

**BUREAU OF ENGRAVING AND PRINTING**

# **Management Directive 715-01**



**FY 2016**



**Bureau of Engraving and Printing**  
**MANAGEMENT DIRECTIVE 715-01 FY 2016**

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EEOC FORM 715-01 PART A-D

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, <u>2015</u> , to September 30, <u>2016</u> .				
PART A Department or Agency Identifying Information	1. Agency		1. Bureau of Engraving and Printing	
	1.a. 2 <sup>nd</sup> level reporting component			
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		2. 14 <sup>th</sup> and C Street SW	
	3. City, State, Zip Code		3. Washington, DC, 20228	
	4. CPDF Code		5. FIPS code(s)	4.
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1.
	2. Enter total number of temporary employees			2.
	3. Enter total number employees paid from non-appropriated funds			3. 1833
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 1833
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Leonard Ojjar, Director	
	2. Agency Head Designee		2. Will Levy, Associate Director	
	3. Principal EEO Director/Official Official Title/series/grade		3. Carol Wafford, Chief/GS/15	
	4. Title VII Affirmative EEO Program Official		4. Willie Tucker, Deputy Chief	
	5. Section 501 Affirmative Action Program Official		5. Willie Tucker, Deputy Chief	
	6. Complaint Processing Program Manager		6. Willie Tucker, Deputy Chief	
	7. Other Responsible EEO Staff		Rushelle Wilson, Preparer	



The Bureau of Engraving and Printing (BEP) is reporting on its Fiscal Year 2016 (FY16) Federal agency Annual Equal Employment Opportunity Program Status Report (EEO Program Status Report) in compliance with the United States Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715). This report covers the period of October 1, 2015 through September 30, 2016.

## **INTRODUCTION/ MISSION**

BEP's mission is to develop and produce United States currency notes, trusted worldwide. Additionally, BEP designs and manufactures high quality security documents that deter counterfeiting and meet customer requirements for quality, quantity, and performance.

BEP began printing currency in 1862. The BEP operates based on authority conferred upon the Secretary of the Treasury by 31 U.S.C. 321(a) (4) to engrave and print currency and other security documents. Operations are financed by means of a revolving fund established in 1950 in accordance with Public Law 81-656. This fund is reimbursed through product sales for direct and indirect costs of operations, including administrative expenses.

In 1977, Public Law 95-81 authorized the BEP to include an amount sufficient to fund capital investment and to meet working capital requirements in the prices charged for products, eliminating the need for appropriations from Congress.

The BEP produces U.S. currency and other security documents issued and used by the Federal Government. Other activities at the BEP include engraving plates and dies; manufacturing certain inks used to print security products; and purchasing materials, supplies, and equipment in accordance with requirements of customers. The BEP also provides technical assistance and advice to other Federal agencies in the design and production of documents, which, because of their innate value or other characteristics, require counterfeit deterrence. The BEP reviews cash destruction and unfit currency operations at Federal Reserve Banks and is responsible for the accountability and destruction of internally generated security waste products. As a free service to the public, the BEP also processes claims for the redemption of mutilated paper currency.

The BEP occupies three (3) government-owned facilities. The Main and Annex facility which is located in Washington, DC (DCF), produce Federal Reserve notes and other security products. The Western Currency Facility (WCF), is located in Fort Worth, Texas, produces Federal Reserve notes.

The Main Building became operational in 1914, the Annex Building in 1938. The Western Currency Facility began production in 1991 to provide increased capacity, reduce transportation costs, and enhance the Nation's emergency preparedness.

In addition to housing production facilities, free tours of currency operations are offered to the general public in both Washington, DC and Fort Worth, Texas. The tours include Visitor Centers with currency manufacturing displays, interactive kiosks, and other information about the history of our Nation's currency. The Visitor Centers both sell uncut sheets of currency, engravings, and other collectibles. In addition to the on-site sales centers, these items are available through mail order and the BEP's Internet site: [Moneyfactory](#).

### ***Office of Equal Opportunity and Diversity Management (OEODM)***

OEODM provides leadership, direction and guidance in carrying out the BEP's EEO, Diversity and Civil Rights responsibilities. OEODM administers the BEP's Equal Employment Opportunity (EEO) and Diversity program by developing policy, oversight, and technical guidance, including EEO complaint processing, diversity awareness, coordinating reasonable accommodations and special emphasis programs.

The following is an evaluation of BEP's EEO programs against the (6) six essential elements of an agency EEO program

established by MD-715, and reflect BEP's commitment to establishing and maintaining a model EEO Program.

### **Essential Element A: Demonstrated Commitment from BEP's Leadership**

The BEP's leadership reaffirmed their committed to EEO, and Diversity and Inclusion by reissuing an annual policy statement. During the fiscal year, BEP Director Leonard Oljar signed all EEO Policy Statements to include, Equal Employment Opportunity Policy Statements, Equal Employment Complaint Policy Statement, Alternative Dispute Resolution Policy, Sexually Offensive/Unauthorized Material on BEP Property Policy, Anti-Harassment Policy Statement, Sexual Harassment Policy Statement, Diversity Policy, and Reasonable Accommodation Policy Statement. The EEO and Diversity policy letters both demonstrate the support of equal employment opportunity, diversity and anti-discrimination. Secretary Lew's inaugural EEO policy statement was also provided to all BEP employees.

The BEP's EEO policy statements are posted throughout the agency, disseminated to all new employees during new employee orientation, and are available on BEP's intranet site and Treasury's public internet site located at: <http://www.moneyfactory.gov/eoadrpolicystatements.html>.

The BEP Senior Leadership is held accountable for its commitment to EEO and Diversity with a standard EEO and Diversity element required on all SES performance evaluations. Additionally, BEP employees all have a mandatory diversity and inclusion goal to foster an inclusive workplace where individual differences are valued and leveraged to achieve the vision and mission of the organization through both personal leadership and appropriate behavior. BEP's Director ensures transparent communication regarding EEO and Diversity through his town hall meetings and by posting the minutes of his senior staff meetings on the agency's intranet site.

Lastly, BEP leadership is committed to EEO by ensuring that the EEO staff is given the proper resources to fulfill its mission. Resources include proper staffing for the EEO Office and annual training for the staff in spite of severe budget cuts. The OEODM office was able to post an announcement for a Diversity Outreach Coordinator and made a selection during the fiscal year. The employee will be onboard in January 2017. The incumbent will be focusing on Affirmative Action and workforce diversity and inclusion.

### **Essential Element B: Integration of EEO into the Strategic Mission**

The BEP Director has delegated authority over EEO matters to the Associate Director of Management/Chief Information Officer. The Chief of OEODM provides day-to-day management of the EEO, Civil Rights, and Diversity programs in BEP and has direct access to the BEP's Director. The Chief also provides Senior Leadership with critical information regarding all program areas.

The Chief of OEODM provides the Director of BEP quarterly updates and when needed updates on the progression and areas of concerns as it relates to MD-715.

BEP is committed to creating the conditions that allow its programs and activities to perform efficiently and effectively, while continuing to drive results through performance and cost-based decision-making; aligning resources to deliver outcomes; investing, securing and leveraging information technology; closing skills gaps; recruiting and retaining a high performing workforce; and developing effective leadership. All BEP managers and supervisors are stakeholders in the effective implementation of BEP's EEO Program. The Chief of OEODM advises and provides appropriate assistance to managers and supervisors regarding the status of EEO programs within a manager's or supervisor's area of responsibility. The Chief of OEODM and the Chief of the Office of Human Resources (OHR) also collaborate on personnel programs, policies, and procedures to ensure management/personnel actions conform to instructions contained in EEOC management directives.

### ***BEP Strategic Plan***

In an effort to increase Diversity and Inclusion, Alternative Dispute Resolution (ADR) use, and hiring initiatives of Persons With Disabilities (PWD) and Persons With Targeted Disabilities (PWTD) BEP will align its EEO plan into BEP's strategic mission. Additionally, the BEP will continue to focus on organizational excellence and customer satisfaction with balanced investment in people, processes, facilities, and technology.

### **BEP Diversity and Inclusion Plan**

The BEP Diversity and Inclusion Strategic Plan and the corresponding Implementation Plan were both developed in FY

2012. OEODM continues to work on the implementation plan by focusing on: Workforce Diversity, Workplace Inclusion, and Sustainability. Some of the highlighted activities from FY16 include:

- Provided mandatory diversity training to 100% of the workforce;
- Provided Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) training
- Held a Diversity and Inclusion Family Feud Game
- Provided Diversity and Inclusion Lunch and Learns

### **BEP Coaching and Mentoring Program**

The Coaching and Mentoring program was established to help BEP build layers of leadership and knowledge at all levels of the organization. All employees are encouraged to attend the programs. Generally, the panel sessions consisted of subject matter experts who shared their knowledge and experience with BEP employees. The sessions are announced electronically via email as well as hard copy memos. The programs are provided for workers in both facilities DCF and WCF, and Video Teleconferencing (VTC) is used when needed.

In FY16 BEP hosted three Coaching and Mentoring panel sessions. The topics of the sessions are as follow:

- "How to Make Yourself More Promotable"
- "Career Development"
- "BEP Leadership Development Program"

In FY 2017, the mentoring program plans to continue to host events related to small group coaching and flash mentoring.

### **Internship Programs**

BEP's internship program has been consistently utilizing interns to provide training opportunities to a diverse group of talent. As a result of budget constraints, the use of the program is very limited compared to previous years. The pathways program was designed to provide applicants with clear paths to internships and full-time employment, as well as meaningful training, mentoring and career-development opportunities. During FY 2016, there were four (4) paid interns in the Pathways program.

### **Essential Element C: Management and Program Accountability**

BEP promotes management accountability by conducting mandatory EEO and Diversity training, analyzing exit survey data, conducting employee engagement surveys and developing employee working groups.

