Edition
- Disability Etiquette
- Managing Conflict in a Virtual Environment
- Promoting Diversity in the Workplace
- An Overview of the Wounded Warrior Project
- Overview of the Special Emphasis Programs
- Civil Treatment for Employees and Supervisors
- EEO Mandatory Training for Supervisors and Managers
- NTSB Reasonable Accommodation Process
- Preventing Harassment in the Workplace for Supervisors and Managers

The EEODI office also maintains a video webpage to provide employees access to information about cultural awareness events, training, and speaker presentations and to enable those who missed an event to view it online. These recorded webinars were also used to reinforce DEIA principles for newly hired supervisors and managers in FY 2021.

The FY 2021 barrier analysis is another milestone in the NTSB's progress toward building a better, more inclusive workplace. After staffing limitations negatively impacted the completion of a comprehensive barrier analysis in prior years, the Office of EEODI can now leverage the power of the contracting office to bring data-driven analysis to the strategic planning process and establish a roadmap to reduce barriers in the workplace. The barrier analysis began in FY 2021 and is contracted to be complete in August 2022. The preliminary analysis and recommendations are putting the agency in a better position to apply a whole-agency approach to barrier elimination, and preliminary recommendations are allowing the agency to develop a plan of action for FY 2022.

The NTSB's commitment to grow tomorrow's leaders is commendable and paying dividends. Three FY

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

2021 graduates of NTSB's Leadership Development Program and Excellence in Government Fellows (EIG) selected six EIG candidates to participate in the FY 2022 program. The EIG program is a great success and builds positive engagement in the workforce.

The NTSB's response to EO 14035 energized the agency to focus on accessibility. Of note, the ASL contract was used 66 times during FY 2021. Further, EEODI proposed creating a DEIA officer position, which was approved and for which the office is currently recruiting.

The NTSB is proud of the advancements being made in building and modeling an effective and inclusive federal agency throughout FY 2021; however, we are committed to building upon the momentum gained and continue our efforts into FY 2022 and beyond.

The EEODI and DIAC will continue to work with office directors and the HRD to identify effective targeted outreach sources to recruit Asian women for senior leadership positions, women for mission-critical positions, Hispanics across the board, and Black females in senior leadership and mission-critical positions. The EEODI office and the HRD will also continue to work with the Office of the Managing Director to correct program deficiencies (within the six essential elements) that involve application, discipline, and retention processes.

The EEODI office's specific plan of action for FY 2022 includes the following tasks:

- Update the Diversity Recruitment Guide
- Create a strategic recruitment plan to target underserved communities
- Create a DEIA toolkit or recruitment outreach video
- Resurvey the workforce to encourage employees to self-report disabilities
- Review the NTSB Merit Promotion Plan and other policy documents with the DIAC
- Meet quarterly with the HRD to obtain timely and accurate applicant flow data
- Establish a Barrier Analysis Working Group (promotion and retention process)
- Submit an unfunded requirement request for a DEIA Data reporter
- Implement diversity and inclusion 2021 recommendations
- Collaborate with the DIAC in implementing the NTSB's DEIA strategic plan
- Implement the DEIA educational training series

[1] OPM FedScope Diversity Cube, March 2021.

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

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

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

Principal EEO Director/Official for

[Redacted]  
(Insert Agency/Component Name above)

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee



\_\_\_\_\_  
Date

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
A.2.a. Does the agency disseminate the following policies and procedures to all employees:					
A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]		X			
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		X			NTBS Reasonable Accommodation Procedures are located on the intranet site at <a href="https://ntsb.gov/sharepoint/sites/InsideNTSB/SitePages/Equal-Employment-Opportunity-Diversity-and-Inclusion.aspx">https://ntsb.gov/sharepoint/sites/InsideNTSB/SitePages/Equal-Employment-Opportunity-Diversity-and-Inclusion.aspx</a> .
A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:					
A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]		X			
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]		X			
A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		X			<a href="https://www.ntsb.gov/about/organization/EEODI/Pages/eo-accommodations.asp">https://www.ntsb.gov/about/organization/EEODI/Pages/eo-accommodations.asp</a>
A.2.c. Does the agency inform its employees about the following topics:					
A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.		X			Annual training is provided to employees, managers, and supervisors. EEO complaint process training is conducted annually.
A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.		X			Annual training is provided to employees, managers, and supervisors.

