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**Equal Employment Opportunity
and Affirmative Employment
for
Minorities, Women,
and People with Disabilities
Accomplishment Report and Updates
FY-97**

REPRODUCED BY: **NTIS**
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People Saving People
<http://www.nhtsa.dot.gov>

INTRODUCTION TO THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

The National Highway Traffic Safety Administration (NHTSA) was established as an agency of the United States Department of Transportation to carry out safety programs under the National Traffic and Motor Vehicle Safety Act of 1966 and the Highway Safety Act of 1966. The agency also carries out consumer programs established by the Motor Vehicle Information and Cost Savings Act.

The highest priority of the National Highway Traffic Safety Administration is to reduce deaths, injuries and economic losses from motor vehicle crashes. To improve highway safety, the agency conducts balanced programs to promote both safer vehicles and safer driver practices. NHTSA sets and enforces federal safety standards for new motor vehicles of all types, investigates alleged safety defects and orders recalls where necessary, and conducts extensive research on ways to improve vehicle safety.

The agency also provides financial and technical assistance to State and local governments, and works closely with private organizations, to promote a broad range of driver and traffic safety programs. These include programs to combat drunk driving, to encourage the use of safety belts and child safety seats, and to improve emergency medical services, driver licensing, traffic record keeping and traffic law enforcement.

OFFICE OF CIVIL RIGHTS ORGANIZATIONAL STRUCTURE

**National Highway Traffic Safety Administration
Affirmative Employment Program
400 7th Street, S.W.
Washington, D.C. 20590**

Administrator	Ricardo Martinez, M.D.
Deputy Administrator	Philip R. Recht
Director of Civil Rights	George B. Quick
Equal Opportunity Specialist	Phyllis Alston
* Equal Opportunity Specialist	Nathaniel Hayes
* Equal Opportunity Specialist	William Snyder
* Legal Clerk	Angelique Dorsey
* Legal Clerk	Jennifer Salhus
Federal Women's Program Manager	Phyllis Alston
<i>(Collateral Duty)</i>	
Hispanic Employment Program Manager	Vacant
<i>(Collateral Duty)</i>	
Persons with Disabilities Employment Coordinator	Prentis Kie
<i>(Collateral Duty)</i>	
Black Employment Program Manager	Vacant
<i>(Collateral Duty)</i>	
People with Disabilities Program Manager	Vacant
<i>(Collateral Duty)</i>	
Secretary	Earleen Hughes

* *Temporary — An employee appointee to a position for one year or less.*

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ACCOUNTABILITY STATEMENT

NHTSA Administrator: NHTSA's Affirmative Employment Program was established in accordance with statutory and regulatory requirements governing Equal Employment Opportunity (EEO). The Administrator is ultimately responsible for ensuring compliance with Affirmative Employment Program objectives.

Equal Employment Opportunity: The Director of Civil Rights is delegated programmatic and technical responsibility for the EEO program. The Civil Rights Office staff structure includes a Director, one EEO Specialist, and clerical support staff. The Federal Women's Program Manager, Hispanic Employment Program Manager, and African American Employment Program Manager serves in a collateral-duty capacity.

Managers and Supervisors: Managers and Supervisors at all levels are responsible for program implementation and success within their respective office elements by operating within equal employment opportunity laws. Managers and supervisors are assisted by the Civil Rights Director, Director of Human Resources, Special Emphasis Program Managers, and Equal Employment Counselors in developing and implementing Affirmative Employment Program objectives.

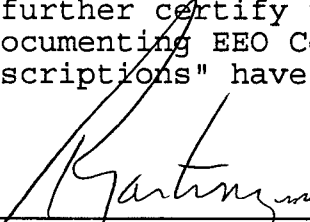
Equal Employment Opportunity Performance Standards: Workforce diversity is included as a critical job element in performance appraisal standards for all managers/supervisors.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS**

I certify that the qualifications of all staff officials, full-time or part-time, responsible for the administration of the Equal Employment Opportunity Program and Affirmative Employment Program have been reviewed by competent authority and meet the qualification standards in the Handbook X-118.

Evidence that the review has been conducted is on file and available for review by EEOC officials.

I further certify that the provisions of FPM Letter 713-37, "Documenting EEO Collateral Duties in Official Position Descriptions" have been met.

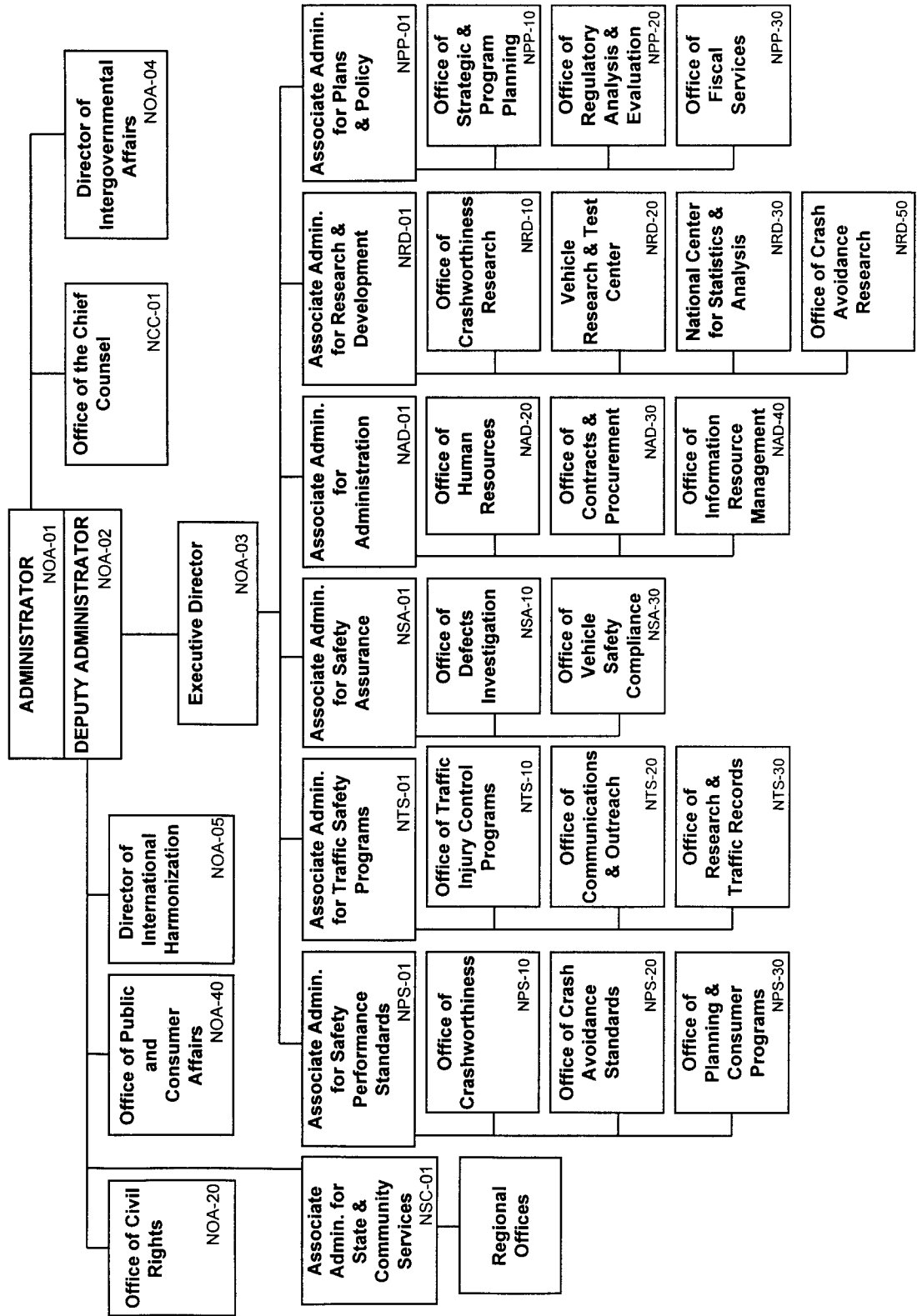


Ricardo Martinez, M.D.
Administrator

DEC _ 9 1997

(DATE)

National Highway Traffic Safety Administration



EEOC FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

FOR FISCAL YEAR 1997

- * SUMMARY ANALYSIS OF WORKFORCE
* ACCOMPLISHMENT REPORT ON OBJECTIVES AND ACTION ITEMS
* NOTEWORTHY ACTIVITIES AND INITIATIVES

National Highway Traffic Safety Administration
NAME OF ORGANIZATION

400 7th St., S.W., Washington, D.C. 20590
ADDRESS OF ORGANIZATION

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

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 580
PROFESSIONAL 165 ADMINISTRATIVE 312 TECHNICAL 56
CLERICAL 46 OTHER 0 BLUE COLLAR 1

George B. Quick, Phyllis Alston 366-0972
NAME OF CONTACT PERSON(S) PREPARING FORM/TELEPHONE NO.

George B. Quick, Director of Civil Rights
NAME & TITLE OF PRINCIPAL EEO OFFICIAL

NOV 26

George B Quick
SIGNATURE OF PRINCIPAL EEO OFFICIAL DATE
CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

Ricardo Martinez, M.D. DEC 9 1997
National Highway Traffic Safety Administrator
NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

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

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Affirmative Employment Program for Minorities and Women

ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

SUMMARY ANALYSIS OF WORKFORCE

Provide a narrative workforce analysis using the relevant civilian labor force.
Analyze occupational categories, grade groupings, and major occupations.

NHTSA's Civil Rights Office conducted an analysis of opportunities to correct manifest imbalances and conspicuous absences within the workforce during FY 1997. Opportunities examined were promotions, hires, and internal conversion opportunities. Personnel activity data were examined to identify the race and sex of protected group members in job classifications where NHTSA established FEORP objectives for FY 1997. The following is a summary of the analysis conducted. Categories with identified problem areas were evaluated in this section of the report.

An analysis of NHTSA's workforce was conducted by PATCO, grade groupings and major occupations at the beginning and end of FY 1997, using Central Personnel Data File data.

At the beginning of FY 1997, (covering the period October 1, 1996 through September 30, 1997) our analysis revealed manifest imbalances and conspicuous absences in the following EEO categories and/or major occupations:

CONSPICUOUS ABSENCES FY 1997

PATCO/Occupations	<u>Identification of Protected Group by Name</u>
<i>Professional</i>	<ul style="list-style-type: none"> • Hispanic females • American Indian/Alaskan • Native females
<i>Administrative</i>	<ul style="list-style-type: none"> • American Indian/Alaskan • Native males
<i>Clerical</i>	<ul style="list-style-type: none"> • white males • Hispanic males • Asian American/Pacific • Islander males and females • American Indian/Alaskan • Native males

*Conspicuous Absence - Particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the workforce.

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MANIFEST IMBALANCES FY 1997

PATCO/Occupation	<u>Identification of Protected Group by Name</u>
<i>Professional</i>	<ul style="list-style-type: none"> • white females • African American females • Hispanic females
<i>Administrative</i>	<ul style="list-style-type: none"> • white females • African American males & females • Hispanic females • Asian American/Pacific Islander males and females

*Manifest Imbalances - Representation of EEO groups in a specific occupational grouping or grade level in the agency's workforce that is substantially below its representation in the appropriate CLF.

The analysis of NHTSA's new hires and promotion data is as follows:

(1) **NHTSA'S NEW HIRES:**

During FY 1997, NHTSA hired 33 new employees. The number of persons from each EEO group hired and the percentage of the total hires for the fiscal year is as follows:

	<u>Number</u>	<u>Percent</u>
• white males	12	37.5
• white females	4	12.1
• African American males	2	5.4
• African American females	8	24.2
• Hispanic males	2	6.1
• Hispanic females	1	3.0
• Asian American/Pacific Islander males	1	3.0
• Asian American/Pacific Islander females	3	9.1
• American Indian/Alaskan Native males	0	0
• American Indian/Alaskan Native females	<u>0</u>	<u>0</u>
TOTAL(S)	(33)	(100.0%)

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NHTSA'S NEW HIRES CON'T)

The following is an analysis of hires by PATCO category:

PROFESSIONAL:

Ten or 27.0 percent of NHTSA's hires were in the professional category. Forty percent of professionals hired were white males, 30.0 percent of hires were females, The remaining 30.0 percent were minority males. The title and grade level of employees hired are as follows: one white male was hired into a GS-0801-14 General Engineering vacancy, one white male was hired into a GS-830-13 Mechanical Engineering vacancy; one white male was hired into a GS-801-12 General Engineering vacancy, and one white male was hired into a GS-830-9 Mechanical Engineering position. One white female was hired into a GS-0905-11 General Attorney vacancy, one Asian American/Pacific Islander female was hired into a GS-1529-13 Mathematical Statistician vacancy, and one Asian American/Pacific Islander female was hired into a GS-0830-9 Mechanical Engineering position. Additionally, one Asian American/Pacific Islander male was hired into a GS-801-13 General Engineering vacancy, one Hispanic male was hired into a GS-801-13 vacancy, and one African American male was hired into a GS-801-11 General Engineering position.

