

BUREAU OF ENGRAVING AND PRINTING

Management Directive 715-01



FY 2017



**BUREAU OF ENGRAVING AND PRINTING
MANAGEMENT DIRECTIVE 715-01 FY 2017**

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EEOC FORM					
For period covering October 1, 2016, to September 30, 2017.					
PART A Department or Agency Identifying Information	1. Agency		1. Bureau of Engraving and Printing		
	1.a. 2 nd level reporting component				
	1.b. 3 rd level reporting component				
	1.c. 4 th level reporting component				
	2. Address		2. 14th and C Street SW		
	3. City, State, Zip Code		3. Washington, DC, 20228		
	4. CPDF Code	5. FIPS code(s)	4.	5.	
25	1. Enter total number of permanent full-time and part-time employees			1. 1802	
	2. Enter total number of temporary employees			2. 25	
	3. Enter total number employees paid from non-appropriated funds			3. 0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 1827	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Leonard R. Olijar, Director		
	2. Agency Head Designee		2. Patricia (Marty) Greiner, Deputy Director (Chief Administrative Officer (CAO))		
	3. Principal EEO Director/Official Official Title/series/grade		3. Carol Wafford, Chief, GS-15		
	4. Title VII Affirmative EEO Program Official		4. Carol Wafford, Chief, GS-15		
	5. Section 501 Affirmative Action Program Official		5. Meltina Bynum, Diversity Outreach Coordinator, GS-13		
	6. Complaint Processing Program Manager		6. Willie Tucker, Deputy Chief, GS-14		
	7. Other Responsible EEO Staff		7. Meltina Bynum, Diversity Outreach Coordinator, Preparer		

EEOC FORM			
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes
	N/A		
EEOC FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	X
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

EEOC FORM	
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[Bureau of Engraving and Printing (BEP)]

For period covering **October 1, 2016, to September 30, 2017.**

EXECUTIVE SUMMARY

Introduction

This report covers the period of October 1, 2016 through September 30, 2017, and outlines the Bureau of Engraving and Printing's (BEP) Equal Employment Opportunity (EEO) program activities for Fiscal Year (FY) 2017. The report highlights the BEP's accomplishments during FY 2017 in obtaining and maintaining a model EEO Program by promoting the concepts of equal opportunity for all of our employees and customers.

The Bureau of Engraving and Printing

The 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.

The 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, and 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 buildings, which are located in Washington, DC, produce Federal Reserve notes and other security products. The Western Currency Facility, which 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 sell uncut sheets of currency, engravings, and other collectibles. In addition to the on-site sales centers, these items are available through mail orders and on the BEP's Internet site: www.moneyfactory.gov.

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.

EEO Program

The BEP's core values are Integrity, Performance, Fairness and Respect. In support of those values, the MD-715 Working Group met monthly during FY 2017, and made progress toward establishing and maintaining a model EEO program in accordance with the six essential elements established by Management Directive MD-715. The BEP is committed to creating a working environment that allows its employees to be engaging in its programs and activities. Their ability to engage in work initiatives led to an increase in efficient and effective work performance, which also resulted in increased participation in the Federal Employee Viewpoint Survey.

The BEP incorporates diversity management into its daily operations and helps the Department align with MD-715, the policy guidance issued by the U.S. Equal Employment Opportunity Commission (EEOC) that federal agencies follow in establishing and maintaining effective programs of equal employment opportunity.

The following is an evaluation of the BEP's EEO programs against the six essential elements of an agency EEO program established by MD-715, and reflect the BEP's commitment to establishing and maintaining a model EEO Program.

Essential Element A: Demonstrated Commitment from BEP's Leadership

The BEP's leadership is committed to ongoing collaborative communication. Director Olijar reaffirmed his commitment to EEO and Diversity by issuing policy statements on February 14, 2017, in support of equal employment opportunity, diversity and anti-discrimination.

The BEP's EEO policy statements are posted throughout the agency, disseminated to all new employees during New Employee Orientation, and are available on the BEP's intranet site and Treasury's public internet site located at:

<http://www.moneyfactory.gov/eeoadrpolicystatements.html>.

The Director continues to show his commitment to the workforce by having an open door policy and allowing employees to join him for an informal lunch session. During his informal lunch session he chooses a topic on leadership and then shares his thoughts on leadership. Afterward, he invites attendees to participate in an open floor discussion.

Senior managers, and supervisors are also committed to EEO and Diversity. The Associate Director (Management) held similar lunch discussions with employees. During those lunch sessions employees discussed relevant topics related to improving and building a greater workforce. Each manager and supervisor has a standard EEO and Diversity element in their performance plans whereby they are measured and held accountable for their involvement in promoting diversity. The Director further 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, the BEP leadership is committed to EEO by ensuring that EEO staff are given proper resources to fulfill its mission. Resources include proper staffing for the EEO Office and annual training. The OEODM hired a Diversity Outreach Coordinator who joined BEP in January 2017. With a Diversity Coordinator on staff, BEP is able to provide a greater emphasis on conducting barrier analysis, while focusing on Affirmative Action and workforce diversity and inclusion.

In FY 2017, BEP launched the Leadership Competency Development Initiative, a key priority in BEP's Human Capital Strategic Plan. The Leadership Competency Initiative focuses on building leadership across the four levels of leadership: Informal Leader, Supervisor, Manager, and Senior Leader. The Leadership Competency Model is part of a larger Leadership Development Program that:

- Supports BEP in developing leaders and achieving its goals;
- Helps build leadership skills across all levels to promote employee growth; and
- Applies to every BEP employee, regardless of role or position.

While the competency model establishes the foundation of the Leadership Development Program by defining leadership and technical competencies, the core of the program helps develop and put into practice those leadership skills. The BEP's Leadership Development Program includes the following comprehensive resources to support the growth and development of employees and help them achieve their full leadership potential:

- Internal Training: Skill Soft courses, books, and in-person training and workshops;
- Development Opportunities: Coaching and mentoring, on-the-job training, and in-the-moment feedback; and
- External Training: Grad School USA Programs, Partnership for Public Service Offerings, and more.

The Leadership Competency Model was created in collaboration with BEP employees across the BEP.

Essential Element B: Integration of EEO into the Strategic Mission

The Director has delegated authority over EEO matters to the Deputy Director, Chief Administrative Officer (CAO). The Chief of OEODM provides day-to-day management of the EEO, Civil Rights, and Diversity programs in the BEP and has direct access to the BEP's Director and Deputy Director (CAO). The Chief provides the Director and Deputy Director (CAO) with quarterly EEO updates and progression on areas of concerns as it relates to the MD-715. The Chief also provides Senior Leadership with critical information regarding all program areas as needed.

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 the 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 FY 2017, BEP continued to build on a strategic alignment program for the agency. The BEP continues to focus on: Organizational Capacity, Internal Processes, Stewardship, and Customer Satisfaction with balanced investment in people, processes, facilities, and technology. Additionally, OEODM will maintain a focus on increased ADR use, minimizing formal complaints, increasing diversity awareness, providing support to the Office of Human Resources hiring initiatives of Persons With Disabilities (PWD) and Persons With Targeted Disabilities (PWTD) and facilitation skill building. These areas will be prioritized to ensure the integration of EEO in the BEP strategic mission.

BEP Diversity and Inclusion Plan

The BEP is in compliance with the Executive Order 13583 Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce by updating and submitting its Diversity and Inclusion plan to the Treasury per their requirements.

OEODM continues to work on addressing identified gaps in low participation rates throughout the workforce. The Office will continue to work closely with the Office of Human Resources to ensure that diversity initiatives are integrated to reflect key areas in recruiting and hiring.

BEP Coaching and Mentoring Program

The Coaching and Mentoring program was established to help the BEP build layers of leadership and knowledge at all levels of the organization. All employees are encouraged to attend these programs. Generally, sessions consist of subject matter experts who are willing to share 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 the Washington, DC Facility (DCF) and Western Currency Facility (WCF) and Video Teleconferencing (VTC) is used when needed.

In FY 2017, the BEP hosted two Coaching and Mentoring panel sessions. The topics of the sessions and discussions included:

- “Diversity of Thought”
- “Leadership Presence: How Effective Leaders Show Up?”

The BEP is committed to providing coaching and mentoring programs and plans to continue to host events such as panel sessions, small group coaching, and flash mentoring.

Internship Programs

The BEP’s internship program consistently utilizes interns to provide training opportunities to a diverse group of talent. During FY 2017, there were two paid interns in the Pathways program. BEP is planning to implement the usage of the Treasury Scholars Internship program therefore, increasing the ability to identify and hire from a diverse pool of applicants from different segments of society. The BEP plans to utilize the program participants in FY 2018.

Essential Element C: Management and Program Accountability

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

Exit Survey

All 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 2017, there were 101 voluntary and 4 involuntary separations in which 81 were males and 24 females. There were 23 individuals with disabilities that separated from the workforce, of which 19 left voluntarily and 4 involuntarily. OEODM will continue to work closely with OHR to promote activities that encourage employees to take the exit survey and then use the data to conduct an analysis on agency separations.

BEP’s MD-715 Working Group

The OEODM Chief further conducted quarterly MD-715 workgroup meetings with the Office of Human Resources and the BEP leadership team. This allowed OEODM to discuss with

leadership progress toward establishing and maintaining a model EEO program in accordance with the six essential elements established by Management Directive MD-715. Additionally, OEODM and OHR worked jointly to develop 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 (Management), OEODM Chief, OEODM’s Diversity Coordinator, and employees from other Directorates. The committee works together to analyze the Federal Employee Viewpoint Survey and develop initiatives to address identified areas of improvement. During FY 2017, the BPTW Team created and is executing an Employee Engagement Strategic Plan, which focuses on strategic initiatives based on the results of how the BEP ranked on certain sections of the FEVS.

Federal Employee Viewpoint Survey

The BEP ranked 94 out of 339 agency subcomponents for the 2017 *Best Places to Work in the Federal Government (BPTW)* ranking. Bureau-wide employee participation rates increased by 37 percent. The below chart reflects BEP’s progress over the past four years.

2017	94	339	74%	1,257
2016	97	305	54%	924
2015	74	320	60%	1,004
2014	51	315	60%	1,077

The BEP’s *BPTW Overall Index Score* increased from 68 to 72 (a 4 point increase from 2016 to 2017) and is calculated in large part from employee responses to the following three overall satisfaction and commitment questions on the FEVS: Leaders Lead, Supervisor, and Intrinsic Work Experience.

Overall, employee positive responses increased by one to four percentage points in the areas of supervision, global satisfaction, talent management, and job satisfaction. The employee engagement rate is currently at 68 percent. This is a two percentage point increase from 2016; however, there is still room to improve in the areas of Results-Oriented Performance Culture, Fairness and Awards.

The BEP made significant progress on the top three questions for employee satisfaction that drive the Best Places to Work ranking, which are:

- 1.) I recommend my organization as a good place to work. (BEP had a positive response rate of 75.1% vs 66% Government-wide);
- 2.) Considering everything, how satisfied are you with your job? (BEP had a positive response rate of 77.2% vs 68% Government-wide);

3.) Considering everything, how satisfied are you with your organization? (BEP had a positive response rate of 69.0% vs 60% Government-wide).

BEP exceeded both the government-wide and Treasury's responses to these questions. Please see the table below for specific details:

FEVS Questions	2016 % of Positive Responses	2017 % of Positive Responses	2016- 2017 % Diff	2017 GOVT	2017 TREAS
40) I recommend my organization as a good place to work.	71.5%	75.1%	3.60%	66%	65%
69) Considering everything, how satisfied are you with your job?	74.6%	77.2%	2.60%	68%	68%
71) Considering everything, how satisfied are you with your organization?	65.2%	69.0%	3.80%	60%	59%

Diversity and Inclusion are 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 FY 2017, the BEP continued to utilize the Best Place to Work committee to further analyze survey results. The OEODM created a Diversity and Inclusion Action Plan to address the Federal Employee Viewpoint Survey Diversity Index where BEP was below 65% in any specific category and submitted to Treasury per their requirements.

