

Section II

Numerical Objectives And Objectives and Action Items

FY 02 NUMERICAL OBJECTIVE BY PATCOB

FY-02 Update

Occupational Category		TOTAL # ALL	WHITE		BLACK		HISPANIC		AA/PI		AI/AN	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
PROFESSIONAL	PLANNED	18	0	6	2	2	2	2	2	1	1	0
	ACTUAL	0										
ADMINISTRATIVE	PLANNED	12	0	5	1	2	1	1	1	1	0	0
	ACTUAL	0										
TECHNICAL	PLANNED	7	0	2	0	0	2	1	1	1	0	0
	ACTUAL	0										
CLERICAL	PLANNED	9	1	2	1	1	1	0	1	1	1	0
	ACTUAL	0										
OTHER	PLANNED	8	1	2	0	0	1	1	1	1	0	1
	ACTUAL	0										
WAGE GRADE	PLANNED	4	0	1	1	1	0	1	0	0	0	0
	ACTUAL											
WAGE GRADE SPV	PLANNED	0										
	ACTUAL											
WAGE GRADE LDR	PLANNED	0										
	ACTUAL											

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN OBJECTIVES AND ACTION ITEMS		
PROGRAM ELEMENT: Recruitment and Hiring (Professional Occupational Category)		
PROBLEM STATEMENT: A manifest imbalance exists among females in all EEO groups. A conspicuous absence exists among American Indian males and females.		
OBJECTIVE: To improve the representation of minorities and women and to remove the conspicuous absence of Hispanic females.		
RESPONSIBLE OFFICIALS: Branch Managers, Career Program Managers, CPAC Manager, Position Management Office, Executive Staff, AMIE Coordinator, SADBU, EEOM, PAO, University Relations Team, SEPMA and Selection Panel Members.		
ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Utilize the Federal Career Intern Program to recruit and hire directly from college campuses.	Branch Mgrs, CPAC	Ongoing
2. Utilize hiring incentives, e.g. hiring bonuses to render the government more attractive to graduates.	Branch Mgrs, CPAC Executive Staff	Ongoing
3. Increase the number of students hired under the Student Career Experience Program (SCEP).	Branch Mgrs, CPAC AMIE Coord and EEOM	2nd Quarter
4. Develop and expand mailing list of professional organizations, universities, and advocacy organizations.	EEOM, CPAC	31-Dec-01
5. Re-institute the University Relations Committee.	Division Deputies, SADBU, XO, CPAC. PAO, EEO, AMIE Coordinator, SEPM's	30-Nov-01
6. On-site visits to four universities to conduct recruitment activities.	University Relations Team, CPAC, FWPM, AAPIEM & HEPM	TBD 1 per quarter
7. Ensure that referrals include a diverse group of candidates.	EEOO & CPAC	Ongoing
8. Develop a recruiting web page.	Mgrs, Supervisors, Career Program Mgrs CPAC	
9. Monitor selections.	EEOC	Quarterly

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN OBJECTIVES AND ACTION ITEMS		
PROGRAM ELEMENT: (Administrative Occupational Category)		
PROBLEM/BARRIER STATEMENT: A manifest imbalance exists among white, black and Asian females, and a conspicuous absence exists among Hispanic females.		
OBJECTIVE: To increase the representation of all underrepresented EEO groups and remove the conspicuous absence of Hispanic females.		
RESPONSIBLE OFFICIALS: Branch Managers, Career Program Managers, CPAC and EEO Managers.		
ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Participate in job fairs, career day activities and on-site visits to universities.	Mgrs, Supervisors SEPMS, CPAC Career Prog Mgrs	Quarterly
2. Establish 5 Upward Mobility positions.	Managers Supervisors CPAC	15-Nov-01
3. Establish relationships with other agencies and MACOMS for recruiting sources.	CPAC EEOM	Ongoing
4. Ensure that referral lists include all EEO groups.	CPAC EEOM	Ongoing
5. Utilize the Federal Career Intern Program to recruit and hire directly from college campuses.	Branch Mgrs Career Prog Mgrs CPAC	1st and 2nd Qtrs
6. Increase the number of students hired under the SCEP in Real Estate and IMO to create a pool of highly qualified graduates to select from for administrative positions.	Branch Mgrs	Ongoing
7. Pay tuition assistance for high potential SCEP students.	Mgrs, Supervisors CPAC, RMO	2nd and 3rd Qtrs
8. Develop a recruiting web page.	Mgrs, Supervisors, Career Prog Mgrs, CPAC, IMO	1st Qtr
9. Monitor selections.	EEOM	Quarterly