ADMINISTRATIVE:

Seventeen or 45.9 percent of NHTSA hires were in the administrative category. Forty-seven percent of administrative hired were white males, 35.3 percent of hires were female, 11.8% of hires were African American males, and the remaining 5.8 percent were Hispanic males. The titles and grade levels are as follows: one white male was hired into a SES-340 Associate Administrator for Research and Development vacancy, a white male was hired into a GS-1035-15 Public Affairs vacancy, a white male was hired into a GS-1035-13 vacancy, a white male was hired into a GS-2125-13 Highway Safety Specialist vacancy, a white male was hired into a GS-1084-13 vacancy, a white male was

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NHTSA'S NEW HIRES CON'T:

hired into a GS-1801-13 General Inspection vacancy, a white male was hired into a GS-1102-12 Contracting vacancy, and a white male was hired into GS-2125 Highway Safety Specialist position. One white female was hired into a GS-2125-14 Highway Safety Specialist vacancy, and one white female hired into a GS-2125-11 Highway Safety Specialist position. One African American female was hired into a GS-0334-14 Computer Specialist vacancy and one African American female was hired into the position of GS-2125-7 Highway Safety Specialist. One Hispanic female was hired into a GS-1082-13 Writing and Editing vacancy, and one Asian American/Pacific Islander female was hired into a GS-2125-12 Highway Safety Specialist position. Additionally, one African American male was hired into a GS-1102-12 Contracting position. Also, one Hispanic male was hired into a GS-0301-13 Miscellaneous Administration position.

TECHNICAL:

There were no employees hired into technical positions during FY 1997.

CLERICAL:

Five or 15.1 percent of NHTSA's new hires were in the clerical category. The titles and grade levels are as follows: four African American females were hired into GS-318-5 & 6 Secretary positions, and one African American female was hired into a GS-0309-5 Correspondence Clerk vacancy.

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CONCLUSION:

The group with the highest new hires rate for FY 97 was white males at 35.1 percent. The next highest rate was African American females at 24.3 percent, however, only one was hired at the GS-13 and above level. White females hiring rate was 16.2 percent. Asian American/Pacific Islander females hiring rate was 8.1 percent. African American males and Hispanic males were hired at a rate of 5.4 percent, respectively. Asian American/Pacific Islander males and Hispanic females were hired at the rate of 2.7 percent, respectively. There were no American Indian/Alaskan Native males or females hired in FY 1997.

(2) **PROMOTIONS:**

During FY 1997, 68 employees received promotions. Thirty-three promotions were to positions at the GS 13-15 level. The promotion rate for each of the EEO groups are as follows:

	<u>Number</u>	<u>Percent</u>
• white males	20	29.4
• white females	17	25.0
• African American males	6	8.8
• African American females	22	32.3
• Hispanic males	0	.0
• Hispanic females	1	1.5
• Asian American/Pacific Islander males	1	1.5
• Asian American/Pacific Islander females	0	0
• American Indian/Alaskan Native males	1	1.5
• American Indian/Alaskan Native females	0	.0
TOTAL(S)	(68)	(100.0%)

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PROMOTIONS (CON'T)

The following analysis was conducted relative to employees promoted by PATCO categories:

PROFESSIONAL:

Seventeen or 25 percent of NHTSA's promotions were in the professional category. Forty-seven percent of professional promotions were awarded to white males, 17.6 percent to females, and the remaining 35.3 percent were awarded to minorities. Eleven of the professional promotions awarded were at the GS-13 and above.

ADMINISTRATIVE:

Forty or 58.8 percent of NHTSA's promotions were in the administrative category. Thirty-five percent of administrative promotions were awarded to white females. African American females were promoted at a rate of 32.5 percent, however, only 30.7 percent were promoted to the grade level of GS-13 and above. White males were promoted at a rate of 25.0 percent, African American males at a rate of 5.0 percent, and Hispanic Americans at a rate of 2.5 percent.

CONCLUSION:

Women had the highest promotion rate for FY 97. The combined promotion rate for female employees was 60.3 percent. Next highest promotion rate was white males at 27.9 percent. The promotion rate for African American males was 8.8 percent. Hispanic Americans females were promoted at a rate of 1.5 percent. No Asian American/Pacific Islander or American Indian/Alaskan Native employees received promotions in FY 1997.

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**DISCUSSION OF PATCO/JOB CATEGORIES WITH MANIFEST IMBALANCES AND
CONSPICUOUS ABSENCES AS OF SEPTEMBER 30, 1997**

Numerical objectives have been established and progress is being monitored relative to the occupational categories listed below:

1. OCCUPATIONAL CATEGORY: PROFESSIONAL

Professional positions are occupied by 165 employees or 28.9 percent of the NHTSA workforce. White females occupy 21 or 12.7 percent in this category. African American females represent 5 or 3.0 percent in this category. Hispanic males occupy one position or 0.6 percent of this category. Asian American/Pacific Islanders represent 17 (10.3 percent) of all professionals. American Indian/Alaskan Native employee representation in this category is one employee. NHTSA's FEORP Plan continues to target objectives to assist in correcting this manifest imbalance.

2. OCCUPATIONAL CATEGORY: ADMINISTRATIVE

Administrative positions are occupied by 312 employees or 53.3 percent of the workforce. White females occupy 80 or 25.6 percent in this category. Hispanic representation in this category is 4.5 percent. As of September 30, 1997, 14 Hispanic employees occupied administrative positions in NHTSA's workforce. There is no representation of American Indian/Alaskan Natives in this job category.

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3. OCCUPATIONAL CATEGORY: TECHNICAL

Technical positions are occupied by 59 employees or 10.1 percent of NHTSA's workforce. Ten white females constitute 16.9 percent of the workforce in this category. White females representation in this category decreased by two employees during the fiscal year. African American males representation in this category remains constant. African American females representation in this category is 36 or 61.0 percent. Hispanics, Asian American/Pacific Islander males and American Indian/Alaskan Natives are underrepresented in this category.

4. OCCUPATIONAL CATEGORY: CLERICAL

Clerical positions are occupied by 48 employees, or 8.2 percent of NHTSA's workforce. The number of 10 employees in the clerical category remains constant. White females occupy 8 or 16.7 percent of all clerical positions. African American females occupy 34 or 70.8 percent of these positions. Two African American males constitute 4.2 percent of the total. All other EEO groups are underrepresented in this category.

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DISCUSSION OF MAJOR OCCUPATIONS

1. Program Analyst - GS-343

Fifty-six (56) employees occupy program analyst positions or 9.6 percent of NHTSA's workforce. African American males and Asian American/Pacific Islander males are underrepresented. Asian American/Pacific Islander females and American Indian/Alaskan Native males are conspicuously absent in this occupation.

2. Engineers (General/801, Mechanical/830 & Electrical/855)

One hundred and four (104) employees occupy engineering positions or 17.8 percent of the workforce. NHTSA workforce decreased by two employees in this occupation. This total includes 80 General Engineers, 21 Mechanical Engineers, and 3 Electrical Engineers. Minorities representation in the position of engineers is 23 employees or 22.1 percent. Six women occupy General Engineer positions, or 5.8 percent of all engineering positions. The EEO groups not represented in the engineering occupation category are Hispanic females and American Indian/Alaskan Native females.

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3. Highway Safety Specialist - (GS-2125)

One hundred thirteen (113) employees occupy highway safety specialist positions, or 19.3 percent of the workforce. Women representation in this category is 40.7 percent and minorities representation is 16.8 percent. Nineteen minorities, including twelve African Americans, three Hispanics, and four Asian American/Pacific Islanders occupied highway safety specialist positions. Fifty-six highway safety specialists are assigned to regional offices.

4. Attorney Advisor (GS-905)

Nineteen (19) attorney advisor employees constitute 3.2 percent of the workforce. White males representation in this category is 11 employees or 57.9 percent of the attorneys in the Office of Chief Counsel. Five white females occupy Attorney Advisor positions, including 2 GS-15 and 2 GS-14. Minority females representation includes one African American GS-14 and two Asian American/Pacific Islanders, 1 GM-15 and 1 GS-13 respectively. The workforce contracted three employees during FY 97.

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Commencing FY 1998, NHTSA's workforce totaled 585 employees. NHTSA's workforce contracted by 14 employees in FY 1997.

Objectives were established in NHTSA's Federal Equal Opportunity Recruitment Plan (FEORP) to correct manifest imbalances and conspicuous absences in occupational categories and major job series. Analysis listed in this report are conducted by mainstream occupations. The term mainstream occupation is defined as job series where incumbents exceed one hundred employees. NHTSA has experienced limited success in accomplishing its objectives. Several additional organizations have been contacted to assist NHTSA to recruit Hispanics into the workforce.

At the beginning of FY 1998, an analysis revealed that manifest imbalances and conspicuous absences exist in the following occupational categories:

CONSPICUOUS ABSENCES FY 1998

PATCO/Occupations

Identification of Protected Group by Name

Professional

- Hispanic females
- American Indian/Alaskan Native females

Administrative

- American Indian/Alaskan Native males and females

Technical

- Hispanic males
- Asian American/Pacific Islander males and females
- American Indian/Alaskan Native males and females

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Clerical

- white males
- Hispanic males
- Asian American/Pacific Islander males
- American Indian/Alaskan Native males

Program Manager (340)

- African American females
- Hispanic females
- Asian American/Pacific Islander males and females
- American Indian/Alaskan Native males and females

Highway Safety Specialist (2125)

- American Indian/Alaskan Native males and females

Engineering Series (801, 830, 850)

- Hispanic females
- American Indian/Alaskan Native females
- Asian American/Pacific Islander males and females

Attorney Advisors (905)

- African American males
- Hispanic males and females
- Asian American/Pacific Islander males
- American Indian/Alaskan Native males and females

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Analyze occupational categories, grade groupings, and major occupations.

MANIFEST IMBALANCES FY 1998

PATCO/Occupation

Identification of Protected Group by Name

Professional

- white females
- African American females
- Hispanic males

Administrative

- white females
- African American males
- Hispanic females
- Asian American/Pacific Islander females

Technical

- white males and females
- African American males
- Hispanic females

Clerical

- white females and males
- African American males
- Hispanic females

Program Analyst (343)

- African American males
- Hispanic males

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Analyze occupational categories, grade groupings, and major occupations.

Program Manager (340)

- white females
- African American males and females

Highway Safety Specialist (2125)

- white females
- African American males and females
- Hispanic females

Engineering Series (801, 830, 855)

- white females
- African American females
- Hispanic females

Attorney Advisors (905)

- white females
- African American females

**FY 97 ACTUAL HIRES AND PROMOTIONS
NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB**

OCCUPATION CATEGORY	PLANNED/ ACTUAL	Total		White		African American		Hispanic		Asian Amer/ Pacific Isl		Amer Indian Alaska Native	
		All	#	M	F	M	F	M	F	M	F	M	F
Professional	PLANNED	6			2	1	2	1		0		0	
	ACTUAL	27	12	2	2	5	2	1		2	2	1	
Administrative	PLANNED	13		7	1	1	3	1	1				
	ACTUAL	57	19	16	3	15	1	2	0	1			
Technical	PLANNED												
	ACTUAL	7		2			5						
Clerical	PLANNED												
	ACTUAL	10				1	9						
Other	PLANNED												
	ACTUAL												
Blue Collar	PLANNED												
	ACTUAL												
Total	PLANNED												
	ACTUAL												
	PERCENT												

NHTSA accomplished its established objectives.

NHTSA's FY 97 numerical objectives were established in accordance with the strict scrutiny guidelines stated in U.S. Supreme Court decision issued in the Adarand case.

97-10-19

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB

OCCUPATIONAL CATEGORY	PLANNED/ACTUAL	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMER/PACIFIC ISL		AMER INDIAN ALASKA NATIVE		TOTAL MINORITIES			
		ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	ALL	MALE	FEMALE
PROFESSIONAL	PLANNED																
	ACTUAL	174	138	36	108	22	8	3	0	11	6	1	0	44	30	14	
ADMINISTRATIVE	PLANNED																
	ACTUAL	299	164	135	136	78	48	5	5	5	4	0	0	85	28	57	
TECHNICAL	PLANNED																
	ACTUAL	60	11	49	8	10	36	0	2	0	1	0	0	42	3	39	
CLERICAL	PLANNED																
	ACTUAL	43	1	42	0	8	31	0	1	0	1	0	1	35	1	34	
OTHER	PLANNED																
	ACTUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BLUE COLLAR	PLANNED																
	ACTUAL	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	PLANNED																
	ACTUAL	577	315	262	253	118	123	8	8	16	12	1	1	206	62	144	
PERCENT		%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%

EEOC FORM 568 (8/87)

97-10-19

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCOB

OCCUPATIONAL CATEGORY AND SES	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER INDIAN ALASKA NATIVE		TOTAL MINORITIES			
	ALL	MALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	ALL	MALE	FEMALE	
	100%	79.31	20.68	62.06	12.64	8.62	4.59	1.72	.00	6.32	3.44	.57	.00	25.28	17.24	8.04
AGENCY PROFESSIONAL LABOR FORCE	100%	67.85	32.03	60.62	26.85	2.33	2.79	2.16	1.14	2.53	1.12	.21	.13	12.41	7.23	5.18
AGENCY ADMINISTRATIVE LABOR FORCE	100%	54.84	45.15	45.48	26.08	6.02	16.05	1.67	1.67	1.67	1.33	.00	.00	28.42	9.36	19.06
AGENCY LABOR FORCE	100%	68.24	31.68	60.44	26.57	3.64	3.13	2.76	1.30	1.08	.51	.32	.17	12.91	7.80	5.11
AGENCY TECHNICAL LABOR FORCE	100%	18.33	81.66	13.33	16.66	5.00	60.00	.00	3.33	.00	1.66	.00	.00	70.00	5.00	65.00
AGENCY LABOR FORCE	100%	52.94	46.96	45.22	37.02	3.54	6.34	2.69	2.43	1.24	.91	.25	.26	17.66	7.72	9.94
AGENCY CLERICAL LABOR FORCE	100%	2.32	97.67	.00	18.60	2.32	72.09	.00	2.32	.00	2.32	.00	.00	81.39	2.32	79.06
AGENCY LABOR FORCE	100%	27.14	72.73	21.69	57.32	2.77	9.29	1.88	4.24	.68	1.52	.12	.36	20.86	5.45	15.41
AGENCY OTHER	100%	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
CIVILIAN LABOR FORCE	100%	89.85	10.06	75.25	7.71	8.34	1.61	4.77	.56	.73	.09	.76	.09	16.95	14.60	2.35
AGENCY BLUE COLLAR LABOR FORCE	100%	100.00	.00	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
CIVILIAN LABOR FORCE	100%	80.0	19.7	64.2	14.3	8.4	2.9	6.1	2.0	.8	.4	.5	.1	21.2	15.8	5.4