Diversity Council

In FY 2017, the Diversity Council held Diversity Week events that consisted of the theme "Stronger Together," which fully embraced the rich tapestry of the BEP's diverse workforce. Diversity Week was kicked off with a panel discussion on "Cultural Diversity is Profound," which focused on how to overcome and understand cultural barriers and foster awareness in the workplace. The rest of the week consisted of a panel discussion on "Bridging the Generational Gap," a diversity game "Who Wants to be a Diversity and Inclusion Millionaire," and an "Unconscious Bias" workshop. We marketed Diversity Week with fliers, brochures, emails, posters, and on the internal Bureau News Network (BNN).

The Diversity Council continues to support diversity observances at both facilities. This year, officers from the DCF traveled to the WCF to show support for the Diversity Council members located there and participated in diversity activities together.

Training

In FY 2017, OEODM staff completed their required eight hour training and supported a variety of activities related to training and work-life initiatives. BEP employees completed the mandatory “Diversity on the Job” online training via the Treasury Learning Management System (TLMS); 1784 out of 1817 total employees participated in the Diversity training. All new employees were required to complete “NO FEAR,” “Sexual Harassment Prevention” and “EEO Training” during the new employee orientation process. Staff from the OEODM also provided face-to-face EEO, Diversity and Inclusion, and Harassment training to employees both facilities.

Essential Element D: Proactive Prevention of Unlawful Discrimination

Special Emphasis Programs

Special Emphasis Programs (SEP) 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.

We have established cultural awareness through Lunch and Learn events held simultaneously between the two facilities to cover the mandated Special Emphasis Observance Programs. These programs focus attention on specific groups that are considered to have low participation rate throughout the federal government. OEODM promotes awareness within our facilities through the use of a 30-60 minute training or presentation sessions facilitated by our staff during lunch time. The Lunch and Learn sessions allow our employees the opportunity to enjoy their lunch hour while enhancing their culture awareness. During FY 2017, the BEP held two engaging programs designed to not only engage BEP employees, but gave an opportunity to invite guests from outside the BEP to become involved. BEP held a Women History Month Program utilizing noted speaker, Lenora Peters Gant, Ph.D., who spoke on the topic “Honoring Trailblazing Women in Labor and Business.” The BEP facilitated a presentation on “Diversity Dialogue: LGBT Awareness,” presented by Thomas Lotito, Diversity and Inclusion Program Manager, Main Treasury. Lastly, we partnered with the Diversity Council for a series of Diversity Week events.

Alternative Dispute Resolution (ADR)

Alternative Dispute Resolution (ADR) was offered to 100% of completed counselings throughout the four quarter of FY 2017. OEODM continues to promote counseling and mediation to address employee concerns at the lowest level possible. In FY 2017, ADR was offered to 100 percent (28 out of 28) of EEO inquiries. Of those EEO inquiries 46% (13 out of 28) elected to participate in the ADR program.

ADR Offered to Counselee (Informal) FY 2017

Total Counseling	28
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Total ADR Offered	28
Total Accepted	13
Offer Rate	100%
Acceptance Rate	46%

The BEP exceeded its goal of 45% ADR participation in the informal process with a 46% participation rate. The BEP has been very successful in meeting ADR offer and acceptance goals. The BEP has utilized several marketing activities on an annual basis to promote the use of ADR. The FY 2017 ADR Week was held from June 12, 2017 to June 16, 2017, using the theme, “Let’s Talk it Out.” These activities focused on promoting alternative dispute resolution practices as well as ways to improve conflict in the workplace. ADR Week was kicked off with a meet and greet that gave employees the opportunity to meet with OEODM’s highly trained staff to ask questions about alternative dispute resolution options at the BEP. Both facilities held panel discussions on “Keep Calm and Talk it Out” and Best Practices to Resolve Disputes in the Workplace. BEP also conducted two Lunch and Learn events focused on the pros and cons of mediation and created a webinar on ADR awareness to reach employees who could not physically participate in the events. OEODM marketed ADR Week with fliers, brochures, emails, posters, and using BNN.

OEODM provides an aggressive workplace resolution program for employees to manage conflict. For the seventh year, OEODM has offered events that focus on workplace conflict resolution and engaged employees on how to deal with and effectively manage conflict. OEODM has also used Fact Finding and Shuttle Diplomacy, in which a certified OEODM staff member works one-on-one with the employee and manager.

Essential Element E: Efficiency

The 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 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 Leadership and EEO staff. BEP submitted the Equal Employment Opportunity Commission Annual Federal Equal Employment Opportunity Statistical Report (462 Report) on time in October 2017. 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 EEO cases.

Complaint Activity

As of September 30, 2017, the BEP had an inventory of 41 pending complaints at the formal stage. Whereas, six cases are pending investigation stage and 35 pending an EEOC hearing or recommend decision.

Total Completion of Investigation	6
Total EEOC Hearing or Recommend Decision	35

In FY 2017, BEP's pre-complaint EEO activity was 28, of which, four were counseled within 30 days, and 11 counseled within 31 to 90 days with a written extension. Three were counseled beyond 90 days. The OEODM received 17 formal complaints filed at the end of the reporting period. The most frequent bases for FY 2017 were sex, reprisal, age, and national origin. The most frequent issues were harassment (hostile work environment) and appointment/hire.

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 timely MD-715 and EEOC 462 Reports. During FY 2017, the BEP complied with EEOC identified deficiency Federal Complement Plan by hiring a Deputy Director (CAO) under the Agency head. The Deputy Director (CAO) has immediate supervision over the EEO Director and the EEO Director has direct access to the BEP Director.

Workforce Demographics

In general, it is impractical to expect any demographic data to change significantly in a single fiscal year. Historically, the BEP has been a male dominated workforce due to its manufacturing mission. The trend analysis conducted from FY 2010 to FY 2017 revealed that there has been minimal fluctuation between males and females 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 seven year period.

Participation Rates in the Permanent Workforce

At the close of FY 2017, BEP had 1802 permanent employees, an increase of 29 (1.64 percent net change) employees from FY 2016.

Usually, workforce demographic comparisons are made to the 2010 Civilian Labor Force (CLF) availability rates. However, the BEP also uses a more realistic benchmark

comparator, the Relevant CLF (RCLF) based on the overall occupational composition of the BEP's total workforce. Weighting of the actual availability rate of each occupation in the labor force is the most critical part of determining the appropriate bench mark. 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/Other Pacific Islander men 0.55 percent CLF vs. 0.10 percent RCLF
- Native Hawaiian/Other Pacific Islander women 0.53 percent CLF vs. 0.04 percent RCLF
- American Indian or Alaska Native men 0.07 percent CLF vs. 0.62 percent RCLF
- American Indian or Alaska Native women 0.007 percent CLF vs. 0.33 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 2017 participation rates in the BEP's permanent workforce for men showed an increase in participation rate at (77.25 percent) when compared to FY 2016 participation rate for men (76.88). In addition, men are participating above their CLF and RCLF availability rate (51.84 percent CLF vs. 64.71 percent RCLF). Whereas, women's participation rate (22.75 percent) are below their CLF and RCLF availability rate (48.16 percent CLF vs. 35.29 percent RCLF).

Analysis

A review of the hire trends for Police occupation series 0083, noted the following:

Trigger: From FY 2013 to FY 2016 there were a total of 42 hires; of those hires 40 were men, and two women. None of those hires were Hispanic or White women. Currently, a barrier analysis is being performed to address this trigger that has been identified in previous years.

In FY 2017, there were 41 applications submitted for employment in the Police occupation. Data indicated that of the 41 applications, there were nine Hispanic males and one Hispanic female. Data further revealed that one white male was selected. Hispanic and white women

have continuously been applying at a lower rate than their occupational CLF.

The participation rate for Hispanics continues to be an area of concern and focus within BEP. Currently, a plan to conduct a more detailed barrier analysis on participation rates for Hispanic women within one of the BEP's major occupations has been established. To facilitate this analysis, the BEP's OEODM began to conduct detail analyses of occupation series 0083 Police Officers by working closely with the hiring manager to gather information on the hiring process, job qualifications, vacancy announcement, application flow data and application process.

Employee with Targeted Disabilities

The employment of PWD and PWTD continues to be a focus for BEP leadership. While the BEP saw a significant increase in the permanent participation rate of PWD (8.12 percent in FY 2016 to 14.15 percent in FY 2017) and PWTD (1.80 percent in FY 2016 to 1.83 percent in FY 2017). PWTD continues to be below the Federal goal of two percent participation rate; whereas, one PWTD was hired during the fiscal year.

Fiscal Year	Total	PWD #	PWD%	PWTD #	PWTD%
2017	1802	255	14.15%	33	1.83%
2016	1773	144	8.12%	32	1.80%

The BEP will continue to aim to meet the two percent goal for PWTD each year. Whereas, the BEP continues to employ persons with disabilities above the 12% goal each year.

BEP FY 2011 – 2017 PWTD Hiring Trends

When looking at the participation rate for PWTD in the 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 year we had a PWTD addition into the 0083 series; therefore, we now have four out of our five major occupation groups employing PWTD (0083, 2606, 4454, 6941).

During FY 2017, the BEP continued 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 encouraging managers to consider hiring PWD and PWTD using special hiring authorities such as Schedule A, and identifying resources and institutions from which the BEP can search for qualified applicants to fill vacancies. OHR implemented use of a Human Resources Consultant Checklist in order to have a strategic conversation with hiring officials as a key element in ensuring an effective and efficient hiring process. During this conversation, hiring managers are given options to hire through use of Schedule A, Appointing Veterans and other hiring flexibilities.

OEODM partnered with OHR to draft a *Special Hiring and Outreach Program (SHOP)* policy that outlines assigned responsibilities and procedures for the administration of the BEP

SHOP. The SHOP is a Human Capital Recruitment program to assist the BEP in accomplishing its mission by attracting talented employees from a diverse background who qualify under special hiring authorities; as well as targeting recruitment of underrepresented minorities. This SHOP policy will be utilized for special hiring and outreach whenever possible. The OEODM has a detailed outline presentation from the Office of Personnel Management on Recruitment and Outreach that included templates and provided instructions on how to structure recruitment and outreach efforts.

BEP established an effective repository for resumes for Schedule A applicants between OEODM and OHR. OEODM partnered with OHR on July 11, 2017, for a “Partnership Building Event.” This event was highlighted with a message from the Director, a panel discussion on hiring practices from managers and supervisors within the BEP, an overview on hiring flexibilities, and invited guests from Workforce Recruitment Program, Hispanic Association of Colleges and Universities (HACU), George Washington University, Inroads and Department of Veterans Affairs to talk about their different employment programs.

FY 2017 Accomplishments

In an effort to become a model EEO program, the BEP had the following accomplishments in FY 2017:

- Per EEOC directions, realigned the BEP reporting structure so that the EEO Director reports to the Deputy Director (CAO).
- The BEP Reasonable Accommodation Procedures were approved by the EEOC.
- Provided reasonable accommodations within ten days.
- Hired a Diversity Coordinator.
- Updated the OEODM website.
- Provided instructor-led training on EEO, specifically reasonable accommodations, harassment, and sexual harassment to employees at both the DCF and WCF.
- Hosted Veteran's Day Events, Disability Awareness event and fourteen Lunch and Learns.
- Participated with BEP's Best Place to Work Team working to improve and increase employee engagement.
- Partnered with the U.S. Mint on hiring and processing conflict of interest cases.
- Developed activities within the Diversity Strategic Plan.
- Provided monthly updates on EEO and Diversity initiatives with Leadership.
- Completed the Diversity and Inclusion Implementation Plan and FOSCE Implementation Plan per FY 2017 guidance.