### ***Separation Analysis***

All BEP employees that separate from the BEP are asked to complete an Exit Survey. The results of this survey are used to identify, and if possible, address factors impacting an employee's decision to leave. In FY 2016, there were 126 total separations, of those 114 voluntary and 12 involuntary separations. There were 6 individuals with disabilities that separated from the workforce, of which 5 left voluntarily and 1 involuntarily. OEODM will continue to work closely with OHR to conduct an analysis on agency separations.

### ***BEP's MD-715 Working Group***

In FY 2016, BEP held monthly MD-715 Workgroup meetings. The OEODM Chief conducted a quarterly MD-715 working group meeting with the Office of Human Resources. This allowed BEP's OEODM and OHR to work jointly to develop corporate strategies in the hiring, recruitment and retention of diverse employees.

### ***Best Place to Work (BPTW) Committee***

BEP's BPTW committee was formed to plan, identify, and implement changes that will improve employee job satisfaction and commitment. The BPTW committee is comprised of BEP employees including the Associate Director of Management, and OEODM's Diversity Coordinator. The committee works together to analyze the Federal Viewpoint

Survey and develop initiatives to address the identified areas of improvement.

### ***Federal Viewpoint Survey***

The Federal Viewpoint Survey was administered within Treasury. In FY16, 81,402 invitations were sent to eligible Treasury employees, and 45,497 responded. BEP had a 73% response rate, a 13% increase compared to FY 2015 response rate of 60%.

Diversity and Inclusion is measured on the survey using the Fairness, Open-Minded, Cooperative, Supportive and Empowered (FOCSE) metric. Overall, BEP employees responded more favorably than other government agencies in the areas of Cooperative, supportive, and empowered. In FY17, BEP will continue to utilize the Best Place to Work committee to further analyze the results of the survey. The committee will work with Senior Leaders to implement any changes or initiatives that may need to be addressed.

### ***Diversity Council***

The Diversity Council was established in FY 2014. In FY 2016, the Diversity Council held a Diversity week event that consisted of LGBTQ training, and Diversity and Inclusion family feud. The Diversity council also attended several diversity and inclusion trainings, to include OPM's Diversity and Inclusion Collaboration and Innovation Summit, and Preventing LGBT related Discrimination in the workplace. In FY17 the council plans to participate in more professional development courses that will specifically enhance cultural competency.

### ***Training***

In FY16, 100% of BEP's OEODM staff completed the minimal 8 hour training along with other trainings such as Disability Program Manager training, and Special Emphasis Program Manager training. BEP employees completed the mandatory "Sexual Harassment Prevention" and "Diversity on the Job" online training via the Treasury Learning Management System (TLMS). All new employees were required to complete "NO FEAR", "Sexual Harassment Prevention" and "EEO Training" during the new employee orientation process. In FY16, NO FEAR training was offered to employees to take online, or in person. The OEODM staff at the WCF also provided in person "EEO Training" and "Harassment training" to its entire WCF Police force, and Manufacturing employees.

## **Essential Element D: Proactive Prevention of Unlawful Discrimination**

### ***Special Emphasis Programs***

Special Emphasis Programs (SEPs) continue to provide a framework for incorporating EEO principles of fairness and equal opportunity into the fabric of the BEP across the employment spectrum. Our programs provide an opportunity to inform and train all employees through a variety of exhibits, events, and speakers designed to educate the workforce about diversity and understanding differences.

In FY 2016, OEODM hosted twenty-one (21) "Lunch and Learns", ten (10) in WCF and eleven (11) in DCF. During "Lunch and Learns" an educational video is shown followed by a short discussion. The video topic coincides with the various observances throughout the year. In addition to the "Lunch and Learns", OEODM develops educational displays for the various special emphasis observances and distributes a monthly newsletter, the *Diversity Digest*. The newsletter reinforces educational information pertaining to the observances and keeps employees updated on various EEO and Diversity topics.

### **Alternative Dispute Resolution (ADR)**

BEP held a Dispute Resolution Week event during the month of June at DCF and WCF. ADR week was organized to teach employees meaningful ways to resolve conflict, as well as dispense information about the ADR process during the informal stage of an EEO complaint. During ADR week the following seminars were offered:

- Dealing with Conflict in the Workplace
- Bullying in the Workplace
- What's In It For You

- **What Do I Bring to the Table**

OEODM is historically known for their efforts to assist BEP's employees with addressing their issues at the lowest level possible, such as through counseling or mediation. In FY16, ADR was offered to 97 percent (28 out of 29) of EEO counseling contacts. Of those, 54 percent (15 out of 28) of EEO counseling contacts accepted the ADR offer, and 20 percent (3 out of 15) resulted in a settlement.

OEODM provides an aggressive workplace resolution program for employees to manage conflict. For the seventh year, OEODM has offered workplace conflict resolution. OEODM has also used its Coaching Circle; Fact Finding, and Shuttle Diplomacy, in which a certified OEODM staff member works one-on-one with an employee. Additionally, the staff members also worked with sections or groups of employees on how to deal with and effectively manage conflict.

### **Essential Element E: Efficiency**

BEP has sufficient staffing, funding, and authority to comply with the periods established in EEOC regulations (29 CFR §1614) for processing EEO complaints of employment discrimination. BEP promotes and utilizes an efficient and fair dispute resolution process and has a system in place for evaluating the impact and effectiveness of the BEP's EEO complaint processing program. BEP uses the Department's complaint management system, I-Complaints, which provides tracking and case management capabilities for both the informal and formal complaint process.

#### ***Discrimination Complaints***

In the area of discrimination complaints, the Chief of OEODM is responsible for providing authoritative advice to BEP Officials and EEO staff. BEP submitted the Equal Employment Opportunity Commission Annual Federal Equal Employment Opportunity Statistical Report (462 Report) on time in October 2016. A copy of the BEP's 462 Report is located in **Appendix D**.

While OEODM is responsible for the Informal EEO complaint process, Treasury, through the Office of Civil Rights and Diversity, is responsible for processing all formal complaints. The Chief of OEODM monitors the status of all BEP's EEO cases.

#### ***Complaint Activity***

In FY16, BEP completed 100% of Informal EEO Counseling within the regulatory timeframes. BEP noted that during FY16, the number of Informal EEO pre-complaint activity was 29, which 15 were counseled within 30 days. And 14 counseled within 31 to 90 days with a written extension. The OEODM received 16 formal complaints filed at the end of the reporting period. The most frequent bases for FY16 were reprisal and race and the most frequent issues were harassment (hostile work environment), appointment/hire, and termination. The OEODM will continue to work with OHR to assess whether there are any unknown barriers as it relates to the hiring process. Additionally, the OEODM will provide on-going harassment training.

### **Essential Element F: Responsiveness and Legal Compliance**

BEP complies with EEO laws, including EEOC regulations, directives, and other instructions. The BEP has posted all required No Fear Act information, provided all the required training, and consistently filed a timely MD-715 and EEOC 462 Report.

#### ***Workforce Demographics***

In general, it is impractical to expect any demographic data to change significantly in a single fiscal year. Historically, BEP has been a male dominated workforce due to its manufacturing mission. The trend analysis conducted from FY10 to FY16 revealed that there has been minimal fluctuation between the male and female in the workplace. FY 2010 revealed the most growth in the overall workforce. Each of the Race and National Origin (RNO) groups has increased over the ten (10) year period.

#### ***Participation Rates in the Permanent Workforce***

At the close of FY16, BEP had 1763 permanent employees, a decrease of 16 (0.90 percent net change) employees from

FY 2015.

Usually, workforce demographic comparisons are made to the 2010 Civilian Labor Force (CLF) availability rates. However, BEP also uses a more realistic benchmark comparator, the Relevant CLF (RCLF) based on the overall occupational composition of BEP's total workforce. The weighing of the actual availability rate of each occupation in the labor force is the most critical part of determining the appropriate benchmark. If not properly weighed, there can be a very misleading comparator as to what the representation could be. When compared to the CLF availability rates, the RCLF comparator shows the following by ERI and gender:

- Men 51.84 percent CLF vs. 64.71 percent RCLF
- Women 48.16 percent CLF vs. 35.29 percent RCLF
- Hispanic men 5.17 percent CLF vs. 6.14 percent RCLF
- Hispanic women 4.79 percent CLF vs. 3.13 percent RCLF
- White men 38.33 percent CLF vs. 48.71 percent RCLF
- White women 34.03 percent CLF vs. 25.06 percent RCLF
- Black men 5.49 percent CLF vs. 6.19 percent RCLF
- Black women 6.53 percent CLF vs. 4.58 percent RCLF
- Asian men 1.97 percent CLF vs. 2.60 percent RCLF
- Asian women 1.93 percent CLF vs. 1.96 percent RCLF
- Native Hawaiian or Other Pacific Islander men 0.07 percent CLF vs. 0.62 percent RCLF
- Native Hawaiian or Other Pacific Islander women 0.007 percent CLF vs. 0.33 percent RCLF
- American Indian or Alaska Native men 0.55 percent CLF vs. 0.10 percent RCLF
- American Indian or Alaska Native women 0.53 percent CLF vs. 0.04 percent RCLF
- Two or more race men 0.26 percent CLF vs. 0.35 percent RCLF
- Two or more race women 0.28 percent CLF vs. 0.19 percent RCLF

A comparison of FY 2016 participation rates in BEP's permanent workforce for men and women shows a decreased participation rate for men (76.69 percent) when compared to FY 2015 participation rate for men (76.95), however they are still participating above their CLF and RCLF availability rate (51.84 percent CLF vs. 64.71 percent RCLF). When comparing the actual participation rate for women (23.31 percent) to the CLF and RCLF availability rate (Women 48.16 percent CLF vs. 35.29 percent RCLF), we see that women are participating at a rate below their availability rate.

### **Barrier Analysis**

A review of the hire trends for Police occupation (0083), the following was noted:

**Trigger:** From FY13 to FY16 there were a total of 42 hires of those hires 40 were men, and 2 women. None of those hires were Hispanic or White women.