EEOC FORM 563 (8/87)

FY 97 ACTUAL HIRES AND PROMOTIONS IN SELECTED SERIES OCCUPATIONS
NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY MAJOR OCCUPATIONS

SERIES NAME CATEGORY	PLANNED/ACTUAL	TOTAL ALL #	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN AMERICAN/PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #
GS - GM 340 PROGRAM MANAGER	PLANNED	1										
	ACTUAL	1										
GS - GM 343 PROGRAM ANALYST	PLANNED	2		1		1						
	ACTUAL	8	1	5		2						
GS - GM 2125 HIGHWAY SAFETY SPECIALIST	PLANNED	7		4	1	1	1					
	ACTUAL	20	9	4	1	4	1	1		1		
GS - 905 ATTORNEY ADVISOR	PLANNED											
	ACTUAL	1		1								
GS - 801 - 830 855 ENGINEERING	PLANNED	4		1		1	1	1		1		
	ACTUAL	21	12	1	4		1	3				
GS - (NAME) (PATCOB)	PLANNED											
	ACTUAL											
FY 1997 TOTALS	PLANNED	11	1	5	1	3	2	0	1	1		
	ACTUAL	51	23	11	5	6	1	1	4	0		

NHTSA's FY 97 numerical objectives were established in accordance with the strict scrutiny guidelines stated in the U.S. Supreme Court decision issued in the Adarand Case.

EEO FORM 568 (8/87)

Affirmative Employment Program for Minorities and Women

ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**NOTEWORTHY ACTIVITIES/INITIATIVES**

List noteworthy activities/initiatives which have been successful in improving employment and promotional opportunities for minorities and women.

NHTSA participated in a variety of special programs designed to increase diverse group representation within the workforce. Through these special initiatives, NHTSA has placed additional diverse group members in vacancies. NHTSA had limited hiring opportunities during FY 1997. Efforts were made to maintain contacts with educational institutions, women and minority organizations for the purpose of obtaining assistance in recruiting qualified applicants for vacancies. These various groups assisted NHTSA in accomplishing its objectives. The following is a summary of NHTSA's FY 1997 noteworthy activities/initiatives:

1. STUDENT PROGRAM

NHTSA continues to utilize the Student Program to fill vacant positions in the Headquarters and Regional offices. During FY 1997, NHTSA has employed twenty student-aides that perform a variety of functions. NSC* employed one minority female student at Headquarters and two male minority students in Regions IV and VII. NHTSA has employed one minority CO-OP student in the occupation of graphics art.

2. SPECIAL INITIATIVES FOR PERSONS WITH DISABILITIES

During FY 97 NHTSA continued to provide disabled employees with interpreters and special training courses. NHTSA purchased new special equipment for three hearing and visually impaired employees. Five disabled employees previously hired under the excepted service appointments were converted to career civil services appointments.

3. NOTEWORTHY MANAGEMENT ACCOMPLISHMENTS IN AREAS WHERE NHTSA HAD MANIFEST IMBALANCE/CONSPICUOUS ABSENCES:

- One African American male was promoted to the position of GS-0801-15, General Engineering.
- One African American female was promoted to the position of GS-0201-15, Personnel Management.

*NSC - NHTSA's State and Community Services Program.

EEO FORM 568 (8/87)

Affirmative Employment Program for Minorities and Women

ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

NOTEWORTHY ACTIVITIES/INITIATIVES

List noteworthy activities/initiatives which have been successful in improving employment and promotional opportunities for minorities and women.

**NOTEWORTHY MANAGEMENT ACCOMPLISHMENT IN AREAS WHERE
NHTSA HAD MANIFEST IMBALANCE/CONSPICUOUS ABSENCES
(CON'T):**

- One Hispanic female was promoted to the position of GS-2125-15, Highway Safety Specialist.
- One American Indian/Alaskan Native male was promoted to the position of GS-1301-15, General Physical Science.
- One white female was promoted to the position GS-0343-15, Management Analysis.
- One African American female was promoted to the position of GS-2125-14, Highway Safety Specialist.
- One African American male was promoted to the position of GS-0801-14, General Engineering.
- Four white females were promoted to the GS-14 level (three GS-343, Management Analysis, and one GS-301, Miscellaneous Administration).
- One African American male was promoted to the position of GS-0110-13, Economist.
- Three African American females were promoted to the GS-13 level (GS-1529, Mathematical Statistician, GS-0301, Miscellaneous Administration, and GS-0343, Management Analysis).

EEO FORM 568 (8/87)

Affirmative Employment Program for Minorities and Women

ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

NOTEWORTHY ACTIVITIES/INITIATIVES

List noteworthy activities/initiatives which have been successful in improving employment and promotional opportunities for minorities and women.

NOTEWORTHY MANAGEMENT ACCOMPLISHMENT IN AREAS WHERE NHTSA HAD MANIFEST IMBALANCE/CONSPICUOUS ABSENCES (CON'T):

- Three white females were promoted to the GS-13 level (GS-1035, Public Affairs, GS-0341, Administrative Officer, and GS-0343, Management Analysis.
- One African American female was hired into a GS-0334-14, Computer Specialist position.
- One white female was hired into a GS-2125-14, Highway Safety Specialist position

4. TRAINING ACTIVITIES

- One African American male attended the Federal Executive Institute (FEI), in Charlottesville, VA.

5. SPECIAL RECRUITMENT AT COLLEGES AND UNIVERSITIES:

- NHTSA continues to work with two Historically Black Colleges and Universities, Morgan State University and Atlanta-Clark University to recruit minority students. Currently, two minority female interns contribute greatly to the mission of NHTSA while enhancing their own careers in the Transportation field of study. NHTSA has sought to correspond student interest and capabilities to the focus of each office position, thereby creating a win/win situation for all concerned.

6. NHTSA's PARTICIPATION IN THE WELFARE-TO-WORK PROGRAM

NHTSA has employed five individuals in temporary positions through the Welfare-to-Work Program. These individuals' performance, attendance, attitude and overall work ethic have been outstanding. One has entered into a mentor/mentoree relationship with an Office Director at NHTSA and has been interviewed and considered for placement in a permanent position within the Department. NHTSA anticipates hiring two more individuals through this program next fiscal year.



US Department
of Transportation
**National Highway
Traffic Safety
Administration**

Administrator

400 Seventh Street, S.W.
Washington, D.C. 20590

OCT 21 1994

SUBJECT: AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES, WOMEN,
AND THE DISABLED; EEO POLICY STATEMENT

FROM: Ricardo Martinez, M.D.
Administrator

TO: ALL NHTSA EMPLOYEES

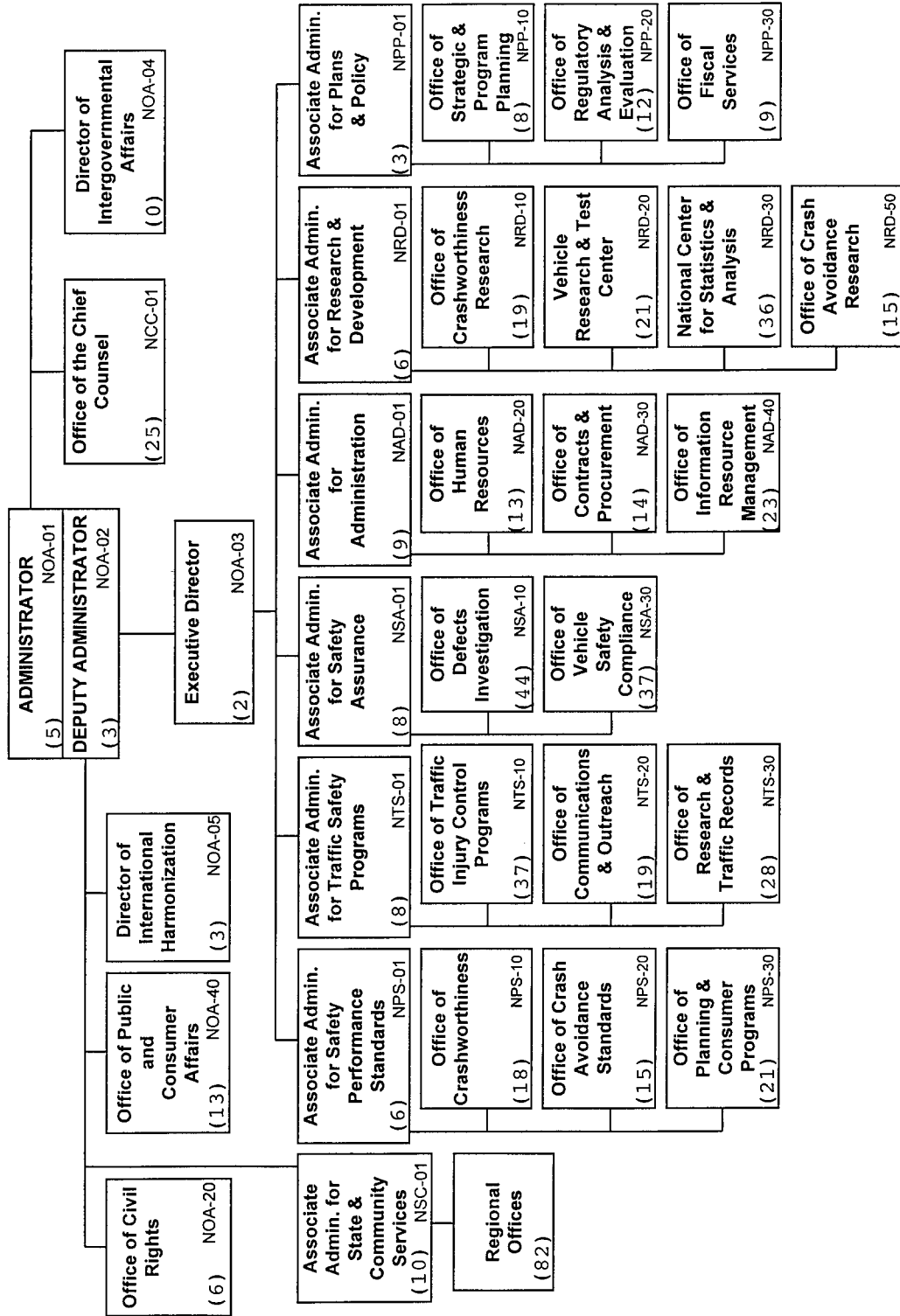
The National Highway Traffic Safety Administration (NHTSA) is fully committed to ensuring that no person is denied an opportunity on the basis of race, religion, color, sex, national origin, age, disability and/or sexual orientation. Affirmative steps will be taken to identify and eliminate any discriminatory barriers that may limit opportunity to recruit, employ, and promote qualified persons.

Equal Employment Opportunity (EEO) for minorities, women, and persons with disabilities should be reflected in all agency personnel practices, including but not limited to recruitment, hiring, promotion, assignments, transfer, reassignment, training, benefits, reduction in force, separation and reasonable accommodation. The Office of Civil Rights will continue to evaluate the agency's EEO program and, where an imbalance or lack of progress is evident, will take measures to eliminate barriers and promote equal employment opportunities.

Individual differences will be valued and an agency culture will be created that fosters workforce diversity. The agency's ability to enhance equality of opportunity and achieve workforce diversity is largely dependent on the success of managers and supervisors who make personnel decisions, but it is the responsibility of all NHTSA employees.

I am fully committed to promoting Equal Employment Opportunity and workforce diversity, and I expect each manager, supervisor, and employee to join me in aggressively promoting equal opportunity and furthering cultural diversity within NHTSA's workforce.

National Highway Traffic Safety Administration



LOCATION OF NHTSA'S REGIONAL OFFICES

CITY/STATE

Region I (Cambridge, MA)	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
Region II (White Plains, NY)	New Jersey, New York, Puerto Rico, and Virgin Islands
Region III (Baltimore, MD)	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
Region IV (Atlanta, GA)	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
Region V (Olympia Fields, IL)	Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
Region VI (Fort Worth, TX)	Arkansas, Louisiana, New Mexico, Oklahoma, Indian Nation and Texas
Region VII (Kansas City, MO)	Iowa, Kansas, Missouri, and Nebraska
Region VIII (Denver, CO)	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming
Region IX (San Francisco, CA)	American Samoa, Arizona, California, Guam, Hawaii, Nevada and Mariana
Region X (Seattle, WA)	Alaska, Idaho, Oregon, and Washington




U.S. Department
of Transportation
National Highway
Traffic Safety
Administration

Administrator

400 Seventh Street, S.W.
Washington, D.C. 20590

OCT 21 1994

SUBJECT: SEXUAL HARASSMENT PREVENTION POLICY

FROM: Ricardo Martinez, M.D. 
Administrator

TO: ALL NHTSA EMPLOYEES

The National Highway Traffic Safety Administration is fully committed to the policy of the U.S. Government and the Department of Transportation regarding the prevention of sexual harassment in the workplace.

