

A History of the U.S. Department of Commerce
During the Clinton Administration
1993-2001



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A History of the U.S. Department of Commerce During the Clinton Administration 1993-2001

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A History of the U.S. Department of Commerce During the Clinton Administration 1993-2001

Foreword

Because of the wide range of programs and functions managed by the Department of Commerce, the material and documents included in *A History of the U.S. Department of Commerce During the Clinton Administration 1993-2001* are organized around each of the Department's policy bureaus and agencies. Formal interviews and meetings with the heads and/or staff of each bureau or agency were conducted between October 6 and December 12, 2000 to discuss the Administrative History Project and what material they believed should be included in the history. After each of these meetings, designated staff members within each bureau and agency collected the material and submitted it for inclusion in the history. The material they submitted is included here in what will hopefully prove to be a valuable resource for historians and researchers in the years and decades to come. Whenever feasible, two copies of each document is included; however, only one copy of documents that were too voluminous to reproduce on conventional office copying machines is included.

While not all-inclusive of every Department of Commerce activity over the last eight years, the material submitted hopefully yields a fairly thorough record of the highlights, major activities, accomplishments, and challenges of each agency/bureau during the Clinton Administration. These materials -- speeches, talking points, Congressional testimony, reports, memos, publications, third-party analyses, issue summaries, website and other documents -- are listed alphabetically by author or title

under the name of the agency or bureau that submitted them. The order in which they are listed is the same order as they are found in the archive boxes.

In a few of the specific bureau and agency sections, historians and researchers will find copies of Congressional Research Service "Reports for Congress" on these organizations' various issues, programs, and policy. While these are not official Department of Commerce documents, they nonetheless provide valuable and objective non-partisan analyses of the work conducted and major issues faced by these bureaus and agencies during the Clinton Administration. Other non-departmental material is included in cases where it helps to clarify and explain issues or adds value and perspective to the historical record.

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U. S. Department of Commerce

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR
MINORITIES AND WOMEN**

FY 1999 ACCOMPLISHMENT REPORT

AND

FY 2000 PLAN UPDATE

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FY 1999

- *****
* SUMMARY ANALYSIS OF WORK FORCE
* ACCOMPLISHMENT OF OBJECTIVES AND ACTION ITEMS
* NOTEWORTHY ACTIVITIES AND INITIATIVES

U.S. Department of Commerce

NAME OF ORGANIZATION

14th Street and Constitution Avenue, NW, Washington, D.C. 20230

ADDRESS OF ORGANIZATION

ORGANIZATIONAL LEVEL: AGENCY X MOC REGION

COMMAND INSTALLATION HEADQUARTERS

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 34,198

PROFESSIONAL 14,148 ADMINISTRATIVE 7,668 TECHNICAL 5,285

CLERICAL 6,092 OTHER 204 BLUE COLLAR 801

Theresa C. Counce

(202) 482-8187

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TELEPHONE NO.

Kimberly H. Walton, Director, Office of Civil Rights

NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

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

DATE

Linda J. Bilmes, Chief Financial Officer
and Assistant Secretary for Administration

NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

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

DATE

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 1999**

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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FY 1999**

GENERAL STATEMENT

The workforce analyses on the following pages are based on comparisons of employment data for September 1998 and 1999, and 1990 National Civilian Labor Force (CLF) statistics provided by the Equal Employment Opportunity Commission, or in the case of occupation-specific statistics, by the U.S. Bureau of the Census.¹ Employment coverage includes all employees on permanent appointments. Not included are (1) political appointees, (2) non-U.S. citizens outside the boundaries of the U.S., (3) National Oceanic and Atmospheric Administration (NOAA) Corps employees, (4) consultants, experts, advisory committee members, and (5) employees serving in the Executive (EX) Pay Plan.

Foreign Service employees are included in all statistical reports, charts, and graphs except those covering the General Schedule (GS) and pay plans associated with the former demonstration project, now called the alternative human resources management pay banding system (ZP, ZA, ZT, and ZS). See Exhibits 3 to 6.

Exhibits referenced in the analyses are located at the end of the recent policy statements. Employment data in this document were generated by the Department's Office of Civil Rights using personnel files downloaded from the National Finance Center (NFC) in New Orleans, LA.

¹1990 Census Population Supplementary Report 1990 CP-S-1-1, Detailed Occupation and Other Characteristics From the EEO File for the United States.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FY 1999

SUMMARY OF WORKFORCE CHANGES

Total permanent employees covered by the program increased from 32,743 in FY 1998 to 34,198 in FY 1999 (see Exhibit 1). Overall, white and Hispanic women and Asian American/Pacific Islanders (Asians) of both genders increased in representation. Black men and women decreased in representation, and the representation of Hispanic men and American Indians of both genders did not change.

MINORITIES:

- Overall employment increased from 8,510 to 9,071 and in percent of representation, by 0.5 percent. See Exhibit 1.
- ▶ Increased in white collar employment by 0.5 percent, from 8,254 to 8,828. See Exhibit 1.
- ▶ Increased in blue collar employment by 0.8 percent, but decreased in number from 256 to 243. See Exhibit 1.
- ▶ Increased in percent of employment in 12 of 20 primary occupations: 8 of 13 professional occupations, 3 of 4 administrative occupations, and 1 technical occupation. See Exhibit 2.
- ▶ Increased in percent of employment in every grade range of the GS pay system except GS 05-08. See Exhibits 3 and 4.
- ▶ Decreased in percent of employment in the SES and the Senior Level pay plans. See Exhibits 3 through 6.
- ▶ Increased in percent of representation in pay bands ZP-02, ZP-04, and ZP-05. See Exhibits 5 and 6.
- ▶ Increased in percent of representation in pay bands ZA-02, ZA-03, and ZA-05. See Exhibits 5 and 6.

- ▶ Increased in percent of representation in pay bands ZT-02 and ZT-04. See Exhibits 5 and 6.
- ▶ Increased in percent of representation in pay bands ZS-01, ZS-02, ZS-03, and ZS-04. See Exhibits 5 and 6.

WOMEN:

- ▶ Overall employment increased from 14,851 to 15,659 and in percent of representation by 0.4 percent. See Exhibit 1.
- ▶ Increased in white collar employment by 0.3 percent and in number from 14,771 to 15,659. See Exhibit 1.
- ▶ Increased in blue collar employment by 0.8 percent and in number from 80 to 84. See Exhibit 1.
- ▶ Increased in percent of employment in 13 of 20 primary occupations: 8 professional, 3 administrative, and 2 technical. See Exhibit 2.
- ▶ Increased in grades GS 09-12 and GS 13-15, and decreased in grades GS 01-04 and GS 05-08. See Exhibits 3 and 4.
- ▶ Increased in percent of employment in the SES. See Exhibits 3 and 4.
- ▶ Increased in pay bands ZP-01 and ZP-03 through ZP-05, and decreased in pay band ZP-02. See Exhibits 5 and 6.
- ▶ Increased in pay bands ZA-01 and ZA-03 through ZA-05, and decreased in pay band ZA-02. See Exhibits 5 and 6.
- ▶ Increased in pay bands ZT-02 through ZA-04. There were no women in pay bands ZA-01 or ZA-05. See Exhibits 5 and 6.
- ▶ Increased in pay band ZS-05, and decreased in pay bands ZS-01 through ZS-04. See Exhibits 7 and 8.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FY 1999**

EMPLOYMENT ANALYSIS BY PATCOB CATEGORIES

An analysis of the Department's workforce by PATCOB Categories indicates the following. See Exhibit 1.

Professional:

Total professional employment increased from 13,384 to 14,148 from September 1998 and September 1999. Asian men accounted for almost one-fifth of the increase. Blacks of both genders, White, Hispanic, and Asian women also rose in representation. Hispanic men and American Indian men and women did not change.

- ▶ Blacks and Asians of both genders and American Indian men are fully represented.
- ▶ White and American Indian women and Hispanics of both genders are underrepresented.

Administrative:

Total administrative employment increased from 7,281 to 7,668 during FY 1999. Black women accounted for one-quarter of the increase. White, Hispanic, and Asian women and Asian men also increased in percent of employment. Black, Hispanic, and American Indian men and American Indian women did not change.

- ▶ Blacks and Asians of both genders are fully represented.
- ▶ White women and Hispanics and American Indians of both genders are underrepresented.

Technical:

Technical employment decreased from 5,290 to 5,285 during FY 1999. Black and Hispanic women increased in representation, while White women and Hispanic men decreased. Black men, Asians, and American Indians of both genders remained unchanged.

- Blacks and Asians of both genders and American Indian men are fully represented.
- White and American Indian women and Hispanics of both genders are underrepresented.

Clerical:

Total clerical employment increased from 5,795 to 6,092 during FY 1999. Hispanics and Asians of both genders and American Indian men increased in representation, while White women and Blacks of both genders decreased. The percentage of American Indian women did not change.

- Blacks of both genders and American Indian women are fully represented.
- White women and Hispanics and Asians of both genders are underrepresented.

Other:

Total employees in other white collar jobs increased from 170 to 204 during FY 1999. White women and Hispanics, Asians, and Americans of both gender increased in representation, while Blacks of both genders decreased.

- White, Black, Hispanic, Asian, and American Indian women and Asian men are fully represented.
- Black, Hispanic, and American Indian men are underrepresented.

Blue Collar:

The number of employees in blue collar occupations decreased from 823 to 801 during FY 1999. White and Black women, Asian men, and Hispanics of both genders increased in representation. Black men and Asian women decreased in representation, while American Indians of both genders did not change.

- Black, Asian, and American Indian men are fully represented.
- White, Black, Asian, and American Indian women and Hispanics of both genders are underrepresented.

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EMPLOYMENT ANALYSIS BY GRADE GROUPING

An analysis of the Department's workforce by grade grouping indicates the following. See Exhibits 3 and 4.

GS and Similar and SES

White Women:

White women comprised 31 percent of all employees in GS and SES positions. They exceeded that rate and over half were employed in the GS-01 through GS-04 and GS-05 through GS-08 grade groupings, indicating a concentration at those levels. Almost one-quarter were employed in grades GS-09 through GS-12, and one-fifth were employed in the GS-13 through GS-15 grade range. A little over 6 percent of White women were employed in the SES.

Blacks:

Men. Black men comprised 5.3 percent of all employees in GS and SES positions. They surpassed this rate in grade ranges GS-05 through GS-8 and GS-9 through GS-12, where over two-thirds were concentrated. Black men were below 5.3 percent in grades GS-01 through GS-04, GS-13 through GS-15, and the SES. Over one-quarter were employed in grades GS-13 through GS-15. Almost one-tenth were employed in the SES.

Women. Black women made up 13.2 percent of employees in the GS and SES. Almost half were concentrated in grades GS-05 through GS-08. Almost a third were employed in grades GS-09 through GS-12, and less than one-eighth were in grades GS-13 through GS-15. Fewer than 1 percent of Black women were employed in the SES.

Hispanics:

Men. Hispanic men accounted for 1.5 percent of all GS and SES employees. They were concentrated in grade ranges GS-09 through GS-12 and GS-13 through GS-15. They made up 1 percent or less of grade ranges GS-01 through GS-04, GS-05 through GS-08 ranges, and the SES.

Women. Hispanic women comprised 1.6 percent of all GS and SES employees. Over half were concentrated in grades GS-01 through GS-04 and GS-05 through GS-08. Fewer than 1.6 percent were employed in all other grade ranges. Over one quarter were employed in grades GS-09 through GS-12, and one-fifth were employed in grades GS-13 through GS-15. Under 1 percent were employed in the SES.

Asian Americans:

Men. Asian men accounted for 4.1 percent of the employees in the GS and SES pay systems. They were clustered in grade ranges GS-09 through GS-12 and GS-13 through GS-15, where over 87 percent were employed. Over one-tenth were in grades at GS-05 through GS-08, and under 3 percent were employed in the SES.

Women. Asian women represented 2.2 percent of all GS and SES employment. They met or exceeded this rate in the GS-09 through GS-12 and GS-13 through GS-15 grade ranges and fell below it in grades GS-01 through GS-04 and the SES. One-third of 1 percent of Asian women were employed in the SES.

American Indians:

Men. American Indian men represented 0.2 percent of all employees in GS and SES positions. They equaled or exceeded this rate and were clustered in grades GS-09 through GS-12, GS-13 through GS-15, and the SES. They fell below that rate in the GS-01 through GS-04 and GS-05 through GS-08 grade ranges. Two-tenths of 1 percent were employed in the SES.

Women. American Indian women represented 0.3 percent of all GS and SES employment. They surpassed that rate and were clustered in the GS-01 through GS-04 and GS-05 through GS-08 grade ranges, and were below it in grades GS-09 through GS-12 and GS-13 through GS-15. There were no American Indian women employed in the SES.

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EMPLOYMENT ANALYSIS BY PAY BANDING PLANS

ZA, ZP, ZT, and ZS

Since January 1988, the National Institute of Standards and Technology (NIST) has operated under an alternative human resources management pay banding system, formerly called the pay banding demonstration project. In September 1998, approximately 2,650 additional employees from the Office of Technology Administration, the Bureau of Economic and Statistical Analysis, the National Telecommunications Administration, and the National Marine Fisheries Service of the National Oceanic and Atmospheric Administration (NOAA) joined the alternative human resources management system.

Under the alternative system, General Schedule occupations were aggregated into four career paths: Scientific and Engineering (ZP), Administrative (ZA), Scientific and Engineering Technician (ZT), and Support (ZS). General Schedule grades GS-01 through GS-15 were collapsed into four pay bands for each career path. The Senior Executive Service and wage grade classifications are excluded from the alternative system. The chart on the following page shows the correlation between career paths/pay bands and general schedule equivalents.

CAREER PATHS		PAY BANDS				
Scientific and Engineering	ZP	I	II	III	IV	V
Corresponding	GS	1-6	7-10	11-12	13-14	15
Scientific and Engineering Technical	ZT	I	II	III	IV	V
Corresponding	GS	1-4	5-8	09-10	11-12	13
Administrative	ZA	I	II	III	IV	V
Corresponding	GS	1-6	7-10	11-12	13-14	15
General Support	ZS	I	II	III	IV	V
Corresponding	GS	1-2	3-4	5-6	7-8	9-10

An analysis of the Department's workforce by pay banding plan indicates the following. See Exhibits 5 and 6.