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist

A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	X		Annual training is provided to employees, managers, and supervisors.
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.	X		Every new employee receives a copy of the Anti-Harassment policy. In addition, Anti-Harassment posters are posted in common areas throughout the agency and available upon request. Civil Treatment training is offered quarterly or annually.
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.	X		Over the past four years, no managers have been disciplined. However, the agency has posted anti-harassment posters to encourage employees to report inappropriate behavior.



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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



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

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.				
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.			X	The EEO Director reports directly to the agency head.
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X			The EEO Director presented the "State of the Agency" briefing to the Chairman and Senior Leaders 27 Dec 2021.
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X			

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



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



National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021


Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			NTSB Strategic Goal 3: Optimize organizational effectiveness and efficiency Strategic Objective 3.2: Engage, connect, and protect the workforce Strategic Objective 3.4: Attract, develop, and retain a diverse, and inclusive workforce

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021





Agency Self-Assessment Checklist

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			During new employees orientation.
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			During new employees orientation.
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			During new employees orientation.
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			Civil Treatment Leadership training was provided to all managers and supervisors.
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			During new employees orientation.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	B.6. The agency involves managers in the implementation of its EEO program.	Yes	No	N/A	
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



Essential Element: C Management and Program Accountability

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021



Agency Self-Assessment Checklist

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021





Agency Self-Assessment Checklist

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			Exit interview has been collected by EEODI since FY2019.
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			
 Compliance Indicator	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			In addition to the State of the Agency Briefing, the Office of EEODI brief on the No FEAR Act Annual Notice and Periodic Quarterly and BA Reports/Briefings.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			







National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist





Essential Element: D Proactive Prevention

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist





Essential Element: E Efficiency

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.			N/A	
	E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.	X			The Office of EEODI has a full time attorney that can do legal sufficient reviews of final agency decisions.
	E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.	X			In FY21 The Office of EEODI had a full time attorney that conducted the legal sufficient reviews.
	E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	X			
	E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]	X			
 Compliance Indicator	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:					
E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]		X			
E.4.a.3. Recruitment activities? [see MD-715, II(E)]		X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]			X		Applicant flow data is incomplete because certificates of eligible have not been closed out and audited for FY 2021.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X			On August 25, 2021, the Office of EEODI in collaboration with the Disability Employment Program Manager re-surveyed the workforce and encourage employees to update their employee office personnel folder records. This is done annually.

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist





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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Agency Self-Assessment Checklist

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

Essential Element:  Other



National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Attain Essential Elements

PART H.1

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

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

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/31/2021	12/31/0021	01/31/2022		EEO Office need accurate and timely applicant flow data from HRD.

Responsible Officials

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

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
01/21/2021	Based on information received from OPM, internal and external Applicant Flow data concerning race, national origin, sex, and disability is missing and/or inaccurate when the hiring certificate is not "closed and audited." When querying the system, however, applicant data is still missing for hiring certifications that have been completed and audited. The NTSB Human Resources Division will work collaboratively with OPM OD&I and USAStaffing to determine why the AF data is not available.	Yes	01/31/2022	

Accomplishments

Fiscal Year	Accomplishment
2021	The EEODI established quarterly meetings with HRD to discuss and resolve all model agency program deficiencies . To improve the efficiency of this process the NTSB CHCO has been included in these meetings. Until Applicant certificates are audited, accurate flow data will not be available.