The Equal Employment Opportunity Commission guidelines provide: "Unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment is illegal conduct which often leads to increased employee turnover, low morale and reduced productivity. I will not tolerate inappropriate conduct that denies an employee the opportunity to work in an environment free of sexual intimidation, hostility or offensiveness; and I expect managers, supervisors, and employees to maintain professional standards of conduct appropriate for the Federal service.

All employees are expected to refrain from any act that can be construed as sexual harassment. Sexual harassment is a serious matter and your cooperation is necessary in preventing its occurrence in the workplace.

**NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION
PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT
FY 1998**

Authority

Sexual harassment is an unlawful employment practice and is a violation of Sec. 703 of Title VII of the Civil Rights Act of 1964, as amended. The Equal Employment Opportunity Commission amended its existing guidelines on discrimination because of sex, 29 C.F.R. 1604.1 et. seq. (1980) to add a new section, 1604.11, which deals specifically with sexual harassment.

NHTSA is undertaking the following steps to ensure that sexual harassment does not occur in its workforce.

Action Items	Responsible Officials	Initial Date	Accomplishment Date
<p>1. An official agency policy statement will be written on the prevention of sexual harassment in the workplace. Policy statement will be posted throughout NHTSA and it's regional facilities. Request that supervisors review policy statements with their respective employees periodically at weekly staff meetings.</p>	<p>New NHTSA Administrator Director Office of Civil Rights Associate Administrators Staff Office Directors</p>	<p>3rd Quarter FY 98</p>	<p>Continuing thru FY 98</p>
<p>2. Encourage employees to participate in annual Federal Women's Week and other activities which include a training segment on sexual harassment identification and prevention.</p>	<p>Director of Civil Rights Associate Administrators Staff Office Directors</p>	<p>3rd Quarter FY 98</p>	<p>Continuing thru FY 98</p>

**NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION
PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT
FY 1998 (CONT.)**

Action Items	Responsible Officials	Initial Date	Accomplishment Date
3. Conduct employee workshop to discuss cross-gender and cultural communications and perceptions of sexual harassment.	Director of Civil Rights	First class held 10/27-28/94	Continuing thru FY 98
4. The Office of Civil Rights will disseminate significant news articles and court cases interpreting Title VII prohibitions of sex discrimination and sexual harassment in the workplace.	Director of Civil Rights	1st Quarter FY 98	Continuing thru FY 98
5. The Director of Civil Rights will meet with NHTSA's Associate Administrators, as necessary, to discuss the implications of significant federal-sector court decisions, and to ensure that appropriate decisions, articles, etc., are distributed to managers and supervisors.	Director of Civil Rights	3rd Quarter FY 98	Continuing thru FY 98

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROBLEM/BARRIER STATEMENT: Clerical employees have a difficult time moving from clerical to administrative or technical positions.

OBJECTIVE: Develop mechanisms for employees to move from clerical to non-clerical positions.

RESPONSIBLE OFFICIAL: Associate Administrators and Director(s) of the Office(s) of Personnel & Civil Rights

TARGET DATE: FY 1997

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Target positions and the knowledge, skills, and abilities necessary to perform at the para-professional level and beyond, need to be identified to ensure "bridges" exist to enable clerical employees to enter professional, administrative, and technical occupational fields.	Director of Human Resources Director of Civil Rights	Continuous FY 1997
2. Initiate an ongoing program to ensure that individual employees can be assisted to work with their managers and supervisors, respectively, to develop viable Individual Development Programs.	Director of Human Resources Director of Civil Rights	Continuous FY 1997

REPORT ON ACCOMPLISHMENT OF OBJECTIVES:

There have been several clerical positions that have been converted to administrative or technical occupations. Efforts will be made to ensure more conversions with opportunities for training and rotations.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS 13 - SES managers and policy-making positions.

OBJECTIVE: Efforts will be made to ensure that GS 13 - SES vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Director(s) of the Office of Human Resources & Civil Rights, and Associate Administrators

TARGET DATE: FY 97 - 99

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Administrator will discuss with Associate Administrators and Staff Office Directors, periodically at weekly staff meeting, established objectives and their respective role in accomplishing agency EEO FY 97 objectives.	Administrator Deputy Administrator	January 1, 1997
2. The "area of consideration" proposed for each GS 13 - SES vacancy announcement will be examined so that the recruitment search is sufficiently broad to ensure an adequate representation of women and minorities within the applicant pool.	Director of Human Resources Director of Civil Rights	Continuous FY 1997
3. All proposed noncompetitive promotion actions in the GS 13 - SES grade band will be examined to ensure sufficient competition in occupational categories where there is a manifest imbalance of women and minorities.	Director of Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	Continuous FY 1997

REPORT ON ACCOMPLISHMENT OF OBJECTIVES:

An African American male was promoted to a GS-801-15 position, and an African American female was promoted to a GS-0201-15. Additionally, a Hispanic female was promoted to the position of GS-2125-15, and a American Indian/Alaskan Native male was promoted to the position of GS-1301-15, General Physical Science. Also, a white female promoted to a GS-0343-15 position. There was one African American female, one African American male, and four white females promoted to GS-14 positions. Three African American females, one African American male, and three white females were promoted to the GS-13 level. One African American female and one white female was hired at the GS-14 level. Two Hispanic males, one Hispanic female, one Asian American/Pacific Islander male and female, and one white female was hired into the GS-13 level.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROBLEM/BARRIER STATEMENT: The Administration is committed to a “streamlining plan” that will result in reducing the ratio of managers and supervisors to other personnel by 50 percent within 5 years.

OBJECTIVE: Ensure that minorities and women are not disproportionately adversely affected, or absorb an unfair share of the burden in reducing the agency’s manager/supervisor positions based on any prohibited factors.

RESPONSIBLE OFFICIAL: Associate Administrators and Director(s) of Human Resources & Civil Rights

TARGET DATE: FY 97 - 99

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Administrator will discuss periodically, at weekly staff meetings, with Associate Administrators and Staff Office Directors NHTSA’s numerical objective and explore means to accomplish objectives.	Administrator Deputy Administrator	January 1997
2. Conduct a statistical analysis of the impact of any reduction-in-force and/or streamlining measures on women and minorities in managerial supervisory positions.	Director of Human Resources Director of Civil Rights	FY 1997 thru FY 1999
3. When managerial and supervisory vacancies are filled, ensure that the applicant pool includes qualified women and minorities.	Director of Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	FY 1997 thru FY 1999
4. Explore the staffing of managerial and supervisory positions with women and minorities through internal promotions, and by recruiting candidates from other government agencies.	Director Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	FY 1997 thru FY 1999

REPORT ON ACCOMPLISHMENT OF OBJECTIVES:

FY 97 analysis concerning streamline plan did not reveal any adverse and/or disparate impact relative to any group within the workforce. Analysis will continue annually until the end of FY 2000.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of minorities within the pool of employees receiving special recognition, awards, and outstanding performance appraisals.

OBJECTIVE: Ensure a more equitable distribution of awards, career enhancing assignments, and outstanding performance appraisals.

RESPONSIBLE OFFICIAL: Deputy Administrator, Associate Administrators, and Director(s) of Human Resources & Civil Rights

TARGET DATE: FY 1997

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. All performance awards, special recognition, career enhancing mobility assignments, and outstanding performance appraisals actions will be analyzed semi-annually to ensure fairness and equitable distribution to diverse employees.	Director of Human Resources Director of Civil Rights	Continuous FY 1997
2. An initiative will be developed to ensure that employees in GS-11 level positions and below are equitably represented among the employees receiving awards, special recognitions, mobility assignments, and outstanding performance appraisals.	Director of Human Resources Director of Civil Rights	Continuous FY 1997

REPORT ON ACCOMPLISHMENT OF OBJECTIVES:

FY 97 analysis revealed that monetary awards increased for women and minorities. The number of minorities receiving numerical ratings of outstanding decreased. Employees receiving incentive awards increased significantly for all groups within the workforce.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS**PROGRAM ELEMENT:** MINORITY CONTRACTS**PROGRAM OFFICE:** SAFETY PERFORMANCE STANDARDS**PROBLEM/BARRIER STATEMENT:** There is a lack of discretionary funds in the Safety Performance Standards budget for awarding contracts/small purchases to minority contractors.**OBJECTIVE:** To increase the amount of contract funds awarded to minority and women owned contractors.**RESPONSIBLE OFFICIAL:** Associate Administrator for Safety Performance Standards, Office Directors, Director of Contract and Procurement**TARGET DATE:** FY 1997 - FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Identify areas in contract budget which can be spent on minority and women owned contracts/small purchases.	Associate Administrator Office Directors	FY 1997
2. Meet with procurement personnel for assistance in locating minority and women owned businesses.	Director of Contracts & Procurement	FY 1997
3. Solicit minority and woman owned businesses for competitive bids for small purchases, particularly in the New Car Assessment Program vehicle purchase area where a large percentage of program funds are spent.	Associate Administrator Office Directors	FY 1997 thru FY 1999

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

We are pleased to report that our efforts were successful at increasing the level of funds awarded to minority and women owned businesses for contracts and small purchases. Using the accomplishment of the past year as a baseline, we will continue to strive towards not only maintaining this level, but improving it as well.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: PLANS AND POLICY

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities with NHTSA's GS-13 thru SES Managers and policy-making positions.

OBJECTIVE: Efforts will be made to ensure that GS-13 thru SES vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for Plans and Policy

TARGET DATE: FY 1997 - FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. The Office of Evaluation and Regulatory Analysis is hiring a math statistician at the GS-11-12-13 level. The announcement opens 11/7 and closes 11/22. We will be considering all candidates, including females and minorities. Thus, there is a potential that a female/minority candidate could be elected at the GS-13 level.	Associate Administrator Office Director Division Chief	December 31, 1996
2. A current minority GS-12 could be promoted to a GS-13 in the next fiscal year.	Associate Administrator Office Director Division Chief	

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

The Office of Regulatory Analysis and Evaluation hired a female/minority GS-13 Mathematical Statistician, effective February 16, 1997. Additionally, the same office promoted a male/minority Economist from a GS-12 to a GS-13, effective March 30, 1997.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: RESEARCH AND DEVELOPMENT

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities with NHTSA's GS-13 thru 15 managerial and policy making positions.

OBJECTIVE: Efforts will be conducted to ensure that GS-13 thru 15 vacancies are filled with qualified minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for Research and Development

TARGET DATE: FY 1997

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Promoting greater awareness of Workforce Diversity by supporting and encouraging participation in diversity awareness training and seminars.	Associate Administrator	FY 1997
2. Continuing research contract(s) with Historically Black Colleges and Universities.	Associate Administrator	FY 1997
3. Fostering management development opportunities for those minority and women employees aspiring to management careers.	Associate Administrator	FY 1997
4. Continuing to support student employment programs (e.g., Cooperative Education and Student Aide Programs).	Associate Administrator	FY 1997

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

One Asian American/Pacific Islander male and one Asian American/Pacific Islander female were hired to mid level positions. One African American male attended FEI training (Leadership for a Democratic Society) and one Asian American/Pacific Islander female attended the FAPAC Congressional Seminar, National Leadership Training Conference.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: SAFETY ASSURANCE

PROBLEM/BARRIER STATEMENT: Clerical employees have a difficult time moving from clerical to administrative or technical positions.

OBJECTIVE: Continue to evaluate and target opportunities that may be used to provide clerical staff with skills needed to enter non-clerical or technical fields.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Assurance, Office Directors, Office of Human Resources

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Assess staffing positions for possible activities that would provide clerical staff opportunities, skills or experience needed to enter into non-clerical or technical fields.	Associate Administrator for Safety Assurance Office Directors Director, Office of Human Resources	Continuous FY 1996 thru FY 1999

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

During FY 97 two female employees were reassigned and reclassified as Safety Defect Program Assistants. This entry-level technical position will provide both employees a greater opportunity for career advancement.

Safety Assurance will assess current positions for possible activities that would provide the opportunities, skills and/or work experience to progress or enter into career advancing fields.

EEO FORM 568 (8/87)

Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMSPROGRAM ELEMENT: WORKFORCEPROGRAM OFFICE: SAFETY ASSURANCE

PROBLEM/BARRIER STATEMENT: Build relationships with educational institutions to provide potential minority engineer applicants real world work experience within Safety Assurance and to increase the interest and awareness of skills required for engineering and managerial positions.

OBJECTIVE: Work with educational institutions in an effort to provide activities and cooperative educational opportunities to minority high school and college students in an effort to create an awareness and raise interest about the skills and educational background required to pursue technical and managerial positions in the agency.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Assurance, Office Directors

TARGET DATE: FY 1996 thru FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Through cooperative agreements with local colleges and universities provide minority engineering students an opportunity to receive real world work experience in Safety Assurance.	Associate Administrator for Safety Assurance Office Directors	Continuous FY 1996 thru FY 1999
2. Participate in the agency's shadow program and other agency activities for minority high school students to increase their awareness of skills required to pursue technical and managerial positions in Safety Assurance.	Associate Administrator for Safety Assurance Office Directors Director of Human Resources	

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

During FY 97 two minority male engineers were recruited. One female engineer was promoted to the GS-13 level. One minority male was promoted to the GS-14 level. Established Minority Business Enterprise 8(a) goal by 239%. Safety Assurance awarded a total of \$2,977,698 in contract funds to several 8(a) contractors.