An analysis of the A7 applicants and hires for major occupations for police trends showed that from FY13 to FY16 White females and Hispanic females have been applying at a lower rate than the occupational CLF. In FY13, 207 individuals applied for the police occupation, of those were 198 (96%) males, and 9 (4%) were females. Out of the 9 females that applied 2 (1%) were Hispanic females compared to the CLF of 2.20% and 3 (1.40%) were White females compared to the CLF of 8.50%. In FY14, 378 individuals applied for the police occupation, of those were 353 (93.40%) males, and 25 (6.60%) females. Out of the 25 females that applied only 7 (1.90%) were Hispanic females compared to the CLF of 2.20% and 7 (1.90%) were White females compared to the CLF of 8.50%. In FY15, 215 individuals applied for the police occupation, of those were 208 males, and 7 females. Out of the 7 females that applied 2 (0.90%) were Hispanic females compared to the CLF of 2.20%. No White females applied. In FY16, 1427 individuals applied for police occupation, of those 1289 were males (90.33%), and 138 (9.67%) were females. Out of those 138, 24 (1.68) were Hispanic females compared to the CLF of 0.02%, and 20 (1.40%) were White females compared to the CLF of 0.09.

Although application and selection rates for the previous years were low, in FY16 there was a significant increase in the application rate. However, Hispanic women and White women have been continuously applying at a lower rate than the occupational CLF.

### **Employee with Targeted Disabilities**

The employment of PWD and PWTD continues to be a focus for BEP leadership. While BEP saw a slight increase in the participation rate of PWD (7.42 percent in FY15 to 8.18 percent in FY16), OEODM continues to have a participation rate for PWTD (0.65 percent) that is significantly below the Federal goal of 2 percent participation rate.

BEP will continue to aim to meet the 2 percent goal for PWTD each year.

### **BEP FY 2011 – 2016 PWTD Hiring Trends**

When looking at the participation rate for PWTD in BEP's five major occupations (0083 Police, 2606 Electronic Industrial Control Mechanics, 4406 Letter Press Operating, 4454 Intaglio Press Operating, 6941 Bulk Money Handling) over the last five years, we note that three (2606, 4454, 6941) out of the five major occupations employ PWTD.

In FY17 BEP will continue to deploy strategies that will enable progression toward the goal of hiring PWD and PWTD. Those strategies include working closely with OHR to put processes in place to identify when vacancies are available, continuously encourage managers to consider hiring PWD and PWTD using special hiring authorities such as Schedule A, and identifying resources and institutions from which BEP can search for qualified applicants to fill vacancies.

### **FY 2015 Accomplishments**

In an effort to become a model EEO program, BEP had the following accomplishments in FY 2016:

- Hired nine PWD, and one PWTD
- BEP Reasonable Accommodation Procedures have been approved by EEOC and are in the process of being posted on the Agency's website in accordance with EEOC compliance
- The Anti-Harassment Policy was revised and approved by EEOC and distributed to the workforce
- Conducted mandatory NO FEAR and harassment training in person

### **CONCLUSION**

The report highlights BEP's accomplishments during FY16 in obtaining and maintaining a model EEO Program by promoting the concepts of equal opportunity for all of our employees and customers, and identifying areas for improvement. BEP's success in utilizing the full potential of available talent depends on fostering diversity in our workforce, managing it effectively, and valuing what each of our employees have to offer. Therefore, managing diversity at BEP involves creating and maintaining a work environment that: (1) provides opportunities for all employees to maximize their potential and contribute to the agency's mission; (2) attract the widest pool of talent; and (3) ensures all employees are treated with fairness, dignity, and respect.

BEP incorporates diversity management into its daily operations to help the Department align with the MD-715, as it relates to the policy guidance issued by the U.S. Equal Employment Opportunity Commission (EEOC).

Executive Summary

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Carol Walford am the

Principal EEO Director/Official for Bureau of Engraving and Printing

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

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

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

	01/27/2017
Signature of Principal EEO Director/Official	Date
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.	
	01/27/2017
Signature of Agency Head or Agency Head Designee	Date

**Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**  
 Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

<b>Compliance Indicator</b>  <b>Measures</b>		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	<b>EEO policy statements are up-to-date.</b>	X		
The Agency Head was installed on <u>May 01, 2015</u> . The EEO policy statement was issued on <u>February 18, 2016</u> . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X		
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		
	<b>EEO policy statements have been communicated to all employees.</b>	X		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Compliance Indicator</b>  <b>Measures</b>		X		
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		

 Compliance Indicator		Measure has been met		
 Measures	Agency EEO policy is vigorously enforced by agency management.	Yes	No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
	<del>ensure</del> resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
	<del>ensure</del> address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
	<del>ensure</del> support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
	<del>ensure</del> full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
	<del>ensure</del> a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
	<del>ensure</del> that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
	<del>ensure</del> the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
	<del>ensure</del> the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
	Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		
	Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
	Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		
	Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION				
Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
 Compliance Indicator  Measures	<p>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</p>	Measure has been met		<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
		Yes	No	
<p>Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]            For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?            (For example, does the Regional EEO Officer report to the Regional Administrator?)</p>			X	The EEO Director is under the Associate Director for Management until a Deputy Director for Management is hired.
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		X		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator  Measures	<p>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</p>	Measure has been met		<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
Does the agency consider whether any group of employees or applicants might		X		

<p>be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?</p> <p>Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]</p> <p>Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?</p>	<p>X</p> <p>X</p>	
<p> Compliance Indicator</p> <p> Measures</p> <p>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?</p>	<p>X</p>	
<p>Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?</p>	<p>X</p>	
<p>Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?</p>	<p>X</p>	
<p>Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204</p>	<p>X</p>	
<p>Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204</p>	<p>X</p>	
<p>People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter 1-3102; 5 CFR 213.3102(i) and (u); 5 CFR 315.709</p>	<p>X</p>	
<p>Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?</p>	<p>X</p>	
<p> Compliance Indicator</p> <p> Measures</p> <p>The agency has committed sufficient budget to support the success of its EEO Programs.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems</p>	<p>X</p>	
<p>Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a</p>	<p>X</p>	

request for reasonable accommodation? (Including subordinate level reporting components?)			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
§g, ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
§q provide religious accommodations?	X		
§q provide disability accommodations in accordance with the agency's written procedures?	X		
§q the EEO discrimination complaint process?	X		
§q participate in ADR?	X		

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator  Measures	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		

<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
	<p>Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?</p>	<p>X  </p>	
	<p>Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?</p>	<p>X  </p>	
	<p>Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?</p>	<p>X  </p>	
<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
	<p>Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?</p>	<p>X  </p>	
	<p>Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?</p>	<p>X  </p>	
	<p>Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?</p>	<p>X  </p>	
	<p>If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.  <b>Two employees were found of discrimination. Of those two employees, 1 employee retired. The 2<sup>nd</sup> employee will receive an official counselling, and required to take an 8 hour EEO training course.</b></p>		
	<p>Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?</p>	<p>X  </p>	
	<p>Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?</p>	<p>X  </p>	

Essential Element D: PROACTIVE PREVENTION				
Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 Compliance Indicator  Measures	<p>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</p>	Measure has been met		<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
		Yes	No	
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
 Compliance Indicator  Measures	<p>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</p>	Measure has been met		<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
		Yes	No	
	Are all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?	X		

Essential Element E: EFFICIENCY			
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.			
<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
	<p>Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?</p>	<p>X  </p>	
	<p>Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?</p>	<p>X  </p>	
	<p>Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?</p>	<p>X  </p>	
	<p>Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?</p>	<p>X  </p>	
	<p>Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?</p>	<p>X  </p>	
<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
	<p>Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?</p>	<p>X  </p>	
	<p>Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?</p>	<p>X  </p>	
	<p>Does the agency hold contractors accountable for delay in counseling and investigation processing times?</p>		<p>N/A</p>
	<p>If yes, briefly describe how:</p>		
	<p>Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?</p>	<p>X  </p>	
	<p>Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?</p>	<p>X  </p>	

<p>➔ Compliance Indicator</p> <p>⬇ Measures</p>	<p>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?</p> <p>Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?</p> <p>Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?</p> <p>Does the agency complete the investigations within the applicable prescribed timeframe?</p> <p>When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?</p> <p>When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?</p> <p>When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?</p> <p>Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?</p>		<p>X  </p> <p>X  </p> <p>X  </p> <p> </p> <p> </p> <p> </p> <p>X  </p> <p>X  </p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>➔ Compliance Indicator</p> <p>⬇ Measures</p>	<p>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?</p> <p>Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?</p> <p>After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?</p> <p>Does the responsible management official directly involved in the dispute have settlement authority?</p>		<p>X  </p> <p>X  </p> <p>X  </p> <p>X  </p>	
<p>➔ Compliance Indicator</p> <p>⬇ Measures</p>	<p>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</p>	<p>Measure has been met</p> <p>Yes   No</p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the</p>

				agency's status report
	Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?	X		
	Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?	X		
	Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?	X		
	Do the agency's EEO programs address all of the laws enforced by the EEOC?	X		
	Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?	X		
	Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	X		
	Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	X		
 Compliance Indicator  Measures	<p>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</p>	Measure has been met	Yes   No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?	X		
	Does the agency discrimination complaint process ensure a neutral adjudication function?	X		
	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	X		

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</p> <p>Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?</p>	<p>Measure has been met</p> <p>Yes   No</p> <p>X  </p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</p>	<p>Measure has been met</p> <p>Yes   No</p> <p>X  </p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.</p> <p>Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?</p> <p>Are procedures in place to promptly process other forms of ordered relief?</p>		<p>X  </p> <p>X  </p> <p>X  </p>	
<p>→ Compliance Indicator</p> <p>↓ Measures</p>	<p>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</p>	<p>Measure has been met</p> <p>Yes   No</p> <p>X  </p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p>Is compliance with EEOC orders encompassed in the performance standards of any agency employees?</p> <p>If so, please identify the employees by title in the comments section, and state how performance is measured.</p>		<p>X  </p>	<p>The Director, SES Officials, and all managers and supervisors.</p> <p>Performance is measured by weight, with 100% being the</p>

	highest that can be achieved. The weights range from unacceptable, which is the lowest that can be achieved to outstanding.		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	The EEO Director and the Office of Chief Counsel.		
Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:	X		
Attorney Fees: Copy of check issued for attorney fees and for a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

<b>EEOC FORM 715-01 PART H-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Treasury/ DTR Bureau Of Engraving and Printing</b>	FY <u>2016</u>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	BEP Anti-Harassment Policy did not provide minimum elements as required by EEOC guidance. [See 29 CFR 1614.102(b)(4)].	
OBJECTIVE:	To ensure compliance with MD-715 requirement that the Anti-Harassment Policy be revised to include all the minimum elements as required by EEOC guidance.	
RESPONSIBLE OFFICIAL:	Carol Wafford, Chief of OEODM, Leonard Olijar, BEP Director, and Will Levy, Associate Director of Management	
DATE OBJECTIVE INITIATED:	September 28, 2015	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	November 21, 2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Review the current Anti- harassment policy, and discuss the requirements outlined in EEOC's guidance.	November 21, 2016	
Make all necessary changes to the Anti-Harassment policy and submit to EEOC for approval.	November 21, 2016	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

Updates and revisions to BEP's Anti-Harassment policy have been completed and approved by BEP's Director, and the EEOC.