ZP (Scientific and Engineering).

White women.

White women comprised 17.8 percent of the ZP pay bands. They exceeded this rate and were concentrated in the ZP-02, ZP-03, and ZP-04 pay bands. Just under one-tenth were in pay band ZP-05.

Blacks:

Men. Black men comprised 2.9 percent of all employees in the ZP pay plan. Over nine-tenths were concentrated in pay bands ZP-02, ZP-03, and ZP-04. Black men fell below 2.9 percent in the ZA-05 pay band.

Women. Black women accounted for 2.4 percent of the employees in ZP pay plan. They exceeded this rate in plans ZP-01, ZP-02, and ZP-03 and were below it in pay band ZP-04. No Black women were employed in the ZP-05 pay band.

Hispanics:

Men. Hispanic men made up 1.4 percent of the employees in the ZP pay plan. They were concentrated in pay bands ZP-02 and ZP-03. They were below 1.4 percent in bands ZP-02, ZP-04, and ZP-05.

Women. Hispanic women represented 0.7 percent of the ZP workforce. They surpassed this rate in ZP-01, ZP-02, and ZP-03 and fell below it in the ZP-04, and ZP-05 pay bands.

Asians:

Men. Asian men made up 5.2 percent of the employees in the ZP pay plan. They exceeded 5.2 percent in the ZP-01, ZP-04, and ZP-05 pay bands, and were below it in all others.

Women. Asian women comprised 1.6 percent of the employees in the ZP pay plan. They surpassed this rate in pay band ZP-04 and were below it in all other pay bands.

American Indian:

Men. American Indian men accounted for 0.1 percent of all employees in the ZP pay bands. They met or exceeded this rate in pay bands ZP-03 and ZP-04 and not found in other pay bands.

Women. There were no American Indian women in the ZP pay bands.

ZA (Administrative).

White Women:

White women comprised over half, or 52.7 percent, of the ZA pay bands. They surpassed this rate and were concentrated in pay bands ZA-02 and ZA-03 and were below it in the ZA-01, ZA-04, and ZA-05 bands.

Blacks:

Men. Black men made up 2.5 percent of the ZA pay plan, and were concentrated in ZA-03 and ZA-05 bands. They fell below 2.9 percent in ZA-02 and ZA-04, and none were found in pay band ZA-01.

Women. At over triple the representation of Black men, Black women comprised 7.8 percent of the employees in the ZA pay plan. They surpassed this rate and were clustered in pay bands ZA-01 through ZA-03; they were below this rate in bands ZA-04 and ZA-05.

Hispanics:

Men. Hispanic men accounted for 0.8 percent of the ZA pay plan. They were concentrated in pay band ZA-04 and underemployed in pay bands ZA-01 through ZA-03. No Hispanic men were employed in the ZA-01 and ZA-05 pay bands.

Women. Hispanic women accounted for 2 percent. They were concentrated in pay bands ZA-1 and ZA-02 and below 2 percent representation in pay bands ZA-03, ZA-04, and ZA-05.

Asians:

Men. Asian men comprised for 0.9 percent of the employees in the ZA pay plan. They were above that rate in bands ZA-02 and ZA-05, and below it in pay bands ZA-01, ZA-03, and ZA-04.

Women. Asian women constituted 1.9 percent of all ZA pay plan employees. They met or exceeded this rate in ZA-02, ZA-03, and ZA-04. There were no Asian women employed in pay bands ZA-01 or ZA-05.

American Indians:

Men. The total representation of American Indian men was 0.1 percent, which was exceeded in pay band ZA-03. No American Indian men were employed in any other ZA pay band.

Women. American Indian women constituted 0.2 percent of the ZA pay band and were above that percentage in ZA-03. There were no American Indian women in any other ZA pay band.

ZT (Scientific and Engineering Technical).**White women:**

White women comprised 14.3 percent of the ZT workforce. They exceeded that rate and were concentrated in pay bands ZT-02 and ZT-03. White women dropped below 14.3 percent in pay band ZT-04. They were not employed in pay bands ZT-01 or ZT-05.

Blacks:

Men. Black men made up 9.3 percent of the ZT pay plan. They surpassed that rate in the pay bands ZT-03 and ZT-04, an indication of concentration. They fell below 9.3 percent

in pay band ZT-02. There were no Black men employed in the ZT-01 or ZT-05 pay bands.

Women. Black women constituted 7.5 percent of the ZT workforce. Their representation was above that rate in the ZT-02 and ZT-03 bands and below it in the ZT-04 band. No Black women were employed in the ZT-01 or ZT-05 pay bands.

Hispanics:

Hispanic men. Hispanic men made up 2.3 percent of the ZT pay plan. Over half were clustered in the ZT-03 and ZT-04 pay bands. They were below that rate in pay band ZT-02 and not employed in pay bands ZT-01 and ZT-05.

Hispanic women. Hispanic women constituted 0.3 percent of the ZT workforce. The only Hispanic woman in the ZT pay band was employed as a ZT-03.

Asians:

Asian men. Asian men constituted 2 percent of the ZT workforce. They were clustered in pay bands ZT-01 and ZT-02. Their representation was under 2 percent in pay bands ZT-03 and ZT-04. They were not employed in pay band ZT-05.

Asian women. Asian women made up 0.3 percent of all employees in the ZT pay plan. They exceeded this rate in pay band ZT-03 and were not found in any other ZT pay band.

American Indians:

American Indian men. American Indian men made up 0.8 percent of the ZT pay plan. They were concentrated in the ZT-03 and ZT-04 pay bands and not employed in pay bands ZT-01, ZT-02, and ZT-05.

American Indian women. There were no American Indian women in any of the ZT pay plan.

ZS (General Support).

White Women:

White women comprised 58.7 percent of the ZS pay bands. They exceeded that rate in the ZS-03, ZS-04, and ZS-05 pay bands and were below it in the ZS-01 and ZS-02 pay bands.

Blacks:

Black men. Black men made up 3.4 percent of the ZS pay bands. They exceeded that rate in bands ZS-01 and ZS-02 and fell below it in pay bands ZS-03, ZS-04, and ZS-05.

Black women. Black women made up 18.5 percent of the ZS pay plan. They were concentrated in pay bands ZS-04 and ZS-05 and fell below 18.5 percent in all other pay bands.

Hispanics:

Hispanic men. Hispanic men accounted for 0.9 percent of the ZS pay plan. They were concentrated in pay band ZS-02. They were below 0.9 percent in pay bands ZS-03 and ZS-04, and not employed in pay bands ZS-01 and ZS-05.

Hispanic women. Hispanic women comprised 4 percent of the ZS pay plan. They surpassed that rate and were clustered in pay bands ZS-01 and ZS-02 and were employed at a rate less than 4 percent in all other ZS pay bands.

Asians.

Asian men. Asian men made up 0.3 percent of the ZS pay plan. They met or exceeded this rate in ZS-03 and ZS-04 and were not represented in any other ZS pay band.

Asian women. Asian women made up 2 percent of the ZS pay plan. They exceeded this rate in ZS-02 and ZS-03 and were just below 2 percent in the ZS-04 pay band. There were no Asian women employed in pay band ZS-05.

American Indians.

American Indian men. No American Indian men were employed in ZS pay plans.

American Indian women. American Indian women showed a 0.8 percent representation in the ZS pay plan. They were concentrated in pay band ZS-03 and ZS-04. No American Indian women were employed in pay bands ZS-01, ZS-02, or ZS-05.

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EMPLOYMENT BY MAJOR OCCUPATION

The following employment changes for minorities and women took place in the Department's primary occupational series during FY 1999. See Exhibit 2.

As stated previously, minorities increased as a percentage of employment in 12 of 20 primary occupations: 7 professional series, 3 administrative series, and 1 technical series. Women increased in 13 of the 20 primary occupations: 9 professional series, 3 administrative series, and 2 technical series. More detailed information follows below.

PROFESSIONAL SERIES:

Attorney - 0905 series, primary employers: O/S, NOAA, PTO. Total employment rose from 599 to 701. Black women accounted for almost one quarter of the growth, increasing by 2.4 percent. Asian men increased by 0.5 percent; Hispanic women, by 0.4 percent; and Black men, by 0.3 percent. Despite the overall increase, White women decreased by 1.5 percent; Asian women, by 0.3 percent; and Hispanic and American Indian men, by 0.1 percent. The representation of American Indian women did not change.

▶ Not fully represented: Hispanic men.

Cartography - 1370 series, primary employer: NOAA. Overall employment decreased from 340 to 334. Over four-fifths of that decline was in White women, who decreased by 1.2 percent. Black men decreased by 0.2 percent, while Black women increased by 0.1 percent. Hispanics, Asians, and American Indians of both genders did not change.

▶ Not fully represented: Hispanic and Asian men and American Indians of both genders.

Chemistry - 1320 series, primary employers: NIST, NOAA. Total employment decreased from 272 to 269. Despite the overall decrease, Hispanic and Asian men increased by 0.4 percent; Asian women, by 0.1 percent. White women decreased by 0.2 percent, and Black men decreased by 0.3 percent.

Black, Hispanic, and American Indian men and women did not change in percent of representation.

- ▶ Not fully represented: White women and all minority EEO groups.

Economist - 0110 series, primary employers: ESA, BEA, ITA. Overall employment increased from 450 to 453. White women increased by 0.7 percent; Hispanic women, by 0.6 percent; and Black men, by 0.4 percent. Asian men decreased by 0.5 percent; Asian women, by 0.3 percent. Black women and Hispanic men decreased by 0.2 percent. The representation of American Indian men and women did not change.

- ▶ Not fully represented: White and American Indian women.

Engineering - 0800's series, primary employers: NIST, NOAA, NTIA. Total employment decreased from 860 to 848. Despite the overall decrease, Black men increased by 0.3 percent. American Indian men and Hispanic women increased by 0.2 percent; White women, by 0.1 percent. Hispanic men decreased by 0.2 percent; Asian men, by 0.1 percent. The representation of Black women, Asian men, and American Indian women did not change.

- ▶ Not fully represented: White and American Indian women and Hispanic men.

Fishery Biology - 0482 series, primary employer: NOAA. Total employment increased from 720 to 771. White women increased by 0.5 percent. Hispanic men increased by 0.3 percent, and Black men increased by 0.1 percent. Asian men decreased by 0.4 percent; Black women, by 0.3 percent; Asian women, by 0.1 percent. Hispanic women and American Indians of both gender showed no change.

- ▶ Not fully represented: White women and all minority EEO groups except American Indian men.

General Physical Science - 1301 series, primary employers: NIST, NOAA. Total employment increased from 572 to 591. Hispanic men increased by 0.5 percent. Black men increased by 0.3 percent; and Black and White women and Asians of both genders rose by 0.2 percent. Hispanic women decreased by 0.2 percent. American Indians of both genders showed no change.

- ▶ Not fully represented: White, Black, Asian, and American Indian women and Hispanic men.

Hydrology - 1315 series, primary employer: NOAA. Total employment decreased from 285 to 283. Asian men increased by 0.3 percent, and White women decreased by 0.3 percent. All other minority groups did not change in representation.

- ▶ Not fully represented: White and Black women, Hispanic men, and Asians and American Indians of both gender.

Meteorology - 1340 series, primary employer: NOAA. Total employment increased by 91, from 2,508 to 2,599. No EEO group increased in representation. White women decreased by 0.2 percent, and American Indian men increased by 0.1 percent. Blacks, Hispanics, Asians of both genders, and American Indian women showed no change.

- ▶ Not fully represented: White, Hispanic, Asian, and American Indian women, and Black, Asian, and American Indian men.

Oceanography - 1360 series, primary employer: NOAA. Total employment increased from 239 to 244. Asian men, the only EEO group to increase, rose by 0.3 percent. White women decreased by 0.8 percent. Black men decreased by 0.5 percent; Black and Asian women and Hispanic men, by 0.1 percent. Hispanic women and American Indians of both genders showed no change.

- ▶ Not fully represented: White women, Black men and women, Hispanic men, and American Indian men and women.

Patent Examining - 1224 series, primary employer: PTO. Overall employment increased from 2,801 to 3,314. Asian men accounted for nearly one-third of the growth, increasing by 1.5 percent. White women increased 0.7 percent; Hispanic women, by 0.5 percent; Asian women, by 0.4 percent; and Black women and Hispanic men increased by 0.1 percent. Black men decreased by 0.2 percent; American Indian men, by 0.1 percent. American Indian men showed no change.

- ▶ Not fully represented: Hispanic men.

Physics - 1310 series, primary employers: NOAA, NIST. Total employment decreased from 418 to 413. Asian men increased by 0.4 percent, and Asian women increased by 0.2 percent. White women and Hispanic men decreased by

0.2 percent. Blacks and American Indians of both genders and Hispanic women showed no change.

- ▶ Not fully represented: White and Asian women, and Blacks, Hispanics, and American Indians of both genders.

Mathematical Statistician - 1529 series, primary employer: Census. Total employment increased from 359 to 386. White women increased by 1.9 percent; Black women, by 0.2 percent; and Hispanic women, by 0.1 percent. Asian men decreased by 1.4 percent. Black and Hispanic men decreased by 0.1 percent.

- ▶ All minorities and women are fully represented.

Statistician - 1530 series, primary employer: Census. Total employment increased from 885 to 901. Asian women increased by 0.3 percent; American Indian women, by 0.2 percent; and Blacks of both genders, by 0.1 percent. White women decreased by 0.2 percent and Hispanics of both genders and Asian and American Indian men decreased by 0.1 percent.

- ▶ Not fully represented: White women, American Indian men, and Hispanics and Asians of both genders.

ADMINISTRATIVE SERIES:

Computer Specialist - 0334 series, primary employers: O/S, Census, NOAA, PTO, NIST. Employment increased from 2,219 to 2,314. White women increased by 0.6 percent and accounted for over one-third of the growth. Asian men increased by 0.3 percent, and Black men and women, Hispanic men, and Asian women increased by 0.2 percent. Hispanic women and American Indian men increased by 0.1 percent, while American Indian women did not change.