PROGRAM ELEMENT: WORKFORCE

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM OFFICE: STATE AND COMMUNITY SERVICES

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS-13 thru 15 managers and policy making positions.

OBJECTIVE: Efforts will be made to ensure that GS-13 thru 15 vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for State and Community Services

TARGET DATE: FY 1997 THRU FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. NSC has recently hired a GS-14 female employee to fill a vacancy in Headquarters. As other personnel openings occur, NSC will actively recruit qualified female and minority candidates.	Associate Administrator for State and Community Services	Continuous FY 1997 thru FY 1999
2. NSC will continue to pursue promotions for qualified minorities and women.	Associate Administrator for State and Community Services	Continuous FY 1996 thru FY 1999
3. NSC will continue to use Student Employment Program.	Associate Administrator for State and Community Services	Continuous FY 1996 thru FY 1999
4. NSC will fund another HBCU Internship program. This program is expected to be located in NHTSA's Region V Office. Funding is approximately \$20-\$25K.	Associate Administrator for State and Community Services	Continuous FY 1996 thru FY 1999
5. NSC and TSP will co-sponsor a Native American Traffic Safety Support Program. This initiative is to foster a coordinated planning and communications process among practitioners and customers for the development and delivery of traffic safety programs targeted to Native Americans.	Associate Administrator for State and Community Services	FY 1997 thru FY 1999

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

NSC has hired a GS-14 female employee to fill a vacancy at Headquarters. NSC has recruited qualified female and minority candidates.

NSC and TSP co-sponsored a Native American Traffic Safety Support Program. This initiative fostered a coordinated planning and communications process among practitioners and customers for the development and delivery of traffic safety programs targeted to Native Americans.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: ADMINISTRATION

PROBLEM/BARRIER STATEMENT: The Administration is committed to a “streamlining plan” that will result in reducing the ratio of managers and supervisors to other personnel by 50 percent within 5 years.

OBJECTIVE: Ensure that minorities and women are not disproportionately adversely affected, or absorb an unfair share of the burden in reducing the agency’s manager/supervisor positions based on any prohibited factors.

RESPONSIBLE OFFICIAL: Director of the Office of Human Resources

TARGET DATE: FY 1994 THRU FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Although the streamlining plan covers the period from 1996 through 1999 for the “entire agency,” Administration will review its supervisory/employee ratio to determine minority and women makeup.	Director of Human Resources Director of Civil Rights	FY 1997 thru FY 1999
2. An analysis will be conducted to determine the effect on minorities and women if the ratio were reduced by 50%.	Director of Human Resources Director of Civil Rights	FY 1997 thru FY 1999
3. Supervisory vacancies will be scrutinized closely to ensure that applicant pool includes minority and women.	Director of Human Resources Director of Civil Rights	FY 1997 thru FY 1999

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

Analysis were conducted relative to adverse impact and disparate treatment of minorities and women in the workforce. To date, analysis did not reveal that minorities and/or females have experienced significant loss of promotions or advancement opportunities because of NHTSA’s streamling efforts. This process will continue until the year 2000.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: TRAFFIC SAFETY PROGRAMS

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS-13 thru 15 managers and policy making positions.

OBJECTIVE: Efforts will be made to ensure GS-13 thru 15 vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalance.

RESPONSIBLE OFFICIAL: Associate Administrator for Traffic Safety Programs

TARGET DATE: FY 1997 THRU FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. TSP will continue to actively recruit qualified female and minorities for GS 13 and higher vacancies.	Associate Administrator for Traffic Safety Programs Office Directors	Continuous FY 1997 thru FY 1999
2. TSP will continue its university cooperative programs with selected universities (currently with George Washington, Morgan State, City College of New York, and West Virginia) to attract promising female and minority students to the traffic safety field.	Associate Administrator for Traffic Safety Programs Office Directors	FY 1997 thru FY 1999 FY 1997 thru FY 1999
3. TSP will continue to assist and encourage qualified female and minority staff to prepare themselves for upward mobility opportunities and will make these opportunities available as staffing levels and technical demands on staff permit.	Associate Administrator for Traffic Safety Programs Office Directors	

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

TSP promoted and/or recruited six females and minorities for GS-13 and higher vacancies. There has also been upward mobility transitions and promotion activity involving female and minority staff from clerical positions to program specialists.

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMSPROGRAM ELEMENT: WORKFORCEPROBLEM/BARRIER STATEMENT: Clerical employees have a difficult time transiting from clerical to administrative or technical positions.OBJECTIVE: Develop mechanisms for employees to move from clerical to non-clerical positions.RESPONSIBLE OFFICIAL: Associate Administrators and Director(s) of the Office(s) of Personnel & Civil RightsTARGET DATE: FY 1998ACTION ITEMS:

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
1. Target positions and the knowledge, skills, and abilities necessary to perform at the para-professional level and beyond, need to be identified to ensure "bridges" exist to enable clerical employees to enter professional, administrative, and technical occupational fields.	Director of Human Resources Director of Civil Rights	Continuous FY 1998
2. Initiate an ongoing program to ensure that individual employees can be assisted to work with their managers and supervisors, respectively, to develop viable Individual Development Programs.	Director of Human Resources Director of Civil Rights	Continuous FY 1998

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: WORKFORCE

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS 13 - SES managers and policy-making positions.

OBJECTIVE: Efforts will be made to ensure that GS 13 - SES vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Director(s) of the Office of Human Resources & Civil Rights, and Associate Administrators

TARGET DATE: FY 98 - 99

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
1. Administrator will discuss with Associate Administrators and Staff Office Directors, periodically at weekly staff meeting, established objectives and their respective role in accomplishing agency EEO FY 97 objectives.	Administrator Deputy Administrator	January 1, 1998
2. The "area of consideration" proposed for each GS 13 - SES vacancy announcement will be examined so that the recruitment search is sufficiently broad to ensure an adequate representation of women and minorities within the applicant pool.	Director of Human Resources Director of Civil Rights	Continuous FY 1998
3. All proposed noncompetitive promotion actions in the GS 13 - SES grade band will be examined to ensure sufficient competition in occupational categories where there is a manifest imbalance of women and minorities.	Director of Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	Continuous FY 1998

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMSPROGRAM ELEMENT: WORKFORCEPROBLEM/BARRIER STATEMENT: The Administration is committed to a "streamlining plan" that will result in reducing the ratio of managers and supervisors to other personnel by 50 percent within 5 years.OBJECTIVE: Ensure that minorities and women are not disproportionately adversely affected, or absorb an unfair share of the burden in reducing the agency's manager/supervisor positions based on any prohibited factors.RESPONSIBLE OFFICIAL: Associate Administrators and Director(s) of Human Resources & Civil RightsTARGET DATE: FY 98 - 99

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Administrator will discuss periodically, at weekly staff meetings, with Associate Administrators and Staff Office Directors NHTSA's numerical objective and explore means to accomplish objectives.	Administrator Deputy Administrator	Continuing
2. Conduct a statistical analysis of the impact of any reduction-in-force and/or streamlining measures on women and minorities in managerial supervisory positions.	Director of Human Resources Director of Civil Rights	FY 1998 thru FY 1999
3. When managerial and supervisory vacancies are filled, ensure that the applicant pool includes qualified women and minorities.	Director of Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	Continuing
4. Explore the staffing of managerial and supervisory positions with women and minorities through internal promotions, and by recruiting candidates from other government agencies.	Director Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	Continuing

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within the pool of employees receiving special recognition, awards, and outstanding performance appraisals.

OBJECTIVE: Ensure a more equitable distribution of awards, career enhancing assignments, and outstanding performance appraisals.

RESPONSIBLE OFFICIAL: Deputy Administrator, Associate Administrators, and Director(s) of Human Resources & Civil Rights

TARGET DATE: FY 1998

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
1. All performance awards, special recognition, career enhancing mobility assignments, and outstanding performance appraisals actions will be analyzed semi-annually to ensure fairness and equitable distribution to diverse employees.	Director of Human Resources Director of Civil Rights	Continuous FY 1998
2. An initiative will be developed to ensure that employees in GS-11 level positions and below are equitably represented among the employees receiving awards, special recognitions, mobility assignments, and outstanding performance appraisals.	Director of Human Resources Director of Civil Rights	Continuous FY 1998

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS**PROGRAM ELEMENT:** RECRUITMENT AND HIRING**PROBLEM/BARRIER STATEMENT:** Minorities and women are not certified at a rate comparable to their application rate for positions of GS-15 through SES positions.**OBJECTIVE:** To determine whether artificial barriers exist in qualification standards to take steps to eliminate any such barriers identified.**RESPONSIBLE OFFICIAL:** Director of Human Resources**TARGET DATE:** 10/1/98

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Human Resource officials should meet with appropriate agency management officials to discuss qualification standards for positions named above, in an effort to ascertain whether required standards are necessary for the performance of duties.	Director of Human Resources Associate Administrators	July 1, 1999
2. If determination is made that artificial barrier exist, additional action items will be included to eliminate those barriers.	Associate Administrators	Continuing
3. Explore the staffing of managerial and supervisory positions with women and minorities through internal promotions, and by recruiting candidates from other government agencies. Affected Groups: white females, African American female, Hispanic females, Asian American/Pacific Islander females, and American Indian/Alaskan Native females.	Director of Civil Rights Director of Human Resources	Continuing

EEO FORM 568 (8/87) Affirmative Employment Program for Minorities and Women

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: RECRUITMENT AND HIRING

PROBLEM/BARRIER STATEMENT: Many minorities and women do not qualify for the position of GS-15 through SES.

OBJECTIVE: To hire at the trainee level (GS-5 and GS-7) whenever possible in order to provide developmental opportunities for minorities and women within the workforce.

RESPONSIBLE OFFICIAL: Director of Human Resources & Associate Administrators

TARGET DATE: Ongoing

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Provide managers, office directors and regional directors with lists of job categories and series under their jurisdiction where minorities and women are lacking. Encourage them to fill these positions at the trainee levels since this way seems to yield more minority/women candidates.	Director of Civil Rights	Ongoing
2. Request that employees be allowed to rotate into vacant positions. Ensure that career development is a working reality not a written policy.	NHTSA Administrator Director of Human Resources Associate Administrators	February 15, 1998
3. Recommend that NHTSA reactivate its Upward Mobility Program.	Director of Human Resources Associate Administrators	April 1, 1998

NHTSA's

Associate Administrator's Objective

for

Fiscal Year 1998

EEO FORM 568 (3/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: SAFETY PERFORMANCE STANDARDS


PROBLEM/BARRIER STATEMENT: The Administration is committed to a "streamlining plan" that will result in reducing the ratio of managers and supervisors to other personnel by 50 percent within 5 years.

OBJECTIVE: Ensure that minorities and women are not disproportionately adversely affected or absorb an unfair share of the burden in reducing the agency's manager/supervisor positions based on any prohibited factors.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Performance Standards (NPS), NPS Office Directors and Director of Human Resources.

Target Date: FY 1998 - FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Identify organizational changes within Safety Performance Standards to meet the goals of the agency's streamlining plan.	Associate Administrator Office Directors Director, Office of Human Resources	FY 1998 thru FY 1999
2. In cases where new Group Leaders or Division Chiefs will be hired, we will make strong efforts to fill these positions with a qualified minority or female candidate.	Associate Administrator Office Directors	FY 1998 thru FY 1999
3. In cases where supervisory positions are eliminated, ensure that women or minorities are not disproportionately impacted.	Associate Administrator Office Directors	FY 1998 thru FY 1999


L. Robert Shelton
Associate Administrator
for Safety Performance Standards

Nov. 21, 1997
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: PLANS AND POLICY

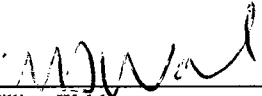
PROBLEM/BARRIER STATEMENT: Build and maintain a professional productive, innovative, diverse workforce.

OBJECTIVE: Strive for diversity in the Agency's workforce at all levels and in all respects with regard to hiring, promotions, education and training opportunities, assignments and recognitions.

RESPONSIBLE OFFICIAL: Associate Administrator for Plans and Policy

TARGET DATE: FY 1998 - FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. The Office of Evaluation and Regulatory Analysis is in the process of announcing a GM-15 Division Chief, in the Regulatory Analysis Division. We will be considering all candidates, including females and minorities.	Associate Administrator Office Director Division Chief	December 31, 1998
2. The Office of Strategic and Program Planning will be announcing a GM-15 Chief in the Program Planning Division. We will be considering females and minorities.	Associate Administrator Office Director Division Chief	
3. The Office of Strategic and Program Planning will be hiring an SES Director for that office. The announcement opened 10/31/97. We will be considering females and minorities.	Associate Administrator Office Director Division Chief	



William Walsh
Associate Administrator
for Plans and Policy

11/25/97
Date

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: Workforce


PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS-13 thru 15 managerial and policy making positions.