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency: OTHER. OTHER

Section 508 compliance notice posted on internal and external website.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/01/2022	09/01/2022			Ensure NTSB is 508 compliant.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Specialist	Emma James	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2022	Develop a NTSB 508 compliance pamphlet .	Yes		
09/01/2022	Benchmark Federal Organizations who have successfully implemented EEOC 508 compliance and websites.	Yes		
09/01/2022	Publish 508 compliance information on NTSB internal and public websites.	Yes		

Accomplishments

Fiscal Year	Accomplishment
-------------	----------------

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

PART I.1

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)	
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Hispanic representation is 3.6% compared to the Regional benchmark of 9.6% and 10% National benchmark. (Analysis from 2021 Barrier Analysis) Table A1: Hispanic Males at 2.26% vs CLF 6.82% Hispanic Females at 1.0% vs CLF 6.16%	
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> Hispanic or Latino Males Hispanic or Latino Females	
<b>Barrier Analysis Process Completed?:</b>	Y	
<b>Barrier(s) Identified?:</b>	Y	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b> Low participation	<b>Description of Policy, Procedure, or Practice</b> Historically, the NTSB has had a low participation rate of Hispanics/Latinos employees, which includes engineers, at all levels.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
12/01/2021	09/01/2022	Yes	09/30/2022		Increase the participation rate of Hispanic/Latino employees in major occupation positions and at all levels of the NTSB workforce through targeted outreach, recruitment, and innovative retention plan.

Responsible Official(s)

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

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

Report of Accomplishments

Fiscal Year	Accomplishments
2021	During FY 2021, the Office of EEOI continued to build relationships with prospective Hispanic/Latino individuals in order to increase the applicant pool for the NTSB jobs.
2021	EEOI collaborated with the Office of Civil Rights in observance of Hispanic American Month. Mr. JuanCarlos M. Hunt who serves as the Director of the Office of Civil Rights, where he provides leadership, direction, and guidance in carrying out the Agency's equal employment programs, which includes compliance with Equal Employment Opportunity laws and regulations was the keynote speaker on September 16, 2021.

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

PART I.2

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Female representation is 39.1% compared to 48.1% CLF; however, regional benchmark is 35%. In contrast Male representation is 60.9% compared to the regional benchmark of 35% and CLF of 51.9%.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> All Women				
<b>Barrier Analysis Process Completed?:</b>	Y				
<b>Barrier(s) Identified?:</b>	Y				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td>Outreach and recruitment</td> <td>The methods currently in place for outreach and recruitment may not be sufficient to reach out to women in mission critical occupations. The EEO Office has requested and received additional funding for external barrier analysis services and training.</td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice	Outreach and recruitment	The methods currently in place for outreach and recruitment may not be sufficient to reach out to women in mission critical occupations. The EEO Office has requested and received additional funding for external barrier analysis services and training.
Barrier Name	Description of Policy, Procedure, or Practice				
Outreach and recruitment	The methods currently in place for outreach and recruitment may not be sufficient to reach out to women in mission critical occupations. The EEO Office has requested and received additional funding for external barrier analysis services and training.				

Objective(s) and Dates for EEO Plan

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

Responsible Official(s)

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

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2022	Develop relationship with Women Associations in the Washington, D.C. area for engineering schools, colleges and universities.	Yes	09/30/2022	

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2022	Design a strategic recruitment plans to ensure a diverse applicant pool for all mission critical vacancies.	Yes	09/30/2022	
09/01/2022	Establish and maintain a relationship with Women in Transportation Safety.	Yes	09/30/2022	

Report of Accomplishments

Fiscal Year	Accomplishments
2021	EEODI requested and received funding for barrier analysis services for FY 21-22
2021	Through the barrier analysis process, the group identified regional benchmarks that allowed better analysis of representation given regional considerations. For example, Female representation is lower than the CLF; however, it exceeds the regional benchmarks.

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

PART I.3

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)	
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Blacks make up 17.2 percent of the agency's workforce, compared to 14.9 percent for the regional targeted benchmark, and 12 percent at the national level. (2021 Barrier Analysis)	
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> Black or African American Females Black or African American Females	
<b>Barrier Analysis Process Completed?:</b>	Y	
<b>Barrier(s) Identified?:</b>	Y	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>	<b>Description of Policy, Procedure, or Practice</b>
	Glass Ceiling	Being Black has a significant negative effect on being promoted. Applicant flow analysis revealed Blacks had the lowest promotion rate with 4% promotion compared to 18% for Hispanics, 14% White, and 7% Asian.
	Glass Wall/Blocked Pipeline for Black females	Examination of the available applicant flow data for external hires and internal competitive promotions.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
02/01/2022	09/01/2022	Yes			Increase the representation of Black Male and Female promotions.