EEOC FORM 715-01 PART H-2	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Department of Treasury/ DTR Bureau Of Engraving and Printing</b>	FY <u>2016</u>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO Director is not under the direct supervision of the Agency Head? [See 29 CFR 1614.102(b)(4)]	
OBJECTIVE:	To Ensure compliance with MD-715 requirement that the EEO Director is under direct supervision of the Agency Head.	
RESPONSIBLE OFFICIAL:	Carol Wafford, Chief of OEODM, Leonard Olijar, BEP Director, and Will Levy, Associate Director of Management	
DATE OBJECTIVE INITIATED:	September 28, 2015	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	July 15, 2017	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
OEODM will work with BEP leadership to review current reporting structure and discuss the requirement outlined in MD-715, which requires the EEO Director to be under the direct supervision of the Agency Head.	July 3, 2017	
BEP leadership will post vacancy, and hire a new Deputy Director for Management of BEP. Once hired, OEODM will report directly to the Deputy Director of Management.	July 3, 2017	
Make any necessary reporting structure changes based on the BEP leaderships decision related to the EEO Director's current reporting structure.	July 15, 2017	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

OEODM and the Associate Director of Management have discussed the requirement that the EEO Director be under the direct supervision of the Agency Head. A Vacancy announcement has been posted for the Deputy Director for Management position. At this time the position hasn't been filled.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
[Bureau of Engraving and Printing (BEP)]	FY <u>2016</u>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>After analysis of Police Officers (0083) there is a lower than expected participation rate of women. At the end of FY16 there were 19 (9.69%) female police officers, compared to the CLF of 14.80% for the total workforce. Specifically, there was a lower than expected participation rate amongst Hispanic women, and White women.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Analysis of the A7 showed that at the end of FY16, there was 1 (0.52%) Hispanic female police officer, compared to the CLF of 2.20%, and there were 5 (2.58%) White female police officers, compared to the CLF of 8.50%.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Based on analysis of available data there appears to be a barrier with the recruitment and outreach of Hispanic women and White women.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Work with OHR to establish a hiring/recruitment strategy for hiring police officers, specifically White and Hispanic women.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Willie D. Tucker</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>10/03/2016</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>09/29/2017</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Establish a relationship with other federal agencies and non-federal organizations to target Hispanic women and white women.	09/29/2017	
Establish an effective repository for resumes.	09/30/2018	
Attend at least four outreach and recruitment events.	09/30/2018	
CELL IS BLANK	CELL IS BLANK	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART J		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities							
PART I Department or Agency Information	1. Agency	1. Bureau of Engraving and Printing							
	1.a. 2 <sup>nd</sup> Level Component	1.a.							
	1.b. 3 <sup>rd</sup> Level or lower	1.b.							
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the ...	... beginning of FY.16		... end of FY.16		Net Change			
		Number	%	Number	%	Number	Rate of Change		
	Total Work Force	1832	100.00%	1833	100.00%	1	0.05%		
	Reportable Disability	136	7.42%	150	8.18%	14	10.29%		
	Targeted Disability*	11	0.60%	12	0.65%	1	9.09%		
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.								28	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.								0	
PART III Participation Rates in Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	7	0	0	0	0	5	71.43%	2	28.57%
4. Non-Competitive Promotions	92	12	13.04%	2	2.17%	1	1.09%	79	85.87%
5. Employee Career Development Programs	0	0	0	0	0	0	0	0	0
5.a. Grades 5 - 12	0	0	0	0	0	0	0	0	0
5.b. Grades 13 - 14	0	0	0	0	0	0	0	0	0
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards	0	0	0	0	0	0	0	0	0

6.a. Time-Off Awards (Total bps awarded)	236	18	7.63%	0	0	8	3.39%	210	88.98%
6.b. Cash Awards (total \$\$\$ awarded)	1,371,688	93,290	6.80%	7823	0.57%	8,905	0.65%	1,289,493	92.55%
6.c. Quality-Step Increase	15	2	13.33%	0	0	0	0	13	86.67%

Appendix A: FY 2016 Organizational Chart

Appendix B: EEO Policy Letters

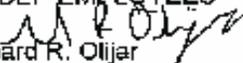


DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

  
Leonard R. Olijar  
Director

SUBJECT:

Equal Employment Opportunity Policy Statement

The Bureau of Engraving and Printing is fully committed to maintaining equal opportunity in employment through the implementation of effective Equal Employment Opportunity Programs. These programs help ensure that hiring and promotions occur **without regard** to race, color, religion, national origin, sex, sexual orientation, parental status, age, protected genetic information or disability. This policy **mandates** equal opportunity for all persons and prohibits discrimination in all aspects of BEP personnel policies and practices, as well as the entire employment process.

We have continued to make progress and I have no doubt this is due to the **continued teamwork** and efforts of our managers, supervisors, and employees. We will continue to adhere to the principles of Equal Employment Opportunity (EEO), while paying close attention to the goals and objectives in our affirmative employment strategies to achieve a **workforce that** is representative of the civilian labor force.

I expect every manager and supervisor to demonstrate **active leadership** in fostering a positive work environment that is free of discrimination. I believe the same level of commitment, effort, and teamwork, which has brought us success in the past with our high quality services and products, is also needed to achieve our EEO objectives and affirmative employment initiatives.

Together we will accomplish BEP's goal of achieving a workforce that represents the diversity of our nation at all grade levels and occupations. I know I can count on each of you to do your part in achieving our goal. Following our core values of Integrity, Fairness, Performance and Respect will help us in this effort.



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

  
Leonard R. Olijar  
Director

SUBJECT:

Equal Employment Opportunity Complaint Policy Statement

It is the policy of the Bureau of Engraving and Printing (BEP/Bureau) to provide for the fair and impartial processing of Equal Employment Opportunity (EEO) complaints in accordance with Title 29, Code of Federal Regulations, Section 1614 and the EEO Commission's Management Directive 110.

A BEP employee or job applicant that believes they have been discriminated against has the right to file an EEO complaint. **An aggrieved employee or applicant must seek a BEP EEO Counselor within 45 calendar days of an alleged discriminatory act in accordance with 29 C.F.R. § 1614.105.**

The law protects employees or job applicants from discrimination with regards to race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. The law also protects individuals from retaliation if they oppose employment discrimination, file a complaint of discrimination, or participate in the EEO complaint process (even if the complaint is not theirs).

There are also federal laws, regulations, and Executive Orders (which are not enforced by the Equal Employment Opportunity Commission [EEOC]) that prohibit discrimination on other bases, such as sexual orientation, marital status, parental status, or political affiliation.

All Bureau employees are required to provide their complete cooperation with all EEO Counselors and Investigators. EEO officials must be granted access to personnel records and other relevant information when required in connection with inquiries and investigations.

The BEP makes every effort to resolve complaints at the lowest possible level, fairly and in a timely manner. I strongly advocate the use of the Alternative Dispute Resolution (ADR) Program. ADR provides an avenue to resolve workplace challenges or issues within the Bureau, and if used effectively, can contribute to making the Bureau a Best Place to Work, as well as reduce costs.

While we cannot prevent or resolve all complaints, BEP is committed to minimizing complaints and maintaining a process that treats all employees with dignity, respect, and fairness. The office of primary responsibility is the Office of Equal Opportunity and Diversity Management (OEODM). Any questions may be directed to the OEODM, 202-874-3460, Washington, DC Facility and 817-847-3900 or 817-847-3850, Western Currency Facility.

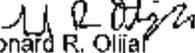


DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

  
Leonard R. Oljaj  
Director

SUBJECT:

Alternative Dispute Resolution (ADR) Policy

The Administrative Dispute Resolution Act authorizes and encourages agencies to use mediation and other consensual methods of dispute resolution as alternatives to traditional complaint processes. Alternative Dispute Resolution (ADR) is a process designed to provide an effective and early conflict management and resolution service to Bureau of Engraving and Printing (BEP) employees. This process emphasizes open communication, cooperation, and flexibility in identifying mutual interests and potential solutions.

I am committed to the use of ADR as a mechanism to prevent or minimize the escalation of disputes in a mutually acceptable manner. I recognize the benefits of ADR, and recommend ADR for both Equal Employment Opportunity (EEO) and workplace conflicts. Participation in the ADR process is voluntary for the aggrieved person during the EEO process. Management's participation in EEO ADR process is mandatory when the employee elects to use it. When an aggrieved individual seeks resolution it is the responsibility of management to listen to the issues brought forth and work to resolve issues appropriately at the earliest possible stage.

When ADR has been elected during both the Informal and Formal EEO processes, prior to the ADR session, the Resolving Official will schedule a meeting with both the Offices of the Chief Council and Human Resources to discuss their settlement authority.