CONCLUSION

The BEP's FY 2017 MD-715 Report provides a comprehensive outline of activities that support BEP's model EEO Program. This report further highlights the BEP's accomplishments during FY 2017 by promoting the concepts of equal opportunity for all

employees and customers while identifying areas for continual improvement. BEP recognizes that its success in utilizing the full potential of available talent depends on fostering diversity in the workforce, managing it effectively, and valuing what each employee has to offer. Managing diversity at the BEP will continue to involve 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.

The 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).

Planned Activities

- Partner with the OHR training division to conduct small group instructor-led training for supervisors and managers on reasonable accommodation, harassment, and hostile work environment.
- Continue to align the OEODM with BEP's Strategic Plan.
- Partner with OHR in hiring PWD and PWTD.
- Continue monthly and quarterly workgroup meetings to discuss the EEO Program effectiveness with BEP Leadership.
- Develop the monthly Diversity Newsletter to include EEO updates.
- Continue to conduct barrier analysis to determine if there are any potential barriers for Hispanic men and women in the BEP's remaining major occupations.
- Execute the Diversity and Inclusion Implementation Plan through the use of a balanced scorecard during FY 2018.
- Conduct a barrier analysis to address deficiencies noted in Part I as it relates to Police occupation series 0083.
- Participate in at least one outreach event focusing on people with disabilities and people with targeted disabilities.
- Implement the use of Treasury Scholars Internship program where BEP can bring onboard interns from programs such as, INROADS, HACU and the Washington Center for Internships.
- Conduct two training activities with other bureaus within Treasury on Team Building and Civil Treatment.
- Create a policy regarding personal assistance services.

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

I, Carol Wafford 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.

	03/XX/2018
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Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

	03/XX/2018
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Signature of Agency Head or Agency Head Designee

Date

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Department of Treasury/ DTR Bureau of Engraving and Printing		
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.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
		<input checked="" type="checkbox"/>		
The Agency Head was installed on May 01, 2015 . The EEO policy statement was issued on February 18, 2016 . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		<input checked="" type="checkbox"/>		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		<input checked="" type="checkbox"/>		
Are new employees provided a copy of the EEO policy statement during orientation?		<input checked="" type="checkbox"/>		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		<input checked="" type="checkbox"/>		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
		<input checked="" type="checkbox"/>		
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		<input checked="" type="checkbox"/>		
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?		<input checked="" type="checkbox"/>		
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)]		<input checked="" type="checkbox"/>		

 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	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	
 Measures				
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
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		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
ensure 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		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
ensure 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	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.	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	
 Measures				
	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?)	X		The EEO Director is under the direct supervision of the Deputy Director who reports directly to the head of the Agency.
	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 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?	X		
	If the agency has 2 nd 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	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.	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	
 Measures				
	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 be negatively impacted prior to making human resource decisions such as re-	X		

organizations and re-alignments?				
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)]		X		
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?		X		
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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?		X		
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?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
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 I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
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?		X		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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		X		
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 request for reasonable accommodation? (Including subordinate level reporting		X		

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		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to 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	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
 Measures		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		
 Compliance	The Human Resources Director and the EEO Director	Measure		For all unmet measures,

Indicator	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)]	has been met		provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
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?		X		
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?		X		
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?		X		
→ Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
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?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
<p>If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. Two employees were found of discrimination. Of those two employees, 1 employee retired. The 2nd employee will receive an official counseling, and required to take an 8 hour EEO training course.</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?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		

→ Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	

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	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		

 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		
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?		X		

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?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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?		X		
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?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?				N/A
If yes, briefly describe how:				
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?		X		
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?		X		
 Compliance Indicator	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.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
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?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?				N/A conducted by Main Treasury
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?				N/A conducted by Main Treasury

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?				N/A conducted by Main Treasury
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 Compliance Indicator	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.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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?		X		
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?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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	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.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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		

 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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?		X		
 Compliance Indicator	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.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		

 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	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	
 Measures				
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured.		The Director, SES Officials, and all managers and supervisors. Performance is measured by weight, with 100% being the 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 /or 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		X		

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).			
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		

Department of Treasury/ DTR Bureau Of Engraving and Printing	FY <u>2017</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 R. Olijar, BEP Director, and Will Levy, Associate Director (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

<p>Make any necessary reporting structure changes based on the BEP leaderships decision related to the EEO Director's current reporting structure.</p>	<p>July 15, 2017</p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	
<p>The Agency is in compliance with the deficiency that was identified in the Commission's Federal Complement Plan, with regards to hiring a Deputy Director (CAO) under the Agency head. The Deputy Director (CAO) was hired July 2017. The Deputy Director (CAO) has immediate supervision of the EEO Director. In addition, the EEO Director briefs both the BEP Director and the Deputy Director (CAO) on any issues regarding the EEO program.</p>	

<p>[Bureau of Engraving and Printing (BEP)]</p>	<p>FY <u>2017</u></p>
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>There is a lower than expected participation Hispanic females in the Police Officer occupational series (0083).</p>

<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Participation rate for Hispanic females (0.52%) falls below the OCLF availability rate (2.20%).</p> <p>A review of applicant flow data for FY 2016 shows that of the 1427 Police Officer applicants who self-identified their race/ethnicity and gender, 24 identified as Hispanic females (1.68%), a rate that falls below the OCLF availability rate (2.20%). Of those who self-identified, there were 19 (1.67%) Hispanic females who were determined to be "Qualified," which just barely falls below the availability rate of 1.68% (self-identified Hispanic female applicants). Of those who were determined to be Qualified applicants, 0 (0.00%) Hispanic females were selected for the vacancies, which falls significantly below the availability rate of 1.67% (qualified Hispanic female applicants).</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</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>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Establish a hiring/recruitment strategy for hiring police officers, specifically White and Hispanic women.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Carol Wafford, Chief of OEODM, and Tanya Everett, Chief of OHR</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>10/03/2016</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>09/29/2019</p>

EEOC FORM	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Establish an effective repository for resumes.	09/30/2018
Establish a relationship with other federal agencies and non-federal organizations to target Hispanic women and white women.	09/29/2018
Attend at least four outreach and recruitment events.	09/30/2019
Review existing policies and procedures for systemic barriers.	09/30/2019
If barriers are found in any policy, procedures, make recommendations for change.	09/30/2019
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>Accomplishment</p> <ul style="list-style-type: none"> Established a repository for resumes. <p>Modifications to Objective</p> <ul style="list-style-type: none"> The initial date for completion for establishing a relationship with other federal agencies and non-federal organizations to target Hispanic women and white women and attend at least four outreach and recruitment events were modified due to further research and exploring availability. Additional time is needed to complete these planned activities. 	

MD-715 – Part J

Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

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

Section I: Efforts to Reach Regulatory Goals

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

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

- | | | |
|--------------------------------|-------|------|
| a. Cluster GS-1 to GS-10 (PWD) | Yes 0 | No X |
| b. Cluster GS-11 to SES (PWD) | Yes 0 | No X |

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

- | | | |
|---------------------------------|-------|------|
| a. Cluster GS-1 to GS-10 (PWTD) | Yes X | No 0 |
| b. Cluster GS-11 to SES (PWTD) | Yes X | No 0 |

Cluster GS-1 to GS-10 BEP is (1.84) 0.16% below from meeting the goal of 2%.

Cluster GS11 to SES BEP is (1.54) 0.46% below from meeting the goal of 2%.

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

The BEP has communicated the numerical goals to the hiring managers and recruiters through the use of partnership meetings, recruitments events, and a SF-256 re-survey campaign.

Section II: Model Disability Program

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

PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

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

Yes X No 0

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD			18	Carol Wafford, Chief, Office of Equal Employment and Diversity Management (carol.wafford@bep.gov)/ Tanya Everett, Chief, Office of Human Resources (Tanya.Everett@bep.gov)
Answering questions from the public about hiring authorities that take disability into account			18	Tanya Everett, Chief, Office of Human Resources (Tanya.Everett@bep.gov) Carol Wafford, Chief, Office of Equal Employment and Diversity Management (carol.wafford@bep.gov)
Processing reasonable accommodation requests from applicants and employees			4	Willie Tucker, Deputy Chief, Office of Equal Employment and Diversity Management
Section 508 Compliance			2	Sharilyn Cook, Manager, Office of Enterprise Solutions
Architectural Barriers Act			1	Daniel Carver, Chief, Office of

Compliance				Facilities Support
Special Emphasis Program for PWD and PWTD			4	Willie Tucker, Deputy Chief, Office of Equal Employment and Diversity Management

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

Yes X No 0

Training provided to the disability program staff include: The Disability Program Manager training at Equal Employment Opportunity Commission (EEOC), Federal Employment Law Training Group (FELTG) Reasonable Accommodation Under ADA/Rehabilitation Act training, and National Employment Law Institute (NELI) Resolving ADA Workplace Questions training.

PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Yes X No 0

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

The BEP’s Office of Equal Employment and Diversity Management (OEODM) and Office of Human Resources (OHR) collaboratively manages a Schedule A data sheet to help track, maintain, and identify qualified Schedule A applications that are received. BEP also partners with Wounded Warrior and the Workforce Recruitment

Program (WRP) to be able to identify qualified applicants with disabilities, and targeted disabilities. BEP has developed a Schedule A repository for a more efficient tracking system.

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

Schedule A is available for use along with Veteran Appointment Authorities to non-competitively appoint PWD and PWTD and veterans with service-connected disability rating of 30% or more. OHR implemented a Human Resources Consultant Checklist with Hiring Officials in order to have a strategic conversation as a key element in the planning process for an effective, efficient hiring process. During this conversation, the hiring managers are given the options to hire through the use of Schedule A, Appointing Veterans and among other hiring flexibilities.

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

When individuals apply utilizing the Schedule A Hiring Authority, their applications are reviewed by the servicing HR Specialist who confirms that the applicants meet the qualification requirements of the announced position and have provided required proof of disability. Applicants applying under the Schedule A Hiring Authority who are deemed qualified are referred to the hiring manager on a Schedule A certificate of eligibility with guidance on selection procedures including the application of veterans' preference, when applicable. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (Merit Promotion, Non-Competitive, VRA, etc.).

Alternatively, when individuals submit their resumes directly to Treasury or BEP's Special Placement Program Coordinator (SPPC) for vacant positions, the SPPC refers the resumes to the designated servicing HR Specialist. The HR Specialist reviews the resumes to determine qualifications. If qualifications and Schedule A eligibility are met, the resumes are then forwarded to the hiring manager for consideration, with guidance on selection procedures, including the application of veterans' preference, when applicable.