Responsible Official(s)

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

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

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

Report of Accomplishments

Fiscal Year	Accomplishments
2021	EEODI requested and received funding for Barrier Analysis services for FY20-21
2021	Review of the statistical significance IRT applicant flow data, selections, and promotions, through trend analysis of applicant flow data via the Barrier Analysis process.. This review enabled NTSB to drill down and pinpoint where in the selection/hiring process opportunities existed for improvement and barrier elimination.



National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

PART I.4

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	From 2017 - 2021 the number of applicants for positions were 870 Whites, 469 Blacks, 175 Hispanics, and 173 Asians. For the initial screening 24-32% of the applicants were deemed "qualified" for each race category; however, Whites had the highest selection rate at 17% compared to 13% for Asians, 15% for Hispanics, and 8% for Blacks. (2021 Barrier Analysis of Applicant Flow Data)

<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> Hispanic or Latino Males Hispanic or Latino Females Black or African American Males Black or African American Females Asian Males Asian Females
-------------------------------------	--

<b>Barrier Analysis Process Completed?:</b>	Y
---	---

<b>Barrier(s) Identified?:</b>	Y
--------------------------------	---

<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>	<b>Description of Policy, Procedure, or Practice</b>
	Selection/Hiring Process	From 2017 - 2021 the number of applicants for positions were 870 Whites, 469 Blacks, 175 Hispanics, and 173 Asians. For the initial screening 24-32% of the applicants were deemed "qualified" for each race category; however, Whites had the highest selection rate at 17% compared to 13% for Asians, 15% for Hispanics, and 8% for Blacks.  (2021 Barrier Analysis of Applicant Flow Data)

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
02/01/2022	09/01/2022	Yes			Increase selection of Blacks, Hispanics, and Asian during the hiring process to better reflect those underrepresented groups qualified applicants .

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Human Resources Division	Emily Carroll	Yes
DEIA Manager	New Hire	Yes

National Transportation Safety Board

For period covering October 1, 2020 to September 30, 2021

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2022	Examine Audit sample of individual cases in high trigger areas for Blacks	Yes		
02/01/2022	Involve SME's to evaluate referral for qualified candidates.	Yes		
09/01/2022	Educate hiring personnel on DEIA goals.	Yes		
09/01/2022	Conduct outreaches to sources with qualified, diverse candidates.	Yes		
09/01/2022	Use competency assessments to guide job requirements and selection criteria.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
-------------	-----------------

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

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

**Section I: Efforts to Reach Regulatory Goals**

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

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

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

In FY2021, the percentage of PWD in the GS-1 to GS-10 cluster was 30%, which exceeds the goal of 12%. The percentage of PWD in the GS-11 to SES cluster was 7.9% in FY2021, which is below the goal of 12%.

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

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

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

The percentage of PWTD in the GS-1 to GS-10 cluster was 10% in FY2021, which is above the goal of 2%. The percentage of PWTD in the GS-11 to SES cluster was 2.4% in FY2021, which exceeds the goal of 2%.

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

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

**Section II: Model Disability Program**

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

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

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

Answer    Yes

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

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

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

Answer Yes

In FY2021, the Disability Program Staff received a variety of training to carry out their responsibilities during the reporting period. EEODI Staff collaborated and participated in the following events: Fostering a Mentally Healthy Workplace, Reasonable Accommodation for Mental health Impairments and Disability Etiquette. Lastly, all Disability Program Staff consistently receive informal training while carrying out their responsibilities. These informal opportunities to learn are conducted internally by the Director of EEODI, General Counsel, and/or other members of the Disability Program Staff. In FY21, despite staff turnover, EEODI staff participated in EEOC’s Excel Conference, the Federal Dispute Resolution Conference (FDR), and Employment Learning Innovations (Civil Treatment).