- ▶ Not fully represented: White women and Hispanics of both genders.

Miscellaneous Administration - 0301 series, primary employers: NOAA, Census. Total employment increased from 897 to 955. White and Black women increased by 1.5 percent each, accounting for more than four-fifths of the overall change. Hispanic and American Indian men increased by 0.2 percent, and Asian women increased by 0.1 percent. Black men and Hispanic women decreased by 0.3 percent;

and Asian men and American Indian women decreased by 0.1 percent.

- ▶ Not fully represented: White, Hispanic, and Asian women.

General Business and Industry - 1101 series, primary employers: ITA, MBDA, BXA, NOAA, EDA. Overall employment decreased from 866 to 855. Despite the decrease, several EEO groups rose in representation. Asians of both genders increased by 0.4 percent; Black men and Hispanic women, by 0.3 percent; and Black women, by 0.1 percent. White women and Hispanic men accounted for the majority of the decreases, declining by 0.5 and 0.4 percent, respectively. American Indians of both genders decreased by 0.1 percent.

- ▶ Not fully represented: White women, Hispanic men, and American Indians of both genders.

Trade Specialist - 1140 series, primary employer: ITA. Total employment increased from 621 to 635. White women represented over three-quarters of the overall increase, and rose by 1 percent. Asian and American Indian women increased by 0.2 percent and 0.1 percent, respectively. Black and Hispanic men decreased by 0.3 percent; Black and Hispanic women, by 0.1 percent. American Indian men showed no change.

- ▶ Not fully represented: White women, Black men, and Hispanic men.

TECHNICAL SERIES:

Meteorological Technician - 1341 series, primary employer: NOAA. Total employment decreased from 731 to 717. White women increased by 0.3 percent, and Hispanic women increased by 0.1 percent. Hispanic men decreased by 0.4 percent; Asian men, by 0.2 percent. Blacks of both genders, and Asian and American Indian women showed no change.

- ▶ Not fully represented: White women and all minority EEO groups except American Indian men.

Electronic Technician - 0856 series, primary employers: NOAA, NIST. Total employment decreased from 615 to 604. Nonetheless, Black men increased by 1.1 percent; and Hispanic men increased by 0.2 percent. White women and

American Indian men decreased by 0.3 percent. Black, Hispanic, Asian, and American Indian women showed no change.

- Not fully represented: White and American Indian women, and Blacks, Hispanics, and Asians of both genders.

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 PROGRAM ELEMENT: Recruiting and Hiring

PROBLEM/BARRIER STATEMENT: Some EEO groups experience severe underrepresentation in major occupations when compared to like or same occupations in the civilian labor force.

OBJECTIVE: To improve the representation of these EEO groups.

RESPONSIBLE OFFICIAL: Heads of operating units

TARGET DATE: 9/99

Action Items	Responsible Official	Target Date
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PROFESSIONAL SERIES:

<u>Economist.</u> Increase the representation of White women.	Heads of ESA, BEA, ITA	9/99
<u>Computer Specialist.</u> Increase the representation of Hispanic men and women.	ASA, O/S; Director, Census; Commissioner, PTO; Director, NIST; Administrator, NOAA	9/99
<u>Fishery Biologist.</u> Increase the representation of White, Black, and Hispanic women and Black men.	Administrator, NOAA	9/99
<u>Patent Examining.</u> Increase the representation of Hispanic men and women.	Commissioner, PTO	9/99

General Physical Science. Director, 9/99
Increase the representation of White
women and Hispanic men. NIST;
Administrator,
NOAA

Physics. Director, 9/99
Increase the representation of White,
Black, and Asian women. NIST;
Administrator,
NOAA

Meteorology. Administrator, 9/99
Increase the representation of White,
Black, Hispanic, and Asian women and
Black and Asian men. NOAA

Oceanography. Administrator, 9/99
Increase the representation of White
and Hispanic women. NOAA

Cartography. Administrator, 9/99
Increase the representation of Hispanic
men. NOAA

ADMINISTRATIVE SERIES:

Miscellaneous Administration. Heads of 9/99
Increase the representation of White
women and Asian men and women. Census, ITA,
NOAA

Business and Industry. Heads of ITA, 9/99
Increase the representation of White
women. MBDA, BXA,
NOAA, EDA

Trade Specialist. Under 9/99
Increase the representation of White
women. Secretary,
ITA

TECHNICAL SERIES:

Electronic Technician. Administrator, 9/99
Increase the representation of White
and Hispanic women and Asian men. NOAA;
Director, NIST

Meteorological Technician. Administrator, 9/99
Increase the representation of Hispanic
and Asian women and Black, Hispanic,
and Asian men. NOAA

REPORT OF ACCOMPLISHMENTS:

PROFESSIONAL SERIES: (Exhibit 4)

Economist - 0110 series; primary employers: ESA, BEA, ITA. White women were targeted for improved representation.

- Completed. White women increased from 23.8 percent to 24.5 percent.

Computer Specialist - 0334 series; primary employers: O/S, Census, PTO, NIST, NOAA. Hispanic men and women were targeted for improved representation.

- Completed. Hispanic men increased from 1.4 to 1.6 percent, and Hispanic women increased from 0.9 to 1.0 percent.

Fishery Biologist - 0482 series; primary employer: NOAA. White, Black, and Hispanic women and Black men were targeted for improved representation.

- Partially completed. White women increased from 21.9 to 22.4 percent and Black men increased from 0.7 to 0.8 percent. All other targeted groups showed no increase.

Engineer - 0800 series; primary employers: NIST, NOAA, O/S, NTIA. Black and Hispanic women and Asian men were targeted for improved representation.

- Partially completed. Hispanic women increased from 6.4 to 6.5 percent. All other targeted groups showed no increase.

Patent Examining - 1224 series; primary employer: PTO. Hispanic men and women were targeted for improved representation.

- Completed. Hispanic men increased from 1.9 to 2.0 percent; and Hispanic women increased from 0.8 to 1.3 percent.

General Physical Science - 1301 series; primary employers: NOAA, NIST. White women and Hispanic men were targeted for improved representation.

- Completed. White women increased from 17.1 to 17.3 percent, and Hispanic men increased from 0.5 to 1.0 percent.

Physics - 1310 series; primary employers: NOAA, NIST. White, Black, and Asian women were targeted for improved representation.

- ▶ Partially completed. Asian women increased from 0.5 to 0.7 percent. All other targeted groups showed no increase.

Meteorology - 1340 series; primary employer: NOAA. White, Hispanic, and Asian women and Black and Asian men were targeted for improved representation.

- ▶ Not completed. No targeted group increased in representation.

Oceanography - 1360 series; primary employer: NOAA. White and Hispanic women were targeted for improved representation.

- ▶ Not Completed. Neither targeted group increased in representation.

Cartography - 1370 series; primary employer: NOAA. Hispanic men were targeted for improved representation.

- ▶ Not completed. Hispanic men showed no change in representation.

ADMINISTRATIVE SERIES:

Miscellaneous Administration - 0301 series; primary employers: O/S, Census, ITA, NOAA. White women and Asians of both genders were targeted for improved representation.

- ▶ Partially Completed. White women increased from 38.7 to 40.2 percent, and Asian women increased from 0.7 to 0.8 percent. Asian men did not increase.

Business and Industry - 1101 series; primary employers: ITA, MBDA. White women were targeted for improved representation.

- ▶ Not Completed. White women showed no increase.

Trade Specialist - 1140 series; primary employer: ITA. White women were targeted for improved representation.

- ▶ Completed. White women increased from 33.5 to 34.5 percent.

TECHNICAL SERIES:

Electronic Technician - 0856 series; primary employers: NOAA, NIST. White and Hispanic women and Asian men were targeted for improved representation.

- ▶ Not completed. No targeted group increased in representation.

Meteorological Technician - 1341 series; primary employer: NOAA. Hispanic and Asian women and Black, Hispanic, and Asian men were targeted for improvement.

- ▶ Partially completed. Hispanic women increased from 0.5 to 0.6 percent. All other targeted groups showed no increase.

**AFFIRMATIVE EMPLOYMENT PROGRAM MINORITIES AND WOMEN AM FOR
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM PLAN ACCOMPLISHMENT REPORT
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PROGRAM ELEMENT: Workforce

PROBLEM/BARRIER STATEMENT: Concentration of women at lower grades and underemployment of most EEO groups at GS-13 and above.

OBJECTIVE: To improve the representation of women and minorities in the higher grades.

RESPONSIBLE OFFICIAL: Heads of operating units

TARGET DATE: 9/99

Action Items	Responsible Official	Target Date
GS 13-15:		
Improve the representation of women of all races and national origin groups and Black men in this grade range.	Heads of operating units	9/99
SES:		
Improve the representation of White, Black, Asian, and American Indian women, and Black, Hispanic, and Asian men in the SES ranks.	Heads of operating units	9/99

REPORT OF ACCOMPLISHMENTS:

GS 13-15:

- Partially completed. All targeted groups increased except Hispanic women.

SES:

- Partially completed. White and Black women and Hispanic men increased.

FY 2000 Plan Update. This objective will be addressed again in FY 2000.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**

NOTEWORTHY ACTIVITIES/INITIATIVES

Highlighted below are special initiatives and activities that the Department of Commerce participated in during FY 1999 to improve employment and advancement opportunities for minorities and women.

The Department hired a full time Hispanic Employment Program (HEP) Manager, and developed a Hispanic Employment Plan. The plan sets forth a comprehensive strategy for strengthening the Department's outreach to the Hispanic community, improving recruitment techniques for employing Hispanics throughout the Department, and enhancing their potential for career development. It establishes manageable and measurable objectives, clearly assigns responsibility for achieving them, and requires monitoring and reporting at the highest levels of the Department and its bureaus.

Consistent with the Hispanic Employment Plan and other Federal Equal Opportunity Recruitment Program initiatives, the Department participated in 19 minority-sponsored job fairs in FY 1999. Applications were collected, and interviews and hires of minorities resulted from the events. Of the job fairs attended: 11 were sponsored by Hispanic organizations; 3 were sponsored by American Indian organizations; 1 was sponsored by an Asian organization; and 4 were sponsored by African American organizations.

The Office of Human Resources Management (OHRM) requested and received 26 FTEs from the Budget Office. The FTEs were used by the bureaus to hire students through Student Career Experience Program appointments.

Department employment opportunities were featured in paid advertising in Hispanic publications, such as "Hispanic Business"; "Hispanic Times", and "The Hispanic Yearbook."

The Department developed a student booklet outlining employment opportunities available to students, e.g., paid appointments, temporary appointments, voluntary internships, and grant internships through nonprofit organizations.

The Department developed a student web page, attached to the OHRM home page. It includes information on the types of appointments

available to students, how to apply for Commerce positions, and what each Commerce bureau does.

National Oceanic and Atmospheric Administration (NOAA)

NOAA established a Minority Serving Institution (MSI) Council to address the issue of building the capacity at MSIs. The Deputy Assistant Secretary for Oceans and Atmosphere chairs the Council, which meets two or three times quarterly. Planned MSI Council initiatives/activities include the development of a Post Doctoral program, a broadcast lecture series on Environmental Economics, and a NOAA Bethune-Cookman College lecture series.

The National Environmental Satellite Data & Information Service worked with Howard University, Pennsylvania State University, and the Department of Energy to develop an environmental science conference for minority students next spring.

National Institute for Standards and Technology (NIST)

NIST visited colleges and universities to identify minority and female students and faculty to recruit for employment, conduct seminars, develop collaborative research opportunities, and establish new relationships. Colleges and universities visited included: the University of the District of Columbia, St. Mary's College of Maryland, the University of Maryland, the University of Puerto Rico, Miami University (Ohio), Southern University, City College of New York, Randolph-Macon Woman's College, Bethune-Cookman College, Florida International University, Norfolk State University, Jackson State University, Howard University, Colorado School of Mines, Texas Agriculture and A&M University, and North Carolina Agriculture and Technology University.

NIST also helped to enrich the education of local public school students through participation in a variety of programs and activities including: Career Awareness Resource Education, Resource Educational Awareness Partnership, the District of Columbia Metropolitan Consortium for Mathematics, Science and Engineering, the Professional Research Experience Program, the National Organization for Professional Advancement of Black Chemists and Chemical Engineers, and other mentoring, tutoring, science lectures, demonstrations, and tours. Finally, NIST participated with various special emphasis activities such as job and career fairs, conferences, etc.

National Oceanic and Atmospheric Administration (NOAA)

NOAA established a Minority Serving Institution (MSI) Council to address the issue of building the capacity at MSIs. The Deputy Assistant Secretary for Oceans and Atmosphere chairs the Council, which meets two or three times quarterly. Planned MSI Council initiatives/activities include the development of a Post Doctoral program, a broadcast lecture series on Environmental Economics, and a NOAA Bethune-Cookman College lecture series.

Southwest Fisheries Science Center, National Marine Fisheries Service (NMFS), received funding from the NMFS Quick Reaction Grant Program and reactivated the Junior Scientist Development and Assistance Program. The program provides junior scientists an opportunity to attend professional scientific conferences.

The National Environmental Satellite Data and Information Service worked with Howard University, Pennsylvania State University, and the Department of Energy to develop an environmental science conference for minority students in the Spring of FY 2000.

Census Bureau (Census)

Census developed a new recruitment brochure titled, "Inside the Numbers - Information Paradox," featuring minority and women Census employees.

Census also maintained contact with minority community-based, student, and national organizations; participated in career fairs and workshops for minorities and women; and made presentations to minority and women's groups.

