

# EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE EMPLOYMENT

FOR



MINORITIES, WOMEN,  
& PEOPLE WITH DISABILITIES  
ACCOMPLISHMENT REPORT &  
UPDATES  
FISCAL YEAR-98

REPRODUCED BY: **NTIS**  
U.S. Department of Commerce  
National Technical Information Service  
Springfield, Virginia 22161



People Saving People  
<http://www.nhtsa.dot.gov>



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## **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 .....	William Synder
Federal Women's Program Manager .....	Terri Droneburg
<i>(Collateral Duty)</i>	
Hispanic Employment Program Manager .....	Elza Chapa
<i>(Collateral Duty)</i>	
Disability Employment Program Manager .....	Gayle Dalrymple
<i>(Collateral Duty)</i>	
African American Employment Program Manager .....	Shirley Peterson Barton
<i>(Collateral Duty)</i>	
Secretary .....	Earleen Hughes

## 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, two EEO Specialists, and clerical support staff. The Federal Women's Program Manager, Hispanic Employment Program Manager, Disability Employment Program Manager and African American Employment Program Manager serve 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.

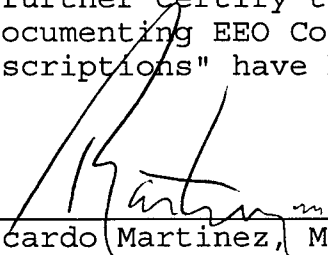
**Equal Employment Opportunity Performance Standards:** Workforce diversity is included as a critical job element in performance appraisal standards for all managers/supervisors.

**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

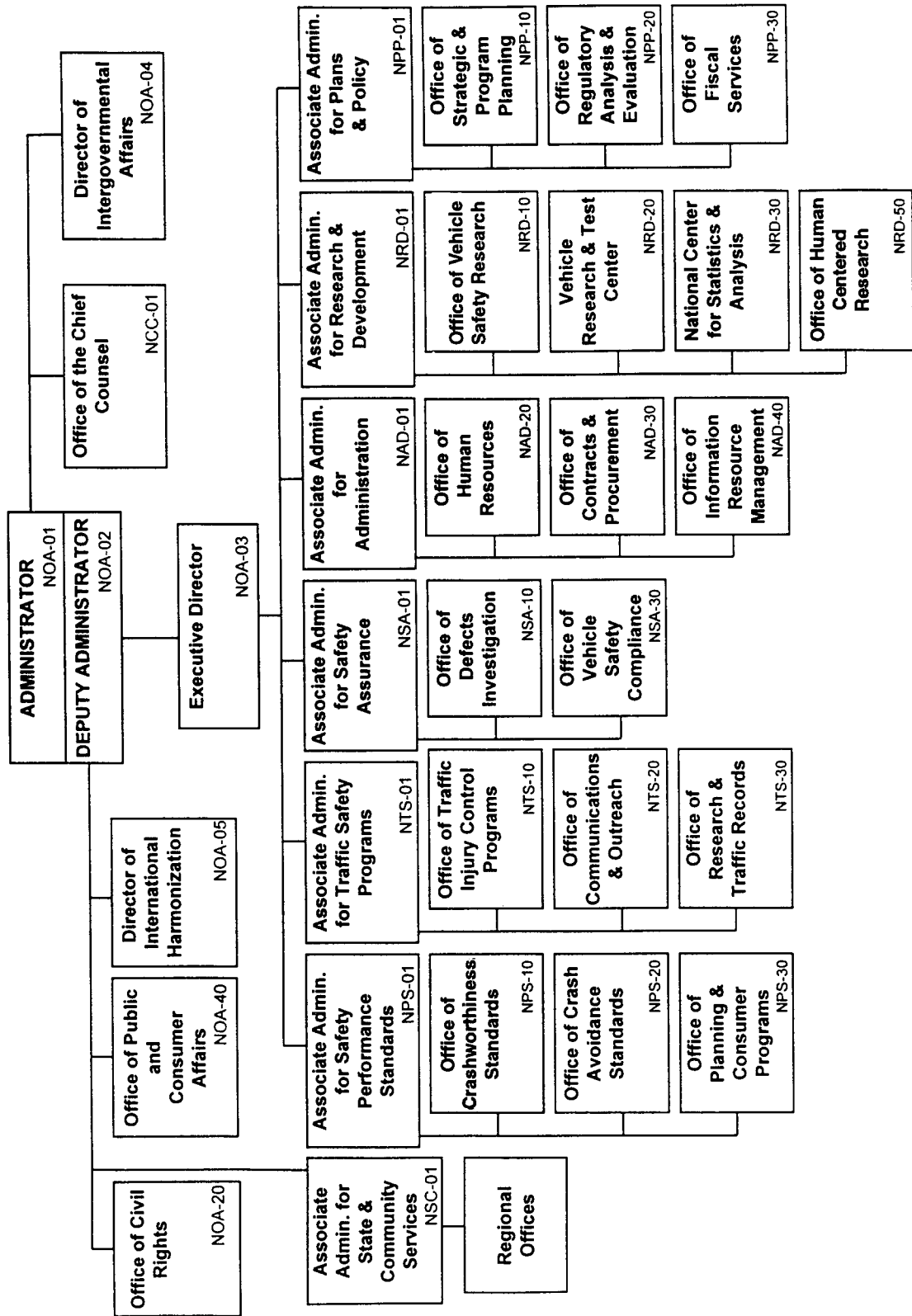
**JAN 14 1999**

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(DATE)



**Organizational Chart**

# 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 1998

- \* 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 584
PROFESSIONAL 180 ADMINISTRATIVE 303 TECHNICAL 57
CLERICAL 43 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

[Signature] JAN 15 1999
SIGNATURE OF PRINCIPAL EEO OFFICIAL DATE
CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

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

[Signature] JAN 15 1999
SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL
CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

EEO FORM 568 (8/87)

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 1998. 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 1998. 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 1998, using Central Personnel Data File data.

At the beginning of FY 1998, (covering the period October 1, 1997 through September 30, 1998) our analysis revealed manifest imbalances and conspicuous absences in the following EEO categories and/or major occupations:

**CONSPICUOUS ABSENCES FY 1997**

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

\*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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SUMMARY ANALYSIS OF WORKFORCE

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**MANIFEST IMBALANCES FY 1997**

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

\*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 1998, NHTSA hired 40 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:

	<b><u>Number</u></b>	<b><u>Percent</u></b>
• White males	16	40.0
• White females	10	25.0
• African American males	4	10.0
• African American females	6	15.0
• Hispanic males	0	0
• Hispanic females	1	2.5
• Asian American/Pacific Islander males	0	5.0
• Asian American/Pacific Islander females	0	0
• American Indian/Alaskan Native males	0	0
• American Indian/Alaskan Native females	<u>1</u>	<u>2.5</u>
<b>TOTAL(S)</b>	<b>(40)</b>	<b>(100.0%)</b>

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**NHTSA'S NEW HIRES CON'T)**

The following is an analysis of hires by PATCO category:

**PROFESSIONAL:**

Fifteen or 37.5 percent of NHTSA's hires were in the professional category. Fifty-three percent of professionals hired were White males, 26.7 percent of hires were females, The remaining 20.0 percent were minority males. The title and grade level of employees hired are as follows: one White male was hired into a SES-0905 General Attorney vacancy, one White male was hired into a GS-830-14 Mechanical Engineering vacancy; one White male was hired into a GS-1529-13 Mathematical Statistician vacancy, two White males were hired into GS-0830-12 vacancies, one White male was hired into a GS-0801 General Engineering position, one White male was hired into the GS-0801 General Engineering vacancy, and one White male was hired into a GS-1529-9 Mathematical Statistician position. One White female was hired into a GS-0180-12 Psychology vacancy, one White female was hired into a GS-0830-12 Mechanical Engineering position, and one White female was hired into a GS-0180-11 Psychology vacancy. One African American male received a political appointment into a SES-950 General Attorney position. One African American female was hired into a GS-0180-12 vacancy. Additionally, one Asian American/Pacific Islander male was hired into a GS-0830-13 Mechanical Engineering vacancy, and one Asian American/Pacific Islander male was hired into a GS-0180-12 Psychology position.