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

Yes X No 0 N/A 0

In FY 2017 BEP held an information hiring event, which consisted of internal and external stakeholders such as OHR and WRP providing information about all the special hiring authorities that can be used at the agency. In addition, OHR frequently discuss hiring authorities during the recruitment strategic consultation discussion as a part of the hiring process.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT

ORGANIZATIONS

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

BEP has established a working relationship with the Computer/Electronic Accommodation Program (CAP) to secure devices that are frequently used by PWD and PWTD. BEP also maintains contact with interpreter service providers Compass Languages and Z Video Relay Services, as well as Treasury’s Office of Civil Rights and Diversity Management for external job searches as a reasonable accommodation. BEP partners with the Wounded Warrior and the Workforce Recruitment Program (WRP) to be able to identify qualified applicants with disabilities, and targeted disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD) Yes 0 No X
 b. New Hires for Permanent Workforce (PWTD) Yes X No 0

Using Table B8, the identified trigger for new hires in the permanent workforce indicates that two (1.72%) of total hires were PWTD, which is below the 2% goal.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. New Hires for MCO (PWD) Yes X No 0

b. New Hires for MCO (PWTD) Yes X No 0

FY 2017 Hires	Applicants vs. Hires	Applicants vs. Hires
0083 (4) Hires:	PWD: 7.32% - 25.00%	PWTD: 7.32% - 0.00%
2606 (4) Hires:	PWD: 6.53% - 26.67%	PWTD: 2.69% - 0.00%
4454 (0) Hires:	PWD: 11.76% - 0.00%	PWTD: 4.41% - 0.00%
4406 (3) Hires:	PWD: 0.00% - 20.00%	PWTD: 0.00% - 0.00%
6941 (3) Hires:	PWD: 6.78% - 0.00%	PWTD: 3.39% - 0.00%

The 4406, Letter Press Operating occupation, has a low application rate for PWD and PWTD among the new hires for the mission critical occupations.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. Qualified Applicants for MCO (PWD) Yes 0 No X
 b. Qualified Applicants for MCO (PWTD) Yes 0 No X

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. Promotions for MCO (PWD) Yes 0 No 0
 b. Promotions for MCO (PWTD) Yes 0 No 0

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

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

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

Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- | | | |
|---------------------|-------|------|
| a. Applicants (PWD) | Yes 0 | No 0 |
| b. Selections (PWD) | Yes 0 | No 0 |

BEP does not have a formal Career Development Program at this time.

Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- | | | |
|----------------------|-------|------|
| a. Applicants (PWTD) | Yes 0 | No 0 |
| b. Selections (PWTD) | Yes 0 | No 0 |

BEP does not have a formal Career Development Program at this time.

C. AWARDS

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

- | | | |
|---|-------|------|
| a. Awards, Bonuses, & Incentives (PWD) | Yes X | No 0 |
| b. Awards, Bonuses, & Incentives (PWTD) | Yes X | No 0 |

The inclusion rate for PWD (6.50%) and PWTD (9.09%) was above the inclusion rate for employees with no disability (4.78%) for time off awards between 1 - 9 hours.

The inclusion rate for PWD (3.25%) and PWTD (3.03%) was above the inclusion rate for employees with no disability (2.78%) for time off awards of more than 9 hours.

The inclusion rate for PWD (17.07%) in cash awards \$500 or less, was above the inclusion rate for employees with no disability (14.15%). However, the inclusion rate for PWTD (9.09%) fell below the inclusion rate for employees with no disability.

The inclusion rate for PWTD (99.96%) in cash awards \$501 and greater, was above the inclusion rate for employees with no disability (94.70%). However, the inclusion rate for PWD (91.86%) fell below the inclusion rate for employees with no disability.

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

a. Pay Increases (PWD)	Yes 0	No X
b. Pay Increases (PWTD)	Yes X	No 0

The inclusion rate for PWD (1.22%) in quality step increases, was above the inclusion rate for employees with no disability (1.03%). However, the inclusion rate for PWTD (0.00%) fell below the inclusion rate for employees with no disability.

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

a. Other Types of Recognition (PWD)	Yes 0	No 0	N/A X
b. Other Types of Recognition (PWTD)	Yes 0	No 0	N/A X

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Yes 0 No X

ii. Internal Selections (PWD) Yes 0 No X

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Yes 0 No X

ii. Internal Selections (PWD) Yes 0 No X

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Yes 0 No X

ii. Internal Selections (PWD) Yes 0 No X

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Yes 0 No X

ii. Internal Selections (PWD) Yes 0 No X

<p>This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.</p>

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWTD)	Yes 0	No
X		

ii. Internal Selections (PWTD)	Yes 0	No
X		

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Yes 0	No
X		

ii. Internal Selections (PWTD)	Yes 0	No
X		

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Yes 0	No
X		

ii. Internal Selections (PWTD)	Yes 0	No
X		

d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Yes 0	No
X		

ii. Internal Selections (PWTD)	Yes 0	No
X		

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

- | | | |
|-----------------------------|-------|------|
| a. New Hires to SES (PWD) | Yes 0 | No X |
| b. New Hires to GS-15 (PWD) | Yes 0 | No X |
| c. New Hires to GS-14 (PWD) | Yes 0 | No X |
| d. New Hires to GS-13 (PWD) | Yes 0 | No X |

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box.

- | | | |
|------------------------------|-------|------|
| a. New Hires to SES (PWTD) | Yes 0 | No X |
| b. New Hires to GS-15 (PWTD) | Yes 0 | No X |
| c. New Hires to GS-14 (PWTD) | Yes 0 | No X |
| d. New Hires to GS-13 (PWTD) | Yes 0 | No X |

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWD) Yes 0 No X
 - ii. Internal Selections (PWD) Yes 0 No X
- b. Managers
 - i. Qualified Internal Applicants (PWD) Yes 0 No X
 - ii. Internal Selections (PWD) Yes 0 No X
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Yes 0 No X
 - ii. Internal Selections (PWD) Yes 0 No X

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Yes 0 No X
 - ii. Internal Selections (PWTD) Yes 0 No X
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Yes 0 No X
 - ii. Internal Selections (PWTD) Yes 0 No X
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Yes 0 No X
 - ii. Internal Selections (PWTD) Yes 0 No X

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

- | | | |
|------------------------------------|-------|------|
| a. New Hires for Executives (PWD) | Yes 0 | No X |
| b. New Hires for Managers (PWD) | Yes 0 | No X |
| c. New Hires for Supervisors (PWD) | Yes 0 | No X |

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box.

- | | | |
|-------------------------------------|-------|------|
| a. New Hires for Executives (PWTD) | Yes 0 | No X |
| b. New Hires for Managers (PWTD) | Yes 0 | No X |
| c. New Hires for Supervisors (PWTD) | Yes 0 | No X |

This is not an FY 2017 reporting requirement, Treasury and its bureaus will be taking appropriate steps to be able to report this information as part of the FY 2018 reporting period.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Yes 0 No X N/A 0

There are currently seven employees on a Schedule A Appointment. Of those seven employees, two employees were eligible in FY 2017, but those two employees have not been converted as of this report. An inquiry is being conducted to determine why

those two employees have not been converted.

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

a. Voluntary Separations (PWD)	Yes X	No 0
b. Involuntary Separations (PWD)	Yes X	No 0

Number of Perm Employees:

NO DIS – 1,547 NI plus PWD – 255

VOL SEP Inclusion Rate:

NO DIS – 5.49% (85) NI plus PWD – 6.27% (16)

InVOL Sep Inclusion Rate:

NO DIS – 0.13% (2) NI plus PWD – 0.78% (2)

The inclusion rate for PWD (6.29%) exceeded the inclusion rate of persons with no disability (5.49%) for voluntary separations.

The inclusion rate for PWD (0.78%) exceeded the inclusion rate of persons with no disability (0.13%) for involuntary separations.

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

a. Voluntary Separations (PWTD)	Yes X	No 0
b. Involuntary Separations (PWTD)	Yes X	No 0

Number of Perm Employees:

NO DIS – 1,547 NI plus PWTD – 33

VOL SEP Inclusion Rate:

NO DIS – 5.49% (85) PWTD – 9.09% (3)

InVOL Sep Inclusion Rate:

NO DIS – 0.13% (2) PWTD – 6.06% (2)

The inclusion rate for PWTD (9.09%) exceeded the inclusion rate of persons with no disability (5.49%) for voluntary separations.

The inclusion rate for PWD (6.06%) exceeded the inclusion rate of persons with no disability (0.13%) for voluntary separations.

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

Eighteen permanent PWD separated from the BEP in FY 2017. Of those, 16 were voluntary and two were involuntary; three of the voluntarily separating PWD's responded to the Exit survey. All three were due to retirement, however, two of the three indicated job related stress impacted their decision to retire.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://www.moneyfactory.gov/eeoadr.html>

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

<https://www.moneyfactory.gov/accessibilitystatement.html>

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

BEP has improved the accessibility of the parking program by ensuring an adequate number of accessible spaces are available to employees for on-premise parking. BEP has also worked to install several accessible doors, as well an accessible ramp for entering and exiting the facility. In the next fiscal year, BEP is working to upgrade technology to provide closed captioning for deaf employees at agency events.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

There were eleven reasonable accommodation requests in FY 2017; seven of the eleven requests were processed in an average of 3.86 days. The remaining four requests were processed in an average of 15 days as we awaited medical documentation from the requestor, and vacancy searches from the Office of Human Resources.

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

The OEODM has centralized funding to ensure training for the EEO staff and providing the necessary accessible equipment (etc) for the employee. In FY 2017, there were 11 reasonable accommodation requests, all of which were approved within the timeframes set out in BEP's procedures. During FY 2017, training was provided to managers and supervisors on EEO legal considerations and accommodations.

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

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

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

OPM established the requirement for Personal Assistance Services to be implemented in January 2018. During FY 2018, first quarter, Treasury EEO established a Personal Assistance Services (PAS) Working Group of which BEP is a participant. The initial purpose of this working group is to establish and finalize a Statement of Work (SOW) for procuring a Treasury-wide PAS contract. This contract will allow BEP to establish a purchase order against the Treasury-wide base contract. While the PAS contract is being established, the PAS working group will create the PAS policy and procedures. In the interim, the BEP will follow existing reasonable accommodation policy and procedures to provide PAS.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Yes X No 0 N/A 0

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

Yes 0 No X N/A 0

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

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Yes 0 No X N/A 0

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

Yes 0 No X N/A 0

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

--

Section VII: Identification and Removal of Barriers

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

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

Yes No

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

Yes No N/A

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

Trigger 1	The participation rate of PWTD is below the federal goal of 2%.			
Barrier(s)	BEP lacks a targeted strategic hiring plan for PWTD			
Objective(s)	Increase participation rate of PWTD to the established federal 2% goal.			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Patricia (Marty) Greiner, Deputy Director (Chief Administrative Officer (CAO))		Yes		
Carol Wafford, Chief, Office of Equal Employment and Diversity Management		Yes		
Tanya Everett, Chief, Office of Human Resources		Yes		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Use the Special Hiring and Outreach Program policy and/or standard operating procedures to conduct one outreach effort.	Yes		
09/30/2018	Work closely with Fiscal Service, HR partners, and hiring managers to put in place processes for identifying when vacancies are	Yes		

	available.			
Fiscal Year	Accomplishments			
09/30/2017	Established a relationship with external stakeholders; such as, Wounded Warriors, Workforce Recruitment Program, Department of Veterans Affairs, Department of Defense's Hiring Heroes to gain access to PWD and PWTD.	Yes		07/11/2017
09/30/2017	Conducted a Partnership Building Event for supervisors and managers to educate them on hiring practices, hiring flexibilities, and network with external stakeholders.	Yes		7/11/2017
09/30/2017	Implemented the usage of a Human Resources Consultant hiring checklist for Hiring Officials to provide them with options of utilizing Schedule A, Appointing Veterans and/or other hiring flexibilities.	Yes		09/30/2017