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN OBJECTIVES AND ACTION ITEMS		
PROGRAM ELEMENT: (Technical Occupational Category)		
PROBLEM/BARRIER STATEMENT: A manifest imbalance exists among white and Asian females. A conspicuous absence exists among Hispanic and American Indian males and females and Asian males.		
OBJECTIVE: To improve the representation of minorities and women and remove the conspicuous absence of Hispanic females.		
RESPONSIBLE OFFICIALS: Branch Managers, Career Program Managers, CPAC Manager, Position Management Officer, Executive Staff, AMIE Coordinator, SADB, EEOM, PAO, University Relations Team, SEPMS and Selection Panel Members.		
ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Increase the number of students hired under the SCEP to create a pool of highly qualified graduates from which to select.	Managers Supervisors CPAC	End of 2nd Qtr
2. Conduct a site visit to the Norfolk State University, School of Technology.	University Relations Team	30-Nov-01
3. Utilize Federal Career Intern Program to recruit and hire directly from college campuses.	Mgrs and Supervisors CPAC	End of 3rd Qtr
4. Participate in job fairs - National IMAGE Training Conference.	HEPM CPAC	26 May - 2 Jun 01
5. Develop a recruiting web page.	HEPM CPAC	30-Nov-01
6. Monitor selections.	EEOM	Quarterly

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: (Other)

PROBLEM/BARRIER STATEMENT: Underrepresentation of minorities and women.

OBJECTIVE: To increase the representation of minorities and women by 50%.

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Inform the universities of work opportunities available through SCEP.	CPAC	1st/2nd Qtrs
2. Establish work schedules to accommodate the academic calendar.	Mgrs and Supervisors CPAC	2nd Qtr
3. Make selections.	Mgrs and Supervisors CPAC, EEOM	
4. Consider tuition assistance for students who show high potential.	Mgrs and Supervisors	30-Nov-01
5. Earmark four positions for the AMIE Program.	AMIE Coordinator CPAC	1st Qtr
6. Conduct on site visit to Hampton University School of Engineering. Inform the Dean of employment opportunities for four students (Engr and Architect).	CPAC	
7. Monitor selections.	EEOM	Quarterly

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: (Blue Collar)

PROBLEM/BARRIER STATEMENT: Underrepresentation exists among females and all EEO groups.

OBJECTIVE: To increase the representation of females.

Responsible Officials: Branch and Office Managers

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Advertise vacancies at trade and vocational schools.	Mgrs and Supervisors CPAC	2nd/3rd Qtrs
2. Convert one temporary employee to permanent status.	Mgrs and Supervisors CPAC	3rd Qtr
3. Establish one Upward Mobility Training Position	Mgrs and Supervisors	2nd Qtr
4. Provide training opportunities.	Mgrs and Supervisors	Ongoing
5. Provide cross training whenever possible.	Mgrs and Supervisors	Ongoing
6. IDP		
7. Monitor the distribution of training opportunities and promotions.	EEOM	Ongoing
8. Review Referral and Selection Registers and monitor selections.	EEOM	Ongoing

FY 02 NUMERICAL OBJECTIVE FOR UPWARD MOBILITY POSITIONS

FY-02 Update

Occupational Category		TOTAL # ALL	WHITE		BLACK		HISPANIC		AA/PI		AI/AN	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
UPWARD MOBILITY	PLANNED	8	0	3	1	3	0	0	1	0	0	0
	ACTUAL	0										
TOTAL	PLANNED	8	0	3	1	3	0	0	1	0	0	0
TOTAL	ACTUAL	0										

EEOC FORM 568 - MODIFIED (8/87)

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: (Upward Mobility Positions)

PROBLEM/BARRIER STATEMENT: The District has 38 encumbered clerical positions. Because of today's technology and new business processes, many of the purely clerical duties are eroding. Additionally, underrepresentation exists among all EEO groups in the administrative occupational category.

OBJECTIVE: To establish eight (8) Upward Mobility positions.

RESPONSIBLE OFFICIALS: Managers, supervisors and CPAC.