**ADMINISTRATIVE:**

Twenty-one or 52.5 percent of NHTSA hires were in the administrative category. Thirty-eight percent of administrative hires were White males, 47.6 percent of hires were female, and 14.3 percent of hires were African American males. The titles and grade levels are as follows: one White male was hired into a GS-0343 Management Analyst vacancy, a White male was hired into a GS-0301-15 Miscellaneous Administration position, a White male was hired into a GS-2125-15 Highway Safety Specialist vacancy, a White male was hired into a GS-1811-14 Criminal Investigation vacancy, a White male was hired into a GS-0301-13 vacancy, a White male was hired into a GS-2125-13 Highway Safety Specialist vacancy, and two White males were hired into GS-2125-12 Highway Safety Specialist vacancies.

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**NHTSA'S NEW HIRES CON'T:**

One White female was hired into a GS-0301-15 Miscellaneous Administration vacancy, one White female was hired into a GS-0340-15 Program Management position, one White female was hired into a GS-0343-12 Management Analyst and two White females were hired into GS-2125-12 Highway Safety Specialist positions. One African American male was hired into a GS-2125-14 Highway Safety Specialist position, one African American male was hired into a GS-0360-9 Equal Opportunity Specialist vacancy, and one African American male was hired into a GS-0301-9 position. One African American female was hired into a GS-0334-14 Computer Specialist vacancy, one African American female was hired into a GS-2125-11 Highway Safety Specialist position, and one African American female was hired into the position of GS-2125-9 Highway Safety Specialist. Additionally, one Hispanic female was hired into a GS-0343-12 Management Analyst vacancy, and one American Indian/Alaskan Native female was hired into a GS-0343-14 Management Analyst position.

**TECHNICAL:**

There were no employees hired into technical positions during FY 1998.

**CLERICAL:**

Four or 10.0 percent of NHTSA's new hires were in the clerical category. The titles and grade levels are as follows: two White females were hired into GS-0318-7 Secretary positions, one African American female was hired into a GS-318-7 Secretary position, and one African American female was hired into a GS-0301-3 Miscellaneous Clerk & Assistance position.



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**CONCLUSION:**

The group with the highest new hires rate for FY 98 was White males at 40.0 percent. The next highest rate was White females at 25.0 percent. African American males and females hiring rate were 15.0 percent and 10.10 percent, respectively. Hispanic females hiring rate was 2.5 percent. Hispanic males and American Indian/Alaskan Native females hiring rate was 2.5 percent, respectively. There were no American Indian/Alaskan Native males or Asian American/Pacific Islander females hired in FY 1998.

(2) **PROMOTIONS:**

During FY 1998, 54 employees received promotions. Twenty-three promotions were to positions at the GS 13-15 level. The promotion rate for EEO groups are as follows:

	<u>Number</u>	<u>Percent</u>
• White males	14	25.9
• White females	13	24.1
• African American males	4	7.4
• African American females	16	29.6
• Hispanic males	1	1.9
• Hispanic females	1	1.9
• Asian American/Pacific Islander males	3	5.5
• Asian American/Pacific Islander females	2	3.7
• American Indian/Alaskan Native males	0	0
• American Indian/Alaskan Native females	<u>0</u>	<u>0</u>
<b>TOTAL(S)</b>	<b>(54)</b>	<b>(100.0%)</b>

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**PROMOTIONS (CON'T)**

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

**PROFESSIONAL:**

Eleven or 20.4 percent of NHTSA's promotions were in the professional category. Thirty-six percent of professional promotions were awarded to White males, 27.3 percent to females, and the remaining 36.4 percent were awarded to minorities. Five of the professional promotions awarded were at the GS-13 and above.

**ADMINISTRATIVE:**

Thirty-one or 57.4 percent of NHTSA's promotions were in the administrative category. Thirty-two percent of administrative promotions were awarded to African American females. White females were promoted at a rate of 22.6. White males were promoted at a rate of 29.0 percent, African American males at a rate of 6.5 percent, and Hispanic males, Asian American/Pacific Islander males and females at a rate of 3.2 percent, respectively.

**CONCLUSION:**

Women had the highest promotion rate for FY 98. The combined promotion rate for all designated groups of female employees was 59.3 percent. Next highest promotion rate was White males at 24.1 percent. The promotion rate for African American males was 7.4 percent. Hispanic males and females were promoted at a rate of 3.7 percent. Asian American/Pacific Islander males and females were promoted at a rate of 9.3 percent. No American Indian/Alaskan Native employees received promotions in FY 1998.

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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 180 employees or 30.8 percent of the NHTSA workforce. White females occupy 26 or 14.4 percent in this category. African American females represent 9 or 5.0 percent in this category, an increase of four (4) from FY 97. Hispanic males occupy one position or 0.6 percent of this category. Asian American/Pacific Islanders represent 19 (10.6 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 303 employees or 51.9 percent of the workforce. White females occupy 77 or 25.4 percent in this category. Hispanic representation in this category is 3.6 percent. As of September 30, 1998, 11 Hispanic employees occupied administrative positions in NHTSA's workforce, a decrease of three (3) from FY 97. There is one or 0.3 percent representation of American Indian/Alaskan Natives in this job category.

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3. **OCCUPATIONAL CATEGORY: TECHNICAL**

Technical positions are occupied by 57 employees or 9.8 percent of NHTSA's workforce. Nine White females constitute 15.8 percent of the workforce in this category. White females representation in this category decreased by one employee during the fiscal year. African American males representation in this category is 3 or 5.3 percent. African American females representation in this category is 34 or 59.6 percent. Hispanics, Asian American/Pacific Islander males and American Indian/Alaskan Natives are under represented in this category.

4. **OCCUPATIONAL CATEGORY: CLERICAL**

Clerical positions are occupied by 43 employees, or 7.4 percent of NHTSA's workforce. White females occupy 9 or 20.9 percent of all clerical positions. African American females occupy 31 or 72.1 percent of these positions. One African American male constitute 2.3 percent of the total. All other EEO groups are under represented in this category.