OBJECTIVE: Efforts will be conducted to ensure that GS-13 thru 15 vacancies are filled with qualified minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for Research and Development

TARGET DATE: FY 1998

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Promoting greater awareness of Workforce Diversity by supporting and encouraging participation in diversity awareness training and seminars.	Associate Administrator	FY 1998
2. Fostering management development opportunities for those minority and women employees aspiring to management careers.	Associate Administrator	FY 1998
3. Continuing to support student employment programs (e.g., Cooperative Education and Student Aide Programs).	Associate Administrator	FY 1998


Raymond P. Owings, Ph.D.
Associate Administrator for
Research and Development

11/25/97
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: SAFETY ASSURANCE

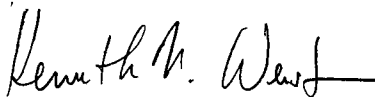
PROBLEM/BARRIER STATEMENT: Enhance relationships with educational institutions to provide potential minority engineer applicants real world work experience within Safety Assurance and to increase the interest and awareness of skills required for engineering and managerial positions.

OBJECTIVE: Work with educational institutions in an effort to provide activities and cooperative educational opportunities to minority and college students in an effort to create an awareness and raise interest about the skills and educational background required to pursue technical and managerial positions in the agency.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Assurance, Office Directors

TARGET DATE: FY 1998 thru FY 1999

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
1. Through cooperative agreements with local colleges and universities provide minority engineering students an opportunity to receive real world work experience in Safety Assurance.	Associate Administrator for Safety Assurance Safety Insurance Office Directors Director of Human Resources	Continuous FY 1998


 Kenneth N. Weinstein
 Associate Administrator
 for Safety Assurance

11/24/97
 Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: WORKFORCE
PROGRAM OFFICE: SAFETY ASSURANCE

PROBLEM/BARRIER STATEMENT: Clerical or non-career advancing technical type positions have a difficult time moving to administrative or career advancing technical positions.

OBJECTIVE: Safety Assurance will assess current positions for possible activities that would provide staff the opportunities, skills or experience needed to progress or enter into career advancing technical positions.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Assurance, Safety Assurance Office Directors, Office of Human Resources.

TARGET DATE: FY 1998 THRU FY 1999

Table with 3 columns: ACTION ITEMS, RESPONSIBLE OFFICIAL, TARGET DATE. Row 1: 1. Assess staffing positions for possible activities that would provide staff opportunities, skills or experience needed to enter career advancing technical positions. Associate Administrator for Safety Assurance, Safety Assurance Office Directors, Director, Office of Human Resources. Continuous FY 1998 thru FY 1999.

Kenneth N. Weinstein
Associate Administrator
for Safety Assurance

11/24/97
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: WORKFORCE
PROGRAM OFFICE: STATE AND COMMUNITY SERVICES

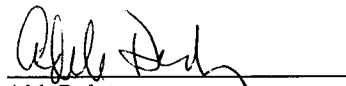
PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS-13 thru 15 managers and policy making positions.

OBJECTIVE: Efforts will be made to ensure that GS-13 thru 15 vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for State and Community Services

TARGET DATE: FY 1998 THRU FY 1999

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. In FY'97 NSC has hired 1 GS-14 female employee and 1 GS-13 female employee to fill 2 vacancies in Headquarters. As other personnel openings occur, NSC will actively recruit targeting 50% of new hires as female and/or minorities.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999
2. NSC will continue to pursue promotions for qualified minorities and women. In FY'98, NSC will try to promote 2 women/minorities from GS-13 to GS-14.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999
3. NSC will continue to use Student Employment Programs.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999
4. NSC will continue to support the HBCU Student Internship program. Currently NSC has an intern in Region IV and 1 intern in Headquarters with an annual funding amount of nearly \$45K.	Associate Administrator for State and Community Services	
5. NSC and TSP co-sponsor a Native American Traffic Safety Support Program. This initiative is to foster a coordinated planning and communications process among practioners ant customers for the development and delivery of traffic safety programs targeted to Native Americans.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999
6. NSC is working with the National Organization of Black Law Enforcement Executives (NOBLE), as well as National Black Alcoholism Council and their Blacks against Drunk Driving (BADD) chapters to develop model traffic safety programs for the urban environment.	Associate Administrator for State and Community Services	FY 1998 thru FY 1999
7. NSC will be supporting the Welfare to Work Program through a new hire in Region 6.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999
8. Bring additional minorities into leadership positions.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999


Adele Derby
Associate Administrator
for State and Community Services

11-25-97
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

=====

PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: ADMINISTRATION


PROBLEM/BARRIER STATEMENT: The Administration is committed to a "streamlining plan" that will result in reducing the ratio of managers and supervisors to other personnel by 50 percent within 5 years.

OBJECTIVE: Ensure that minorities and women are not disproportionately adversely affected, or absorb an unfair share of the burden in reducing the agency's manager/supervisor positions based on any prohibited factors.

RESPONSIBLE OFFICIAL: Director of the Office of Human Resources

TARGET DATE: FY 1998 THRU FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Although the streamlining plan covers the period from 1996 through 1999 for the "entire agency," Administration will review its supervisory/employee ratio to determine minority and women makeup.	Director of Human Resources	FY 1998 thru FY 1999
2. Supervisory and GS-13 and above vacancies will be scrutinized closely to ensure that applicant pool includes minority and women.	Director of Human Resources	FY 1998 thru FY 1999


Herman L. Simms
Associate Administrator
for Administration

Date 11/26/97

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES
AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

=====


PROGRAM ELEMENT: WORKFORCE

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS-13 thru 15 managers and policy making positions.

OBJECTIVE: Efforts will be made to ensure that GS-13 thru 15 vacancies are filled with qualified diverse employees, including minorities and women to correct manifest imbalance.

RESPONSIBLE OFFICIAL: Associate Administrator for Traffic Safety Programs

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
1. TSP will continue to actively recruit qualified female and minorities for GS 13 and higher vacancies.	Associate Administrator for Traffic Safety Programs and Office Directors	Continuous FY 1998 thru FY 1999
2. TSP will continue its university cooperative programs with selected universities (currently with George Washington, Morgan State, City College of New York, and West Virginia) to attract promising female and minority students to the traffic safety field.	Associate Administrator for Traffic Safety Programs and Office Directors	Continuous FY 1998 thru FY 1999
3. TSP will continue to assist and encourage qualified female and minority staff to prepare themselves for upward-mobility opportunities and will make these opportunities available as staffing levels and technical demands on staff permit. All interested staff will have Individual Development Plans (IDPs).	Associate Administrator for Traffic Safety Programs and Office Directors	Continuous FY 1998 thru FY 1999


James Hedlund
Associate Administrator
for Traffic Safety Programs

11/12/97
Date

The Affirmative Employment Plan and Associate Administrator's objectives are narrowly tailored to serve the interest of DOT and/or NHTSA relative to manifest imbalances and conspicuous absences within the workforce. This plan reflects that NHTSA is committed to ensuring that our workforce draw on the full range of the Nation's talents. NHTSA's FY 1998 Plan comport with the Adarand Supreme Court decision.

PROBLEM/BARRIER IDENTIFICATION

PROVIDE A NARRATIVE DESCRIBING THE PROBLEM/BARRIERS IDENTIFIED:

- 1. **PROGRAM ELEMENT:** WORKFORCE
PROBLEM/BARRIER STATEMENT: Clerical employees have a difficult time moving from clerical to administrative or technical positions.
OBJECTIVE: Develop mechanisms for employees to move from clerical to non-clerical positions.
TARGET DATE: FY 1998
=====
- 2. **PROGRAM ELEMENT:** WORKFORCE
PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities within NHTSA's GS 13-SES managerial and policy making positions.
OBJECTIVE: Efforts will be made to ensure that as GS 13-SES vacancies are filled, qualified minorities and women receive fair consideration so as to correct manifest imbalances.
TARGET DATE: FY 1998 through FY 1999
=====
- 3. **PROGRAM ELEMENT:** EMPLOYEE DEVELOPMENT PROGRAMS
PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of minorities within the pool of employees receiving special recognition, awards, and outstanding performance appraisals.
OBJECTIVE: Ensure a more equitable distribution of awards, career enhancing assignments, and outstanding performance appraisals.
TARGET DATE: FY 1998 through FY 1999
=====
- 4. **PROGRAM ELEMENT:** WORKFORCE
PROBLEM/BARRIER STATEMENT: There is an absence and/or low application rate of white females, minorities, African American males, African American females, and American Indian/Alaskan Native females for GS-15 through SES vacant positions.
OBJECTIVE: Increase the application rate for groups mentioned above.
TARGET DATE: FY 1998 - FY 1999
=====
- 5. **PROGRAM ELEMENT:** WORKFORCE
PROBLEM/BARRIER STATEMENT: The Administration is committed to a "streamlining plan" that will result in reducing the ratio of managers and supervisors to other personnel by 50 percent within 5 years.
OBJECTIVE: Ensure that minorities and women are not disproportionately adversely affected, or absorb an unfair share of the burden in reducing the agency's manager/supervisor positions based on any prohibited factors.
TARGET DATE: FY 2000
=====
- 6. **PROGRAM ELEMENT:** RECRUITMENT AND HIRING
PROBLEM/BARRIER STATEMENT: Many minorities and women do not qualify for the position of GS-15 through SES.
OBJECTIVE: To hire at the trainee level (GS-5 and GS-7) whenever possible in order to provide minorities and women developmental opportunities.
TARGET DATE: FY 1998-2000
=====
- 7. **PROGRAM ELEMENT:** RECRUITMENT AND HIRING
PROBLEM/BARRIER STATEMENT: Minorities and women are not certified at a rate comparable to their application rate for position of GS-15 through SES positions.
OBJECTIVE: To determine whether artificial barriers exist in qualification standards to take steps to eliminate any such barriers identified.
TARGET DATE: 10/1/98

**SUGGESTED FORMAT FOR THE FEDERAL EQUAL OPPORTUNITY
RECRUITMENT PROGRAM (FEORP) PLAN**

AGENCY: DOT/NHTSA PERIOD COVERED BY PLAN
 National Highway Traffic Safety Administration FY 98 - 99

CONTACT'S NAME: Pamela K. Wise TELEPHONE NO: 202-366-1237

RECRUITMENT PRIORITIES TARGETED GROUP(S)	GRADE LEVEL(S)	OCCUPATION(S)	RECRUITMENT METHODS/SOURCES	TARGET DATES
Hispanics and African Americans	GS-5 through GS-13	Mechanical Engineers	CO-OP, OPM Certificate, Direct Hire/Colleges & Universities, Minority Organizations	Continuously
Hispanics and African Americans	GS-5 through GS-13	Highway Safety Specialist	Vacancy announcements, OPM Certs., CO-OP Program/Colleges & Univs., Minority Organizations, State Employment Offices	Continuously
Hispanics and African Americans	GS-5 through GS-13	Mathematical Statisticians & Program Analysts	Vacancy announcements, OPM Certs., Colleges & Univs., Minority Organizations, State Employment Offices	Continuously
Hispanics	GS-3 through GS-9	Clerical/Secretary	OPM Certs., Vacancy announcements, Contact with various minority communities, and assistance from the Special Emphasis Program Managers.	Continuously

WASHINGTON D.C. - MD. - VA. METROPOLITAN STATISTICAL AREA CLF - DATA
 DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCOB

OCCUPATIONAL CATEGORY AND SES	TOTAL	WHITE		BLACK		HISPANIC		ASIAN AMERICAN/PACIFIC ISLANDER		AMERICAN INDIAN/ALASKAN NATIVE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
AGENCY PROFESSIONAL WORKFORCE CIVILIAN LABOR FORCE	100 (165)	64.8 (107)	12.7 (21)	7.8 (13)	3.0 (5)	0.6 (1)	.00 (0)	6.7 (11)	3.6 (6)	0.6 (1)	.00 (0)
AGENCY ADMINISTRATIVE WORKFORCE CIVILIAN LABOR FORCE	100	47.3	28.4	6.0	8.5	1.8	1.1	4.4	2.3	0.1	0.1
AGENCY TECHNICAL WORKFORCE CIVILIAN LABOR FORCE	100 (312)	44.2 (138)	25.6 (80)	6.4 (20)	16.3 (51)	2.9 (8)	1.6 (5)	1.6 (5)	1.3 (4)	.00 (0)	.00 (0)
AGENCY CLERICAL WORKFORCE CIVILIAN LABOR FORCE	100	33.8	35.1	8.7	15.5	1.4	1.8	1.4	2.0	0.1	0.2
AGENCY OTHER WORKFORCE CIVILIAN LABOR FORCE	100 (46)	15.3 (9)	16.9 (10)	3.4 (2)	61.0 (36)	.00 (0)	3.4 (2)	.00 (0)	.00 (0)	.00 (0)	.00 (0)
AGENCY BLUE COLLAR WORKFORCE CIVILIAN LABOR FORCE	100	31.6	31.7	9.2	17.1	2.4	2.0	3.2	2.3	0.1	0.2
AGENCY OTHER WORKFORCE CIVILIAN LABOR FORCE	100 (9)	.00 (0)	16.7 (8)	4.2 (2)	70.8 (34)	.00 (0)	2.1 (1)	.00 (0)	4.2 (2)	.00 (0)	2.1 (1)
AGENCY BLUE COLLAR WORKFORCE CIVILIAN LABOR FORCE	100	12.2	43.9	8.9	26.7	1.1	3.0	1.3	2.6	0.1	0.2
AGENCY OTHER WORKFORCE CIVILIAN LABOR FORCE	100 (1)	.00 (0)	.00 (0)	.00 (0)	00.0 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)
AGENCY BLUE COLLAR WORKFORCE CIVILIAN LABOR FORCE	100	48.2	8.3	29.2	10.1	2.2	0.4	1.2	0.3	0.1	0.1
AGENCY OTHER WORKFORCE CIVILIAN LABOR FORCE	100 (1)	100.00 (1)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)
AGENCY BLUE COLLAR WORKFORCE CIVILIAN LABOR FORCE	100	48.5	7.5	27.0	4.0	6.3	1.2	2.9	0.8	0.3	0.0