**B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM**

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

Answer Yes

**Section III: Plan to Recruit and Hire Individuals with Disabilities**

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

**A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES**

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

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

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

NTSB may use the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: • 30 percent or More Disabled Veteran (5 U.S.C. § 3112; 5 C.F.R. § 316.302, 316.402, and 315.707) • Schedule A Appointing Authority (5C.F.R. § 213.3102(u)). In FY21, research suggested that NTSB offices did not consistently use hiring tools that targeted candidates with disabilities. EEODI will work with HR to seek commitment by offices to adopt disability specific recruitment and outreach strategies, to include using the Workforce Recruitment Program and increasing contacts with Disability Program Centers at institutions of higher education. NTSB leadership will also seek great commitment by offices to facilitate use of Schedule A by hiring managers before job openings are made available to the public.

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

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

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

Answer Yes

The Agency continued to strengthen its Disability Employment Program by informing and educating HRD and all supervisors and managers on the Schedule A Hiring Authority. On August 25, 2021, the Office of EEODI sent out guidance explaining the benefits of utilizing Schedule A.

## **B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

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

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

### C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

- |   |        |     |
|---|--------|-----|
| a. New Hires for Permanent Workforce (PWD)  | Answer | Yes |
| b. New Hires for Permanent Workforce (PWTD) | Answer | Yes |

The percentage of new hires with disabilities in FY21 was 3.56%. 1 new hire out of 28 new hires identified as a PWD. Conversely, there were 0 new hires in FY21 who identified as a PWTD. Possible triggers may exist regarding new hires failing to accurately complete the SF-256 which identifies PWD/PWTD. Additional education may be helpful during the onboarding process.

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

- |                             |        |    |
|-----------------------------|--------|----|
| a. New Hires for MCO (PWD)  | Answer | No |
| b. New Hires for MCO (PWTD) | Answer | No |

Based on the FY21 barrier analysis the data from 2019 -2021 new hires reflect that 13% of new hires had a disability within the MCO's.

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

- |  |        |    |
|--|--------|----|
| a. Qualified Applicants for MCO (PWD)  | Answer | No |
| b. Qualified Applicants for MCO (PWTD) | Answer | No |

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

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

- |                              |        |    |
|------------------------------|--------|----|
| a. Promotions for MCO (PWD)  | Answer | No |
| b. Promotions for MCO (PWTD) | Answer | No |

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

Continuing the use of telework and alternative work schedules as workplace flexibilities. Continue to utilize exit interview surveys in FY2021 to identify retention tools for individuals with disabilities via Survey Monkey. Conducting quarterly workshops on reasonable accommodations, to include the resources available for people with disabilities and targeted disabilities, to educate all NTSB hiring managers and HRD staff officials. Utilize and market NTSB's Career Development Roadmap Program to employees with disabilities. The Career Roadmap will also offer mentor opportunities to all employees, including employees with disabilities.

## B. CAREER DEVELOPMENT OPPORTUNITIES

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

At the end of FY21, NTSB hired a Career Development Advisor. The CDA began creating the Career Development Roadmap which will help match the right learning with the right time in employees' career, whether its leading self, managing projects, leading and managing people or leading and managing organizations. The roadmap offers free training/webinars on leadership, management, and employee self-development. The Career Development Advisor is in the process of revising the mentor program for NTSB.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	6	6	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0
Fellowship Programs	3	3	0	0	0	0
Coaching Programs	1	1	0	0	0	0

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

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

In FY21, there were no career development/mentor programs due to the pandemic. There was one applicant for coaching and that individual is a PWD. The agency had (3) participants for the Excellence in Government (EIG) Fellows program in FY21. The three graduates participated in a 1-year Leadership Development Program.

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

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

In FY21, there were no career development/mentor programs due to the pandemic. TEI hosted a coaching program, however, no one with a targeted disability applied.