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**DISCUSSION OF MAJOR OCCUPATIONS**

**1. Program Analyst - GS-343**

Fifty-six (57) employees occupy program analyst positions or 9.8 percent of NHTSA's workforce. African American males and Asian American/Pacific Islander males are under represented. 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 eight (108) employees occupy engineering positions or 18.5 percent of the workforce. NHTSA's workforce increased by four employees in this occupation. This total includes 81 General Engineers, 24 Mechanical Engineers, and 3 Electrical Engineers. Minorities representation in the position of engineers is 25 employees or 23.1 percent. Eight women occupy Engineer positions, or 7.4 percent of all engineering positions. The EEO groups not represented in the engineering occupation category are Hispanic females, Asian American/Pacific Islander females, and American Indian/Alaskan Native males and females.

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Analyze occupational categories, grade groupings, and major occupations.

---

**3. Highway Safety Specialist - (GS-2125)**

One hundred sixteen (116) employees occupy highway safety specialist positions, or 19.9 percent of the workforce. Women representation in this category is 39.6 percent and minorities representation is 19.8 percent. Twenty-three minorities, including sixteen African Americans, three Hispanics, and four Asian American/Pacific Islanders occupied highway safety specialist positions. Fifty-seven highway safety specialists are assigned to regional offices.

**4. Attorney Advisor (GS-905)**

Twenty-three (23) attorney advisor employees constitute 3.9 percent of the workforce. White males representation in this category is 12 employees or 52.2 percent of the attorneys in the Office of Chief Counsel. Six White females occupy Attorney Advisor positions, including 2 GS-15 and 2 GS-14. Minority females representation includes two African American, one GS-14 and one GS-11, and two Asian American/Pacific Islanders, 1 GM-15 and 1 GS-13 respectively. The workforce increased by four employees during FY 98.

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Affirmative Employment Program for Minorities and Women

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Commencing FY 1999, NHTSA's workforce totaled 584 employees. NHTSA's workforce increased by 4 employees in FY 1998.

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. Analyses 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 1999, an analysis revealed that manifest imbalances and conspicuous absences exist in the following occupational categories:

**CONSPICUOUS ABSENCES FY 1999**

**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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Analyze occupational categories, grade groupings, and major occupations.

*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



EEO FORM 568 (8/87)

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

**MANIFEST IMBALANCES FY 1998**

<b>PATCO/Occupation</b>	<b><u>Identification of Protected Group by Name</u></b>
<i>Professional</i>	<ul style="list-style-type: none"><li>• white females</li><li>• African American females</li><li>• Hispanic males</li></ul>
<i>Administrative</i>	<ul style="list-style-type: none"><li>• white females</li><li>• African American males</li><li>• Hispanic females</li><li>• Asian American/Pacific Islander females</li></ul>
<i>Technical</i>	<ul style="list-style-type: none"><li>• white males and females</li><li>• African American males</li><li>• Hispanic females</li></ul>
<i>Clerical</i>	<ul style="list-style-type: none"><li>• white females and males</li><li>• African American males</li><li>• Hispanic females</li></ul>
<i>Program Analyst (343)</i>	<ul style="list-style-type: none"><li>• African American males</li><li>• Hispanic males</li></ul>

EEO FORM 568 (8/87)

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Provide a narrative workforce analysis using the relevant civilian labor force.  
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 98 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	13		6	3	1			4			
Administrative	PLANNED	13			7	1	3	1	1				
	ACTUAL	51	16		12	5	13	1	1	1	1		1
Technical	PLANNED												
	ACTUAL	5	2		1		1		1				
Clerical	PLANNED												
	ACTUAL	10			3		7						
Other	PLANNED												
	ACTUAL												
Blue Collar	PLANNED												
	ACTUAL												
Total	PLANNED												
	ACTUAL												
	PERCENT												

NHTSA accomplished its established objectives.

NHTSA's FY 98 numerical objectives were established in accordance with the strict scrutiny guidelines stated in U.S. Supreme Court decision issued in the Adarand case.

98-10-12

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		
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	ALL	MALE	FEMALE
PROFESSIONAL	PLANNED															
	ACTUAL	180	41	107	26	15	9	3	0	13	6	1	0	47	32	15
ADMINISTRATIVE	PLANNED															
	ACTUAL	303	139	133	77	21	51	5	6	5	4	0	1	93	31	62
TECHNICAL	PLANNED															
	ACTUAL	57	47	7	9	3	34	0	3	0	1	0	0	41	3	38
CLERICAL	PLANNED															
	ACTUAL	43	42	0	9	1	31	0	0	0	1	0	1	34	1	33
OTHER	PLANNED															
	ACTUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BLUE COLLAR	PLANNED															
	ACTUAL	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	PLANNED															
	ACTUAL	584	269	248	121	40	125	8	9	18	12	1	2	215	67	148
	PERCENT	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%

98-10-12

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	100%	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	ALL	MALE	FEMALE	
AGENCY PROFESSIONAL CIVILIAN LABOR FORCE	100%	77.22	22.77	59.44	14.44	8.33	5.00	1.66	.00	7.22	3.33	.55	.00	26.11	17.77	8.33
	100%	63.0	37.0	54.7	30.3	2.4	3.2	2.1	1.4	3.5	1.9	.2	.2	15.0	8.3	6.7
AGENCY ADMINISTRATIVE CIVILIAN LABOR FORCE	100%	54.12	45.87	43.89	25.41	6.93	16.83	1.65	1.98	1.65	1.32	.00	.33	30.69	10.23	20.46
	100%	50.0	50.0	42.1	40.4	3.6	5.3	2.6	2.6	1.4	1.4	.3	.3	17.5	7.9	9.6
AGENCY TECHNICAL CIVILIAN LABOR FORCE	100%	17.54	82.45	12.28	15.78	5.26	59.64	.00	5.26	.00	1.75	.00	.00	71.92	5.26	66.66
	100%	45.1	54.9	36.1	42.9	3.6	6.6	3.2	3.4	1.9	1.6	.4	.4	21.0	9.0	12.0
AGENCY CLERICAL CIVILIAN LABOR FORCE	100%	2.32	97.67	.00	20.93	2.32	72.09	.00	.00	.00	2.32	.00	2.32	79.06	2.32	76.74
	100%	19.5	80.5	14.0	63.4	2.8	9.6	1.7	5.2	.8	1.9	.1	.5	22.6	5.5	17.1
AGENCY OTHER CIVILIAN LABOR FORCE	100%	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	100%	84.3	15.7	67.6	11.2	9.7	3.2	4.8	1.0	1.2	.3	.9	.2	21.3	16.7	4.6
AGENCY BLUE COLLAR CIVILIAN LABOR FORCE	100%	100.00	.00	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	100%	85.9	14.1	65.4	9.8	9.1	2.2	8.7	1.5	1.7	.5	.8	.2	24.8	20.5	4.3

EEOC FORM 589 (6/87)

**FY 98 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	3	1	1								
GS - GM 343 PROGRAM ANALYST	PLANNED	2		1								
	ACTUAL	5		2					1	1		
GS - GM 2125 HIGHWAY SAFETY SPECIALIST	PLANNED	7		4	1	1						
	ACTUAL	25	9	6	2	6			1	1		
GS - 905 ATTORNEY ADVISOR	PLANNED											
	ACTUAL	3	1	1	1							
GS - 801 - 830 855 ENGINEERING	PLANNED	4		1		1			1			
	ACTUAL	16	7	3	2				4			
GS - (NAME) (PATCOB)	PLANNED											
	ACTUAL											
FY 1998 TOTALS	PLANNED	11	1	5	1	3	2	0	1	1		
	ACTUAL	49	18	13	5	8	0	0	6	2		

NHTSA's FY 98 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 1998. 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 1998 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 1998, NHTSA has employed twenty-one student-aides that perform a variety of functions.