EEOC FORM 569 (0/07)
 * 1990 CLF - data

DISTRIBUTION OF EEO GROUPS AND COMPARISON FOR MAJOR OCCUPATIONS

SERIES NAME CATEGORY	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
	ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE
GS - 343 PROGRAM ANALYST (ADMIN.)	100 (56)	28.6 (16)	41.1 (23)	3.6 (2)	17.8 (10)	1.8 (1)	1.8 (1)	3.6 (2)	0 (0)	0 (0)	0 (0)	1.8 (1)
	100	33.8	35.1	8.7	15.5	1.4	1.8	1.4	2.0	0.1	0.2	
GS - 340 PROGRAM MANAGER (ADMIN.)	100 (20)	75.0 (15)	15.0 (3)	5.0 (1)	0 (0)	5.0 (1)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
	100	33.8	35.1	8.7	15.5	1.4	1.8	1.4	2.0	0.1	0.2	
GS - 2125 HIGHWAY SAFETY SPEC. (ADMIN.)	100 (113)	53.1 (60)	30.1 (34)	3.5 (4)	7.1 (8)	0.9 (1)	1.8 (2)	1.8 (2)	1.8 (2)	0 (0)	0 (0)	0 (0)
	100	33.8	35.1	8.7	15.1	1.4	1.8	1.4	2.0	0.1	0.2	
GS - 801 830, 855 (GEN, MECH., ELEC. ENGINEER)	100 (104)	72.1 (75)	5.8 (6)	8.6 (9)	0.9 (1)	0.9 (1)	0 (0)	10.6 (11)	0.9 (1)	0 (0)	0 (0)	0 (0)
	100	47.3	28.4	6.0	8.5	1.8	1.1	4.4	2.3	0.1	0.1	

EEOC FORM 570 (0/07)

* 1990 CLF - data

DISTRIBUTION OF EEO GROUPS AND COMPARISON FOR MAJOR OCCUPATIONS

SERIES NAME CATEGORY	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
	ALL		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
GS - 905 ATTORNEY ADVISOR (PROF.)	100		57.9 (11)	26.3 (5)	0 (0)	5.3 (1)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
	100		47.3	28.4	6.0	8.5	1.8	1.1	4.4	2.3	0.1	0.1
	100											
	100											
	100											
	100											
	100											
	100											

EEOC FORM 570 (01/07)

* 1990 CLF - data

FY 1994, 1995, 1996, AND 1997 EEO PROFILE IN GS-9 THRU GS 13-15

**WORK - SCHEDULES: FULL & PART-TIME
TENURES: PERMANENT**

GS TOTAL (ALL EEO GROUPS)	WHITE MALES							WHITE FEMALES						
	1994	1995	1996	1997	1994	1995	1996	1997	1994	1995	1996	1997		
GRADES	26	32	30	31	2	-0-	5	1	6	9	7	11		
GS-9	6	5	8	6	-0-	-0-	-0-	-0-	1	2	3	2		
GS-10	42	32	39	39	12	9	10	17	13	7	10	10		
GS-11	55	48	43	46	17	13	11	18	14	13	8	8		
GS-12	116	116	108	105	59	48	50	42	31	36	32	36		
GS-13	162	159	165	164	109	111	105	100	27	28	34	37		
GS-14	96	98	95	91	68	68	70	66	14	15	11	10		
GS-15	24	22	18	23	24	22	12	14	3	4	4	6		
SES														
TOTALS	527	512	506	504	291	271	263	258	109	114	109	120		

FY 1994, 1995, 1996, AND 1997 EEO PROFILE IN GS-9 THRU GS 13-15

**WORK - SCHEDULES: FULL & PART-TIME
TENURES: PERMANENT**

GS TOTAL (ALL EEO GROUPS)	HISPANIC MALES							HISPANIC FEMALES						
	1994	1995	1996	1997	1994	1995	1996	1997	1994	1995	1996	1997		
GRADES	26	32	30	31	1	2	2	2	2	2	1	-0-		
GS-9	6	5	8	6	-0-	-0-	-0-	-0-	-0-	-0-	1	1		
GS-10	42	32	39	39	-0-	-0-	1	1	-0-	-0-	-0-	-0-		
GS-11	55	48	43	46	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-		
GS-12	116	116	108	105	1	1	1	3	2	1	1	2		
GS-13	162	159	165	164	3	3	3	2	2	1	2	1		
GS-14	96	98	95	91	2	3	1	1	-0-	-0-	1	2		
GS-15	24	22	18	23	-0-	-0-	1	1	-0-	-0-	-0-	-0-		
TOTALS	527	512	506	504	7	9	9	10	6	4	6	6		

FY 1994, 1995, 1996, AND 1997 EEO PROFILE IN GS-9 THRU GS 13-15

**WORK - SCHEDULES: FULL & PART-TIME
TENURES: PERMANENT**

GRADES	GS TOTAL (ALL EEO GROUPS)							AFRICAN AMERICAN MALES							AFRICAN AMERICAN FEMALES						
	1994	1995	1996	1997	1994	1995	1996	1997	1994	1995	1996	1997	1994	1995	1996	1997					
GS-9	26	32	30	31	4	2	-0-	2	4	2	-0-	2	10	16	13	12					
GS-10	5	5	8	6	-0-	-0-	-0-	6	-0-	-0-	-0-	-0-	5	3	4	3					
GS-11	42	32	39	39	4	4	4	39	4	4	4	4	10	9	11	9					
GS-12	53	53	43	46	5	6	7	46	5	6	7	6	17	14	16	18					
GS-13	116	116	108	105	6	7	7	105	6	7	7	7	11	13	11	12					
GS-14	162	159	165	164	6	7	6	164	6	7	6	6	7	8	8	10					
GS-15	96	98	95	91	8	7	6	91	8	7	6	5	1	1	2	2					
SES	24	22	18	23	-0-	-0-	1	23	-0-	-0-	1	1	-0-	-0-	-0-	-0-					
TOTALS	527	512	506	504	33	33	31	504	33	33	31	31	61	64	65	66					

FY 1994, 1995, 1996, AND 1997 EEO PROFILE IN GS-9 THRU GS 13-15

**WORK - SCHEDULES: FULL & PART-TIME
TENURES: PERMANENT**

GRADES (ALL EEO GROUPS)	GS TOTAL (ALL EEO GROUPS)					ASIAN AMERICAN/ PACIFIC ISLANDER MALES					ASIAN AMERICAN/ PACIFIC ISLANDER FEMALES				
	1994	1995	1996	1997		1994	1995	1996	1997		1994	1995	1996	1997	
GS-9	26	32	30	31		-0-	-0-	1	-0-		1	1	1	2	
GS-10	6	5	8	6		-0-	-0-	-0-	-0-		-0-	-0-	-0-	-0-	
GS-11	42	32	39	39		-0-	1	-0-	1		3	2	3	2	
GS-12	55	48	43	46		2	2	1	1		-0-	-0-	-0-	1	
GS-13	116	116	108	105		4	5	4	4		2	2	2	3	
GS-14	162	159	165	164		4	4	6	7		2	1	-0-	-0-	
GS-15	96	98	95	91		3	2	2	2		-0-	1	2	2	
SES	24	22	18	23		-0-	1	1	1		-0-	-0-	-0-	-0-	
TOTALS	527	512	506	504		13	15	15	16		8	7	8	10	

08:42 Friday, December 2 1994 14

DEPARTMENT OF TRANSPORTATION
ALL PERMANENT EMPLOYEES
AS OF SEPT 1994
MINORITY BY GRADE BY MODE

MODE=NHTSA

PAYPLAN	N	AMER IND		ASIANPAC		BLACK		HISPANIC		NON MIN		TOTAL		MIN		NON MIN		
		FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	NUMBER	PCTN	NUMBER	PCTN	NUMBER	PCTN	
GM	14	2	.	.	.	1	1	3	3	4	3	42.9	4	57.1
	15	1	5	.	1	9	57	10	65	9	12.0	66	88.0	
GS	3	1	1	.	.	100.0	.	.	
	4	2	1	2	1	3	100.0	.	.	
	5	3	1	.	.	4	3	7	4	4	36.4	7	63.6	
	6	23	1	1	.	3	.	27	1	25	89.3	3	10.7	
	7	1	.	1	1	25	2	1	1	12	1	40	5	32	71.1	13	28.9	
	8	22	.	.	.	8	1	30	1	22	71.0	9	29.0	
	9	.	.	1	.	10	4	2	1	6	2	19	7	18	69.2	8	30.8	
	10	5	.	.	.	1	.	6	.	5	83.3	1	16.7	
	11	.	.	3	.	10	4	.	.	13	12	26	16	17	40.5	25	59.5	
	12	17	5	.	.	17	14	34	21	24	43.6	31	56.4	
	13	.	.	2	4	11	6	2	1	31	59	46	70	26	22.4	90	77.6	
	14	1	1	2	4	5	6	2	2	26	106	38	119	23	14.8	132	85.2	
	15	.	.	.	1	.	3	.	.	5	11	5	16	5	23.8	16	76.2	
OTHER	0	1	.	1	.	.	1	100.0	
TOTAL	GM	3	5	.	2	10	60	13	69	12	14.6	70	85.4	
BY	PAYPL - GS	2	1	9	12	134	33	6	6	126	208	279	251	205	38.0	335	62.0	
AN	OTHER	1	.	1	.	.	1	100.0	
TOTAL		2	1	9	14	137	38	8	8	136	270	292	331	217	34.8	406	65.2	

DISTRIBUTION OF EEO GROUPS AND COMPARISONS BY PATCOB

OCCUPATIONAL CATEGORY	ACTUAL	TOTAL		WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
PROFESSIONAL	1996	180	121	25	12	5	1	0	11	4	1	0	
	1997	165	107	21	13	5	1	0	11	6	1	0	
ADMINIS.	1996	309	140	78	20	50	8	5	3	5	0	0	
	1997	312	138	80	20	51	9	5	5	4	0	0	
TECHNICAL	1996	60	8	12	2	36	0	2	0	0	0	0	
	1997	59	9	10	2	36	0	2	0	0	0	0	
CLERICAL	1996	48	0	9	1	34	0	1	0	2	0	1	
	1997	48	0	8	2	34	0	1	0	2	0	1	
OTHER	1996	1	0	0	0	1	0	0	0	0	0	0	
	1997	0	0	0	0	0	0	0	0	0	0	0	
BLUE COLLAR	1996	1	1	0	0	0	0	0	0	0	0	0	
	1997	1	1	0	0	0	0	0	0	0	0	0	
TOTAL	1996	599	270	124	35	126	9	8	14	11	1	1	
	1997	585	255	119	37	126	10	8	16	12	1	1	
	1997	100%	43.6	20.3	6.3	21.5	1.7	1.4	2.7	2.0	0.2	0.2	

EEOC FORM 569 (0/07)

**NHTSA PROMOTIONS
DISTRIBUTION OF EEO GROUPS AND COMPARISONS BY GENDER AND GRADE LEVEL**

GRADE LEVEL	TOTAL	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
SES											
GS-15	10	6		1	1		1			1	
GS-14	13	6	5	1	1						
GS-13	9	1	4	1	3						
GS-12	8	2	1		5						
GS-11	12	5	1	1	4			1			
GS-10											
GS-09	9		3	2	4						
GS-08	3		1		2						
GS-07	1				1						
GS-06	2			1	1						
GS-05	1				1						
GS-04											
GS-03											
GS-02											
GS-01											
TOTAL	68	20	15	7	23		1	1		1	
%	100.0	29.4	22.0	10.3	33.8		1.5	1.5		1.5	

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION
10/1/96 - 9/30/97

**FY 1997 NEW HIRES; DISTRIBUTION OF EEO GROUPS
AND COMPARISON BY PATCO**

OCCUPATIONAL CATEGORY	TOTAL	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
AGENCY PROFESSIONAL	10	4	1	1		1		1	2		
AGENCY ADMINISTRATIVE	17	8	3	1	2	1	1		1		
AGENCY TECHNICAL	3	1	1		1						
AGENCY CLERICAL	7		1		6						
TOTAL(S)	37	13	6	2	9	2	1	1	3		
%	100%	35.1	16.2	5.4	24.3	5.4	2.7	2.7	8.1		

**FULL & PART-TIME PERMANENT EMPLOYEES IN "MAINSTREAM OCCUPATIONS"
FY 1996 AND 1997**

SERIES NAME CATEGORY GS	ACTUAL	TOTAL	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN AMERICAN/PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
GS-2125 HIGHWAY SAFETY SPECIALIST	1996	108	63	29	5	7	1	0	2	1	0	0
	1997	113	60	34	4	8	1	2	2	2	0	0
GS-801 ENGIN. *GEN/ELECT *MECHAN	1996	106	79	6	8	1	1	0	10	0	1	0
	1997	104	75	6	9	1	1	0	11	0	1	0
GS-343 PROGRAM ANALYST	1996	55	17	23	2	9	1	2	1	0	0	0
	1997	56	16	23	2	10	1	1	2	0	0	0
GS-905 ATTORNEY ADVISOR	1996	22	14	5	0	1	0	0	0	2	0	0
	1997	19	11	5	0	1	0	0	0	2	0	0
GS-340 PROGRAM MANAGER	1996	24	18	4	1	0	1	0	0	0	0	0
	1997	20	15	3	1	0	1	0	0	0	0	0