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

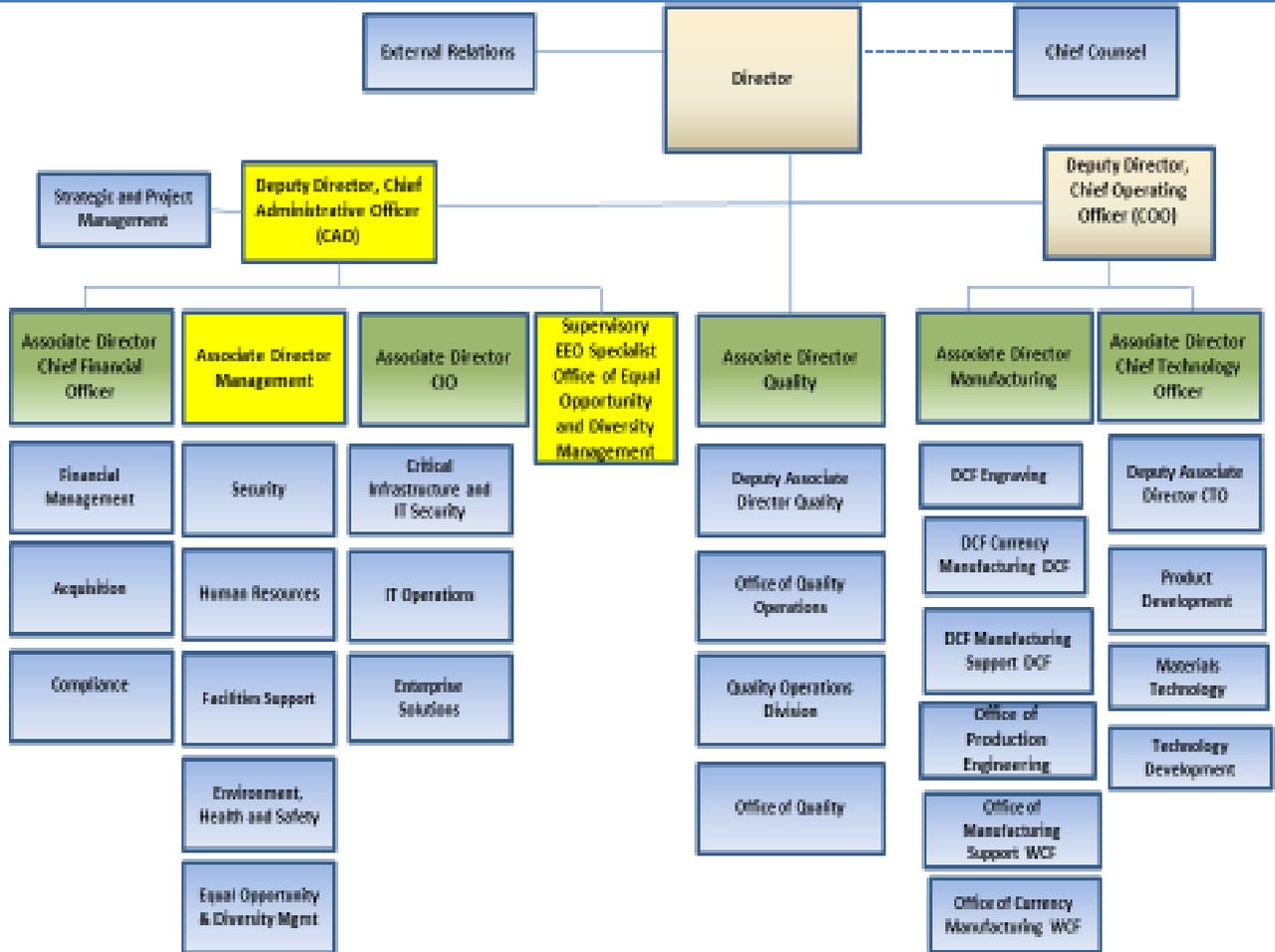
5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

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

Appendix A: FY 2016 Organizational Chart



Bureau of Engraving and Printing: Current Organization Chart



Appendix B: EEO Policy Letters



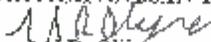
DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20224

DIRECTOR

February 13, 2017

MEMORANDUM FOR PARTICIPANTS IN THE EEO COMPLAINT PROCESS

FROM:


Leonard R. Olijar
Director

SUBJECT:

Responsibility for Timely Cooperating in the EEO Complaint Process

The purpose of this memorandum is to remind you that all federal employees identified as witnesses are required to cooperate in the EEO complaint investigative process in a timely manner. You have been identified as having information that is relevant and material to an EEO complaint, and you are an important part of the investigative process. Your obligation may include providing sworn testimony, documentation, and/or signed sworn written affidavits in connection with the EEO investigation. Further, as part of the EEO process, you must take active steps to preserve all documents relevant to the complaint.

Timeliness is very important in the EEO complaint process. Failure to provide the information requested within the time set by the investigator could cause the Bureau to fail to timely complete the investigation. This may result in an adverse inference by a decision maker. What this means is that if you do not cooperate with the investigation, the decision maker may assume that the testimony or documents that you failed to provide would have reflected unfavorably on one of the parties. For example, the failure of a management witness to provide an affidavit may result in an assumption by the decision maker that this missing testimony would have supported the complainant's claim of discrimination. This assumption may result in a finding that the complainant was the victim of discrimination and is entitled to relief. If the information and/or documentation requested is not readily available, then you should inform the investigator when it will be available or provide the name of the individual who will be able to provide it.

It is your responsibility to actively and promptly participate in the EEO process to ensure regulatory deadlines are met. Moreover, as a BEP employee, you need to be aware that your failure to cooperate in the EEO process could subject you to disciplinary action.

An EEO investigation is a confidential matter. You should only discuss the EEO complaint and investigation with individuals who have a need to know. You also should be mindful that EEO laws protect employees participating in the EEO process from retaliation. This includes you as a witness, as well as the complainant.

We rely on you to provide testimony and/or documentation upon request and without delay. We expect you to notify the investigator of any unexpected emergency that will prevent you from meeting the timeframe for response. Thank you for expeditiously meeting your obligation to cooperate in the EEO complaint investigation process.

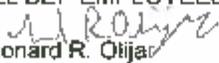


DIRECTOR

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

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: 
Leonard R. Oltja
Director

SUBJECT: Alternative Dispute Resolution 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 overall. 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.

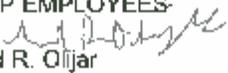


DIRECTOR

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

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Leonard R. Olijar 
Director

SUBJECT: Anti-Harassment Policy Statement

POLICY:

The Bureau of Engraving and Printing (BEP) 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 a 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. To be unlawful, the conduct must create a work environment that is intimidating, hostile or offensive to reasonable people.

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 they have engaged in protected EEO activities, such as participating in the EEO complaint process, testifying as a witness, requesting a reasonable accommodation or 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 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 its 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.



DIRECTOR

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

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: 
Leonard R. Oljar
Director

SUBJECT: Diversity Policy

The Bureau of Engraving and Printing (BEP) derives strength from the nation's diverse population. Diversity is integral to our mission and the success of BEP. The overall goal is to make sure we 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 serve to maximize our effectiveness.

Diversity is a means in which 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. We also hold BEP managers and leaders accountable for fostering 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.

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. Thank you for your continued support of this important objective and for all of the valuable contributions you make each day.



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

DIRECTOR

February 14, 2017

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 does have 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. § 1614.106.**

The law protects employees or job applicants, from discrimination because of 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.

Every effort will be made 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 817-847-3950, Western Currency Facility.



DIRECTOR

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

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:


Leonard R. Olijar
Director

SUBJECT:

Equal Employment Opportunity Policy Statement

The Bureau of Engraving and Printing (BEP) is fully committed to maintaining equal opportunity in employment through the implementation of effective Equal Employment Opportunity Programs, 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.



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

DIRECTOR

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:


Leonard R. Olijar
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). BEP shall provide reasonable accommodations for the 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.

The initial request for a reasonable accommodation should be made to the individual's 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, 202/874-3460, 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. 20226

DIRECTOR

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Leonard R. Olijar *Leonard R. Olijar*
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 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 (OEDM). 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. Let us work together 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

DIRECTOR

February 14, 2017

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM: Leonard R. Olijar 
Director

SUBJECT: Sexually Offensive/Unauthorized Material on BEP Property Policy

Managers and Supervisors are responsible for ensuring all work areas remain free of sexually offensive/unauthorized materials. The absence of such materials demonstrates respect for the personal feelings, rights, and beliefs of all employees, customers, and guests, and is a good business practice.

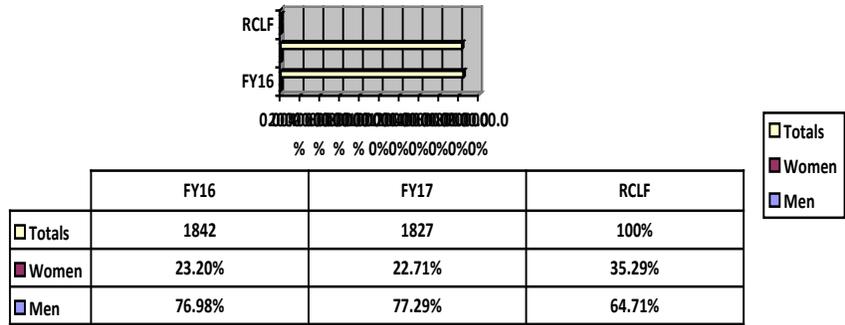
Although computers, toolboxes, lockers, desks, and cabinets are usually assigned to individuals, they remain Bureau of Engraving and Printing (BEP) property. These articles must not be defaced with items of a sexual nature. This includes obscene or erotic writing, photographs, cartoons, graffiti, racial/sexual epithets, insignia, or any material or device that may be offensive to any individual or group. These constraints apply equally to all BEP property, including, but not limited to buildings, bulletin boards, furniture, and vehicles.

Additional policies (2-2-1 BEP Electronic Mail Policy and 2-2-2 BEP Internet Policy) state that "Authorized use of the internet shall not involve the creation, downloading, viewing, storage, copying or transmission of pornographic, sexually oriented, or obscene language or materials." Computers must not be utilized to forward or copy this type of literature or information via electronic mail.

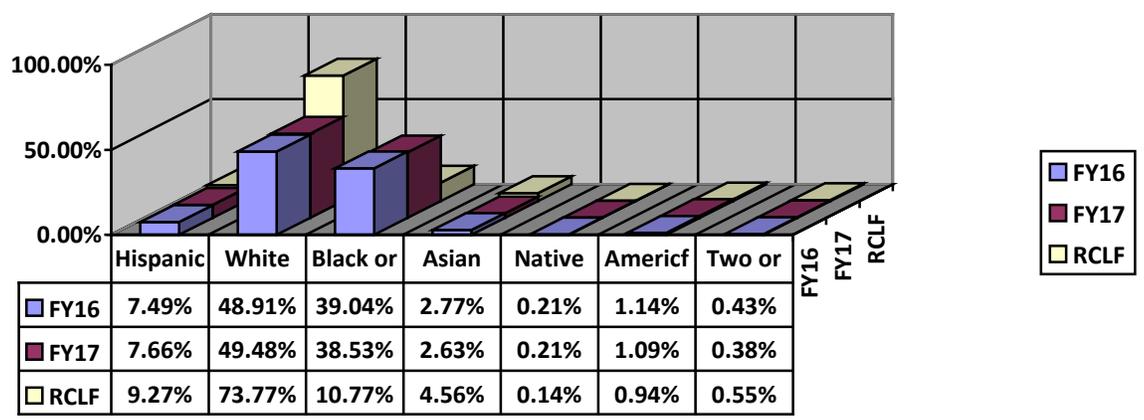
Unauthorized, improper, or insecure use of BEP internet access or e-mail may result in suspension of privileges, disciplinary action (up to and including termination), and/or criminal prosecution depending on the nature and severity of the misuse.