2. **SPECIAL INITIATIVES FOR PERSONS WITH DISABILITIES**

During FY 98, 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 received a presidential appointment to the position of SES-0905, General Attorney.
- One African American female was promoted to the position of SES-0343, Management Analyst.

\*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):**

- Two African American females were promoted to GS-15 positions, one GS-0560, Budget Administration and one GS-0340 Program Management.
- Two White females were promoted to GS-15 positions, one GS-0801, General Engineer and one GS-2125, Highway Safety Specialist.
- One Asian American/Pacific Islander female was promoted to the position of GS-2125-14, Highway Safety Specialist.
- One White female was promoted to the position GS-2125-14, Highway Safety Specialist.
- 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- 13, General Engineering.
- Two African American females were promoted to the GS-2125-13 Highway Safety Specialist positions.
- Three White females were promoted to the GS-13 level ( one GS-0801, General Engineer and two GS-0343, Management Analyst.



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):**

**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.







U.S. 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

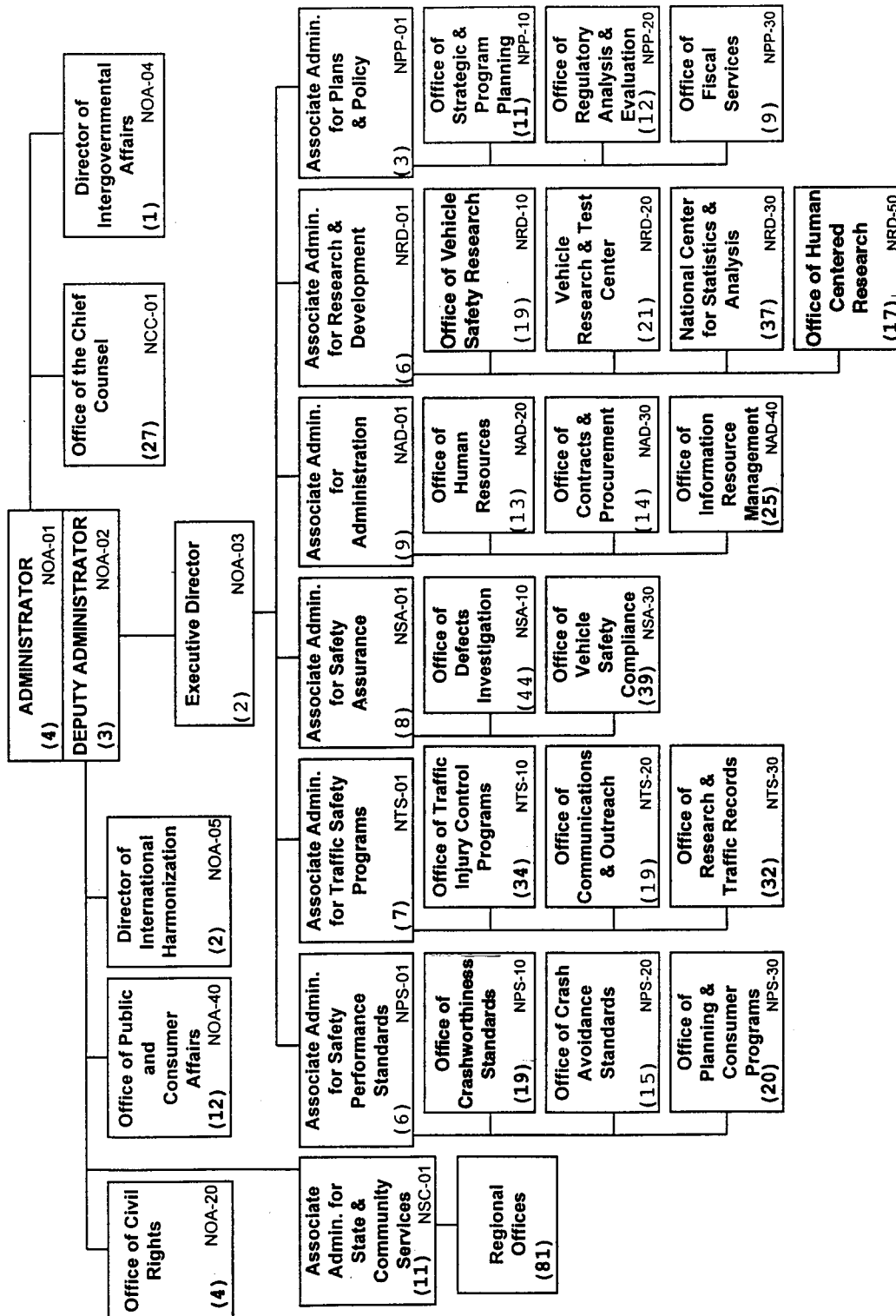
The National Highway Traffic Safety Administration (NHTSA) is fully committed to ensuring that no person is denied an opportunity on the basis of race, religion, color, sex, national origin, age, disability and/or sexual orientation. Affirmative steps will be taken to identify and eliminate any discriminatory 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 1999**

**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 99</p>	<p>Continuing thru FY 99</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 99</p>	<p>Continuing thru FY 99</p>

**NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION  
PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT  
FY 1999 (CONT.)**

Action Items	Responsible Officials	Initial Date	Accomplishment Date
<p>3. Conduct employee workshop to discuss cross-gender and cultural communications and perceptions of sexual harassment.</p>	<p>Director of Civil Rights</p>	<p>First class held 10/27-28/94</p>	<p>Continuing thru FY 99</p>
<p>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.</p>	<p>Director of Civil Rights</p>	<p>1st Quarter FY 99</p>	<p>Continuing thru FY 99</p>
<p>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.</p>	<p>Director of Civil Rights</p>	<p>3rd Quarter FY 99</p>	<p>Continuing thru FY 99</p>



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 1998

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVES:**

NHTSA did not move any Clerical employees to other job classifications in Fiscal Year 1998. However when employees and/or managers requests reassignments and/or opportunities occur, efforts will be made to accomplish these objectives.

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

<b><u>ACTION ITEMS:</u></b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVES:**

An African American male was hired into the position of SES-905 position, and one female was promoted to the position of SES-0343. Additionally, two African American females were promoted to GS-15 positions (one GS-0560 and GS-0340). Also, two White females were promoted to GS-15 positions (one GS-0801 and one GS-2125). There was one White female promoted in the position of GS-2125-14, one African American female promoted to a GS-2125-14, and one Asian American/Pacific Islander female promoted to GS-2125-14. One African American male was promoted to GS-0801-13, two African American females promoted to GS-2125-13, and three White females promoted to the GS-13 level (one GS-0801 and two GS-0343).