The Kansas City Regional Office developed a regional office administrative database system and used the system to monitor recruitment by RNO.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
MULTI-YEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE
FY 2000

* REPORT OF OBJECTIVES AND ACTION ITEMS

U.S. Department of Commerce
NAME OF ORGANIZATION

14th Street and Constitution Avenue, NW, Washington, D.C. 20230
ADDRESS OF ORGANIZATION

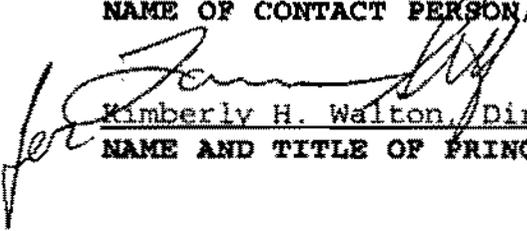
ORGANIZATIONAL LEVEL: AGENCY X MOC REGION
COMMAND INSTALLATION HEADQUARTERS

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 34,198

PROFESSIONAL 14,148 ADMINISTRATIVE 7,668 TECHNICAL 5,285

CLERICAL 6,092 OTHER 204 BLUE COLLAR 801

Theresa C. Counce (202) 482-5691
NAME OF CONTACT PERSON/PERSON PREPARING FORM TELEPHONE NO.


Kimberly H. Walton, Director, Office of Civil Rights
NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

SIGNATURE OF PRINCIPAL EEO OFFICIAL CERTIFIES THAT DATE
THIS PLAN UPDATE IS IN COMPLIANCE WITH EEO-MD 714.

Linda J. Bilmes, Chief Financial Officer
and Assistant Secretary for Administration
NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL DATE
CERTIFIES THAT THIS PLAN IS IN COMPLIANCE WITH EEO-MD-714.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
 ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
 REPORT OF OBJECTIVES AND ACTION ITEMS
 FY 2000

PROGRAM ELEMENT: Recruiting and Hiring

PROBLEM/BARRIER STATEMENT: Some EEO groups experience severe underrepresentation in major occupations when compared to like or same occupations in the civilian labor force.

OBJECTIVE: To improve the representation of these EEO groups.

RESPONSIBLE OFFICIAL: Heads of operating units

TARGET DATE: 9/00

Action Items	Responsible Official	Target Date
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PROFESSIONAL SERIES:

<u>Fishery Biology.</u> Increase the representation of White, Black, Hispanic, and Asian women and Black men.	Administrator, NOAA	9/00
<u>Patent Examining.</u> Increase the representation of Hispanic men.	Commissioner, PTO	9/00
<u>General Physical Science.</u> Increase the representation of White women.	Director, NIST; Administrator, NOAA	9/00
<u>Physics.</u> Increase the representation of White women.	Director, NIST; Administrator, NOAA	9/00
<u>Hydrology.</u> Increase the representation of White women.	Administrator, NOAA	9/00

Meteorology. Administrator, 9/00
NOAA
Increase the representation of White, Hispanic, and Asian women and Black and Asian men.

Oceanography. Administrator, 9/00
NOAA
Increase the representation of White women.

Cartography. Administrator, 9/00
NOAA
Increase the representation of Hispanic men.

ADMINISTRATIVE SERIES:

Miscellaneous Administration. Heads of 9/00
Census, ITA,
NOAA
Increase the representation of White women, Hispanic, and Asian women.

Business and Industry. Heads of ITA, 9/00
MBDA, BXA,
NOAA, EDA
Increase the representation of White women and Hispanic men.

Trade Specialist. Under 9/00
Secretary,
ITA
Increase the representation of White women.

TECHNICAL SERIES:

Electronic Technician. Administrator, 9/00
NOAA;
Director, NIST
Increase the representation of White, Black, and Hispanic women and Asian men.

Meteorological Technician. Administrator, 9/00
NOAA
Increase the representation of White, Black, Hispanic, and Asian women, and Asian men.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM PLAN ACCOMPLISHMENT REPORT
FY 2000**

PROGRAM ELEMENT: Workforce

PROBLEM/BARRIER STATEMENT: Concentration of some EEO groups in lower grades and underemployment of most EEO groups in the SES.

OBJECTIVE: To improve the representation of women and minorities in the higher grades.

RESPONSIBLE OFFICIAL: Heads of operating units

TARGET DATE: 9/00

Action Items	Responsible Official	Target Date
GS 13-15:		
Increase the presence of White, Black, Hispanic, and American Indian women, and Black men in this grade range.	Heads of operating units	9/00
SES:		
Increase the presence of White, Black, Hispanic, Asian, and American Indian women, and Black, Hispanic, and Asian men in the SES ranks.	Heads of operating units	9/00

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM PLAN ACCOMPLISHMENT REPORT
FY 2000**

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PROGRAM ELEMENT: Workforce

PROBLEM/BARRIER STATEMENT: Concentration of most EEO groups below the 04 level in the ZP, ZA, and ZT pay plans.

OBJECTIVE: To improve the representation of women and minorities in the higher pay bands.

RESPONSIBLE OFFICIAL: Heads of operating units
TARGET DATE: 9/00

Action Items	Responsible Official	Target Date
ZP:		
Increase the presence of White and Black women and American Indians of both genders in the ZP-04 pay band.	Heads of operating units	09/00
Increase the presence of White and Asian women and Blacks, Hispanics, and American Indian men in the ZP-05 pay band.	Heads of operating units	09/00
ZA:		
Increase the presence of White, and Hispanic women, Asian men, and Blacks and American Indians of both genders in the ZA-04 pay band.	Heads of operating units	09/00
Increase the presence of White, Black, Hispanic, Asian, and American Indian women, Hispanic men, and American Indians of both genders in the ZA-05 pay band.	Heads of operating units	09/00



MAR - 8 2000

MEMORANDUM FOR ALL COMMERCE EMPLOYEES

FROM: William M. Daley 

SUBJECT: Policy Statement on Harassment in the Workplace

There is zero tolerance for harassment on the basis of sex, sexual orientation, race, national origin, disability, religion, age, or reprisal in the Department of Commerce. Harassment in this context generally refers to unwelcome comments or conduct that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Harassment on the basis of any of the protected categories listed above is an offensive form of discrimination that undermines professional and cooperative working relationships, and violates the law or Departmental policy.

Operating units and Departmental offices are responsible for maintaining a workplace free of harassment and other forms of prohibited discrimination. As part of this responsibility, supervisors and managers are responsible for addressing and correcting employee misconduct.

Consistent with the Department's zero-tolerance policy for harassment, a revised Department Administrative Order, DAO 202-955, will be issued soon. This Order covers the procedures for addressing allegations of employee misconduct involving harassment prohibited by Federal law, to include information pertaining to how allegations of harassment should be reported, reviewed, and, if found to be valid, remedied. Each of you is encouraged to read and familiarize yourself with this Order, as it explains the rights and responsibilities of both employees and supervisors. At a minimum, you should know that if you believe you have been harassed on any of the bases above, except sexual orientation, you should either communicate directly with the person(s) whose behavior you perceive to be inappropriate, or report your concerns to your immediate supervisor, a higher-level supervisor, or your servicing Human Resources Office. Be assured that the party to whom you express your concerns is duty bound to review them, or refer them to someone who will. If you believe you have been harassed based on your sexual orientation, you should contact an EEO Counselor or EEO Officer, in accord with DAO 215-11, Complaint Process for Sexual Orientation Discrimination, issued September 1, 1999.

Reemphasizing our zero-tolerance policy for harassment does not mean that we currently have rampant or widespread problems; on the contrary, the men and women of this Department treat each other with courtesy, respect, and professionalism -- as a rule. My emphasis is on ensuring that we appropriately deal with the exceptions to that rule. With every employee's involvement and support, we can make the Department a place where allegations of harassment are promptly and fairly dealt with, thereby contributing to the maintenance of a workplace where all employees can effectively perform the business of Commerce.



FEB 11 2000

MEMORANDUM FOR ALL COMMERCE EMPLOYEES

FROM: William M. Daley 

SUBJECT: Policy Statement on Equal Employment
Opportunity Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) is a term that covers many alternatives to the traditional methods for resolving conflicts or disputes. In February 1996, President Clinton issued Executive Order 12988, "Civil Justice Reform", which directs that, whenever feasible, claims should be resolved through informal discussions, negotiations, and settlements. The President then issued a May 1, 1998, memorandum to agencies directing them to facilitate and encourage agency use of ADR, including mediation. Also, effective November 9, 1999, the Equal Employment Opportunity Commission (EEOC) required all agencies to establish or make available an ADR program for both the informal and formal Equal Employment Opportunity (EEO) complaint stages.

I am firmly committed to using alternative methods for resolving disputes in all Department activities, where appropriate and feasible. I am pleased that the Office of Civil Rights offers ADR as a constructive tool for resolving discrimination complaints at the earliest possible opportunity. Used properly, ADR can provide faster, less expensive and contentious, and more productive results in eliminating workplace discrimination. These problem-solving processes aim to resolve disagreements without the pursuit of more adversarial administrative processes or litigation.

I want the Department of Commerce to be recognized as an agency that cares for its employees, that places a high priority on effective conflict resolution at the lowest possible level, and that has an ongoing commitment to improving our workplace environment. All employees and managers are encouraged to take advantage of the ADR opportunity as a creative problem-solving technique for resolving allegations of discrimination. The Department's EEO Offices stand ready to provide you with written information about ADR. I particularly look forward to receiving full compliance of managers in their good faith use of mediation to resolve disputes at the lowest levels in the organization. Through all of your efforts, we can create a workplace that allows parties in conflict to prevail in working constructively together to accomplish the business of Commerce.



JUL 10 1999

MEMORANDUM FOR ALL COMMERCE EMPLOYEES

FROM: William M. Daley 

SUBJECT: Policy Statement on Non-Discrimination, Equal Opportunity, and Diversity

The Department of Commerce plays a vital role in fostering economic opportunity and growth in America. In order to fulfill that role with intellectual vigor and ingenuity, the Commerce workforce must comprise motivated employees of superior caliber. The key to attracting and maintaining that workforce is a Department that embraces diversity and equal opportunity for all our employees, and stands firmly against any activity or behavior that is discriminatory.

As we strive to achieve our mission, the Department has a firm commitment to promote true diversity. This is one of our core values. The Department also has a range of specific initiatives designed to promote diversity including intern and mentoring programs; family friendly workplace policies; practices that resolve workplace disputes at the lowest possible level; and policies that encourage developing relationships with other institutions with similar commitments to diversity. These are not all-inclusive, nor limiting; we will look broadly to explore activities that promote, recognize, and value diversity in the workforce, and I expect senior executives to demonstrate leadership in this effort.

Not only is discrimination illegal, it contributes to a dysfunctional workplace. The Department of Commerce cannot serve the American public well unless our employees are in a workplace that is free from discrimination based on race, color, religion, sex (including sexual harassment), national origin, age, disability, sexual orientation, or retaliation based upon participation in the equal employment opportunity process. I call upon each of you to work to create an organizational culture that embodies mutual acceptance, inclusion and empowerment and firmly rejects all forms of discrimination and harassment.

WEOC FORM 505M - CHANGE IN WHITE/BLUE COLLAR WEO WORK FORCE PROFILE BY PATCOB
 REPORT - PATCOB1.WEX

DOC EMPLOYMENT - CHANGES IN PERMANENT WORKFORCE BY PATCOB

PATCOB CATEGORY		TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
CLERICAL	SEP 98	5795	4852	693	3492	187	1135	47	144	14	45	2	25
	%		83.7	12.0	60.3	3.2	19.6	.8	2.5	.2	.8	.0	.6
	SEP 99	6092	5001	824	3523	189	1110	55	173	19	55	4	36
	%		82.1	13.5	59.5	3.1	18.2	.9	2.9	.3	.9	.1	.6
	CHANGE IN %		-1.6	1.5	-.8	-.1	-1.4	.1	.4	.1	.1	.1	.0
	CLF %		80.5	14.0	63.4	2.8	9.6	1.7	5.2	.8	1.9	.1	.5
OTHER	SEP 98	170	40	111	26	13	9	4	4	2	1	0	0
	%		23.5	65.3	15.3	7.6	5.3	2.4	2.4	1.2	.6	.0	.0
	SEP 99	204	83	118	42	9	10	6	8	7	3	1	1
	%		30.9	57.8	20.6	4.4	4.9	2.9	3.9	3.4	1.0	.5	.5
	CHANGE IN %		7.4	-7.5	5.3	-3.2	-.4	.5	1.5	2.2	.4	.5	.5
	CLF %		15.7	67.6	11.2	9.7	3.2	4.8	1.0	1.2	.3	.9	.2
BLUE COLLAR	SEP 98	823	80	514	53	178	34	23	0	20	2	8	1
	%		9.7	62.5	6.4	21.6	2.9	2.8	.0	2.4	.2	1.0	.1
	SEP 99	801	84	502	56	163	25	24	1	20	1	8	1
	%		10.5	62.7	7.0	20.3	3.1	3.0	.1	2.5	.1	1.0	.1
	CHANGE IN %		.8	.2	.6	-1.3	.2	.2	.1	.1	-.1	.0	.0
	CLF %		15.7	67.6	11.2	9.7	3.2	4.8	1.0	1.2	.3	.9	.2

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN
110 (P) Economist	SEP 98 %	450 32.7	147 23.8	261 58.0	107 23.8	13 2.9	19 4.2	10 2.2	4 .9	18 4.0	17 3.8	1 .2	0 .0
	SEP 99 %	453 33.6	152 33.6	260 57.4	111 24.5	15 3.3	18 4.0	9 2.0	7 1.5	16 3.5	16 3.5	1 .2	0 .0
	CHANGE IN %	.9	.7	-.6	.7	-.4	-.2	-.2	.6	-.3	-.3	.0	.0
Economist# CLP		43.9	39.0	50.2	39.0	2.3	2.3	1.6	2.2	1.8	1.4	.1	.1
201 (A) Misc Admin	SEP 98 %	697 58.2	522 38.7	305 34.0	347 38.7	46 5.1	138 15.4	13 1.4	28 3.1	10 1.1	6 .7	1 .1	3 .3
	SEP 99 %	935 60.9	582 33.3	399 31.3	384 40.2	46 4.8	161 16.9	15 1.6	27 2.8	10 1.0	8 .8	3 .3	2 .2
	CHANGE IN %	3.7	1.5	-2.7	1.5	-.3	1.5	.2	-.3	-.1	-.1	.2	-.1
Mgt Related Occup CLP		77.6	63.2	48.9	63.2	2.0	7.6	1.6	4.2	.7	2.0	.1	.1
334 (A) Cmptz Spec	SEP 98 %	2219 35.6	789 35.6	1135 51.1	532 24.0	152 6.8	170 7.7	32 1.4	21 .9	106 4.8	53 2.8	3 .2	3 .1
	SEP 99 %	2314 36.6	848 36.6	1144 49.4	576 24.6	161 7.0	183 7.9	36 1.6	22 1.0	119 5.1	70 3.0	6 .3	3 -.1
	CHANGE IN %	1.0	.6	-1.7	.6	.3	.2	.2	-.1	.3	.2	.1	.0
Computer Programmer CLP		32.5	25.7	57.5	25.7	3.1	2.8	2.3	1.1	4.3	2.8	.2	.1