Appendix C: FY 2016 Dashboard

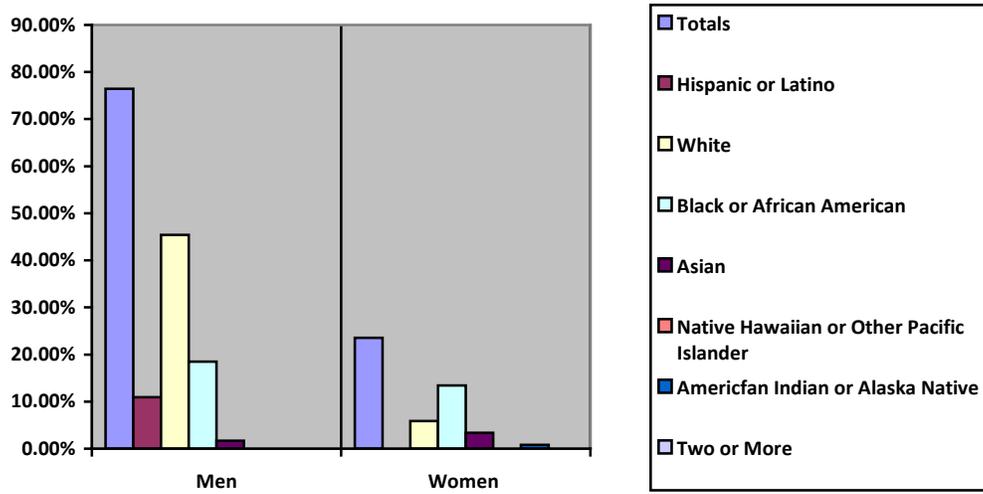
Demographics and RCLF Comparison by Gender FY16 and FY17



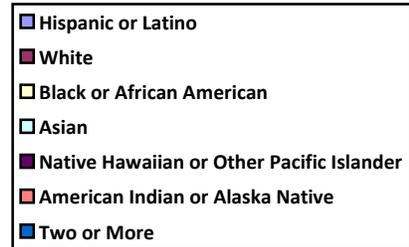
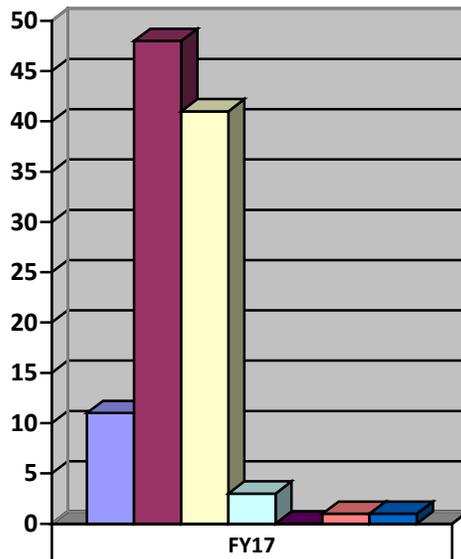
Demographics and RCLF Comparison by ERI FY16 and FY17



Demographics New Hires by Gender and ERI FY17

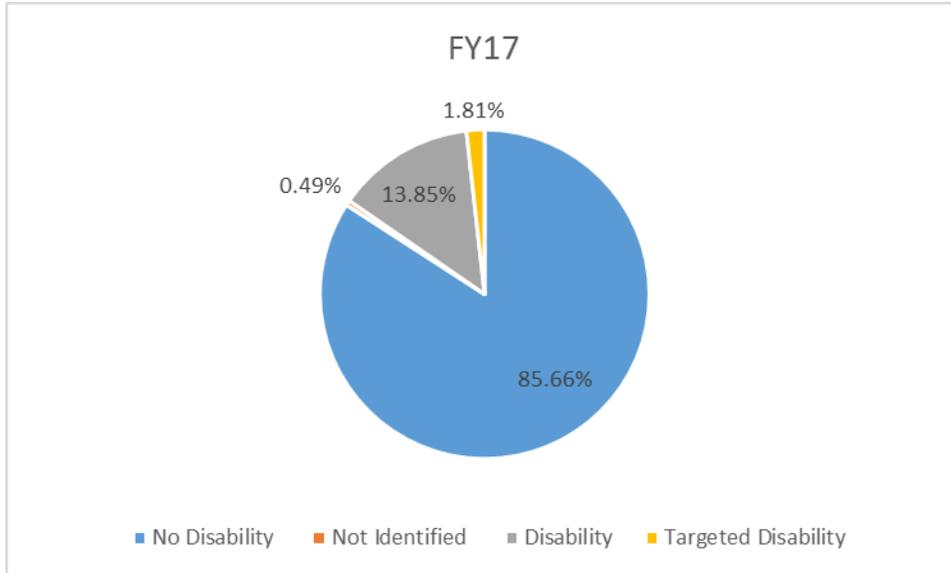


Demographics Separations by ERI FY17

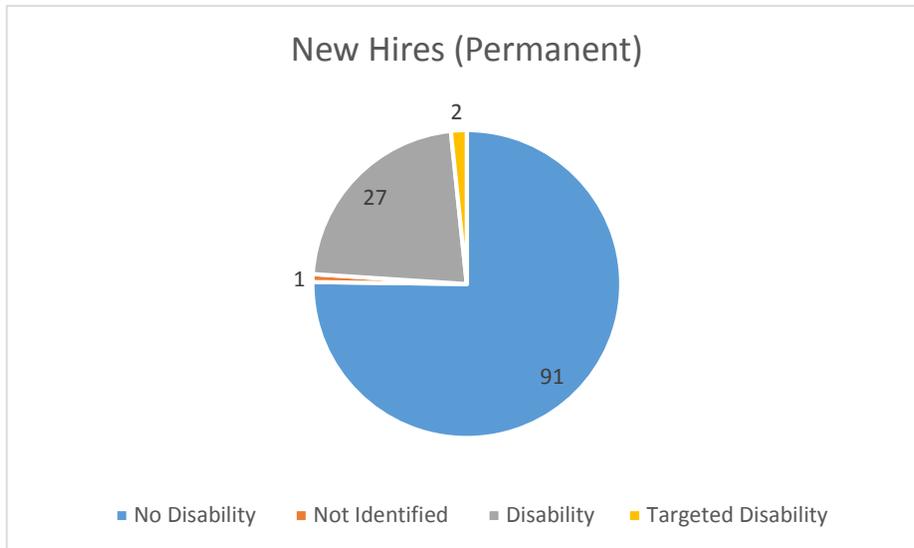


	FY17
■ Hispanic or Latino	11
■ White	48
■ Black or African American	41
■ Asian	3
■ Native Hawaiian or Other Pacific Islander	0
■ American Indian or Alaska Native	1
■ Two or More	1

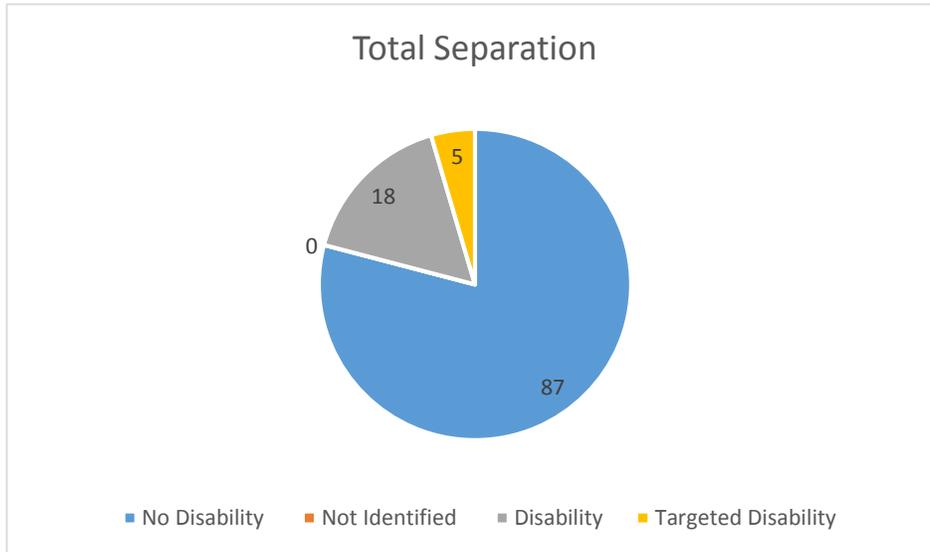
Total Workforce Distribution by Disability FY17



New Hires by Disability Status FY17



Separation by Disability Status FY17



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 or 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.

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 Wafford 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.

Carol Wafford

3/27/18

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

Date

MRO

3/27/18

Signature of Agency Head or Agency Head Designee

Date

PART I - PRE-COMPLAINT ACTIVITIES

INTENTIONALLY LEFT BLANK	COUNSELING	INDIVIDUALS
	TOTAL COMPLETED/ENDED COUNSELING	
C. TOTAL COMPLETED/ENDED COUNSELINGS	28	28
C.1. COUNSELED WITHIN 30 DAYS	14	14
C.2. COUNSELED WITHIN 31 TO 90 DAYS	11	11
C.2.a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	2	2
C.2.b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	9	9
C.2.c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	0	0
C.3. COUNSELED BEYOND 90 DAYS	3	3
C.4. COUNSELED DUE TO REMANDS	0	0
D. PRE-COMPLAINT ACTIVITIES		
D.1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	2	2
D.2. INITIATED DURING THE REPORTING PERIOD	32	32
D.3. COMPLETED/ENDED COUNSELINGS	28	28
D.3.a. SETTLEMENTS (MONETARY AND NON-MONETARY)	1	1
D.3.b. WITHDRAWALS/NO COMPLAINT FILED	10	10
D.3.c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	17	17
D.3.d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0
D.4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	6	6

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELING	INDIVIDUALS	AMOUNT
E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL	0	0	\$0.00
E.1. COMPENSATORY DAMAGES	0	0	\$0.00
E.2. BACKPAY/FRONTPAY	0	0	\$0.00
E.3. LUMP SUM PAYMENT	0	0	\$0.00
E.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
E.5.	0	0	\$0.00
E.6.	0	0	\$0.00

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL

	COUNSELING	INDIVIDUALS
F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL	0	0
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	0	0
F.4. REASSIGNMENTS	0	0
F.5. REMOVALS RESCINDED	0	0
F.5.a. REINSTATEMENT	0	0
F.5.b. VOLUNTARY RESIGNATION	0	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	0	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	0	0
F.9.a. RESCINDED	0	0
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	0	0
F.11. LEAVE RESTORED	0	0
F.12. NEUTRAL REFERENCE	0	0
F.13.	0	0
F.14	0	0

G. ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL

	COUNSELING	INDIVIDUALS	AMOUNT
G. ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL	0	0	\$0.00
G.1. COMPENSATORY DAMAGES	0	0	\$0.00
G.2. BACKPAY/FRONTPAY	0	0	\$0.00
G.3. LUMP SUM PAYMENT	0	0	\$0.00
G.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
G.5.	0	0	\$0.00
G.6.	0	0	\$0.00

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL

	COUNSELING	INDIVIDUALS
H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL	1	1
H.1. HIRES	0	0
H.1.a. RETROACTIVE	0	0
H.1.b. NON-RETROACTIVE	0	0
H.2. PROMOTIONS	0	0
H.2.a. RETROACTIVE	0	0
H.2.b. NON-RETROACTIVE	0	0
H.3. EXPUNGEMENTS	0	0
H.4. REASSIGNMENTS	1	1
H.5. REMOVALS RESCINDED	0	0
H.5.a. REINSTATEMENT	0	0
H.5.b. VOLUNTARY RESIGNATION	0	0
H.6. ACCOMMODATIONS	0	0
H.7. TRAINING	1	1
H.8. APOLOGY	0	0
H.9. DISCIPLINARY ACTIONS	1	1
H.9.a. RESCINDED	1	1
H.9.b. MODIFIED	0	0
H.10. PERFORMANCE EVALUATION MODIFIED	1	1
H.11. LEAVE RESTORED	1	1
H.12. NEUTRAL REFERENCE	0	0
H.13.	0	0
H.14	0	0