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 98 - 99

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVES:**

FY 98 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 1998

<b><u>ACTION ITEMS:</u></b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVES:**

Fiscal Year 1998 analysis revealed that AA's evaluated their respective awards programs. Their evaluations indicated that many employees did not believe that the system rewarded all employees. In FY 1998 NHTSA increased its group awards participation rate by 70%. Monetary Awards participation rates increased for all employees in the workforce, including women and minorities.

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

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

In Fiscal Year 1998, minorities and women rates for certification increased for GS-15-Through SES positions. However, Hispanics are not applying for positions in NHTSA. This barrier has been identified and action steps are being developed and implemented to increase their application participation rate. When this barrier has been eliminated Hispanic applicants will be selected for vacancies.



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 GS-15 through SES 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 & 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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

Efforts were made to ensure that vacancies in FY 1998 were announced at lower grade levels to ensure that diverse candidates would apply for developmental opportunities. Also, all employees have been encouraged to seek rotational assignments in other program offices within NHTSA.

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

**REPORT OF OBJECTIVES AND ACTION ITEMS**PROGRAM ELEMENT: WORKFORCEPROGRAM OFFICE: SAFETY PERFORMANCE STANDARDSPROBLEM/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 or minority 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

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

The analysis revealed that minorities and women were not adversely effected by NHTSA's streamlining plan. Evaluation of the data in this area will continue until 2001.

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 - 1999

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
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	

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

Plans and Policy hired an African American female into a SES, Director, Office of Strategic and Program Planning, and the Office of Fiscal Services promoted an African American female from a GS-0560-14 Budget Analyst to GS-0560-15 Budget Manager.

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 1998

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
1. Continuing research contract(s) with Historically Black Colleges and Universities.	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

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

Research and Development (R&D) continues to seek out qualified potential summer student trainees by supporting the Intelligent Transportation Systems (ITS) America Consortium. This program provides young minorities, women and all students opportunities to get valuable work experience in the field of ITS research and safety engineering that may eventually lead to a career at NHTSA. Also, R&D continues to support the Cooperative Education and Student Aid programs offered by the Agency through which R&D has obtained several student interns.

One African American female was given the opportunity to technically develop her skills by moving from the general engineers' classification to a mechanical engineer, and one African American female was promoted to the GS-13 level and given management responsibilities for the Agency's International Technical Conference on Enhanced Safety of Vehicles.

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

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
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 Assurance Office Directors  Director of Human Resources	Continuous FY 1998

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

In FY 1998, Safety Assurance extended its cooperative agreements to Maryland and George Washington Universities to provide engineering students work experience in the engineering field. Eleven students participated in the cooperative agreement programs. Out of the eleven students that participated, six were minority students.

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

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
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

REPORT ON ACCOMPLISHMENT OF OBJECTIVE:

Due to a reorganization and an assessment of staff positions, three Contract Representatives were reassigned and reclassified as Safety Defects Program Assistants. This entry level technical position could provide these staff members a greater opportunity for career advancement.

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 (Hispanics) within NHTSA's GS-13 thru 15 managers and policy making positions.

**OBJECTIVE:** Efforts will be made to ensure that GS-7 thru 15 vacancies are filled with qualified diverse employees, including minorities (Hispanics) and women to correct manifest imbalances.

**RESPONSIBLE OFFICIAL:** Associate Administrator for State and Community Services

**TARGET DATE:** FY 1998 thru FY 1999

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
1. NSC will continue to support the HBCU Student Internship program. Currently, NSC has an intern in Region IV and one intern in Headquarters with an annual funding of nearly \$45K. NSC will provide opportunities for additional minorities to serve in leadership positions.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999
2. 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	Continuous FY 1998 thru FY 1999
3. NSC will work 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	Continuous FY 1998 thru FY 1999
4. NSC will be supporting the Welfare-to-Work Program through a new hire in Region VI.	Associate Administrator for State and Community Services	Continuous FY 1998 thru FY 1999

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

NSC hired one HBCU intern who will serve in many capacities of traffic safety programs and diversity initiatives.

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

<b><u>ACTION ITEMS:</u></b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
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. An analysis is being conducted to determine the effect on minorities and women if the ratio were reduced by 50%.	Director of Human Resources	FY 1998 thru FY 1999
3. 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
4. Provide additional training to classification staff on OPM regulations to ensure that all vacant positions are properly classified.	Director of Human Resources	FY 1998 thru FY 1999

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

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



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

**REPORT OF OBJECTIVES AND ACTION ITEMS**

**PROGRAM ELEMENT:** 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 1998 thru FY 1999

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
1. TSP will continue to actively recruit qualified female and minorities for GS 13 and higher vacancies.	Associate Administrator for Traffic Safety Programs	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.	Office Directors	Continuous FY 1998 thru FY 1999
	Associate Administrator for Traffic Safety Programs	
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.	Office Directors	Continuous FY 1998 thru FY 1999
	Associate Administrator for Traffic Safety Programs	Continuous FY 1998 thru FY 1999
	Office Directors	

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

TSP promoted eight (8) female employees, including one promotion to a GS-15 Division Chief position and four (4) other female employees to GS-13 or higher positions. Two women received promotions after transitioning from clerical to program specialists. Two students were recruited in TSP's University program to attract promising female and minority students to the traffic safety field. A minority female was nominated and selected to receive the Departmental Secretary's Award.

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 (Hispanics and African American) males 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 (Hispanics and African American males) and women to correct manifest imbalances.**RESPONSIBLE OFFICIAL:** Director(s) of the Office of Human Resources & Civil Rights, and Associate Administrators**TARGET DATE:** FY 1999 thru FY 2000**ACTION ITEMS:**

<b><u>ACTION ITEMS:</u></b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
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, 1999
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 (Hispanics and African American males) within the applicant pool.	Director of Human Resources  Director of Civil Rights	Continuous FY 1999.
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 (Hispanics and African American males). Areas of considerations are the Professional series (Engineers and Attorney Advisors) and Administrative series (Highway Safety Specialist and Program Analysts).	Director of Human Resources Director of Civil Rights Associate Administrators Staff Office Directors	Continuous FY 1999



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 (Hispanic males and females, African American males) 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:** 10/1/99**ACTION ITEMS:**

<b><u>ACTION ITEMS:</u></b>	<b><u>RESPONSIBLE OFFICIAL</u></b>	<b><u>TARGET DATE</u></b>
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

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PROGRAM ELEMENT: WORKFORCE

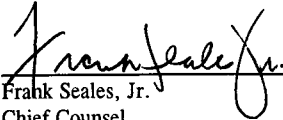
PROBLEM/BARRIER STATEMENT: There is a conspicuous absence of African American males and Hispanic males and females in the Attorney Advisor position.

OBJECTIVE: Efforts will be made to ensure that qualified African American males and Hispanic males and females are hired to correct the conspicuous absence in the Attorney Advisor position.