In furtherance of this commitment to the use of the ADR process, and in compliance with the Administrative Dispute Resolution Act of 1996, I fully support the flexible use of all ADR processes, including facilitation, mediation, fact-finding, coaching, shuttle diplomacy and neutral evaluation, where appropriate.

The office of primary responsibility is the Office of Equal Opportunity and Diversity Management (OEODM). Final authority for granting access to the EEO/ADR process rests with the OEODM. To give employees and applicants a better understanding of the ADR process they will receive a copy of the OEODM's ADR Fact Sheet. Any questions may be directed to the OEODM, 202-874-3460, Washington, DC Facility and 817-847-3900 or 817-847-3950, Western Currency Facility.



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar  
Director

SUBJECT:

Anti-Harassment Policy Statement

POLICY:

Bureau of Engraving and Printing is committed to providing a work environment that is free from harassment. All employees, contractors and visitors must abide by BEP's anti-harassment policy, create a work environment that is free from discriminatory harassment and promptly report any incidents of harassment.

BEP has zero tolerance for any form of discriminatory harassment. Discriminatory harassment in the workplace that (1) creates an intimidating, hostile or offensive working environment; (2) unreasonably interferes with work performance; or (3) adversely affects employment opportunity is a violation of Federal Civil Rights laws. Conduct that creates a work environment that is intimidating, hostile or offensive to reasonable people is illegal.

Retaliation or discrimination against any employee for reporting harassment under this or any other policy or procedure, or for cooperating in any inquiry about such a report will not be tolerated and will result in appropriate disciplinary action.

DEFINITIONS:

**Harassment** – Misconduct by a person ranging from intimidating remarks to violence towards another person. Harassment is subject to the BEP's policies and procedures on conduct and discipline.

**Bullying** – Unwanted, offensive or malicious behavior calculated to undermine, patronize, humiliate, intimidate, or demean the recipient. Bullying can range from face-to-face encounters to cyber-bullying.

**Confidentiality** – Details of an allegation of harassment are disclosed to specific persons only on a need-to-know basis. When an employee alleges harassment to a management official, an inquiry must be conducted. Therefore, persons with a need to know will be notified of the allegations. In this regard, allegations of harassment cannot remain confidential information between an employee and a management official.

**EEO Based or Discriminatory Harassment** – As defined by law, conduct based on race, color, age (40+), national origin, religion, sex, disability, parental status, protected genetic

information, or retaliation. It includes, but not limited to, any unwelcome conduct that adversely affects the terms, conditions, and privileges of employment; unreasonably interferes with a person's work performance; or creates an intimidating, hostile, or offensive work environment.

**Offensive** - Includes but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance

**Sexual Harassment** – A form of illegal discrimination based on a person's gender that is characterized by unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature. Examples include, but not limited to, sexually oriented jokes, stories, or discussions; sexually oriented photographs including calendars and screensavers; pressure for dates or to engage in a more intimate relationship; and inappropriate touching or gestures.

**Retaliation** – An adverse action taken against a person because he or she has engaged in protected EEO activities, such as participating in the EEO complaint process, testifying as a witness, requesting a reasonable accommodation or reasonable expressing opposition to an agency practice believed to be discriminatory.

#### PROCEDURES:

**Employees and others** are encouraged to promptly report complaints of harassment to their immediate supervisor before it becomes severe or pervasive. If that supervisor is the alleged perpetrator, report the complaint directly to the second line supervisor. If that procedure fails to yield satisfactory results, employees are expected to report the incident immediately to the Office of Equal Opportunity and Diversity Management (OEODM).

**Managers and supervisors** must conduct a confidential, prompt, thorough, and impartial inquiry of complaints of harassment. Managers and supervisors are also responsible for following up on complaints, regardless of who is involved or how the complaint was brought to their attention.

Immediate and appropriate corrective action, including discipline, will be taken against any employee, contractor or visitor found guilty of committing discriminatory harassment.

BEP also has a Policy and Procedure for addressing allegations of threats, violence, harassment or intimidation in the workplace that also provides an avenue for employees to report misconduct.

Through consistent application of this policy and procedures, we will preserve the right of every employee to have a workplace that is free of discriminatory harassment. Let us work together and treat each other with the respect and dignity we each deserve.

If you believe that the harassment you are experiencing or witnessing is of a specifically sexual nature, you may want to see BEP'S information on sexual harassment.



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Cilla  
Director

SUBJECT:

Sexual Harassment Policy Statement

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended. All Bureau of Engraving and Printing (BEP) employees have the right to work in an environment free of sexual harassment. Each of us has a responsibility to ensure sexual harassment does not occur at the BEP by respecting one another. BEP remains committed to maintaining high standards of conduct to ensure proper performance of business. This policy emphasizes BEP's zero tolerance for sexual harassment and BEP's continued commitment to providing a workplace where unwelcome and offensive conduct is dealt with swiftly.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person; or
- 3) such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment.

Employees are encouraged to take complaints of sexual harassment to their immediate supervisor. If that supervisor is the alleged perpetrator, report the complaint directly to the second-line supervisor. If that procedure fails to yield satisfactory results, employees are expected to report the incident immediately to the Office of Equal Opportunity and Diversity Management (OEDDM). All complaints will be fully and promptly investigated. Managers are responsible for following up on complaints, regardless of who is involved or how the complaint was brought to their attention.

**Sexual harassment will not be tolerated at any level.** Appropriate action will be taken against any executive, manager, supervisor, employee, contractor, or visitor found guilty of committing sexual harassment.

Retaliating or discriminating against an employee for reporting or cooperating with any sexual harassment inquiry is also prohibited and will result in appropriate disciplinary or adverse action.

Through consistent application of this policy, we will preserve the right of every employee to have a workplace that is free of sexual harassment. I expect us to work together and to treat each other with the respect and dignity we all deserve.



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Leonard R. Olijar  
Director

SUBJECT:

Diversity Policy

The Bureau of Engraving and Printing (BEP) derives strength by hiring employees that reflect the Nation's diverse population. Diversity is integral to our mission and the success of BEP. The overall goal is to take full advantage of the differing viewpoints, ideas, and backgrounds that each of us brings to the table. It is the widest diversity of viewpoints and backgrounds that serves to maximize our effectiveness.

Diversity is a means to recognize and appreciate the variety of characteristics that make each of us unique and provides an atmosphere that promotes and celebrates individuals and their collective achievements. It includes: age; cognitive style; culture; disability (cognitive and physical); economic background; education; ethnicity; gender identity; geographic background; language(s) spoken; marital/partnered status; physical appearance; political affiliation; race; religious beliefs; and sexual orientation.

Accordingly, diversity and inclusion are strategic imperatives for BEP. BEP employees share responsibility in being proactive in the support of a work environment that values diversity and inclusion. BEP managers and leaders are expected to foster a more diverse and inclusive workforce. This expectation includes conducting broad outreach initiatives when available employment and business opportunities arise and involving a diverse range of individuals in personnel and business decisions.

Thank you for your continued support of this important objective and for all of the valuable contributions you make each day. We have made great strides in promoting diversity and inclusion at BEP, but we have more to do. As with other challenges we have faced, we can make this happen.



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 18, 2016

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

  
Leonard R. Olfar  
Director

SUBJECT:

Reasonable Accommodations Policy Statement

The Bureau of Engraving and Printing (BEP) is committed to providing reasonable accommodations to employees and applicants for employment to assure that individuals with disabilities enjoy full access to equal employment opportunity (EEO). The BEP shall provide reasonable accommodations for known physical or mental limitations of qualified employees and applicants with disabilities, unless BEP can demonstrate that a particular accommodation would impose an undue hardship on the operation of its programs.

An employee's initial request for a reasonable accommodation should be made to their supervisor or manager. Once the request has been submitted, the supervisor or manager should then contact the Reasonable Accommodation Coordinator in the Office of Equal Opportunity and Diversity Management (OEODM), who will assist them through the process. Applicants requesting a reasonable accommodation may make a request through the Employee Services Division in the Office of Human Resources.

**1. Reference.**

Bureau of Engraving and Printing, Circular No. 67-13.10, "Procedures for Requesting Reasonable Accommodation for Qualified Individuals with a Disability."