I. NON-ADR SETTLEMENTS

	COUNSELING	INDIVIDUALS
TOTAL	0	0

PART II - FORMAL COMPLAINT ACTIVITIES

39	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
17	B. COMPLAINTS FILED
0	C. REMANDS (sum of lines C1+C2+C3)
0	C.1. REMANDS (NOT INCLUDED IN A OR B)
0	C.2. REMANDS (INCLUDED IN A OR B)
0	C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C. 2 ABOVE
0	C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F. OR H. THAT RESULTED FROM REMANDS
56	D. TOTAL COMPLAINTS
50	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
11	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
6	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
4	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
41	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]
17	J. INDIVIDUALS FILING COMPLAINTS (Complainants)
3	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE

A. AGENCY & CONTRACT RESOURCES

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
A.1. WORKFORCE				
A.1.a. TOTAL WORK FORCE	1,827			
A.1.b. PERMANENT EMPLOYEES	1,802			
A.2. COUNSELOR	5		0	
A.2.a. FULL-TIME	0	0	0	0
A.2.b. PART-TIME	0	0	0	0
A.2.c. COLLATERAL DUTY	5	100	0	0
A.3. INVESTIGATOR	0		0	
A.3.a. FULL-TIME	0	0	0	0
A.3.b. PART-TIME	0	0	0	0
A.3.c. COLLATERAL DUTY	0	0	0	0
A.4. COUNSELOR/INVESTIGATOR	0		0	
A.4.a. FULL-TIME	0	0	0	0
A.4.b. PART-TIME	0	0	0	0
A.4.c. COLLATERAL DUTY	0	0	0	0

B. AGENCY & CONTRACT STAFF TRAINING

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
B.1. NEW STAFF (NS) - TOTAL	0	0	0	0	0	0
B.1.a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	0	0	0	0	0	0
B.1.b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
B.1.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
B.2. EXPERIENCED STAFF (ES) - TOTAL	5	0	0	0	0	0
B.2.a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	5	0	0	0	0	0
B.2.b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	0	0	0	0	0	0
B.2.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

C. REPORTING LINE

1.	EEO DIRECTOR'S NAME:	Carol Wafford
1a.	DOES THE AGENCY DIRECTOR REPORT TO THE AGENCY HEAD?	YES NO X
2.	IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?	
PERSON	Patricia Greiner	
TITLE	Deputy Director, Chief Administrator	
3.	WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?	
PERSON	Carol Wafford	
TITLE	Director, EEO	
4.	WHO DOES THAT PERSON REPORT TO?	
PERSON	Patricia Greiner	
TITLE	Deputy Director, Chief Administrator	

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	BLACK OR AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
A. APPOINTMENT/HIRE	0	0	0	1	0	0	1	0	1	12	4	4
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	1	4	2	2
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	1	2	1	1
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	1	2	1	1
E.6	0	0	0	0	0	0	0	0	0	0	0	0
E.7	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	1	1	1
G. PERF. EVAL./APPRAISAL	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	1	1	0	1	0	3	18	8	8
I.1. NON-SEXUAL	0	0	0	1	1	0	1	0	2	14	5	5
I.2. SEXUAL									1	4	3	3
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	1	0	0	1	0	0	8	3	3
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION									1	3	2	2
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMODATION								0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING										0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	1	1	1
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	1	0	2	5	2	2
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	3	1	1
W. TRAINING	0	0	0	1	0	0	0	0	0	2	1	1
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	BLACK OR AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
TOTAL ALL ISSUES BY BASES	0	0	0	4	1	0	4	0	9			
TOTAL ALL COMPLAINTS FILED BY BASES	0	0	0	3	1	0	4	0	8			
TOTAL ALL COMPLAINANTS BY BASES	0	0	0	3	1	0	4	0	8			

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
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 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION												TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	SEX			PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA			
	MALE	FEMALE	LGBT		HISPANIC / LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
A. APPOINTMENT/HIRE	2	0	0	0	2	1			2	0	2	0	12	4	4
B. ASSIGNMENT OF DUTIES	1	0	0	0	1	0			1	0	0	0	4	2	2
C. AWARDS	0	0	0	0	0	0			0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME	0	0	0	0	0	0			0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	1			0	0	0	0	2	1	1
E.1. DEMOTION	0	0	0	0	0	0			0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0			0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0			0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0			0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	1			0	0	0	0	2	1	1
E.6.	0	0	0	0	0	0			0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0			0	0	0	0	0	0	0
F. DUTY HOURS	0	0	1	0	0	0			0	0	0	0	1	1	1
G. EVALUATION/APPRaisal	0	0	0	0	0	0			0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0			0	0	0	0	0	0	0
I. HARASSMENT	4	2	1	0	1	0			2	1	1	0	18	8	8
I.1. NON-SEXUAL	2	1	1	0	1	0			2	1	1	0	14	5	5
I.2. SEXUAL	2	1	0	0									4	3	3
J. MEDICAL EXAMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	2	0	1	0	0	1			2	0	0	0	8	3	3
M. REASSIGNMENT	0	0	0	0	0	0			0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0			0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0			0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION DISABILITY				0						1	1	0	3	2	2
O. REINSTATEMENT	0	0	0	0	0	0			0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION													0	0	0
Q. RETIREMENT	0	0	0	0	0	0			0	0	0	0	0	0	0
R. SEX-STEROTYPING	0	0	0										0	0	0
S. TELEWORK	0	0	0	0	0	0			0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0			0	1	0	0	1	1	1
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	1	0			1	0	0	0	5	2	2
V. TIME AND ATTENDANCE	1	0	0	0	1	0			1	0	0	0	3	1	1
W. TRAINING	0	0	0	0	0	0			0	0	1	0	2	1	1
X. OTHER (Please specify below)	0	0	0	0	0	0			0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0			0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0			0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0			0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0			0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE	
	SEX			PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY					GINA
	MALE	FEMALE	LGBT		HISPANIC / LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
TOTAL ALL ISSUES BY BASES	10	2	3	0	6	3	0	0	9	3	5	0			
TOTAL ALL COMPLAINTS FILED BY BASES	7	2	2	0	4	3	0	0	6	2	4	0			
TOTAL ALL COMPLAINANTS BY BASES	7	2	2	0	4	3	0	0	6	2	4	0			

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 1)

ISSUES OF ALLEGED DISCRIMINATION IN SETTLEMENTS	BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS														
	RACE						COLOR	RELIGION	REPRISAL	NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SETTLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINTS SETTLED WITH BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES									
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. PERF. EVAL./APPRAISAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	2	0	0	0	5	3	3
I.1. NON-SEXUAL	0	0	0	0	0	0	0	0	1	0	0	0	2	1	1
I.2. SEXUAL									1	0	0	0	3	2	2
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION									0	1	1	1	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMODATION									0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING										0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 1)

ISSUES OF ALLEGED DISCRIMINATION IN SETELEMETS	BASES OF ALLEGED DISCRIMINATION IN SETELEMETS						COLOR	RELIGION	REPRISAL	NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SELLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINANTS SETTLED WITH BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES									
1. COUNSELING SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0						
1.1A. NUMBER OF COUNSELINGS SETTLED	0	0	0	0	0	0	0	0	0						
1.1B. NUMBER OF COUNSELEES SETTLED WITH	0	0	0	0	0	0	0	0	0						
2. COMPLAINT SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	2						
2.2A. NUMBER OF COMPLAINTS SETTLED	0	0	0	0	0	0	0	0	2						
2.2B. NUMBER OF COMPLAINANTS SETTLED WITH	0	0	0	0	0	0	0	0	2						

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 2)

BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS

ISSUES OF ALLEGED DISCRIMINATION IN SETELEMETS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SELLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINTS SETTLED WITH BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL							
A. APPOINTMENT/HIRE	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPRaisal	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	2	0	0	0	0			1	0	0	0	0	0	5	3	3	3
I.1. NON-SEXUAL	0	0	0	0	0	0			1	0	0	0	0	0	2	1	1	1
I.2. SEXUAL	0	2	0	0	0	0							0	0	3	2	2	2
J. MEDICAL EXAMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION DISABILITY				0						0	1	0	1	1	1	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION													0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING	0	0	0										0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 2)

ISSUES OF ALLEGED DISCRIMINATION IN SETELEMETS	BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS												NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SELLEMENT ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINANTS SETTLED WITH BY ISSUE
	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA						
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL							
1. COUNSELING SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0	0	1	0						
1.1A. NUMBER OF COUNSELINGS SETTLED	0	0	0	0	0	0	0	0	0	0	1	0						
1.1B. NUMBER OF COUNSELEES SETTLED WITH	0	0	0	0	0	0	0	0	0	0	1	0						
2. COMPLAINT SETTLEMENT ALLEGATIONS	0	2	0	0	0	0	0	0	1	0	0	0						
2.2A. NUMBER OF COMPLAINTS SETTLED	0	2	0	0	0	0	0	0	1	0	0	0						
2.2B. NUMBER OF COMPLAINANTS SETTLED WITH	0	2	0	0	0	0	0	0	1	0	0	0						

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 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 1)

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	RACE						COLOR	RELIGION	REPRISAL	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FADs WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS FULLY IMPLEMENTED BY ISSUE	# COMPLAINTS ISSUED FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	AMERICAN INDIAN /ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES											
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. PERF. EVAL./APPRAISAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.2. SEXUAL									0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION									0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMODATION									0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING										0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 1)

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	RACE						COLOR	RELIGION	REPRISAL	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FADs WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE	# COMPLAINANTS ISSUED FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	AMERICAN INDIAN /ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES											
1. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0								
1.1a. Number FADs with Findings	0	0	0	0	0	0	0	0	0								
1.1b. Number Complainants Issued FAD Findings	0	0	0	0	0	0	0	0	0								
2. AJ Decision Findings	0	0	0	0	0	0	0	0	0								
2.2a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0								
3. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0								
3.3a. # of Final Orders (Fos) With Findings Implemented	0	0	0	0	0	0	0	0	0								
3.3b. # of Complainants issued FOs with Findings Implemented	0	0	0	0	0	0	0	0	0								

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 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

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PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 2)

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FADs WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED	# COMPLAINTS ISSUED FINAL ORDERS FULLY IMPLEMENTED BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL									
A. APPOINTMENT/HIRE	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPRaisal	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
I.2. SEXUAL	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION DISABILITY				0						0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION												0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROTYPING	0	0	0									0	0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0

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 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 2)

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	SEX			PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FADs WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS w/ FINDINGS FULLY IMPLEMENTED FINDINGS	# COMPLAINANTS ISSUED FINAL ORDERS W/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	MALE	FEMALE	LGBT		HISPANIC LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL									
1. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0								
1.1a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0								
1.1b. Number Complainants Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0								
2. AJ Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0								
2.2a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0								
3. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0								
3.3a. # of Final Orders (Fos) With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0								
3.3b. # of Complainants issued FOs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0								

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PART V - SUMMARY OF CLOSURES BY STATUTE

14	A.1. TITLE VII
0	A.1.a. PREGNANCY DISCRIMINATION ACT (PDA)
4	A.2. AGE DISRIMINATION IN EMPLOYMENT ACT (ADEA)
4	A.3. REHABILITATION ACT
0	A.4. EQUAL PAY ACT (EPA)
0	A.5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)
22	B. TOTAL BY STATUTES - THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED. (A1+A1a +A2+A3+A4+A5)

PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. TOTAL NUMBER OF CLOSURES	15	12958	863.87
A.1. WITHDRAWALS	1	667	667.00
A.1.a. NON-ADR WITHDRAWALS	1	667	667.00
A.1.b. ADR WITHDRAWALS	0	0	0.00
A.2. SETTLEMENTS	3	1462	487.33
A.2.a. NON-ADR SETTLEMENTS	3	1462	487.33
A.2.b. ADR SETTLEMENTS	0	0	0.00
A.3. FINAL AGENCY ACTIONS	11	10829	984.45
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION	5	2512	502.40
B.1. FINDING DISCRIMINATION	0	0	0.00
B.2. FINDING NO DISCRIMINATION	4	2489	622.25
B.3. DISMISSAL OF COMPLAINTS	1	23	23.00
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION	6	8317	1,386.17
C.1. AJ DECISION FULLY IMPLEMENTED	6	8317	1,386.17
C.1.a. FINDING DISCRIMINATION	0	0	0.00
C.1.b. FINDING NO DISCRIMINATION	6	8317	1,386.17
C.1.c. DISMISSAL OF COMPLAINTS	0	0	0.00
C.2. AJ DECISION NOT FULLY IMPLEMENTED	0	0	0.00
C.2.a. FINDING DISCRIMINATION	0	0	0.00
C.2.a.i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
C.2.a.ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
C.2.a.iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
C.2.b. FINDING NO DISCRIMINATION	0	0	0.00
C.2.c. DISMISSAL OF COMPLAINTS	0	0	0.00

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PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED	4	155	38.75
D.1. COMPLAINANT REQUESTED IMMEDIATE FAD	1	32	32.00
D.1.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	1	32	32.00
D.1.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	0	0	0.00
D.2. COMPLAINANT DID NOT ELECT HEARING OR FAD	1	53	53.00
D.2.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	1	53	53.00
D.2.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	0	0	0.00
D.3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	2	70	35.00
D.3.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	2	70	35.00
D.3.b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
D.4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
D.4.a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
D.4.b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00

PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS	3	
B. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT	1	\$20,000.00
B.1. BACK PAY/FRONT PAY	0	\$0.00
B.2. LUMP SUM PAYMENT	0	\$0.00
B.3. COMPENSATORY DAMAGES	0	\$0.00
B.4. ATTORNEY FEES AND COSTS	1	\$20,000.00
D. INTENTIONALLY LEFT BLANK		
E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT	3	
F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES	NUMBER OF CLOSURES THAT RECEIVED MONETARY BENEFITS AS WELL	NUMBER OF CLOSURES THAT RECEIVED ONLY NON-MONETARY BENEFITS
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	1	0
F.4. REASSIGNMENTS	0	1
F.5. REMOVALS RESCINDED	0	1
F.5.a. REINSTATEMENT	0	1
F.5.b. VOLUNTARY RESIGNATION	0	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	0	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	0	1
F.9.a. RESCINDED	0	1
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	0	1
F.11. LEAVE RESTORED	0	0
F.12. NEUTRAL REFERENCE	0	0
F.13.	0	0
F.14.	0	0

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PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	DAYS PENDING OLDEST CASE	OLDEST DOCKET #
A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I)	41	25774			
A.1. COMPLAINTS PENDING WRITTEN NOTIFICATION	0	0	0	0	
A.1.a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS	0	0	0	0	
A.2. COMPLAINTS PENDING IN INVESTIGATION	6	493	82.17	172	
A. 2a. COMPLAINTS PENDING 180 DAY INVESTIGATION NOTICE	0	0	0	0	
A.3. COMPLAINTS PENDING IN HEARINGS	35	25281	722.31	2227	450-2014-00138X
A.4. COMPLAINTS PENDING A FINAL AGENCY ACTION	0	0	0	0	

PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD	17	2963	174.29
AGENCY INVESTIGATIONS			
A.1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL	0	0	0.00
A.1.a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
A.1.b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
A.1.b.1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1.b.2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1.c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.2. AGENCY INVESTIGATION COSTS	\$0.00		\$0.00
CONTRACT INVESTIGATIONS			
A.3. INVESTIGATIONS COMPLETED BY CONTRACTORS	17	2963	174.29
A.3.a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	12	1861	155.08
A.3.b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	5	1102	220.40
A.3.b.1. TIMELY COMPLETED INVESTIGATIONS	3	628	209.33
A.3.b.2. UNTIMELY COMPLETED INVESTIGATIONS	2	474	237.00
A.3.c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.4. CONTRACTOR INVESTIGATION COSTS	\$58,414.78		\$3,436.16

PART X - SUMMARY OF ADR PROGRAM ACTIVITIES
INFORMAL PHASE PRE-COMPLAINT

A. INTENTIONALLY LEFT BLANK				
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS				
	COUNSELING	INDIVIDUALS		
B.1. ADR OFFERED BY AGENCY	28	28		
B.2. REJECTED BY INDIVIDUAL (COUNSELEE)	15	15		
B.3. INTENTIONALLY LEFT BLANK				
B.4. TOTAL ACCEPTED INTO ADR PROGRAM	13	13		
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)				
C.1. INHOUSE	1	1		
C.2. ANOTHER FEDERAL AGENCY	7	7		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
C.5. FEDERAL EXECUTIVE BOARD	0	0		
C.6.	0	0		
C.7.	0	0		
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)				
D.1. MEDIATION	8	8	397	49.63
D.2. SETTLEMENT CONFERENCES	0	0	0	0.00
D.3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
D.4. FACTFINDING	0	0	0	0.00
D.5. FACILITATION	0	0	0	0.00
D.6. OMBUDSMAN	0	0	0	0.00
D.7. PEER REVIEW	0	0	0	0.00
D.8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
D.9.	0	0	0	0.00
D.10.	0	0	0	0.00
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS				
E.1. TOTAL CLOSED	13	13	639	49.15
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	1	1	85	85.00
E.1.b. NO FORMAL COMPLAINT FILED	5	5	234	46.80
E.1.c. COMPLAINT FILED				
E.1.c.i. NO RESOLUTION	6	6	292	48.67
E.1.c.ii. NO ADR ATTEMPT (aka Part X.E.1.d)	1	1	28	28.00
E.1.e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0	0	0.00

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PART XI SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE (COMPLAINT FILED)

B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
B.1. ADR OFFERED BY AGENCY		14	13		
B.2. REJECTED BY COMPLAINANT		14	13		
B.3. INTENTIONALLY LEFT BLANK					
B.4. TOTAL ACCEPTED INTO ADR PROGRAM		0	0		
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)		0	0		
C.1. INHOUSE		0	0		
C.2. ANOTHER FEDERAL AGENCY		0	0		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY)		0	0		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)		0	0		
C.5. FEDERAL EXECUTIVE BOARD		0	0		
C.6.		0	0		
C.7.		0	0		
		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)		0	0	0	0.00
D.1. MEDIATION		0	0	0	0.00
D.2. SETTLEMENT CONFERENCES		0	0	0	0.00
D.3. EARLY NEUTRAL EVALUATIONS		0	0	0	0.00
D.4. FACTFINDING		0	0	0	0.00
D.5. FACILITATION		0	0	0	0.00
D.6. OMBUDSMAN		0	0	0	0.00
D.7. MINI-TRIALS		0	0	0	0.00
D.8. PEER REVIEW		0	0	0	0.00
D.9. MULTIPLE TECHNIQUES USED (Please specify in a comment box)		0	0	0	0.00
D.10.		0	0	0	0.00
D.11.		0	0	0	0.00
E. STATUS OF CASES IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
E.1. TOTAL CLOSED		0	0	0	0.00
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)		0	0	0	0.00
E.1.b. WITHDRAWAL FROM EEO PROCESS		0	0	0	0.00
E.1.c. NO RESOLUTION		0	0	0	0.00
E.1.d. NO ADR ATTEMPT		0	0	0	0.00
2. INTENTIONALLY LEFT BLANK					
F. BENEFITS RECEIVED		COMPLAINTS	COMPLAINANTS	AMOUNT	
F.1. MONETARY (INSERT TOTALS)		0	0	\$0.00	
F.1.a. COMPENSATORY DAMAGES		0	0	\$0.00	
F.1.b. BACKPAY/FROTPAY		0	0	\$0.00	
F.1.c. LUMP SUM		0	0	\$0.00	
F.1.d. ATTORNEY FEES AND COSTS		0	0	\$0.00	
F.1.e.		0	0	\$0.00	
F.2. NON-MONETARY (INSERT TOTALS)		0	0		
F.2.a. HIRES		0	0		
F.2.a.i. RETROACTIVE		0	0		
F.2.a.ii. NON-RETROACTIVE		0	0		
F.2.b. PROMOTIONS		0	0		
F.2.b.i. RETROACTIVE		0	0		
F.2.b.ii. NON-RETROACTIVE		0	0		
F.2.c. EXPUNGEMENTS		0	0		
F.2.d. REASSIGNMENTS		0	0		
F.2.e. REMOVALS RESCINDED		0	0		
F.2.e.i. REINSTATEMENT		0	0		
F.2.e.ii. VOLUNTARY RESIGNATION		0	0		
F.2.f. ACCOMMODATIONS		0	0		
F.2.g. TRAINING		0	0		
F.2.h. APOLOGY		0	0		
F.2.i. DISCIPLINARY ACTIONS		0	0		
F.2.i.i. RESCINDED		0	0		
F.2.i.ii. MODIFIED		0	0		
F.2.j. PERFORMANCE EVALUATION MODIFIED		0	0		
F.2.k. LEAVE RESTORED		0	0		
F.2.l. NEUTRAL REFERENCE		0	0		
F.2.m.		0	0		

PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES

EEO ADR RESOURCES

A. NO LONGER COLLECTED	
B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR	1827
C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. & XI.)	5
C.1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	0
C.2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	0
C.3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	5
C.4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	0
D. EEO ADR FUNDING SPENT	AMOUNT
	\$0.00

E. EEO ADR CONTACT INFORMATION

E.1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER	Carol Wafford
E.2. TITLE	Director, EEO
E.3. TELEPHONE NUMBER	817-847-3958
E.4. EMAIL	carol.wafford@bep.gov

F. EEO ADR PROGRAM INFORMATION

F.1. Does the agency require the alleged responsible management official to participate in EEO ADR?	YES	NO
	X	
F.1a. If yes, is there a written policy requiring the participation?	X	
F.2. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?		X

CERTIFICATION AND CONTACT INFORMATION

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, 2016 through September 30, 2017 is accurate and complete.

NAME OF CERTIFYING OFFICIAL:	Carol Wafford
TITLE OF CERTIFYING OFFICIAL:	Manager, Equal Opportunity and Diversity Management
TELEPHONE NUMBER:	(817) 847-3958
E-MAIL:	carol.wafford@bep.gov
SIGNATURE OF CERTIFYING OFFICIAL: (Enter PIN to serve as your electronic signature)	
DATE:	23-10-2017

NAME OF PREPARER:	Clarissa Lara
TITLE OF PREPARER:	EEO Specialist
TELEPHONE NUMBER:	(512) 499-5115
E-MAIL:	clarissa.lara@treasury.gov
DATE:	19-10-2017

The FY 2017 Form 462 report must be "Accepted/Finalized" by EEOC by October 31, 2017 to be considered timely.

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
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(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DTR Bureau of Engraving and Printing

REPORTING PERIOD: FY 2017

Form 462 Comments

Part Name	COMMENT(expression left evaluation symbol expression right value1 value2 comment)
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