RESPONSIBLE OFFICIAL: Chief Counsel, Director(s) of the Office of Civil Rights and Human Resources

TARGET DATE: FY 1999 - 2000

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Develop an intern program for law students that including African American males and Hispanic males and females.	Director of Human Resources Chief Counsel	June 1999
2. The "area of consideration" proposed for each Attorney Advisor vacancy announcement will be examined to ensure that the recruitment search yields adequate representation of African American males and Hispanic males and females within the applicant pool.	Director of Human Resources Chief Counsel	When vacancies occur.
3. The Chief Counsel will visit two law schools that have a high representation of African American males and Hispanic males and females to discuss future career opportunities at NHTSA.	Chief Counsel	April 1999

  
Frank Seales, Jr.  
Chief Counsel

12/16/98  
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES  
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: SAFETY PERFORMANCE STANDARDS

PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities, including Hispanics within NHTSA's GS-13 through SES managers.

OBJECTIVE: As part of the Agency's Diversity and Succession Plans, increase the pool of qualified minorities/Hispanics to fill engineering positions.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Performance Standards (NPS), Research and Development (NRD), Safety Assurance (NSA), Administration (NAD) and Director of Human Resources.

Target Date: FY 2000

<u>ACTION ITEMS:</u>	RESPONSIBLE OFFICIAL	TARGET DATE
Safety Performance Standards will participate in a joint effort with representatives from other program areas within NHTSA to develop and establish a intern program specifically for Engineering students. The purpose of this program is to assist NHTSA in increasing its pool of diverse applicants for future vacancies. This objective also supports the Agency's succession planning efforts.	Associate Administrator NPS Office Directors Director, Office of Human Resources	FY 1999 - 2000
1. NPS representatives will assist Human Resources in developing a statement of work for the proposed Engineering program.	Associate Administrator NPS Office Directors Director, Office of Civil Rights Director, Contracts and Procurement	FY 1999 - 2000
2. NHTSA organizations will work with the Office of Civil Rights, Office of Human Resources and the Office of Contracts and Procurement to solicit various educational institutions for interest in participating in a cooperative internship program with the agency on a contracting basis.	Associate Administrator NPS Office Directors	FY 1999 - 2000
3. NHTSA organizations, will provide share of contract funds for Intern program.	Associate Administrator NPS Office Directors	FY 1999 - 2000
4. Participate in the development and rotation of hired interns through placement in NPS.	Associate Administrator NPS Office Directors	FY 1999 - 2000



L. Robert Shelton  
Associate Administrator  
for Safety Performance Standards

Dec. 15, 1998  
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES  
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT:      WORKFORCE

PROGRAM OFFICE:      PLANS AND POLICY

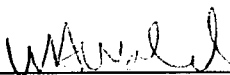
PROBLEM/BARRIER STATEMENT:    Build and maintain a professional productive, innovative, diverse workforce.


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 1999 - FY 2000

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1.    The Associate Administrator is in the process of hiring a GS-13 Program Special Assistant. He will be considering all candidates, including females and minorities (Hispanic).	Associate Administrator	December 31, 1999
2.    The Office of Regulatory Analysis & Evaluation is in the process of hiring a GS-14 Economist in the Regulatory Analysis Division. We will be considering all candidates, including females and minorities (Hispanic).	Associate Administrator Office Director Division Chief	
3.    The Office of Strategic and Program Planning is in the process of hiring a GS-14 Health Scientist. We will be considering all candidates, including females and minorities (Hispanic).	Associate Administrator Office Director Division Chief	
3.    The Office of Fiscal Services is in the process of hiring a GS-12/13 Budget Analyst to the Budget Group. We will be considering all candidates, including females and minorities (Hispanic).	Associate Administrator Office Director	

  
\_\_\_\_\_  
William Walsh  
Associate Administrator  
for Plans and Policy

  
\_\_\_\_\_  
Date

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES  
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: RESEARCH AND DEVELOPMENT

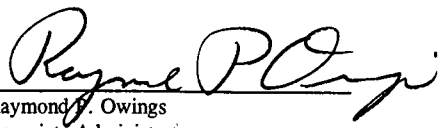
PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities (Hispanics) with NHTSA's GS-13 through SES managers.

OBJECTIVE: Efforts will be conducted to ensure that GS-13 through SES vacancies are filled with qualified diverse employees including minorities (Hispanics) and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for Research and Development

TARGET DATE: FY 1999

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Fostering the relationship between the Society of Hispanic Professional Engineers' and NHTSA for future vacancies requiring this employment level.	Associate Administrator	FY 1999
2. Encouragement given to managers and team leaders to provide better outreach through their established networks and at conferences and symposiums they attend.	Associate Administrator	FY 1999
3. Providing feedback to College and University Graduate Programs on career opportunities in research science technologies and data collection.	Associate Administrator	FY 1999
4. Commitment to foster communication between NRD and local universities to encourage young people to pursue careers in Highway Safety. I will implement a pilot program to bring five local university candidates to NRD, and place selection emphasis on minority students.	Associate Administrator	FY 1999

  
Raymond P. Owings  
Associate Administrator  
for Research and Development

12/15/98  
Date



EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES  
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: SAFETY ASSURANCE

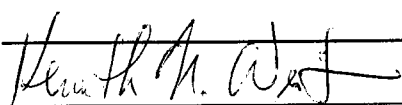
PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities (including Hispanics) within NHTSA's GS-13 through SES managers.

OBJECTIVE: Efforts will be made to ensure that GS 13 through SES vacancies are filled with qualified diverse employees.

RESPONSIBLE OFFICIAL: Associate Administrator for Safety Assurance

TARGET DATE: FY 1999 thru 2000

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. NSA will actively recruit qualified females and minorities (including Hispanics) for all GS 13 and above vacancies.	Associate Administrator for Safety Assurance  Office Directors, Safety Assurance  Office of Human Resources	FY 1999 thru FY 2000
2. NSA will continue its cooperative agreements with educational institutions to attract qualified female and minority engineers (including Hispanics).	Associate Administrator for Safety Assurance  Office Directors, Safety Assurance	FY 1999 thru FY 2000
3. Through the development of IDP's, NSA will encourage employees to develop goals, objectives, and to identify training and special work assignments to enhance potential upward mobility and career opportunities.	Associate Administrator for Safety Assurance  Office Directors, Safety Assurance  Office of Human Resources	FY 1999 thru FY 2000

  
\_\_\_\_\_  
Kenneth N. Weinstein  
Associate Administrator for Safety Assurance

12/15/98  
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 (Hispanic) within NHTSA's GS-13 thru 15 managers and policy making positions.

OBJECTIVE: Efforts will be made to ensure that GS-7 thru 15 vacancies are filled with qualified diverse employees, including minorities (Hispanics) and women to correct manifest imbalances.

RESPONSIBLE OFFICIAL: Associate Administrator for State and Community Services

TARGET DATE: FY 1998 THRU FY 1999

Table with 3 columns: ACTION ITEMS, RESPONSIBLE OFFICIAL, and TARGET DATE. It lists four specific action items related to supporting the HBCU Student Internship program, the Welfare-to-Work Program, and diversity recruitment efforts.

Handwritten signature of Adele Derby, Associate Administrator for State and Community Services.

Handwritten date: 12.15.98

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT: WORKFORCE

PROGRAM OFFICE: ADMINISTRATION

PROBLEM/BARRIER STATEMENT: The Administration is committed to increasing the representation of minorities (Hispanics) in professional positions and increasing the number of interns or coops in the agency.