**FULL & PART-TIME PERMANENT EMPLOYEES BY GRADE GROUPINGS
SEPTEMBER 30, 1997 (FY 1996 AND FY 1997)**

SERIES NAME CATEGORY	ACTUAL	TOTAL	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN AMERICAN/PACIFIC ISLANDER		AMERICAN INDIAN/ALASKAN NATIVE	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
GS - 1-4	1996	1	0	0	1	0	0	0	0	0	0	0
	1997	1	0	0	0	1	0	0	0	0	0	0
GS - 5-8	1996	88	3	14	5	61	0	2	0	3	0	1
	1997	75	3	9	5	54	0	2	0	1	0	1
GS - 2	1996	30	5	7	0	13	2	1	1	1	0	0
	1997	30	1	11	2	12	2	0	0	2	0	0
GS - 10	1996	8	0	3	0	4	0	1	0	0	0	0
	1997	6	0	2	0	3	0	1	0	0	0	0
GS - 11	1996	39	10	10	4	11	1	0	0	3	0	0
	1997	44	17	10	4	9	1	0	1	2	0	0
GS - 12	1996	43	11	8	7	16	0	0	1	0	0	0
	1997	52	18	8	6	18	0	0	1	1	0	0
13 GS/GM	1996	108	50	32	7	11	1	1	4	2	0	0
	1997	109	42	36	7	12	3	2	4	3	0	0
14 GS/GM	1996	165	105	34	6	8	3	2	6	0	1	0
	1997	163	100	37	6	10	2	1	7	0	0	0
15 GS/GM	1996	95	70	11	6	2	1	1	2	2	0	0
	1997	91	66	10	5	2	1	2	2	2	1	0

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

97-10-19

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS

OCT 1, 1996 TO SEPT 30, 1997

CATEGORY *	ON-BOARD AS OF 970930	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5-12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15)		SES DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
TOTAL WORK FORCE	577	74	12.82						
NOT IDENTIFIED (01)	35	4	11.42						
NOT AVAILABLE OR UNSPECIFIED	0	0	.						
NO HANDICAP (04-05)	501	68	13.57						
HANDICAP REPORTED (06, 13-94)	41	2	4.87						
TOTAL TARGETED DISABILITIES	8	0	.						

COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5 - 12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NONCOMPETITELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13 THROUGH 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.

COMPUTATIONS:
 PERCENT PROMOTIONS = $\frac{\text{NUMBER ON-BOARD IN CATEGORY}}{\text{ON-BOARD AS OF 970930}}$
 PERCENT DEVELOPMENT PROGRAMS = $\frac{\text{SLOTS IN CATEGORY}}{\text{ON-BOARD IN CATEGORY}}$

* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

EEOC FORM 440 (10/87)

97-10-19

ATIONAL HIGHWAY TRAFFIC SAFETY ADMINI

**ANALYSIS OF WORK FORCE: TYPE OF OCCUPATIONS
(PROFESSIONAL; ADMINISTRATIVE; TECHNICAL; CLERICAL; OTHER WHITE COLLAR;
SUPERVISORY, LEADER, AND NONSUPERVISORY BLUE COLLAR)**

CATEGORY *	PROF	ADMIN	TECHNICAL	CLERICAL	OTHER WC	SUPV BC	LEADER BC	NONSUPV BC	TOTAL WF
TOTAL WORK FORCE	174 30.15	299 51.81	60 10.39	43 7.45	0	0	0	1 .17	577 100%
NOT IDENTIFIED (01)	9 25.71	20 57.14	3 8.57	3 8.57	0	0	0	0	35 100%
NOT AVAILABLE OR UNSPECIFIED	0	0	0	0	0	0	0	0	0 100%
NO HANDICAP (04-05)	153 30.53	255 50.89	54 10.77	39 7.78	0	0	0	0	501 100%
HANDICAP REPORTED (06,13-94)	12 29.26	24 58.53	3 7.31	1 2.43	0	0	0	1 2.43	41 100%
TOTAL TARGETED DISABILITIES	1 12.50	5 62.50	1 12.50	0	0	0	0	1 12.50	8 100%
DEAFNESS (16,17)	1 33.33	2 66.66	0	0	0	0	0	0	3 100%
BLINDNESS (23,25)	0	2 66.66	0	0	0	0	0	1 33.33	3 100%
MISSING EXTREMITIES (28,32-38)	0	1 100.00	0	0	0	0	0	0	1 100%
PARTIAL PARALYSIS (64-68)	0	0	0	0	0	0	0	0	0 100%
COMPLETE PARALYSIS (71-78)	0	0	0	0	0	0	0	0	0 100%
CONVULSIVE DISORDERS (82)	0	0	1 100.00	0	0	0	0	0	1 100%
MENTAL RETARDATION (90)	0	0	0	0	0	0	0	0	0 100%
MENTAL ILLNESS (91)	0	0	0	0	0	0	0	0	0 100%
DISTORTION OF LIMBS/SPINE (92)	0	0	0	0	0	0	0	0	0 100%

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NOTE: Percentages are to be calculated on the basis of total employees in each of the categories listed in the column on the left. Those agencies which use other personnel systems should adapt this form for their systems.

97-10-19

ATLANTAL HIGHWAY TRAFFIC SAFETY ADMINI

ANALYSIS OF WORK FORCE: WHITE COLLAR (GS, GM, SES, AND ALL OTHER)

DATA AS OF END OF REPORTING YEAR

CATEGORY *	GS-1	GS-2	GS-3	GS-4	GS-5	GS-6	GS-7	GS-8	GS-9	GS-10	GS-11	GS-12	GS/GM/GS/GM/GS/GM	13	14	15	SES	OTHER WC **	TOTAL WC		
TOTAL WORK FORCE	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	576	100%
NOT IDENTIFIED (01)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25	100%
NOT AVAILABLE OR UNSPECIFIED	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
NO HANDICAP (04-05)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
HANDICAP REPORTED (06,13-94)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
TOTAL TARGETED DISABILITIES	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
DEAFNESS (16,17)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
BLINDNESS (23,25)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
MISSING EXTREMITIES (28,32-38)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
PARTIAL PARALYSIS (64-68)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
COMPLETE PARALYSIS (71-78)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
CONVULSIVE DISORDERS (82)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
MENTAL RETARDATION (90)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
MENTAL ILLNESS (91)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0
DISTORTION OF LIMBS/SPINE (92)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0	0

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* Numbers in parentheses refer to codes on standard form 256
 ** Includes unspecified GS and all other white collar pay plans

NOTE: Percentages are to be calculated on the basis of total employees in each of the categories listed in the column on the left. Those agencies which use other personnel systems should adapt this form for their systems.

**SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS*
TEMPORARY (TEMP) WORK FORCE**

97-10-19

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINI

	TEMPORARY WORK FORCE (TEMP)	PERSONS WITH HANDICAPS (TEMP)	%	NO HANDICAP (04-05) (TEMP)	%	OTHER (01 AND NOT AVAILABLE) (TEMP)	%	PERSONS WITH TARGETED DISABILITIES (TEMP)	%
SEPT 30, 1996	30	1	3.33	29	96.66	0	0	0	.
SEPT 30, 1997	29	0	.	29	100.00	0	0	0	.

INSTRUCTIONS: The data on this page are for
Temporary Tenure, Temporary
Intermittent, and Temporary
Nonappropriated Fund Employees

Total Number of Accessions (TEMP) from

15

OCT 1, 1996 TO SEPT 30, 1997

Total Number of Losses (TEMP) from

22

OCT 1, 1996 TO SEPT 30, 1997

ACCESSIONS AND LOSSES (TEMPORARY) -- TARGETED DISABILITIES

TEMPORARY EMPLOYEES ONLY	DEAF (16, 17)	BLIND (23, 25)	MISSING EXTREMITIES (28, 32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DISTORTION LIMB/SPINE (92)	TOTAL
ON-BOARD PERSONS WITH TARGETED DISABILITIES										
SEPT 30, 1996										
ACCESSIONS FROM										
OCT 1, 1996 TO SEPT 30, 1997										
LOSSES FROM VOLUNTARY INVOLUNTARY SEPARATIONS										
OCT 1, 1996 TO SEPT 30, 1997										
CONVERSIONS TO PERMANENT EMPLOYMENT										
OCT 1, 1996 TO SEPT 30, 1997	1									1
ON-BOARD PERSONS WITH TARGETED DISABILITIES										
SEPT 30, 1997										

*Numbers in parentheses refer to codes on Standard Form 256.

EEOC FORM 440

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS*
TOTAL WORK FORCE

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINI

97-10-19

	TOTAL WORK FORCE	PERSONS WITH HANDICAPS	%	NO HANDICAP (04-05)	%	OTHER (01 AND NOT AVAILABLE)	%	PERSONS WITH TARGETED DISABILITIES	%
SEPT 30, 1996	594	47	7.91	509	85.69	38	6.39	10	1.68
FY 19 OBJECTIVE	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	.	
SEPT 30, 1997	577	41	7.10	501	86.82	35	6.06	8	1.38

Total Number of Accessions from
 OCT 1, 1996 TO SEPT 30, 1997 31

Total Number of Losses from
 OCT 1, 1996 TO SEPT 30, 1997 46

SPECIAL RECRUITMENT PROGRAM -- ACCESSIONS AND LOSSES -- TARGETED DISABILITIES

	DEAF (16, 17)	BLIND (23, 25)	MISSING EXTREMITIES (28, 32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DISTORTION LIMB/SPINE (92)	TOTAL
ON-BOARD PERSONS WITH TARGETED DISABILITIES	4	4	1			1				10
APPLICATIONS FROM										
OCT 1, 1996 TO SEPT 30, 1997										
ACCESSIONS FROM										
OCT 1, 1996 TO SEPT 30, 1997	1									1
LOSSES FROM VOLUNTARY INVOLUNTARY SEPARATIONS										
OCT 1, 1996 TO SEPT 30, 1997	1	1								2
ON-BOARD PERSONS WITH TARGETED DISABILITIES	3	3	1			1				8
SEPT 30, 1997										

EEOC FORM 440

*Numbers in parentheses refer to codes on Standard Form 256.
 **For information on collection of applicant data see 46 FR 11285 (February 6, 1981).

GLOSSARY OF EEO DEFINITIONS

- a. Agency. Agencies with 500 or more employees shall aggregate multi-year affirmative employment program plans and annual accomplishment reports and updates from subordinate units (if any) and submit an agency-wide plan/report/update to EEOC's Federal Sector Programs.
- b. Employment Category. The major occupational categories for the White Collar pay system and wage board pay system including: Professional, Administrative, Technical, Clerical, Other, and Blue-Collar (PATCOB).
- c. Fiscal Year. Reporting period from October 1 of one year to September 30th of the following year.
- d. Major Occupation. Mission-oriented occupations or other occupations with 100 or more employees.
- e. Major Operating Component (MOC). Organizational sub-unit directly below the agency (department) level.
- f. Manifest Imbalance. Representation of EEO groups in a specific occupational grouping or grade level in the agency's workforce that is substantially below its representation in the appropriate CLF.
- g. Numerical Objective (Goals). Quantifiable objective designed to eliminate a manifest imbalance or conspicuous absence of EEO Groups.
- h. Objective. Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective will lead to the elimination of a barrier or other problem.
- i. Problem. A situation that exists in which one or more EEO groups do not have full equal employment opportunity.
- j. PATCOB. Acronym for Professional, Administrative, Technical, Clerical, and Other White-Collar occupational categories and the Blue-Collar occupational category.
- k. Audit. Enforcement tool to be used when there are sufficient deficiencies in an agency's program operations.
- l. Barrier. Personnel principle, policy, or practice which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women and individuals with handicaps.
- m. Civilian Labor Force. Persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or seeking employment.
- n. Conspicuous Absence. Particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the workforce.
- o. EEO Groups. Black males, black females, Hispanic males, Hispanic females, Asian American/Pacific Islander males, Asian American/Pacific Islander females, American Indian/Alaskan Native males, American Indian/Alaskan Native females, white males, and white females.
- p. Employee. Permanent, full or part-time, members of the agency workforce including those in expected service positions. Does not include temporary or intermittent individuals.

ABBREVIATIONS

NHTSA	National Highway Traffic Safety Administration
CLF	Civilian Labor Force - Data used to determine manifest imbalances and conspicuous absences of women and minorities in the workforce. National data used for computations of Professional and Administrative occupations, and local data used for Technical, Clerical and Other categories.
FWP	Federal Women's Program
HEP	Hispanic Employment Program
PATCO	EEOC designations of occupational categories (P, Professional; A, Administrative; T, Technical; C, Clerical; O, Other)
P/R Unit	Planning/Reporting Unit - The lowest organizational level at which annual reporting and planning of affirmative action is required. Based on a component with 500 or more employees and a chief executive officer (Administrator) with hiring authority.
SEPM	Special Emphasis Program Manager
UI	Underrepresentation Index