## C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

The PWD Inclusion Rate (IR) is 8.4%. 17% (6/34) of PWD received time off awards which is 8.6 points above the IR. The PWTD IR is 2.6%. 0% of PWTD (0/34) received time off awards. The IR for Persons Without Disabilities (PWOD) is 84%. The number of PWOD who received time off awards is (48/328) is 14%. For cash bonuses, the PWD IR is 8.4%. 11% (58/506) of PWD received cash bonuses which is 2% above the IR. PWTD IR is 2.6%. 2.3% (12/506) received cash awards .3% higher than the IR. PWOD IR is approximately 84%. 83% (421/506) received cash awards. PWD are not underrepresented when using the IR.

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

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

C2a. Quality Step Increases – PWD received 4.3% of awards in this category. This is 4.1 percentage points below the inclusion rate of 8.4%. C2b. Quality Step Increases – PWTD received 0% of awards in this category. This is below the inclusion rate of 2.6%.

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

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

not applicable

## D. PROMOTIONS

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

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

FY21 Applicant flow data indicate there was (1) qualified PWD in Grade GS-15. The qualified internal applicants for all grades were in grade/series GS-0201-12 and GS-1801-15.

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

- a. SES
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWTD) Answer N/A



- |   |        |     |
|---|--------|-----|
| ii. Internal Selections (PWTD)          | Answer | N/A |
| c. Grade GS-14                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | N/A |
| ii. Internal Selections (PWTD)          | Answer | N/A |
| d. Grade GS-13                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | N/A |
| ii. Internal Selections (PWTD)          | Answer | N/A |

FY21 Applicant flow data indicate there were no qualified PWTD for internal promotions. IRT Internal Promotion: There was (1) applicant for internal promotion but was not rated qualified at the GS 13-SES levels.

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

- |                             |        |     |
|-----------------------------|--------|-----|
| a. New Hires to SES (PWD)   | Answer | N/A |
| b. New Hires to GS-15 (PWD) | Answer | N/A |
| c. New Hires to GS-14 (PWD) | Answer | N/A |
| d. New Hires to GS-13 (PWD) | Answer | N/A |

During FY21 (1) PWD applied (GS-14) but was not qualified. There were no other applicants for GS13 - SES level.

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

- |                              |        |     |
|------------------------------|--------|-----|
| a. New Hires to SES (PWTD)   | Answer | N/A |
| b. New Hires to GS-15 (PWTD) | Answer | N/A |
| c. New Hires to GS-14 (PWTD) | Answer | N/A |
| d. New Hires to GS-13 (PWTD) | Answer | N/A |

Based on FY21 applicant flow data, there were no qualified PWTD applicants at the GS-13 - SES levels. There was a total of 1 applicant for the GS-14 level but the PWTD was not qualified.

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

- |  |        |     |
|--|--------|-----|
| a. Executives                          |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | No  |
| ii. Internal Selections (PWD)          | Answer | No  |
| b. Managers                            |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | No  |
| ii. Internal Selections (PWD)          | Answer | No  |
| c. Supervisors                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD)          | Answer | N/A |

FY21 applicant flow data lists (1) qualified PWD GS-1801-15 applicant who was not selected. The Executive PWD applicant was also competing for a Managerial position. No other supervisory PWD applicants are listed in FY21 applicant flow data.

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

- |               |  |  |
|---------------|--|--|
| a. Executives |  |  |
|---------------|--|--|

i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A
c. Supervisors		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A

FY21 applicant flow data lists no qualified PWTD applicants at Executive level, Managers, or Supervisors.

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

a. New Hires for Executives (PWD)	Answer	N/A
b. New Hires for Managers (PWD)	Answer	N/A
c. New Hires for Supervisors (PWD)	Answer	N/A

FY21 applicant flow data, there were no qualified PWD new hire applicants.

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

a. New Hires for Executives (PWTD)	Answer	N/A
b. New Hires for Managers (PWTD)	Answer	N/A
c. New Hires for Supervisors (PWTD)	Answer	N/A

FY21 applicant flow data, there were no qualified PWTD new hire applicants.

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

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer N/A

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

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

The PWD IR is 8.5%, 6.06% (2/33) of those who separated were PWD.