OBJECTIVE:

RESPONSIBLE OFFICIAL: Associate Administrator for Administration

TARGET DATE: FY 1999

Table with 3 columns: ACTION ITEMS, RESPONSIBLE OFFICIAL, TARGET DATE. Contains 3 rows of action items related to increasing Hispanic representation.

Handwritten signature of Herman L. Simms, Associate Administrator for Administration.

Handwritten date 12/15/98.

EEO FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES  
AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT:    WORKFORCE

PROGRAM OFFICE:       TRAFFIC SAFETY PROGRAMS

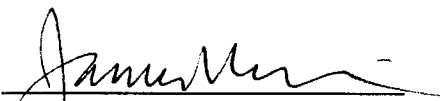
PROBLEM/BARRIER STATEMENT: There is a manifest imbalance of women and minorities (Hispanics) within NHTSA's GS-13 thru SES managers.

OBJECTIVE:   Efforts will be made to ensure GS-13 thru SES 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 1999 THRU FY 2000

<u>ACTION ITEMS:</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1.       TSP will continue to actively recruit qualified female and minorities, including Hispanics for GS 13 and higher vacancies.	Associate Administrator for Traffic Safety Programs  Office Directors	Continuous FY 1999 thru FY 2000
2.       TSP will continue its university cooperative programs with selected universities and HBCU's (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 1999 thru FY 2000
3.       TSP will develop fellowships/internships with selected National Organizations that represent diverse populations.	Associate Administrator for Traffic Safety Programs  Office Directors	FY 1999 thru FY 2000
4.       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	FY 1999 thru FY 2000

  
James Nichols  
Associate Administrator  
for Traffic Safety

12/17/98  
Date



**PROBLEM/BARRIER IDENTIFICATION****PROVIDE A NARRATIVE DESCRIBING THE PROBLEM/BARRIERS IDENTIFIED:**1. **PROGRAM ELEMENT: WORKFORCE**

**PROBLEM/BARRIER STATEMENT:** There is a manifest imbalance of women and minorities (Hispanics and African American males) 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 (Hispanics and African (American males) and women to correct manifest imbalances.

**TARGET DATE:** FY 1999 - 2000

2. **PROGRAM ELEMENT: EMPLOYEE DEVELOPMENT PROGRAMS**

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

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

**TARGET DATE:** FY 1999

3. **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:** 10/1/99



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

AGENCY: DOT/NHTSA  
National Highway Traffic Safety  
Administration

PERIOD COVERED BY PLAN  
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)
	100	47.3	28.4	6.0	8.5	1.8	1.1	4.4	2.3	0.1	0.1
AGENCY ADMINISTRATIVE 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)
	100	33.8	35.1	8.7	15.5	1.4	1.8	1.4	2.0	0.1	0.2
AGENCY TECHNICAL WORKFORCE CIVILIAN LABOR FORCE	100 (59)	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)
	100	31.6	31.7	9.2	17.1	2.4	2.0	3.2	2.3	0.1	0.2
AGENCY CLERICAL WORKFORCE CIVILIAN LABOR FORCE	100 (48)	.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)
	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 (0)	.00 (0)	.00 (0)	.00 (0)	00.0 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)	.00 (0)
	100	48.2	8.3	29.2	10.1	2.2	0.4	1.2	0.3	0.1	0.1
AGENCY BLUE COLLAR 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)
	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	
GS - 343 PROGRAM ANALYST (ADMIN.)	100 (57)	29.8 (17)	38.6 (22)	3.5 (2)	19.3 (11)	1.8 (1)	1.8 (1)	3.5 (2)	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 (21)	66.6 (14)	19.0 (4)	4.8 (1)	4.8 (1)	4.8 (1)	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 (116)	51.7 (60)	28.4 (33)	6.0 (7)	7.8 (9)	0.9 (1)	1.7 (2)	1.7 (2)	1.7 (2)	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 (108)	70.4 (76)	6.5 (7)	8.3 (9)	0.9 (1)	0.9 (1)	0 (0)	13.0 (14)	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	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
GS - 905 ATTORNEY ADVISOR (PROF.)	ALL										
	100 (23)	52.2 (12)	26.1 (6)	4.3 (1)	8.7 (2)	0 (0)	0 (0)	0 (0)	8.7 (2)	0 (0)	0 (0)
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	100										
CIVILIAN LABOR FORCE	100										
AGENCY	100										
CIVILIAN LABOR FORCE	100										
AGENCY	100										
CIVILIAN LABOR FORCE	100										

EEOC FORM 570 (01/07)

\* 1990 CLF - data

**FY 1995, 1996, 1997, AND 1998 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			
	1995	1996	1997	1998	1995	1996	1997	1998	1995	1996	1997	1998
GRADES												
GS-9	32	30	31	34	-0-	5	1	3	9	7	11	8
GS-10	5	8	6	6	-0-	-0-	-0-	-0-	2	3	2	2
GS-11	32	39	39	31	9	10	17	8	7	10	10	7
GS-12	48	43	46	59	13	11	18	18	13	8	8	11
GS-13	116	108	105	110	48	50	42	46	36	32	36	30
GS-14	159	165	164	156	111	105	100	93	28	34	37	36
GS-15	98	95	91	96	68	70	66	64	15	11	10	14
SES	22	18	23	26	22	12	14	15	4	4	6	6
<b>TOTALS</b>	<b>512</b>	<b>506</b>	<b>504</b>	<b>518</b>	<b>271</b>	<b>263</b>	<b>258</b>	<b>247</b>	<b>114</b>	<b>109</b>	<b>120</b>	<b>114</b>

**FY 1995, 1996, 1997, AND 1998 EEO PROFILE IN GS-9 THRU GS 13-15**

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

GRADES	GS TOTAL (ALL EEO GROUPS)								HISPANIC MALES				HISPANIC FEMALES			
	1995	1996	1997	1998	1995	1996	1997	1998	1995	1996	1997	1998	1995	1996	1997	1998
GS-9	32	30	31	34	2	2	2	2	2	2	2	2	2	1	-0-	-0-
GS-10	5	8	6	6	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	1	1	1
GS-11	32	39	39	31	-0-	1	1	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
GS-12	48	43	46	59	-0-	-0-	-0-	1	-0-	-0-	-0-	1	-0-	-0-	-0-	1
GS-13	116	108	105	110	1	1	3	3	1	1	3	3	1	1	2	2
GS-14	159	165	164	156	3	3	2	2	1	3	2	2	1	2	1	1
GS-15	98	95	91	96	3	1	1	1	3	1	1	1	-0-	1	2	2
SES	22	18	23	26	-0-	1	1	1	-0-	1	1	1	-0-	-0-	-0-	-0-
<b>TOTALS</b>	<b>512</b>	<b>506</b>	<b>504</b>	<b>518</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>7</b>