**2. Definitions.**

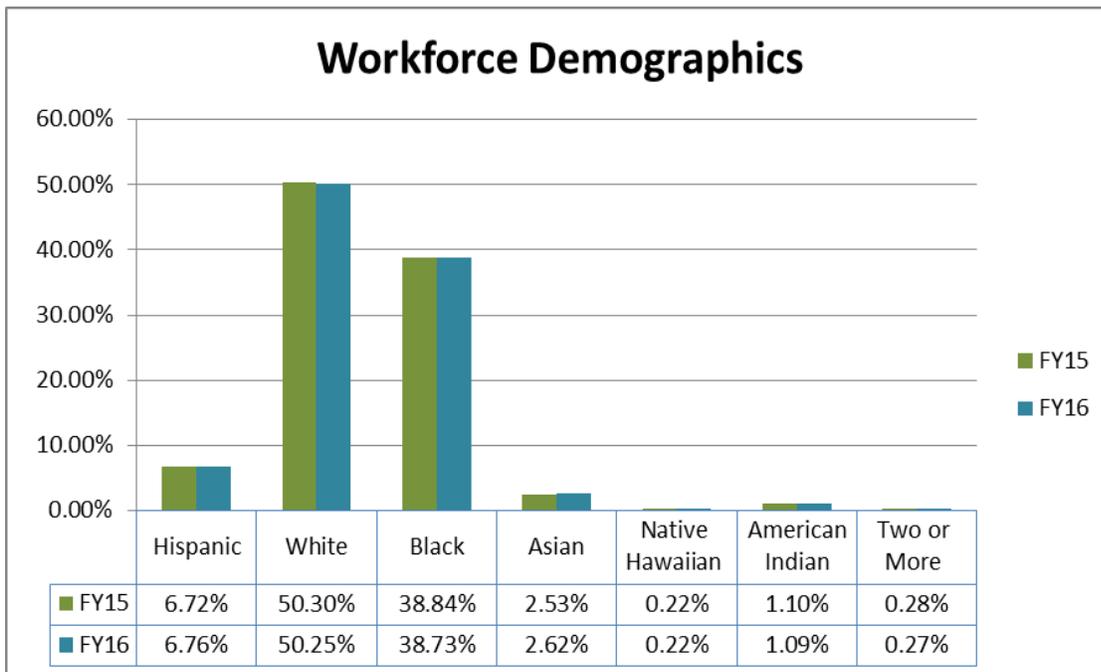
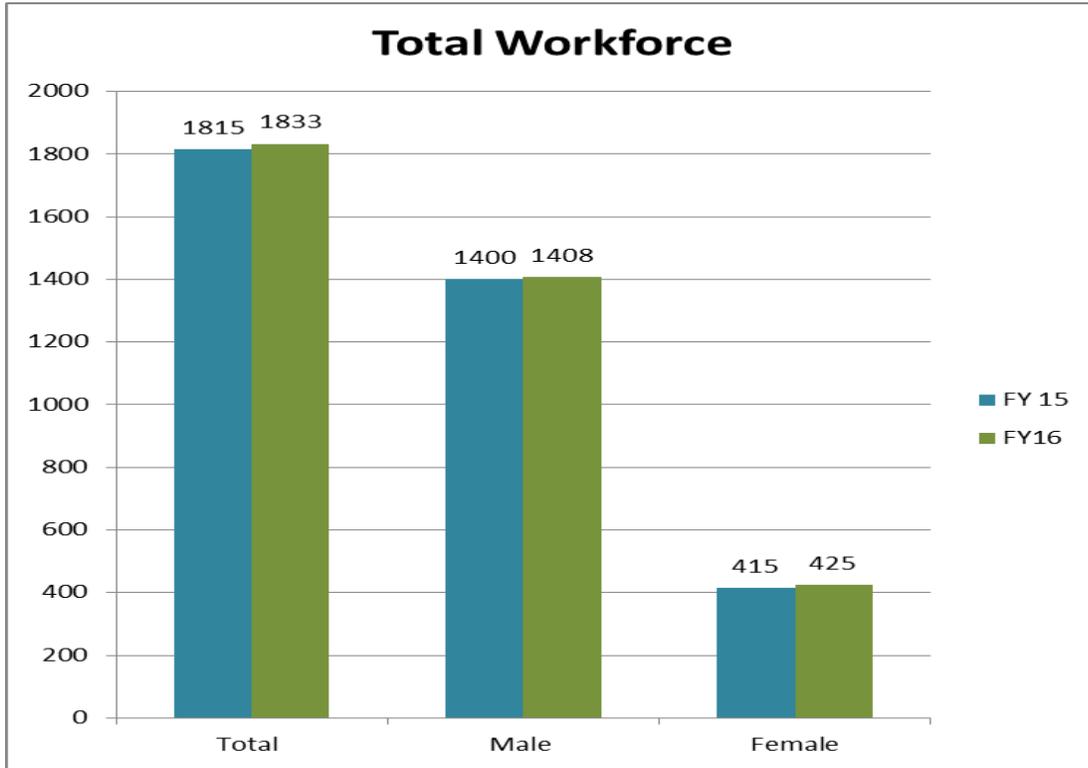
**Disability:** A person who has a physical or cognitive impairment that materially or substantially limits one or more major life activities.

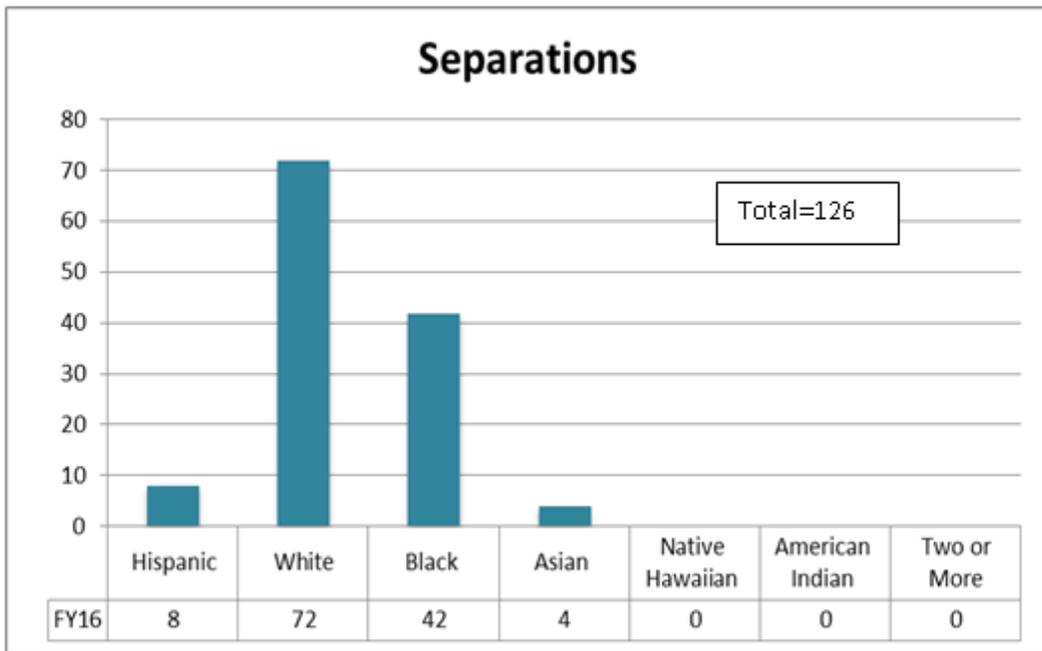
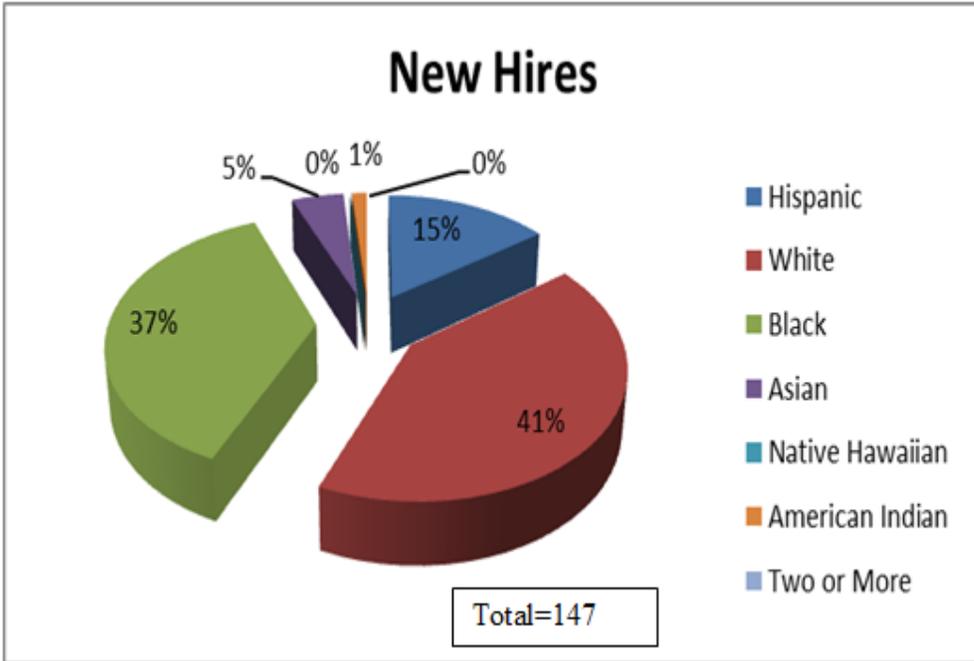
**Qualified Individuals with Disabilities:** An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position.

Any questions may be directed to the OEODM, 202/874-0099, Washington, DC Facility and 817-847-3900 or 817-847-3950, Western Currency Facility.