P: Professional Occupation
A: Administrative Occupation
T: Technical Occupation

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICANS/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	WOMEN	MEM	WOMEN	MEM	WOMEN	MEM	WOMEN	MEM	WOMEN	MEM	WOMEN
482 (P)	SEP 98	720	170	507	158	5	6	10	1	26	5	2	0
Fishery Biology %			23.6	70.4	21.9	.7	.8	1.4	.1	3.6	.7	.3	.0
	SEP 99	771	183	542	173	6	4	13	1	25	5	2	0
CHANGE IN %			23.7	70.3	21.4	.8	.5	1.7	.1	3.2	.6	.3	.0
	CHANGE IN %		.1	-.1	.5	.1	-.3	.3	.0	-.4	-.1	.0	.0
Biological and Life Sci CLF		41.7	50.4	34.6	1.8	2.1	1.8	1.4	3.9	3.4	1.3	.1	
800 (P)	SEP 98	860	75	654	55	25	6	21	2	83	12	2	0
Engineer/Architect			8.7	75.0	6.4	2.9	.7	2.4	.2	9.7	1.4	.2	.0
	SEP 99	848	75	642	55	27	6	18	3	82	11	3	0
CHANGE IN %			8.8	75.7	6.5	3.2	.7	2.2	.4	9.7	1.3	.4	.0
	CHANGE IN %		.1	-.3	.1	.3	.0	-.2	.3	.0	-.1	.2	.0
Engineers CLF		9.1	76.7	7.3	2.8	.7	2.8	.4	6.3	.7	.2	.7	
856 (T)	SEP 98	615	31	515	24	26	3	20	1	12	3	11	0
Electronic Technician			5.0	83.7	3.9	4.2	.5	3.3	.2	2.0	.5	1.8	.0
	SEP 99	604	29	501	22	32	3	21	1	12	3	9	0
CHANGE IN %			4.8	82.9	3.6	5.3	.5	3.5	.2	2.0	.5	1.5	.0
	CHANGE IN %		-.3	-.8	-.3	1.1	.0	.2	.0	.0	.0	-.3	.0
Electrical/Electr Tech CLF		13.9	70.4	10.1	5.9	1.7	4.9	1.0	4.8	.9	.4	.1	

P: Professional Occupation
A: Administrative Occupation
T: Technical Occupation

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN
903 (P) Attorney	SEP 98 %	599	320	277	249	28	42	9	8	13	19	1	2
			53.4	37.9	41.6	4.8	7.0	1.5	1.3	2.2	3.2	.2	.3
	SEP 99 %	701	381	254	281	36	66	10	12	19	20	1	2
			54.4	35.2	40.1	5.1	9.4	1.4	1.7	2.7	2.9	.1	.3
	CHANGE IN %		1.0	-1.7	-1.5	.3	3.4	-.1	.4	.5	-.3	-.1	.0
Lawyers CLF		24.5	71.0	21.6	1.9	1.5	.9	1.7	1.6	.1	.5	.1	.06
1101 (A) Genl Business and Industry	SEP 98 %	666	433	362	279	35	126	23	14	12	12	2	1
			49.9	41.8	32.2	4.0	14.5	2.7	1.6	1.4	1.4	.2	.1
	SEP 99 %	855	437	355	271	37	125	20	16	15	15	1	0
			49.9	41.5	31.7	4.3	14.6	2.3	1.5	1.6	1.8	.1	.0
	CHANGE IN %		.0	-.3	-.5	.3	.1	-.4	.3	.4	.4	-.1	-.1
Business Promo Agents CLF		66.4	45.7	40.5	2.9	2.9	1.6	1.6	1.6	1.0	1.2	.2	.3
1100 (A) Trade Spec	SEP 98 %	621	279	294	268	14	38	21	14	12	18	1	1
			44.9	47.3	33.5	3.3	6.1	3.4	2.3	1.9	2.9	.2	.2
	SEP 99 %	635	293	297	219	13	38	20	14	11	20	1	2
			45.1	48.8	34.5	2.0	6.0	3.2	2.2	1.7	3.1	.2	.3
	CHANGE IN %		1.2	-.5	1.0	-.3	-.1	-.3	-.1	-.2	.2	.0	-.1
Business Promo Agents CLF		46.4	45.7	40.5	2.9	2.9	1.6	1.6	1.6	1.0	1.1	.2	.3

P: Professional Occupation
A: Administrative Occupation
T: Technical Occupation

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN
1224 (P)	SEP 98	2801	657	1261	291	277	158	52	21	542	181	12	4
Patent Exam	%		13.2	49.0	10.6	9.9	5.6	1.9	.8	19.4	6.5	.4	.1
	SEP 99	3214	812	1344	358	313	184	64	41	671	223	10	4
	%		25.3	41.8	11.1	9.7	5.7	2.0	1.3	20.9	6.9	.3	.1
CHANGE IN %			1.8	-3.2	.7	-.2	.1	.1	.5	1.5	.4	-.1	.0
Net Scientists/Engineers CLF			12.5	75.9	10.3	2.0	.0	2.8	.5	5.9	1.0	.04	.01
1301 (P)	SEP 98	572	117	410	98	18	10	3	6	23	3	1	0
General Phys	%		20.5	71.7	17.1	3.1	1.7	.9	1.0	4.0	.5	.2	.0
Scientist	SEP 99	591	132	417	102	20	11	6	5	23	4	1	0
	%		20.6	70.6	17.3	3.4	1.9	1.0	.8	4.2	.7	.2	.0
CHANGE IN %			.1	-1.1	.2	.3	-.2	.5	-.2	.2	.2	.0	.0
Physical Sci CLF			29.0	64.4	25.3	2.3	2.3	1.6	.6	3.4	.8	.2	.2
1310 (P)	SEP 98	419	31	355	27	3	1	5	1	24	2	0	0
Physics	%		7.4	84.9	6.5	.7	.2	1.2	.2	5.7	.5	.0	.0
	SEP 99	413	31	350	26	3	1	4	1	25	3	0	0
	%		7.5	84.7	6.3	.7	.2	1.0	.2	6.1	.7	.0	.0
CHANGE IN %			.1	-.2	-.2	.0	.0	-.2	.0	.4	.2	.0	.0
Physicists/Astronomers CLF			12.9	77.9	11.0	1.7	.7	1.9	.4	5.3	.8	.3	.04

P: Professional Occupation
 A: Administrative Occupation
 T: Technical Occupation

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN
1315 (P) Hydrologist	SEP 98	284	40	231	37	7	2	2	1	5	0	0	0
	%		14.0	81.1	13.0	2.5	.7	.7	.4	1.8	.0	.0	.0
	SEP 99	283	39	229	36	7	2	2	1	6	0	0	0
%			13.8	80.9	12.7	2.5	.7	.7	.4	2.1	.0	.0	.0
CHANGE IN %			-.2	-.2	-.3	.0	.0	.0	.0	.3	.0	.0	.0
Physical Sci CLF			29.0	64.6	25.3	2.3	2.3	1.6	.4	2.6	.8	1.2	.2
1320 (P) Chemistry	SEP 98	272	54	198	44	8	4	0	0	12	5	0	1
	%		19.9	72.8	16.2	2.9	1.5	.0	.0	4.4	1.8	.0	.4
	SEP 99	269	53	195	43	7	4	1	0	13	5	0	1
%			19.7	72.5	16.0	2.6	1.5	.4	.0	4.8	1.9	.0	.4
CHANGE IN %			-.3	-.3	-.2	.0	.0	.4	.0	.4	.1	.0	.0
Chemists CLF			27.6	60.0	20.7	4.0	2.1	2.0	1.2	6.4	3.6	1.2	.1
1340 (P) Meteorology	SEP 98	2508	217	2164	183	38	20	46	7	36	6	7	1
	%		8.7	86.3	7.3	1.5	.8	1.8	.3	1.4	.2	.3	.0
	SEP 99	2539	219	2233	184	39	21	46	7	36	6	6	1
%			8.4	86.7	7.1	1.5	.8	1.8	.3	1.4	.2	.2	.0
CHANGE IN %			-.3	.4	-.2	.0	.0	.0	.0	.0	.0	-.1	.0
Atmospheric/Space Sci CLF			12.3	80.0	10.6	2.9	.8	1.3	.8	2.6	.7	.4	.0

P: Professional Occupation
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T: Technical Occupation

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	ALL	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
			WOMEN	WOMEN	WOMEN	WOMEN	WOMEN							
1341 (T) Meteorological Technician	SEP 98 %	731	79	574	63	23	6	24	4	19	1	12	0	
			10.8	78.5	8.3	3.1	.8	3.3	.5	2.6	.1	1.5	.0	
	SEP 99 %	717	80	564	59	42	6	21	4	17	1	13	0	
			11.2	78.7	8.6	3.1	.8	2.9	.6	2.4	.1	1.8	.0	
CHANGE IN %			.4	.2	.3	.0	.0	-.6	.1	-.2	.0	.2	.0	
Science Technician			32.8	34.1	24.7	4.3	3.0	4.0	2.2	4.4	2.4	.4	.2	
1350 (P) Oceanography	SEP 98 %	239	51	169	42	6	5	3	1	10	3	0	0	
			21.3	70.7	17.6	2.5	2.1	1.3	.4	4.3	1.3	.0	.0	
	SEP 99 %	244	50	173	41	5	5	3	1	11	3	0	0	
			20.5	71.7	16.8	2.0	2.0	1.2	.4	4.5	1.2	.0	.0	
CHANGE IN %			-.8	1.0	-.9	-.5	-.1	-.1	.0	.3	-.1	.0	.0	
Physical Sci CLP			29.0	64.4	25.3	1.3	2.3	1.6	.4	2.4	.8	.2	.2	
1370 (P) Cartography	SEP 98 %	340	71	242	57	22	11	1	3	4	1	0	0	
			20.9	71.2	16.8	6.5	3.2	.3	.6	1.2	.3	.0	.0	
	SEP 99 %	334	66	242	52	21	11	1	2	4	1	0	0	
			19.6	72.5	15.6	6.3	3.3	.3	.5	1.2	.3	.0	.0	
CHANGE IN %			-1.1	1.3	-1.2	-.2	.1	.0	.0	.0	.0	.0	.0	
Surveyors and Mapping CLP			7.8	85.8	6.9	1.6	.5	2.9	.1	1.3	.2	.6	.04	

P: Professional Occupation
A: Administrative Occupation
T: Technical Occupation

DEPARTMENT EMPLOYMENT CHANGES BY SELECTED OCCUPATIONAL SERIES

SERIES	DATE	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PAC. ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN
1529 (P)	SEP 98	358	127	180	93	16	14	6	8	30	13	0	0
Mathematical Statistician	%		35.4	50.1	25.6	4.5	3.9	1.7	3.2	8.4	3.6	.0	.0
	SEP 99	386	144	192	106	17	16	6	9	27	13	0	0
	%		37.3	48.7	27.5	4.4	4.1	1.6	2.3	7.0	3.4	.0	.0
	CHANGE IN %		1.9	-1.4	1.9	-1.1	.2	-1.1	.1	-1.4	-1.2	.0	.0
Mathematical Scientist CLF			25.5	65.2	28.4	2.6	3.6	1.6	.4	5.1	1.0	.0	.2
1530 (P)	SEP 98	885	465	335	321	53	107	15	18	15	17	3	2
Statistician	%		52.5	37.9	36.3	6.0	12.1	1.7	2.0	1.7	1.9	.3	.2
	SEP 99	901	476	341	325	55	110	14	17	14	20	1	4
	%		52.8	37.8	36.1	6.1	12.2	1.6	1.9	1.6	2.2	.1	.4
	CHANGE IN %		.3	-.1	-.2	.1	.1	-.1	-.1	-.1	.3	-.1	.2
Statistician CLF			50.6	41.8	38.9	2.8	3.8	1.9	2.1	2.7	3.6	.2	.2

P: Professional Occupation
A: Administrative Occupation
T: Technical Occupation

REPORT NAME: GDSYRNO.FEX

DOC GS & SIMILAR EMPLOYMENT BY GRADE, AS OF SEP 98
 GS, GM, GG, GH, AND ES PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

GRADE	TTL EMP	MINOR-ITYPE	BLACK		HISPANIC		ASIAN AMER/PACIFIC ISL		AMER IND/ALSKN NAT		WHITE	
			MEM	WOM	MEM	WOM	MEM	WOM	MEM	WOM	MEM	WOM
GS-01	8	7	3	2	0	2	0	0	0	0	0	1
%		87.5	37.5	25.0	.0	25.0	.0	.0	.0	.0	.0	12.5
GS-02	8	4	0	1	0	2	0	0	1	0	0	4
%		50.0	.0	12.5	.0	25.0	.0	.0	12.5	.0	.0	50.0
GS-03	769	111	16	62	8	14	1	5	1	4	173	485
%		14.4	2.1	8.1	1.0	1.8	.1	.7	.1	.3	22.5	63.1
GS-04	2428	368	44	315	20	58	3	15	0	13	398	1662
%		15.2	1.8	8.9	.8	2.4	.1	.6	.0	.3	16.4	68.5
SUB-TOTAL GS 01-04												
	3213	490	63	280	28	76	4	20	1	18	571	1152
%		15.3	2.0	8.7	.9	2.4	.1	.6	.0	.6	17.8	67.0
GS-05	1559	711	134	471	14	45	20	15	2	10	186	662
%		45.6	8.6	30.2	.9	2.9	1.3	1.0	.1	.6	11.9	42.5
GS-06	1112	445	72	319	6	25	7	14	0	2	87	580
%		40.0	6.5	28.7	.5	2.2	.8	1.3	.0	.2	7.8	52.2
GS-07	2498	1820	300	951	20	45	103	54	3	7	312	963
%		72.8	12.0	38.1	.8	1.8	4.2	2.2	.1	.3	12.7	39.3
GS-08	481	247	34	195	4	7	1	3	0	1	46	158
%		51.3	7.1	40.5	.8	1.5	.2	1.1	.0	.2	10.0	32.8
SUB-TOTAL GS 05-08												
	5590	2686	440	1836	44	122	131	88	5	20	631	2273
%		48.1	7.9	32.8	.8	3.2	2.3	1.6	.1	.4	11.3	40.7
GS-09	1624	709	140	333	27	25	120	52	9	3	470	445
%		43.7	8.6	20.5	1.7	1.5	7.4	3.2	.6	.2	28.9	27.4
GS-10	195	74	17	42	7	2	4	1	1	0	100	21
%		37.9	8.7	21.5	3.6	1.0	2.1	.5	.5	.0	51.3	10.8
GS-11	1621	638	138	238	66	34	107	95	14	6	1424	559
%		39.3	8.5	14.7	1.5	.9	6.6	5.9	.9	.4	88.1	34.5
GS-12	4080	1008	216	420	61	48	154	99	14	5	2136	946
%		24.7	5.3	10.3	1.5	1.2	3.8	2.2	.3	.1	52.1	23.2