FY 1995, 1996, 1997, AND 1998 EEO PROFILE IN GS-9 THRU GS 13-15

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

GS TOTAL (ALL EEO GROUPS) FEMALES	AFRICAN AMERICAN MALES								AFRICAN AMERICAN							
	1995	1996	1997	1998	1995	1996	1997	1998	1995	1996	1997	1998	1995	1996	1997	1998
GRADES	32	30	31	34	2	-0-	2	2	2	16	13	12	17	17	12	17
GS-9	5	8	6	6	-0-	-0-	-0-	-0-	3	4	3	3	3	3	3	3
GS-10	32	39	39	31	4	4	4	5	9	11	9	9	9	9	9	9
GS-11	53	43	46	59	6	7	6	6	14	16	18	19	19	19	18	19
GS-12	116	108	105	110	7	7	7	6	13	11	12	15	15	15	12	15
GS-13	159	165	164	156	7	6	6	7	8	8	10	8	8	8	10	8
GS-14	98	95	91	96	7	6	5	7	1	2	2	3	3	3	2	3
GS-15	22	18	23	26	-0-	1	1	1	-0-	-0-	-0-	1	1	1	-0-	1
SES	512	506	504	518	33	31	31	34	64	65	66	75	75	75	66	75
TOTALS	512	506	504	518	33	31	31	34	64	65	66	75	75	75	66	75

**FY 1995, 1996, 1997, AND 1998 EEO PROFILE IN GS-9 THRU GS 13-15**

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

GRADES	GS TOTAL (ALL EEO GROUPS) (ALL EEO GROUPS)					ASIAN AMERICAN/ PACIFIC ISLANDER MALES			ASIAN AMERICAN/ PACIFIC ISLANDER FEMALES			
	1995	1996	1997	1998	1995	1996	1997	1998	1995	1996	1997	1998
GS-9	32	30	31	34	-0-	1	-0-	-0-	1	1	2	2
GS-10	5	8	6	6	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
GS-11	32	39	39	31	1	-0-	1	-0-	2	3	2	2
GS-12	48	43	46	59	2	1	1	3	-0-	-0-	1	-0-
GS-13	116	108	105	110	5	4	4	4	2	2	3	4
GS-14	159	165	164	156	4	6	7	8	1	-0-	-0-	-0-
GS-15	98	95	91	96	2	2	2	2	1	2	2	2
SES	22	18	23	26	1	1	1	1	-0-	-0-	-0-	-0-
<b>TOTALS</b>	<b>512</b>	<b>506</b>	<b>504</b>	<b>518</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>7</b>	<b>8</b>	<b>10</b>	<b>10</b>

**DISTRIBUTION OF EEO GROUPS AND COMPARISONS BY PATCOB**

OCCUPATIONAL 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
PROFESSIONAL	1997	165	107	21	13	5	1	0	11	6	1	0
	1998	180	107	26	15	9	3	0	13	6	1	0
ADMINIS.	1997	312	138	80	20	51	9	5	5	4	0	0
	1998	303	133	77	21	51	5	6	5	4	0	1
TECHNICAL	1997	59	9	10	2	36	0	2	0	0	0	0
	1998	57	7	9	3	34	0	3	0	1	0	0
CLERICAL	1997	48	0	8	2	34	0	1	0	2	0	1
	1998	43	0	9	1	31	0	0	0	1	0	1
OTHER	1997	0	0	0	0	0	0	0	0	0	0	0
	1998	0	0	0	0	0	0	0	0	0	0	0
BLUE COLLAR	1997	1	1	0	0	0	0	0	0	0	0	0
	1998	1	1	0	0	0	0	0	0	0	0	0
TOTAL	1997	585	255	119	37	126	10	8	16	12	1	1
	1998	584	248	121	40	125	8	9	18	12	1	2
	1998	100%	42.5	20.7	6.8	21.4	1.4	1.5	3.1	2.1	0.2	0.3

EEOC FORM 569 (07/07)

**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	7	3	3		1						
GS-14	5	2	1		1			1			
GS-13	11	4	3	1	2				1		
GS-12	14	5	3	1	2	1		2			
GS-11	4		1	2	1						
GS-10											
GS-09	5		1		4						
GS-08	3		1		1		1				
GS-07	4				3				1		
GS-06	1				1						
GS-05											
GS-04											
GS-03											
GS-02											
GS-01											
TOTAL	54	14	13	4	16	1	1	3	2		
%	100.0	25.9	24.1	7.4	29.6	1.9	1.9	5.5	3.7		

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION  
10/1/97 - 9/30/98

**FY 1998 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	15	8	3	1	1			2			
AGENCY ADMINISTRATIVE	21	8	5	3	3		1				1
AGENCY TECHNICAL											
AGENCY CLERICAL	4		2		2						
TOTAL(S)	40	16	10	4	6		1	2			1
%	100%	40.0	25.0	10.0	15.0		2.5	5.0			2.5

EEOC FORM 569 (01/07)

**FULL & PART-TIME PERMANENT EMPLOYEES IN "MAINSTREAM OCCUPATIONS"  
FY 1997 AND 1998**

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	1997	113	60	34	4	8	1	2	2	2	0	0
	1998	116	60	33	7	9	1	2	2	2	0	0
GS-801 ENGIN. *GEN/ELECT *MECHAN	1997	104	75	6	9	1	1	0	11	0	1	0
	1998	108	76	7	9	1	1	0	14	0	0	0
GS-343 PROGRAM ANALYST	1997	56	16	23	2	10	1	1	2	0	0	0
	1998	57	17	22	2	11	1	1	2	0	0	1
GS-905 ATTORNEY ADVISOR	1997	19	11	5	0	1	0	0	0	2	0	0
	1998	23	12	6	1	2	0	0	0	2	0	0
GS-340 PROGRAM MANAGER	1997	20	15	3	1	0	1	0	0	0	0	0
	1998	21	14	4	1	1	1	0	0	0	0	0

FULL & PART-TIME PERMANENT EMPLOYEES BY GRADE GROUPINGS  
SEPTEMBER 30, 1998 (FY 1997 AND FY 1998)

SERIES NAME 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	MALE
GS - <u>1-4</u>	11/1997	11	0	0	0	0	1	0	0	0	0	0	0
	1998	1	0	0	0	0	1	0	0	0	0	0	0
GS - <u>5-8</u>	1997	75	3	9	5	54	0	2	0	0	1	0	1
	1998	71	3	9	2	51	1	2	0	0	2	0	1
GS - <u>9</u>	1997	30	1	11	2	12	2	0	0	0	2	0	0
	1998	34	3	8	2	17	2	0	0	0	2	0	0
GS - <u>10</u>	1997	6	0	2	0	3	0	1	0	0	0	0	0
	1998	6	0	2	0	3	0	1	0	0	0	0	0
GS - <u>11</u>	1997	44	17	10	4	9	1	0	1	1	2	0	0
	1998	31	8	7	5	9	0	0	0	0	2	0	0
GS - <u>12</u>	1997	52	18	8	6	18	0	0	0	1	1	0	0
	1998	59	18	11	6	19	1	1	1	3	0	0	0
<u>13</u> GS/GM	1997	109	42	36	7	12	3	2	4	3	0	0	0
	1998	110	46	30	6	15	1	1	1	4	4	0	0
<u>14</u> GS/GM	1997	163	100	37	6	10	2	1	7	0	0	0	0
	1998	156	93	36	7	8	2	1	1	8	0	0	1
<u>15</u> GS/GM	1997	91	66	10	5	2	1	2	2	2	1	0	0
	1998	96	64	14	7	3	1	2	2	2	1	0	0







## 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