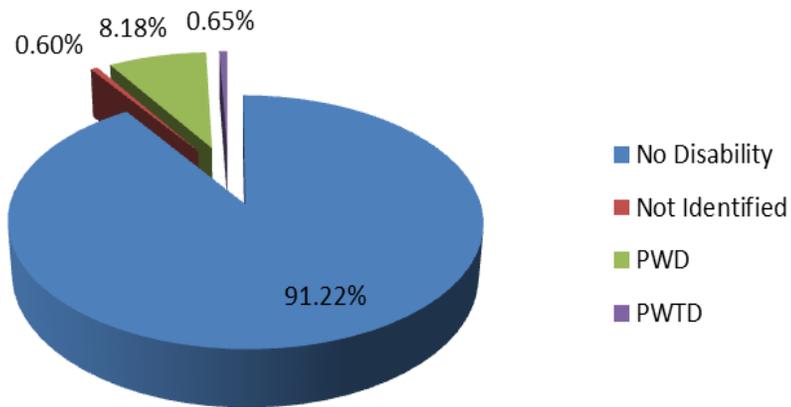
Appendix C: FY 2016 Dashboard

**Demographics**

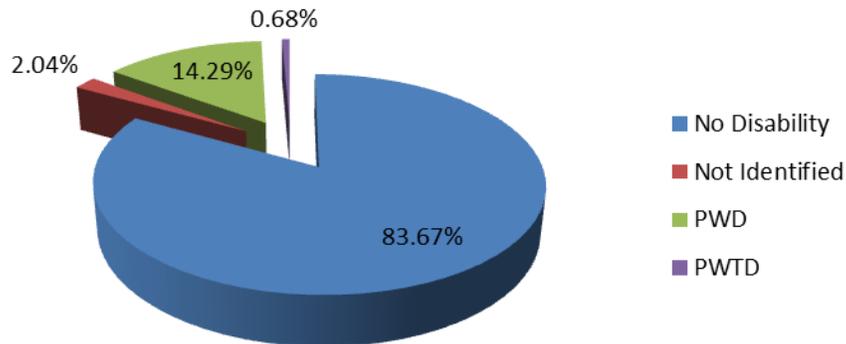




## Employees w/ Disabilities

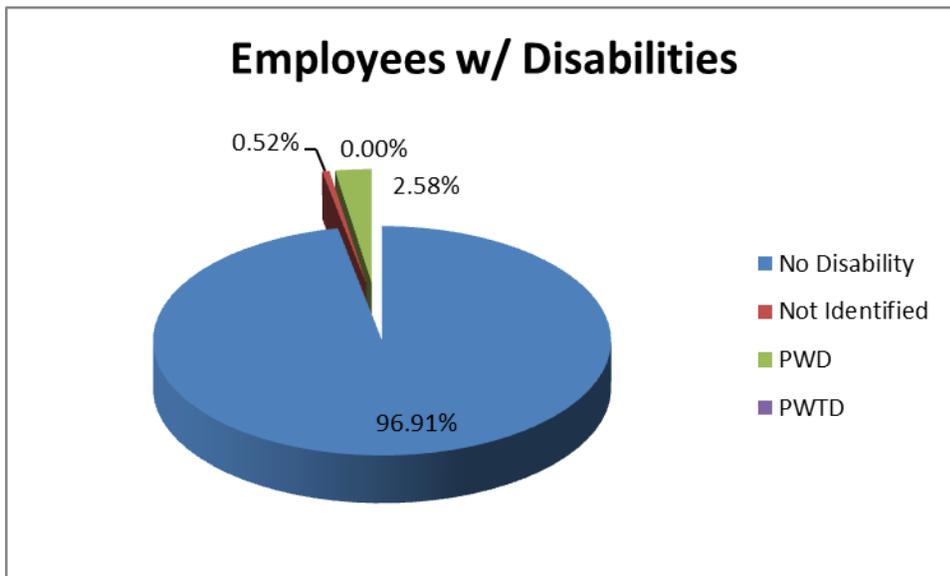
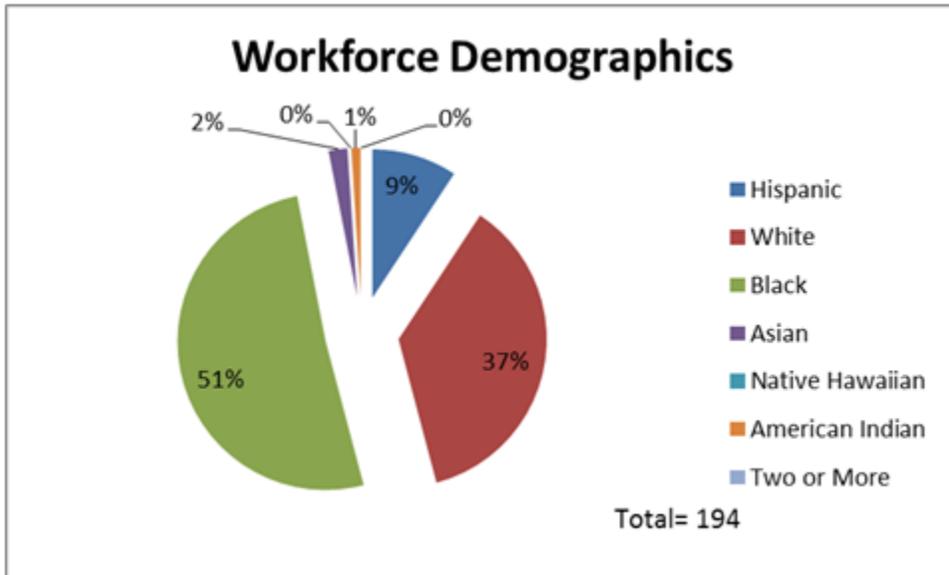


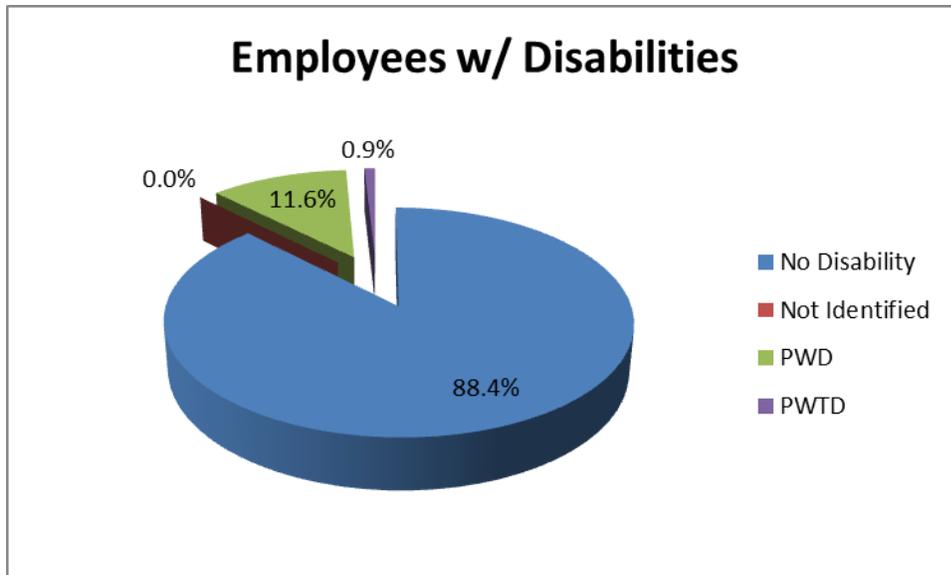
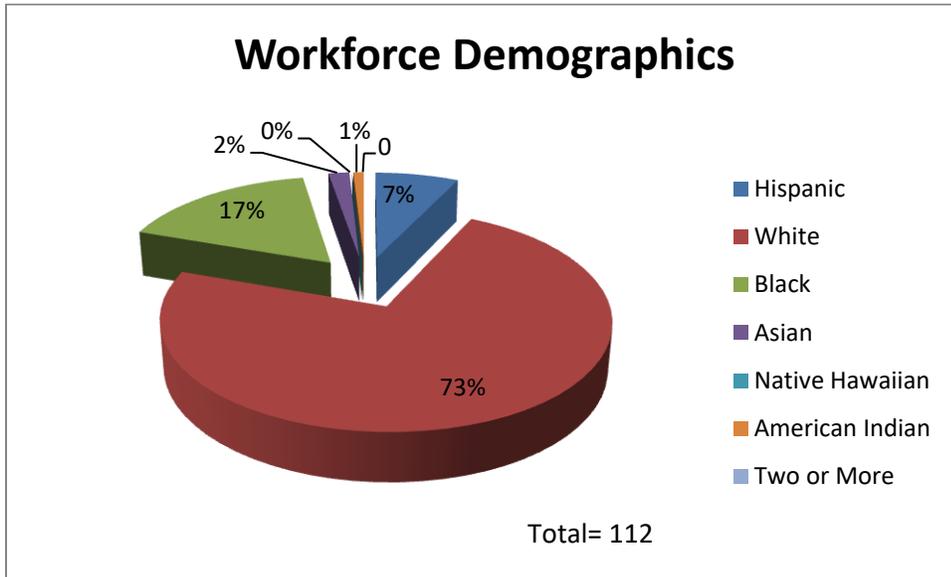
## New Hires of Employees w/ Disabilities

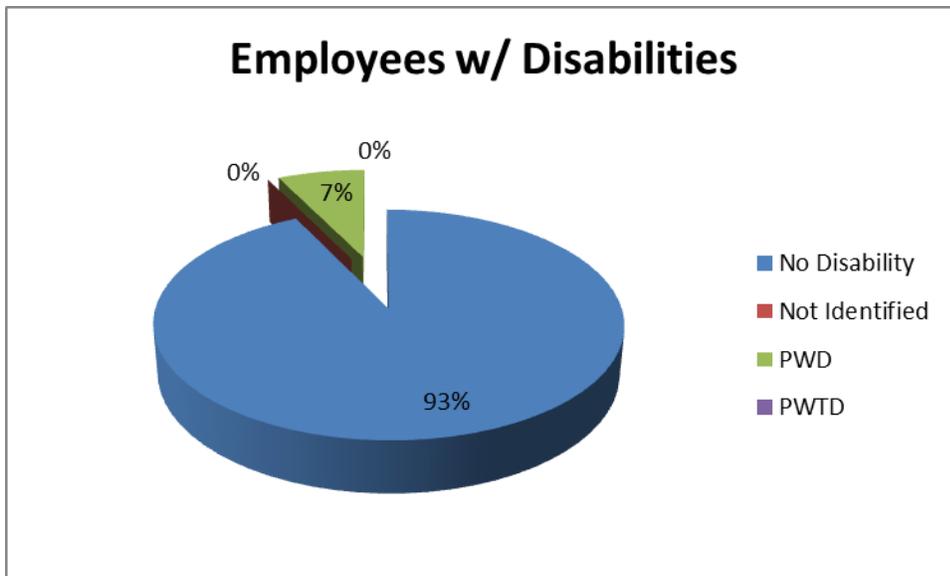
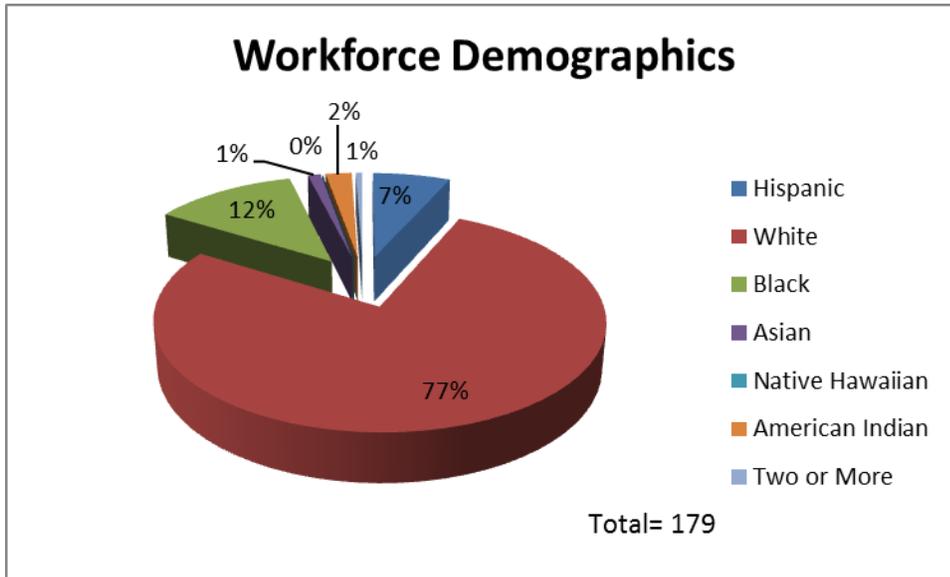