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Conduct job analysis, position redesign to facilitate the establishment of entry level and bridge positions under the Upward Mobility Program.	Managers Supervisors CPAC	15-Nov-01
2. Develop formal training plans/agreements.	Managers, CPAC Supervisors	30-Nov-01
3. Announce positions.	CPAC	1-10 Dec 01
4. Review referral lists to ensure that a diverse group of applicants are referred.	EEOO	10-Dec-01
5. Ensure that the selection panel members are diverse.	Panel Chair CPAC and EEOO SEPMA	15-Dec-01
6. Monitor selections.	EEOO	Quarterly

FY 02 NUMERICAL OBJECTIVE BY MAJOR OCCUPATION

FY-02 Update

SERIES NAME CATEGORY		TOTAL # ALL	WHITE		BLACK		HISPANIC		AA/PI		AI/AN	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
			CIVIL ENGINEER 810	PLANNED	10	0	4	0	3	0	2	0
	ACTUAL	0										

EEOC FORM 568 - MODIFIED (8/87)

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: (Major Occupation - Civil Engineer)

PROBLEM/BARRIER STATEMENT: Severe underrepresentation exists among white females. A manifest imbalance exists among black males and females, Hispanic males and Asian males. A conspicuous absence exists among Hispanic females and Asian females.

OBJECTIVE: To remove the conspicuous absence of Hispanic and Asian females and improve the representation of white and black females.

RESPONSIBLE OFFICIALS: Managers and supervisors, Career Program Managers, AMIE Coordinator, University Relations Team, SEPMS, CPAC and EEOM.

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Utilize the Federal Career Intern Program to recruit and hire directly from college campuses.	Mgrs and Supervisors CPAC	Ongoing
2. Utilize hiring incentives, e.g., hiring bonuses to render the government more attractive to graduates.	Mgrs and Supervisors CPAC Executive Staff	Ongoing
3. Increase the number of students hired under the Student Career Experience Program (SCEP).	Mgrs and Supervisors CPAC, EEOM AMIE Coordinator	2nd Quarter
4. Develop/expand mailing list of universities and professional/advocacy organizations.	EEOM CPAC	31-Dec-01
5. Participate in job fairs. Society of Women Engrs Conference, Black Engineers Conference, Federal Asian Pacific Council, and the Society of Hispanic Professional Engineers Conference.	University Relations Team, CPAC SEPMA	09-12 Oct Baltimore 14-16 Feb Baltimore 01-05 May TBD 05-10 Feb Minneapolis
6. Conduct 3 on-site visits to universities. a. North Carolina A & T b. Am Univ of Puerto Rico c. City College of N. Y. d. Old Dominion University	Univ Relations Team CPAC, LARPIEPM FWPM, HEPM	3rd Quarter
7. Ensure tht all referral lists include a diverse group of candidates.	EEOM CPAC	Ongoing
8. Develop a recruiting web page.	Mgrs and Supervisors CPAC, IMO Career Prog Mgr	15-Dec-01
9. Monitor selections.	EEOM	Quarterly

FY 02 NUMERICAL OBJECTIVES FOR GRADES 13-15 POSITIONS

FY-02 Update

GRADE		TOTAL # ALL	WHITE		BLACK		HISPANIC		AA/PI		AI/AN	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
13	PLANNED	5	0	2	1	1	0	0	0	1	0	0
	ACTUAL	0										
14	PLANNED	2	0	1	0	0	1	0	0	0	0	0
	ACTUAL	0										
15	PLANNED	0										
	ACTUAL	0										
TOTAL		7										

EEOC FORM 568 - MODIFIED (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN OBJECTIVES AND ACTION ITEMS		
PROGRAM ELEMENT: (Grade 13 - 15 Positions)		
PROBLEM/BARRIER STATEMENT: Underrepresentation exists among white females, black males and Asian males. A conspicuous absence exists among Hispanic and Asian females.		
OBJECTIVE: To remove the conspicuous absence of Hispanic and Asian females and to increase the representation of all other EEO groups.		
RESPONSIBLE OFFICIALS: Division Chiefs, Career Program Managers, Position Management Officer and SEPM.		
ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Utilize hiring incentives, e.g., hiring bonuses.	Branch Mgrs, CPAC Executive Staff	Ongoing
2. Develop and expand mailing list of professional organizations, universities and advocacy organizations.	EEOM CPAC	31-Dec-01
3. Ensure that referrals include a diverse group of candidates.	EEOM CPAC	Ongoing
4. Develop a recruiting web page.	EEOM CPAC, IMO	Ongoing
5. Monitor the distribution of leadership training among GS 12-13 employees.	EEEO, CPAC Mgrs and Supervisors	Quarterly
6. Prepare a list of possible developmental assignments that could be performed by GS 12-13 employees to create a pool of promotable candidates.	Mgrs and Supervisors CPAC Career Program Mgrs	End of 1st Qtr
7. Ensure that all GS 12-13 employees put one developmental assignment in their Individual Development Plan.	Mgrs and Supervisors CPAC, RMO Career Program Mgrs	Ongoing
8. Monitor training, developmental assignments and promotions.	EEOM	Quarterly