REPORT NAME: GRUHYRHO.FEZ

DOC GS & SIMILAR EMPLOYMENT BY GRADE, AS OF SEP 98
 GS, GM, GG, GH, AND HE PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

GRADE	TTL EMP	MIPOR-IT/IB	WOM	BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER IND/ ALSKN NAT		WHITE	
				MEH	WOM	MEH	WOM	MEH	WOM	MEH	WOM	MEH	WOM
SUB-TOTAL GS GS-13	6530	2429	3304	511	1023	162	99	385	197	38	14	4120	1971
		28.5	38.8	6.0	12.0	1.9	1.2	4.5	2.3	.4	.2	48.4	23.1
GS/GM-13	4413	889	1348	198	243	90	43	192	114	10	9	2505	939
%		20.1	30.5	4.5	5.5	2.0	1.0	4.1	2.6	.2	.2	38.6	21.2
GS/GM-14	3021	620	792	132	113	41	26	214	84	6	4	1816	565
%		20.5	26.2	4.4	3.7	1.4	.9	7.1	2.8	.2	.1	60.8	18.7
GS/GM-15	1392	181	284	48	33	26	7	54	12	1	0	979	232
%		13.0	20.4	3.4	2.4	1.9	.5	3.9	.8	.1	.0	70.3	16.7
SUB-TOTAL GS/GM 13-15	8826	1690	2424	378	389	137	76	450	210	17	13	5400	1736
		19.1	27.5	4.3	4.4	1.8	.9	5.1	2.4	.3	.1	61.2	19.7
SES	385	30	52	17	1	2	4	3	2	1	0	239	45
%		9.8	17.0	5.6	.3	.7	1.3	1.0	.7	.3	.0	75.4	14.8
SUB-TOTAL SES	305	30	52	17	1	2	4	3	2	1	0	230	45
		9.8	17.0	5.6	.3	.7	1.3	1.0	.7	.3	.0	75.4	14.8
TOTAL	26454	7325	12655	1409	3529	393	377	973	517	62	65	10952	8177
		27.7	47.9	5.3	13.3	1.5	1.4	3.7	2.0	.2	.2	41.4	30.9

DOC AND SIMILAR PERMANENT EMPLOYMENT BY GRADE, AS OF SEP 99
 GS, GM, GG, GH, AND ES PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

GRADE	TTL EMP	WOM	MINOR-ITIES		BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER IND/ ALSKN NAT		WHITE	
			MEM	WOM	MEM	WOM	MEM	WOM	MEM	WOM	MEM	WOM	MEM	WOM
GS-01	4	3	1	1	0	2	0	0	0	0	0	0	0	0
		75.0	25.0	25.0	0	50.0	0	0	0	0	0	0	0	0
GS-02	15	12	0	0	0	1	0	0	0	0	0	1	3	10
		80.0	0	0	0	6.7	0	0	0	0	0	6.7	20.0	66.7
GS-03	684	524	20	93	8	33	4	2	1	1	1	6	207	490
		72.2	10.8	9	3.8	5	2.1	1	1	1	1	1.7	24.0	56.7
GS-04	2841	2274	40	236	27	73	7	14	1	1	1	15	491	1926
		80.0	1.4	8.3	1.0	2.6	1.2	1.8	1	1	1	1.5	17.3	67.8
SUB-TOTAL GS 01-04														
	3724	2913	61	330	35	109	11	36	3	22	3	22	701	2426
		78.3	1.6	8.9	0.9	2.9	0.3	0.7	0.1	0.6	0.1	0.6	18.0	65.1
GS-05	1428	1036	115	374	23	39	22	19	2	8	2	8	230	598
		72.5	8.1	26.2	1.6	2.7	1.5	1.3	1	1	1	1	16.1	41.7
GS-06	1074	896	73	337	5	21	5	9	1	6	1	6	94	523
		83.4	6.8	31.4	0.5	2.0	0.3	0.8	0	0	0	0	8.8	48.7
GS-07	2552	1851	202	852	25	61	102	50	4	7	4	7	368	871
		72.5	7.9	33.4	1.0	2.4	4.0	2.4	0	0	0	0	14.4	34.1
GS-08	464	384	41	208	3	6	2	4	2	1	0	1	34	165
		82.8	8.8	44.8	0.6	1.3	0.4	0.9	0	0	0	0	7.3	35.6
SUB-TOTAL GS 05-08														
	5518	4167	431	1771	58	127	131	92	7	22	7	22	726	2155
		75.5	7.8	32.1	1.0	2.3	2.4	1.7	1.1	0.4	0.1	0.4	13.2	39.1
GS-09	1870	986	147	357	22	31	172	66	7	3	7	3	536	529
		52.7	7.9	19.1	1.2	1.7	9.2	3.5	0.4	0.2	0.4	0.2	28.7	28.3
GS-10	213	82	17	51	0	2	3	2	0	0	0	0	103	26
		38.5	8.0	23.9	2.8	0.9	1.4	1.4	0	0	0	0	49.3	12.2
GS-11	2740	940	160	371	65	30	158	75	12	1	12	1	1405	563
		34.3	5.8	9.9	2.4	1.1	5.8	2.7	0.4	0.0	0.4	0.0	51.3	20.5
GS-12	4072	1565	228	432	66	53	161	86	12	8	12	8	2040	988
		38.4	5.6	10.6	1.6	1.3	4.0	2.1	0.3	0.2	0.3	0.2	50.1	24.2

REPORT NAME: CREDITISS.FBI

DOC GS AND SIMILAR PERMANENT EMPLOYMENT BY GRADE, AS OF SEP 99
 GS, GM, GG, GH, AND ES PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

GRADE	TYL EMP	WOM	MIBOR- TYLES	BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER IND/ ALSKA NAT		WHITE	
				MEN	WOM	MEN	WOM	MEN	WOM	MEN	WOM	MEN	WOM
SUB-TOTAL GS 09-12	8825	3573	2705	552	1111	159	116	494	230	31	12	4086	2104
		40.2	30.4	6.2	12.5	1.8	1.3	5.6	2.6	.3	.1	45.9	23.7
GS/GM-13	4635	1464	973	209	290	95	37	189	129	14	10	2664	998
%		31.6	21.0	4.5	6.3	2.0	.8	4.1	2.8	.3	.2	57.5	21.5
GS/GM-14	3262	900	699	139	128	41	37	239	103	7	5	1936	637
%		27.6	21.4	4.3	3.9	1.3	1.1	7.3	3.2	.2	.2	59.4	19.2
GS/GM-15	1492	346	221	56	46	28	9	64	17	1	0	997	274
%		23.2	14.8	3.8	3.1	1.9	.6	4.3	1.1	.1	.0	66.8	18.4
SUB-TOTAL GS/GM 13-15	9389	2710	1823	404	464	164	83	492	249	22	15	5597	1899
		30.9	20.3	4.3	4.9	1.7	.9	5.2	2.7	.2	.2	59.6	20.2
ES	305	62	29	14	3	3	3	3	2	1	0	222	54
%		20.3	9.5	4.6	1.0	1.0	1.0	1.0	.7	.3	.0	72.0	17.7
SUB-TOTAL ES	305	62	29	14	3	3	3	3	2	1	0	222	54
		20.3	9.8	4.6	1.0	1.0	1.0	1.0	.7	.3	.0	72.6	17.7
TOTAL	27831	12425	7861	1482	3679	417	438	1131	599	64	71	11332	8628
		48.2	28.2	5.3	13.2	1.5	1.6	4.1	2.2	.2	.3	40.7	31.0

DOC GS AND SIMILAR PERMANENT EMPLOYMENT BY PAY BAND, AS OF SEP 98
 ZP, ZA, ZT, ZS, SL, AND ST PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

PAY PLAN GRADE	TTL EMP	MEMOR- ITERS		BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER IND/ ALSKN NAT		WHITE	
		WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM
SR LVL 00	43	4	9.3	0	2.3	0	2.3	1	4.7	0	0	0	37
%		9.3		0	2.3	0	2.3	4.7		0	0	86.0	4.7
SUB-TOTAL SR LVL													
	43	4	9.3	0	2.3	0	2.3	1	4.7	0	0	0	37
%		9.3		0	2.3	0	2.3	4.7		0	0	86.0	4.7
ZP	01	14	2	14.3	0	7.1	7.1	1	0	0	0	11	0
%		33	5	10	3	2	2	7	0	0	0	76.6	0
ZP	02	143	62	43.4	3.5	7.0	1.4	4.9	3.5	0	0	65	43
%		331	152	45.3	4.3	8.8	1.8	10	17	1	0	45.5	31.5
ZP	03	850	279	32.5	3.5	4.2	2.1	1.2	4.7	0	0	490	216
%		197	42	27	4.2	2.1	1.2	7	98	4	0	57.1	25.2
ZP	04	1491	279	18.7	2.8	1.8	1.2	5	5.2	3	0	1070	224
%		46	8	0	3	2	1.4	32	49	0	0	71.8	15.0
ZP	05	585	54	9.2	1.0	0	5	1.3	5.5	0	0	490	49
%		7.9		0	1.0	0	5	1.3	5.5	0	0	83.8	8.6
SUB-TOTAL ZP													
	3091	676	431	83	74	44	22	157	46	5	0	2136	534
%		21.9	13.9	2.7	2.4	1.4	7.7	5.1	1.5	1.6	0	68.6	17.3
ZA	01	5	3	60.0	0	20.0	20.0	1	0	0	0	20.0	1
%		104	29	4	15	1	4	3	0	0	0	31	82
ZA	02	142	73.3	2.8	10.6	0.7	2.8	1.4	2.1	0	0	21.8	57.7
%		369	257	12	33	1	4	1	4	1	2	97	214
ZA	03	369	69.6	15.7	8.9	0.3	1.1	0.3	1.1	0.3	0.5	26.3	58.0
%		224	130	3	14	4	2	1	3	0	0	84	109
ZA	04	224	58.0	13.8	6.3	1.8	0.9	0.4	2.2	0	0	37.5	48.7
%		65	24	2	2	0	1	1	0	0	0	38	21
ZA	05	65	36.9	3.1	3.1	0	1.5	1.5	0	0	0	58.5	32.3
%		805	127	23	65	6	12	6	12	1	2	251	437
SUB-TOTAL ZA													
	805	127	23	65	6	6	12	6	12	1	2	251	437
%		64.3	15.6	2.9	8.1	0.7	1.5	0.7	1.5	0.1	0.2	31.2	53.0

DOC GS AND SIMILAR PERMANENT EMPLOYMENT BY PAY BAND, AS OF SEP 98
 ZP, ZA, ZT, ZS, SL, AND ST PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

PAY PLAN GRADE	TOTAL EMP	MINOR- ITIES		BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER IND/ ALSKN NAT		WHITE		
		NOM	%	MEH	WOM	MEH	WOM	MEH	WOM	MEH	WOM	MEH	WOM	
ZP	6	0	0	4	0	1	0	1	0	2	0	0	2	0
%		66.7	0	16.7	0	16.7	0	33.3	0	33.3	0	33.3	0	0
ZA	97	44	44	24	14	6	14	1	0	3	0	0	43	30
%		45.4	24.7	24.7	14.4	6.2	14.4	1.0	0	3.1	0	0	44.3	30.9
ZT	106	30	33	12	13	12	13	2	1	2	2	0	58	15
%		28.3	31.1	11.3	12.3	11.3	12.3	1.9	0.9	1.9	1.9	0	54.7	14.2
ZS	191	16	30	19	4	19	4	3	0	1	1	0	149	12
%		8.4	15.7	9.9	2.1	9.9	2.1	2.6	0	0.5	0.5	0	78.0	6.3
ZSL	15	0	0	0	0	0	0	0	0	0	0	0	15	0
SUB-TOTAL ZP	415	90	91	36	31	9	9	1	8	1	3	0	267	57
%		21.7	21.9	9.2	7.5	2.2	2.2	0.2	1.9	0.2	0.7	0	64.3	13.7
ZB	21	14	5	2	2	0	0	1	0	0	0	0	11	11
%		66.7	23.8	9.5	9.5	0	0	4.8	0	0	0	0	21.8	52.4
ZC	88	64	30	4	16	0	0	3	2	0	0	2	18	40
%		72.7	34.1	4.5	18.2	0	0	3.4	2.3	0	0	2.3	20.5	45.5
ZD	388	328	103	12	65	4	12	0	0	7	0	3	44	241
%		84.5	26.5	3.1	16.8	1.0	3.1	0	0	1.8	0	0.8	11.3	62.1
ZE	367	325	108	7	77	2	12	1	5	0	0	4	22	237
%		91.3	29.4	1.9	21.0	0.5	3.3	0.3	1.4	0	0	1.1	6.0	64.6
ZF	47	40	15	3	13	1	1	1	0	0	0	0	4	28
%		85.1	31.9	4.3	23.4	2.1	2.1	2.1	0	0	0	0	8.5	59.5
SUB-TOTAL ZB	911	781	261	27	171	7	29	3	15	0	9	0	93	557
%		85.7	28.6	3.0	18.8	0.8	3.2	0.3	1.6	0	1.0	0	10.2	61.1
TOTAL	5265	3069	914	171	342	66	65	176	74	9	11	0	2774	1577
%		39.3	17.4	3.2	6.5	1.3	1.2	3.3	1.4	0.2	0.2	0	52.7	30.0