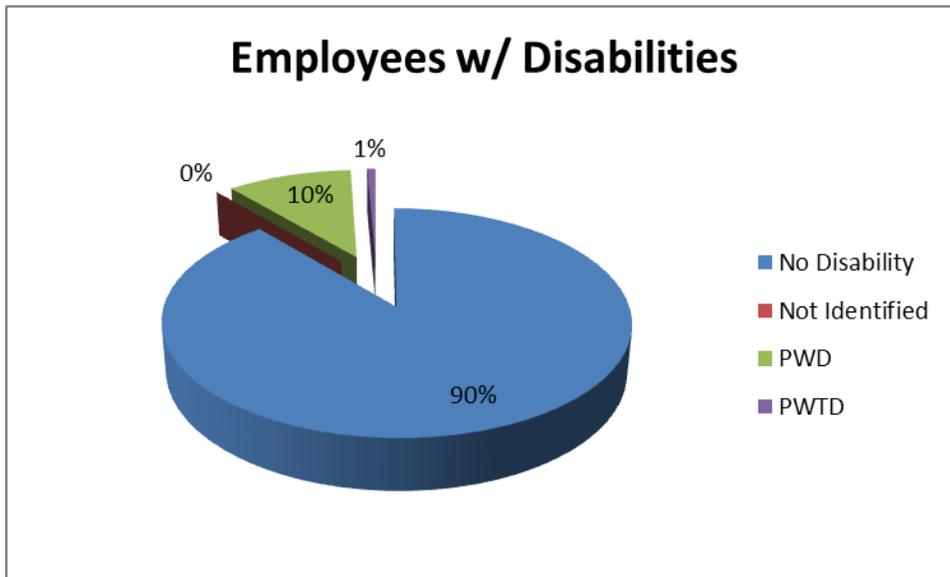
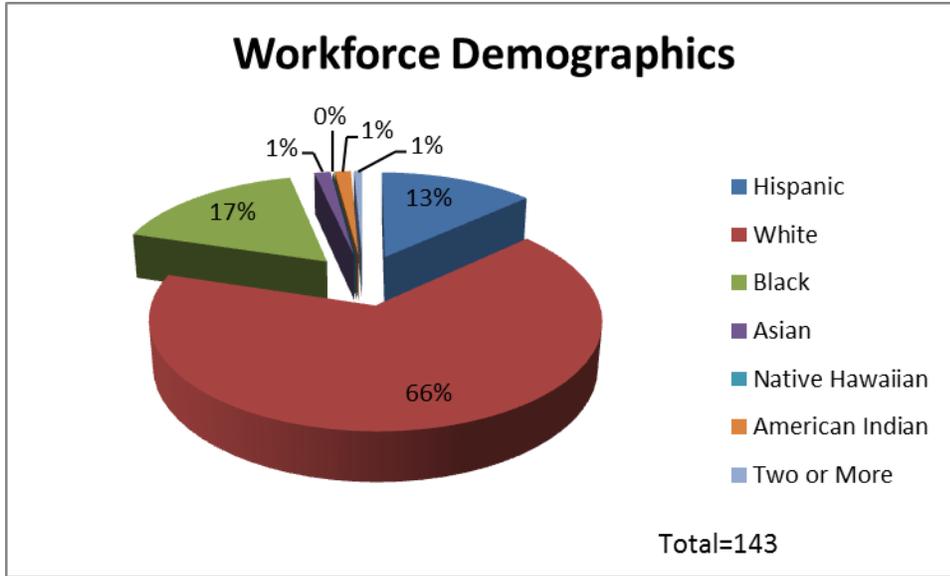
## Major Occupations

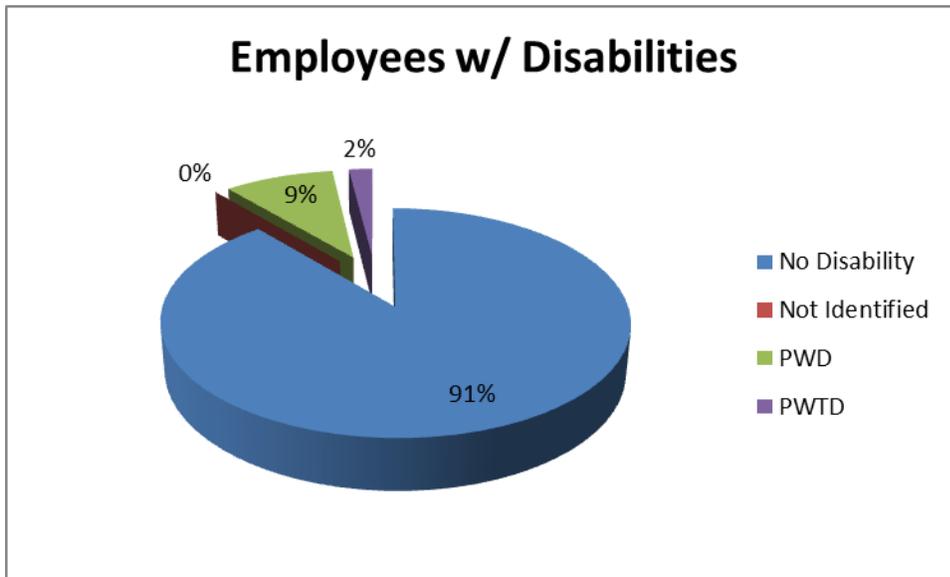
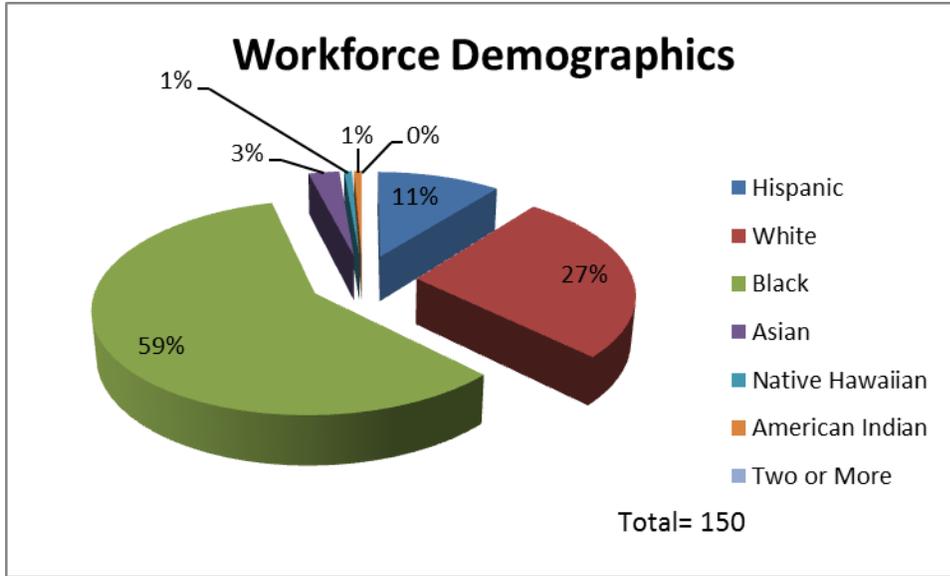
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Appendix D: BEP FY 2016 462 Report

**See Attached Document.**

## Appendix E: Glossary

The following definitions apply to Management Directive 715:

**Applicant:** A person who applies for employment.

**Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.

**Barrier:** An agency policy, principle, practice, or condition that limits or tends to limit employment opportunities for members of a particular sex, race, or ethnic background or for an individual (or individuals) based on disability status.

**Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.

**Disability:** For the purposes of statistics, recruitment and targeted goals, the number of employees in the work force who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purpose, the definition contained in 29 C.F.R. § 1630.2 applies.

**Employees:** Members of agency's permanent or temporary work force, whether full or part-time and whether in competitive of excepted service positions.

**Fiscal Year:** The period from October 1 of one year to September 30 of the following year.

**Major Occupation:** Agency occupations that are mission related and heavily populated, relative to other occupation within the agency.

**Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition see 29 C.F.R. § 1630.2(o). Also see, EEOC Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No 915.002 (October 17, 2002).

**Relevant Civilian Labor Force (RCLF):** The RCLF is the labor force by occupation. It is used for making occupation comparisons, as opposed to general CLF, which represents the overall work force by class group. The RCLF is developed by the Bureau of the Census. On their Website located at <http://www.census.gov/eo2000/>, Census provides by class group data for every occupational category used in the census. The Census also provides a crosswalk identifying which census category should be used when comparing each Federal occupational series.

**Targeted Disabilities:** Disabilities that the Federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: deafness, blindness, missing extremities, partial paralysis, complete paralysis, epilepsy, severe intellectual disability, psychiatric disability, and dwarfism.

**Trend Analysis:** An aspect of technical analysis that tries to predict the future movement of something based on past data. Trend analysis is based on the idea that what has happened in the past gives us an idea of what will happen in the future.

**Trigger:** A condition which may cause a barrier analysis to be conducted under EEOC MD715. In MD715, EEOC requires agencies to prepare statistical tables representing various segments of employment data. The triggers alert the agency to possible barriers that may exist to equal employment opportunity.