FY 02 NUMERICAL OBJECTIVE BY CAREER PROGRAM # 18

FY-02 Update

CAREER PROGRAM		TOTAL #	WHITE		BLACK		HISPANIC		AA/PI		AI/AN	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
SCIENTIST/ ENGINEER #18												
	PLANNED	8		2	1	2	1	1	1	1	0	0
	ACTUAL	4	3	1	0	0	0	0	0	0	0	0

EEOC FORM 568 - MODIFIED (8/87)

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: (Career Program #18 - Engineers and Scientists)

PROBLEM/BARRIER STATEMENT: A manifest imbalance exists among femals in all EEO groups. A conspicuous absence exists among Hispanic females.

OBJECTIVE: To increase the number of females and remove the conspicuous absence.

RESPONSIBLE OFFICIALS: Managers and supervisors, Career Program Managers, AMIE Coordinator, University Relations Team, SEPMS, CPAC and EEOM.

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
Attend conference and Career Fair. a. Black Engineer Conference b. Hispanic Engineer Conference c. Society of Women Engineer Conference d. American Indian Science and and Engineer Society e. Federal Asian American Pacific Island Conference	Mgrs and Supervisors Career Program Manager CPAC and EEOM	22-31 Mar 02 05-10 Feb 02 09-12 Oct 02 15-18 Nov 02 TBD
2. Conduct on-site visits to three universities to recruit under the Federal Career Intern Program. a. North Carolina A&T b. Florida International University c. University of N. Mexico, Taos.	Mgrs and Supervisors Career Program Manager CPAC and EEOM	2nd Quarter
3. Utilize hiring incentives.	Mgrs and Supervisors CPAC	Ongoing
4. Increase the number of DA Interns and students hired under the Student Career Experience Program (SCEP).	Mgrs and Supervisors CPAC	2nd Qtr
5. Develop a recruiting web page. universities.	Career Program Manager IMO	Feb-02
6. Monitor selections.	EEOM	Ongoing

FY 02 NUMERICAL OBJECTIVES BY PATCOB

FY-02 Update

GRADES		TOTAL # ALL	WHITE		BLACK		HISPANIC		AA/PI		AI/AN	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
11 COMPTROLLER	PLANNED	2	0	0	0	0	1	1	0	0	0	0
	ACTUAL	0										
14 PROCUREMENT	PLANNED	5	0	2	1	0	1	0	1	0	0	0
	ACTUAL	0										
18 ENGRG AND SCIENTISTS	PLANNED	12	0	4	2	2	1	1	0	2	0	0
	ACTUAL	0										
34 INFORMATION MGMT	PLANNED	5	0	1	1	0	1	1	1	0	0	0
	ACTUAL	0										
55 REAL ESTATE	PLANNED	5	2	1	1	1	0	0	0	0	0	0
	ACTUAL	0										
TOTAL		29										

EEOC FORM 568 - MODIFIED (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN OBJECTIVES AND ACTION ITEMS		
PROGRAM ELEMENT: (Career Program 55 - Real Estate)		
PROBLEM/BARRIER STATEMENT: A manifest imbalance exists among females in all EEO groups in the Real Estate occupational category. There is minimal representation of women and minorities in entry level positions in Career Program 55.		
OBJECTIVE: To increase the number of women in Real Estate positions and to increase the representation of women and minorities in entry level positions in Real Estate career program.		
RESPONSIBLE OFFICIALS: Career Program Managers, Supervisors, CPAC and EEOM.		
ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Establish two Upward Mobility Positions.	Mgrs and Supervisors	2nd Qtr
2. Hire two SCEP students from ODU School of Business Administration - Real Estate track.	Mgrs and Supervisors Career Prog Mgrs	3rd Qtr
3. Pay tuition assistance for high potential SCEP students.	Mgrs and Supervisors Career Prog Mgrs	4th Qtr
4. Utilize the Federal Career Intern Program to recruit directly from universities.	Mgrs and Supervisors Career Prog Mgrs	Ongoing
5. Ensure that sufficient number of females are represented on referral lists.	CPAC and EEOM	Ongoing
6. Develop a recruiting web page.	Career Prog Mgrs IMO and CPAC	30-Jan-02