DOC GS AND SIMILAR PERMANENT EMPLOYMENT BY PAY BAND, AS OF SEP 99
 ZP, ZA, ZT, ZS, SL, AND ST PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYEES EXCLUDED)

PAY PLAN GRADE	TTL EMP	MON	MINOR- TIME	BLACK		HISPANIC		ASIAN AMER/ PACIFIC ISL		AMER IND/ ALGER NAT		WHITE	
				MEN	WOM	MEN	WOM	MEN	WOM	MMN	WOM	MMN	WOM
BR LVL 00	46	8.7	4	0	1	0	1	2	0	0	0	40	2
%		8.7	8.7	.0	2.2	.0	2.2	4.3	.0	.0	.0	87.0	4.3
SUB-TOTAL BR LVL	46												
%													
ZP 01	17	23.5	3	0	1	0	1	1	0	0	0	12	2
%		63	17.6	.0	5.9	.0	5.9	3.9	.0	.0	.0	70.8	11.8
ZP 02	150	42.0	37	9	5	5	3	7	8	0	0	85	47
%		284	24.7	6.0	3.3	3.3	2.0	4.7	5.3	.0	.0	44.0	31.3
ZP 03	853	23.3	149	30	41	16	10	39	12	1	0	483	221
%		296	17.5	3.5	4.8	1.9	1.2	4.6	1.4	1.1	.0	56.6	25.9
ZP 04	1525	19.4	207	44	25	18	6	24	27	3	0	1080	238
%		57	13.6	2.9	1.6	1.2	.4	3.5	1.8	.2	.0	70.8	15.6
ZP 05	588	9.5	49	7	2	4	2	31	3	0	0	459	50
%			8.2	1.2	.3	.7	.3	5.2	.5	.0	.0	83.4	8.4
SUB-TOTAL ZP	3143	784	445	90	74	43	22	163	50	4	0	2140	558
%		22.4	14.2	2.9	2.4	1.4	.7	5.2	1.5	.1	.0	68.1	17.8
ZA 01	6	66.7	2	0	1	0	1	0	0	0	0	2	2
%		117	33.3	.0	16.7	.0	16.7	.0	.0	.0	.0	33.3	33.3
ZA 02	162	72.2	35	3	25	1	7	3	4	0	0	36	91
%		254	21.6	1.9	9.3	.6	4.3	3.1	2.5	.0	.0	22.2	56.2
ZA 03	363	70.0	81	11	33	2	5	1	7	1	2	94	208
%		147	16.8	3.0	8.8	.6	1.4	.3	1.9	.3	.6	25.9	57.3
ZA 04	283	58.1	34	5	16	4	3	1	5	0	0	96	133
%		23	13.4	2.0	6.3	1.6	1.2	.4	2.0	.0	.0	37.9	48.6
ZA 05	59	39.0	6	2	2	0	1	1	0	0	0	33	20
%			10.2	3.4	3.4	.0	1.7	1.7	.0	.0	.0	55.9	33.9
SUB-TOTAL ZA	843	545	136	21	66	7	17	8	16	1	2	261	444
%		54.7	15.4	2.5	7.8	.8	2.0	.9	1.9	.1	.2	31.0	52.7

DOC GS AND SIMILAR PERMANENT EMPLOYMENT BY PAY BAND, AS OF SEP 99
 ZP, ZA, ZT, ZS, SL, AND ST PAY PLANS
 (POLITICAL, PAY BAND, AND FOREIGN SERVICE EMPLOYERS EXCLUDED)

PAY PLAN GRADE	TTL EMP	WOM	MINOR-ITIES		BLACK		HISPANIC		ASIAN AMER/PACIFIC ISL		AMER IND/ALSTM NRY		WHITE	
			WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM	WOM		
ST 01	3	0	2	0	0	0	0	0	2	0	0	0	1	0
%	66.7	.0	.0	.0	.0	.0	.0	.0	66.7	.0	.0	.0	33.3	.0
02	68	41	23	5	12	1	0	0	3	0	0	0	37	29
%	46.6	25.0	1.1	1.1	1.1	0.0	0.0	0.0	3.4	0.0	0.0	0.0	42.0	33.0
03	103	32	31	10	13	3	1	1	1	1	1	1	57	17
%	30.5	29.5	12.4	9.5	12.4	2.9	1.0	1.0	1.0	1.0	1.0	1.0	54.2	16.2
04	188	16	34	21	5	5	0	0	1	0	2	0	143	11
%	8.5	18.1	2.7	11.2	2.7	2.7	.0	.0	.5	.0	1.1	.0	76.1	5.9
05	13	0	0	0	0	0	0	0	0	0	0	0	15	0
SUB-TOTAL ST	399	89	37	30	9	1	3	0	8	1	2	0	253	57
	22.3	22.3	9.3	7.5	2.3	.3	.8	.0	2.0	.3	.8	.0	63.4	14.3
ZS 01	23	13	8	5	1	0	2	0	0	0	0	0	5	10
%	34.8	34.8	4.3	21.7	4.3	.0	8.7	.0	.0	.0	.0	.0	21.7	43.5
02	100	66	38	7	18	2	7	1	3	0	0	0	24	38
%	65.0	38.0	3.0	7.0	3.0	3.0	7.0	1.0	3.0	0.0	0.0	0.0	26.0	38.0
03	372	314	99	8	61	3	13	1	10	0	3	0	46	227
%	84.4	28.6	16.4	2.2	16.4	8	3.5	.3	2.7	0.0	.8	0.0	12.4	61.0
04	374	335	115	10	79	3	13	1	5	0	4	0	25	234
%	89.6	30.7	21.1	2.7	21.1	.8	3.5	.3	1.3	0.0	1.1	0.0	6.7	62.6
05	37	33	11	1	9	0	1	0	0	0	0	0	3	23
%	89.2	29.7	2.7	2.7	24.3	.0	2.7	.0	.0	.0	.0	.0	8.1	62.2
SUB-TOTAL ZS	905	761	271	31	168	6	36	3	18	0	7	0	103	532
	84.0	29.9	3.4	16.5	.9	4.0	.8	2.0	.8	.8	.8	.8	11.4	58.7
TOTAL	3337	3103	947	179	339	67	77	183	83	8	9	0	2797	1593
	39.4	17.7	3.4	1.3	1.4	1.4	1.4	3.4	1.8	.1	.2	.0	52.4	29.8



UNITED STATES DEPARTMENT OF
COMMERCE
NEWS

WASHINGTON, D.C. 20230

OFFICE
OF THE
SECRETARY

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Remarks by
U.S. Secretary of Commerce
Ronald H. Brown

Department of Commerce
Diversity Policy Statement
Washington, D.C.
July 21, 1994

[As prepared for delivery]

Thank you very much for joining me on this timely and important occasion. I want to welcome all of you here in the Hoover building, as well as our colleagues -- with us today on our own information highway -- at NIST, Census, NOAA and PTO. As many of you know, I will present today an action program to promote greater diversity here at the Commerce Department.

I am committed to continuing the critically important task of building what President-Elect Bill Clinton called "a government that looks like America."

I have asked that you join me today to acknowledge the initial efforts we already have made to achieve diversity at the Department of Commerce and to launch a new, more comprehensive commitment to diversity in the structure, culture and programs of this great department.

Diversity transcends race and gender, affirmative action and Equal Employment Opportunity. It must encompass a fundamental appreciation of one another and a respect for both our similarities and our differences. It must include a heartfelt respect in attitude and in behavior towards those of different race, gender, age, sexual orientation, ethnicity and those with disabilities -- all the facets that make each individual the unique and precious resource that each of us is.

We have seen the extraordinary results that come from men and women of different races and backgrounds working together and sharing their knowledge and experience with one another. We have shown that a nation is not anything if it consists of each of us. It becomes great only when it consists of all of us.

As President Clinton has said, if we are truly to reach our nation's great potential, we must embrace the talent and creativity of all our nation's people.

All of us here today and our colleagues throughout the Department have a special opportunity and a profound responsibility to stretch our minds and to increase our efforts -- to think creatively and to act boldly to transform this venerable institution into a working example of diversity -- a showcase for all to emulate and a goal for all to achieve.

Our special opportunity lies in our unique mandate. We are the Department of Commerce. Our mission is to promote economic growth. We are dedicated to ensuring and enhancing long-term economic opportunity and a rising standard of living for all Americans.

And so we must ask ourselves, "what does America look like?" Who are our workers, our managers, our consumers? The short answer is that our nation is becoming ever more diverse. More than half the U.S. work force now consists of minorities, and women. So-called "minorities" actually now form the majority of our population.

If this Department is to reflect the commercial face of America, we must increase the diversity of our workforce at all levels.

As our fate becomes increasingly intertwined with those of other nations, it is also important to consider what our world looks like. The American people's standard of living in the 21st century will be increasingly dependent on our commercial relationships not only with Europe, but with Africa, Asia, and South and Latin America.

If we are to compete and win in the global marketplace, we must use all of our human resources by creating a more diverse workforce that looks not only like America, but reflects the magnificent mosaic of our entire world. And let me remind you that we are the only nation in the world that truly reflects that mosaic. We are unique.

Diversity is one of America's greatest assets. It gives us a tremendous advantage as we compete in the international marketplace.

Diversity is first and foremost a moral imperative -- but it also makes bottom line business sense. If we are to champion economic growth at home, if we are to revitalize communities confronting economic dislocation and distress, if we are to greatly expand our trade with the nations of the world, if we are to continue as the world's most powerful economic engine, this department must transform its own workforce in the years ahead.

We have started. But much remains to be done. Today, we make a new and deeper commitment.

Since the beginning of my tenure as Secretary of Commerce, I have been aware that there are within our Department -- as there are elsewhere in our entire Government and throughout our society -- long-standing concerns and endemic structural problems regarding diversity issues.

A lack of minority representation at mid and senior management levels is a fundamental concern. For example, it is a fact that African Americans make up 19% of Commerce's 36,200 employees, but only 7% of our GS 13-15 employees, and less than 6% of our SES employees. Commerce ranks 47th out of 58 agencies in the percentage of women in professional positions, with women representing 46% of our total employees but only 13% of our SES employees. When we subtract the number of women political SES appointments I have made the number drops to less than 10%. And disappointingly, we rank last in the percentage of Hispanic employees, and a glass ceiling exists for Asian American employees. We must do better!

It is clear that there are difficulties with the EEO process, and insufficient opportunities for upward mobility -- these obstacles hurt and weaken the Department.

For the first time in the history of the Department of Commerce, we have tried to deal with such concerns comprehensively and tangibly. The process has been inclusive.

Now we are ready to act. Career and political employees have come together under my direction to create a plan for confronting these challenges. Following appropriate consultation regarding any matter covered by union agreement, I intend to proceed with full implementation of this comprehensive initiative.

The initiative we have developed reflects the views of virtually all levels of our department. We have performed both a statistical and a factual analysis of the present situation. I have met with a variety of groups to hear their views and consider their recommendations. And, we have begun consultations with our two national unions and want to solicit their input and involve them in a partnership.

Our Diversity initiative consists of seven basic policy tenets -- They are as follows.

1. Inclusion. Diversity at all levels of the Department of Commerce is a priority of President Clinton and of mine. Diversity means the inclusion of all employees, regardless of race, gender, color, religious belief, age, disability or sexual orientation. All employees are valued for their contributions to the Department.
2. Opportunity. Through recruitment and promotion at all levels, the department will create and broaden opportunities for an increasingly diverse workforce. The Department will establish aggressive career development programs to assure that a diverse pool of qualified candidates is available for all job opportunities.
3. Comprehensiveness. Diversity will be taken into consideration in every aspect of the business of Commerce -- in training, seminars, procurement, in our grant process, in trade missions, regulatory work, business liaison and in every other program area of the Department.
4. Accessibility. All employees are entitled to transparent, fair and timely processing of their complaints. DOC's administrative grievance procedure will be strengthened immediately.
5. Training. The Department will require all managers to participate in training on DOC's Diversity Policies and Conflict Resolution techniques.

6. Management. Diversity is a management issue. Therefore to ensure accountability, each manager will have a diversity critical element added to his/her performance plan. The element will set forth the criteria by which the manager will be evaluated including but not limited to the proactive recruitment, training and career development of qualified employees and diversification of Department program areas.

7. Evaluation and Communication. The Department will establish a Diversity Council which will have the responsibility of monitoring the implementation of diversity policies and programs, evaluating their effectiveness and facilitating communication on a continuing basis throughout the Department about our diversity initiatives. Each bureau will be represented.

The Council will be chaired by a new Deputy Chief of Staff. We are also undertaking an immediate nation-wide search for a new Director of the Office of Civil Rights who will work closely with the Deputy Chief of Staff as Vice Chair of the Diversity Council. Courtland Cox, from our International Trade Administration, will serve as Acting Director of OCR in the interim. Courtland, who specializes in Africa, the Near East and South Asia in ITA has been engaged in civil rights issues for over thirty-three years.

I also want to take this opportunity to acknowledge the hard work and creative insights in the development of these policies by Ginger Lew, our General Counsel and Gloria Gutierrez, Deputy Assistant Secretary for Administration. Their wisdom, hard work and sage advice has been instrumental in our efforts. I have asked both of them to continue providing leadership on these issues.

We believe this policy will bring increased opportunity and real diversity to our Department. We do not imagine it is a panacea, but rather an important first step. We know that if this policy is to work the commitment of every person at every level of Commerce is essential. It will require effective, continual communication and cooperation.

During the next 120 days, I expect that our senior managers will have completed diversity training, that the diversity critical element will be in place, that proposed action plans will be received from the bureaus to diversify our program initiatives, and that I will receive a full report on the steps the Office of Civil Rights and the Diversity Council have taken to implement all of the initiatives I have outlined today.