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

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

The PWTD IR is 2.6%, 3.03% (1/33) of those separated were PWTD

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

N/A

### B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

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

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

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

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

In the past, the Agency has updated wheelchair accessibility maps indicating signage and routes to various NTSB facilities within L'Enfant Plaza. Due to the pandemic, the Agency has been on maxi telework status for the past year. Accordingly, the Agency has no current plans to improve accessibility of Agency facilities. However, the Office of EEODI ensures that persons with disabilities technological needs are met. In the future, NTSB may relocate its HQ to a new building. EEODI will ensure that accessibility concerns are addressed, should that happen. In FY21, EEODI continued to lead the Agency's efforts in utilizing an interpreter services contract to assist the Agency's hard of hearing employees engage in virtual meetings. Interpreter services were used 66 times in FY21. In February 2021, EEODI conducted a Reasonable Accommodation briefing for NTSB (employees and supervisors). The briefing covered the RA process.

### **C. REASONABLE ACCOMMODATION PROGRAM**

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

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

The average processing time for processing initial requests for reasonable accommodations in FY2021 was 20 days.

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

Adhering to the completion of reasonable accommodation requests within a 30-day timeframe, this allows for individuals with time sensitive requests to receive the assistance they need to be effective and productive as employees in the workplace. Implementing the practice of tracking reasonable accommodation using a spreadsheet, we've been able to effectively update the status of each request and this coordination helps limit the processing time. Additionally, in FY21, EEODI conducted training on the Reasonable Accommodation process for all of NTSB.

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

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

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

To date, the Agency has not received any requests for PAS services. However, in FY2021, EEODI conducted training informing supervisors and managers of the Agency's obligation to provide PAS. The agency has a contract in place for individuals requiring PAS services.

## Section VI: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

N/A

### B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer N/A

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

Answer N/A

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

N/A

## Section VII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)					
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1					
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	There is a trigger involving PWD and PWTD for time-off awards, cash bonuses, and quality step increases as the rates of inclusion for PWTD and PWD are less than the rate of inclusion for PWOD in these three award categories.					
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
<b>Barrier Analysis Process Completed?:</b>	Y					
<b>Barrier(s) Identified?:</b>	N					
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>			
	Not applicable		Barrier analysis did not find a statistical significance during the review of this trigger.			
<b>Objective(s) and Dates for EEO Plan</b>						
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>	
07/31/2020	12/31/2021	Yes			Conduct barrier analysis to identify and eliminate any potential barriers in promotion and career enhancement opportunities for Agency employees who identify as PWTD.	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
EEODI Director		Fara Guest		Yes		
Disability Employment Program Manager		Randee Artis		Yes		
<b>Planned Activities Toward Completion of Objective</b>						
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
07/31/2020	Establish quarterly meetings with HRD to obtain more comprehensive applicant flow data in order to monitor the participation rates of PWTD in the actual applicant pool and relevant applicant pool.			Yes		07/31/2020
07/31/2020	Create Barrier Analysis Working Group			Yes		07/31/2020
10/15/2020	Examine FEVS data			Yes	05/01/2022	02/02/2022
11/15/2020	Examine Career Trajectories of PWTD in the Agency			Yes	05/01/2022	02/01/2022
Page 48						

**Planned Activities Toward Completion of Objective**

<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>	<b>Completion Date</b>
11/30/2020	Train Barrier Analysis Working Group on identifying triggers and conducting investigation to pinpoint actual barriers.	Yes	05/01/2022	05/01/2022
03/01/2021	Complete investigation for barrier analysis process and identify any potential barriers	Yes	05/01/2023	05/01/2022
06/01/2021	Establish and Implement plan of action to resolve identified barriers.	Yes	07/01/2023	05/01/2022
12/31/2022	Develop DEIA hiring/awareness campaign to recruit/retain individuals with disabilities.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
2021	Barrier Analysis initiated in FY21 and completed in FY22.
2021	Disability representation showed improvement; however, the increase was not statistically significant.

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

N/A

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

The planned activities that were completed enabled the Agency to complete the barrier analysis process. The Agency hired a contractor to complete the barrier analysis process by FY2022.

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

The barrier analysis results will enable the Agency to further drill down and improve the plan to eliminate barriers relating to PWD and PWTD.