This policy will mean real change and I am not unaware that it might well create a certain level of anxiety among some members of our Commerce team.

Such concerns are natural, but they cannot impede our determination nor will we let them.

This Department is filled with many talented people whose commitment and important contributions are respected and appreciated. We seek not to exclude but rather to expand the circle...to recognize and reward talented individuals who may have been overlooked or unnecessarily left behind. I am confident that you will join me in helping to change a structure that is not working at full capacity because it is not yet using our full human potential.

I am heartened by the feedback I already have received from the employees of this Department.

Only by working together, with respect and dedication and commitment, can we construct a greater Department of Commerce, and effectively serve the people and the President of the United States.

We must never cease working towards our goal, but we will also need to be patient. Our actions will be implemented rapidly but fairly, and incrementally. And when we look for progress we will find it: real, tangible progress accumulating every day. We have come far already: we have listened, we have studied, and now we are acting. This moment is not so much the beginning as the continuation of a process already showing tangible results. Expansion, inclusion, opportunity is not a zero sum game.

If we are to succeed, we must learn not to think in terms of "us" and "them," but of "we". Diversity is not about privileging one individual or group at the expense of another; it is about creating an environment that is a level playing field for all, benefiting everyone and paving the way to excellence.

If we are to succeed, diversity should be embraced and perceived as an opportunity rather than as an obstacle; our differences as sources of enrichment rather than as barriers. Just as trade with other nations allows us to enjoy benefits of differences among countries, diversity within the Commerce Department allows us to reap the benefits of differences among people.

If we are to succeed, we must come to understand fully that diversity is the key to the future success not only of the Department of Commerce but of our nation. As the late author Ralph Ellison wrote: "America is woven from many strands. I would recognize them and let it so remain. Our fate is to become one and yet many."

I intend for us to succeed. I intend for this Department to become a model for our Government -- and the fulfillment of both the promise of this Administration, and the promise of America.

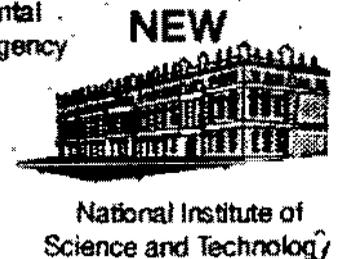
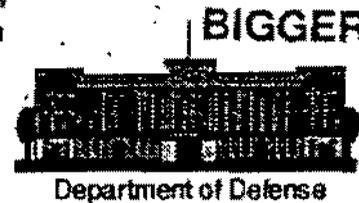
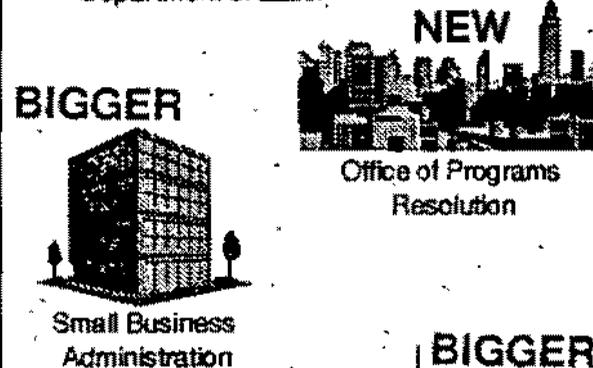
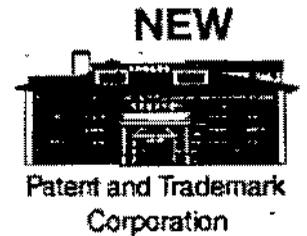
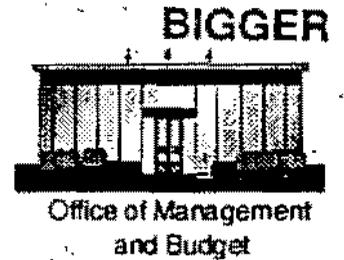
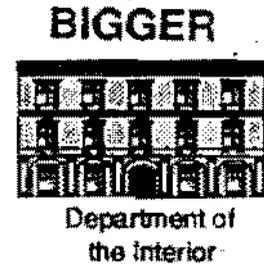
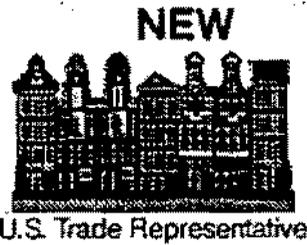
Thank you.

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THE CHOICE

One Stop Shop For
American Business

Republican Bureaucratic
Sprawl...



FACT SHEET ON COMMERCE DISMANTLING CHART

- The Department of Commerce dismantling legislation was introduced initially on the premise that it would lead to a "smaller, more focused Federal government." *After months of spinning wheels in 11 different Committees, this chart shows what the Republicans have achieved. This legislation is a miserable failure.*
- It takes a tightly woven Department of Commerce -- one that creates a "one stop shop" for all American business combining trade, technology, telecommunications, environmental stewardship, and intellectual property in a manner that promotes economic growth and job creation -- and turns that synergy into a disjointed, box-shuffled, jumble of unrelated functions and agency proliferation.
- The bill does not even realize its promise of consolidation. This bill is agency proliferation at its worst. It creates four new agencies and re-houses functions in seven existing agencies. The re-housed functions don't fit within those agencies and simply makes existing agencies bigger -- this is not downsizing government. For example:
 - ▶ Relegating Commerce science and technology programs (the National Oceanic and Atmospheric Administration and National Institute of Standards and Technology) to a new independent science agency does not consolidate them with other programs, it disengages them from an agency with a commercial perspective, and robs them of Cabinet representation.
 - ▶ Placing Commerce trade programs (the International Trade Administration and the Bureau of Export Administration) along with USTR in a new, separate independent trade agency is disruptive and counterproductive. [At the last moment the Republicans changed the name of the new agency they are creating from the "United States Trade Administration" to the "Office of the United States Trade Representative", attempting to disguise the fact that they are indeed creating a new trade bureaucracy.] This new trade agency does not consolidate the 19 trade agencies, it just re-houses two Commerce trade promotion and trade enforcement agencies within the small office of the USTR. And, it forces the President's trade negotiator to become the enforcer of unfair trade practices and export control laws.
 - ▶ Dismembering statistical programs by moving the Bureau of Economic Statistics to the Labor Department and transferring Census to OMB temporarily for 6 months, then to Labor, is not driven by reinvention principles but by the desperate need to "fix something that is not broken" -- to "shuffle boxes." The bill takes the Nation's economic and demographic statistics system and makes it an appendage to an agency whose mission is to administer and enforce Federal labor law.
 - ▶ Moving the Economic Development Administration to the Small Business Administration simply adds a function to SBA that it has never done. SBA's constituents are fundamentally different from EDA's given the nature of its programs, which involves the financing and counseling of small business. Our distressed communities will not be well-served by this move.

As piracy of our intellectual property runs rampant and the negotiation of intellectual property rights agreements becomes increasingly important to our global economic competitiveness, this bill totally divorces the Patent and Trademark Office from Executive Branch oversight and guidance in coordinating national and international intellectual property issues.

- *Termination of the Technology Administration* (including the Manufacturing Extension Program and the Advanced Technology Program), the *Economics and Statistics Administration*, the *Minority Business Development Agency*, three *National Telecommunications and Information Administration* telecommunications infrastructure programs, and numerous *National Oceanic and Atmospheric Administration (NOAA)* research and grant programs will rob the Nation of critical investments in future competitiveness.
- In its entirety, this bill undercuts small- and medium-sized businesses and distressed rural and urban communities, and results in neither the cost-savings nor the efficiencies that the advocates of dismantling have promised.
- To top it off, this bill unwisely and unbelievably dictates a permanent 75% budget cap based on FY 1995 funding levels. This will eviscerate the delivery of essential services. It will jeopardize our ability to provide weather and storm forecasts, to control the exports of national security sensitive goods, to provide necessary economic statistics, and will disrupt trade promotion and trade law enforcement.
- More remarkably, this bill does not even save the money it promises! Virtually all savings in this bill come from program terminations and funding reductions. The supposed savings are totally unrelated to "dismantlement." In fact, at an open hearing Congressman Clinger even admitted that the bill is not about saving money, it is about improving government. If this chart represents how the Republicans intend to "improve" government and make it more responsive to U.S. business, we should greatly fear for our competitiveness in the year 2000!



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FOR IMMEDIATE RELEASE
Wednesday, October 18, 2000

Contact: Morrie Goodman
 202-482-4883
Areaka McFadden
 202-482-1526



Commerce Secretary Norman Y. Mineta Uses Census 2000 Technology Equipment To Help Close the Digital Divide

Seattle, WA - Commerce Secretary Norman Y. Mineta today helped 82 Historically Black Colleges and Universities, Tribal Colleges and Universities and Hispanic Serving Institutions move closer toward digital inclusion by donating \$5.4 million worth of nearly new "state-of-the-art" technology equipment.

The fifteen hundred computers and equipment in excess from the 520 temporary Census 2000 offices will be equally distributed among the Universities. Each institution will immediately receive 15 hi-tech work stations complete with servers, computers, printers, cables and routers.

Related Link

- [Speech at Computer Distribution to MSIs](#)

The Secretary is in Seattle as part of the Western leg of his national Digital Inclusion Tour. This week he released the Commerce Department's 4th report on Digital Divide "Falling Through The Net: Toward Digital Inclusion." It showed that the Administration has made progress toward its goal of making certain every American has access to the information-age.

"Each year, being connected becomes more critical to economic and educational advancement and to community participation. That's why the technology donation is a big step in accelerating these institutions toward digital inclusion," Secretary Mineta said.

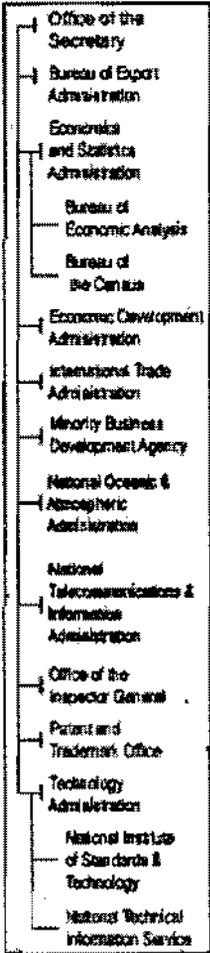
The Commerce Department undertook a rigorous evaluation process to ensure the information technology equipment will be going to Universities and Colleges that can effectively use this equipment and achieve significant improvements in academic programs and initiatives.

Commerce's Excess Equipment Donation Program is part of the Administration's support to ensure all American students have access to information technology in the 21st Century.

According to recently released Commerce Department studies African American and Hispanic groups rank high among the list of groups lagging behind in Internet accessibility. The studies also report many Historically Black College and University students do not have ready access to computer networks and resources in computer labs and classrooms.

Secretary Mineta also recognizes Indian Americans' great need for connectivity to the Internet. He will visit Santa Fe, New Mexico's Indian Telecommunications Institute to see first-hand their access to technology.

Mineta said expansion of student exposure to and use of information technology equipment--making them more capable in this information age--will be a real benefit to both the students and these



institutions.

Secretary Mineta announced the donation of the hi-tech equipment during his Digital Inclusion Tour, devoted to bring all Americans into the digital age. He leaves Seattle heading to Oakland and San Francisco, CA, then to Santa Fe and Cochiti Pueblo, NM.

Below are the MSI Colleges and Universities that will receive the excess equipment.

Historically Black Colleges and Universities (30)

Albany State, Albany, GA

Barber-Scotia College, Concord, NC

Benedict College, Columbia, SC

Bennett College, Greensboro, NC

Bethune Cookman College, Daytona Beach, FL

Central State University, Wilberforce, OH

Cheyney University of Pennsylvania, Cheyney, PA

Delaware State, Dover, DE

Edward Waters College, Jacksonville, FL

Fisk University, Nashville, TN

Hinds Community College, Raymond, MS

Jackson State University, Jackson, MS

Jarvis Christian College, Hawkins, TX

Lane College, Jackson, TN

Langston University, Langston, OK

Lincoln University, Jefferson City, MO

Meharry Medical College, Nashville, TN

Morehouse College, Atlanta, GA

Morgan State University, Baltimore, MD

Norfolk State University, Norfolk, VA

North Carolina Central University, Durham, NC

Oakwood College, Huntsville, AL

Paul Quinn College, Dallas, TX

Southern University, New Orleans, LA

Spelman College, Atlanta, GA

St. Phillips College, San Antonio, TX

Texas College, Tyler, TX

Tougaloo College, Tougaloo, MS

Virginia Union University, Richmond, VA

Wiley College, Marshall, TX

Hispanic Serving Institutions (HSIs) (28)

Bakersfield College, Bakersfield, CA

California State University - Dominguez Hills, Carson, CA

California State University - Los Angeles, Los Angeles, CA

Caribbean University, Ponce, PR

City Colleges of Chicago - Harry S. Truman Campus - Chicago, IL

College of Santa Fe, Santa Fe, NM

College of Aeronautics, Flushing, NY

Dona Ana Branch Community College of New Mexico - Las Cruces, NM

El Paso Community College, El Paso, TX

Florida International University, Miami, FL

Hartnell College, Salinas, CA

Interamerican University of Puerto Rico - Fajardo Campus, PR

Interamerican University of Puerto Rico - Guayama Campus, PR

John Jay College of Criminal Justice, NY, NY

Miami-Dade Community College - Wolfson Campus, Miami, FL

Mount Saint Mary's College, Los Angeles, CA

New Jersey City University, Jersey City, NJ

New Mexico State University - Las Cruces, NM

Merced College, Merced, CA

Odessa College, Odessa, TX

Our Lady of the Lake, San Antonio, TX

Texas State Technical College - Harlingen, TX

Universidad Central del Caribe - Bayamon, PR

University of Puerto Rico, Cayey, PR

University of Texas - El Paso, El Paso, TX

University of Texas - Pan American, Edinburg, TX

Victoria College, Victoria, TX

Woodbury University, Burbank, CA

Tribal Colleges and Universities (TCUs) (24)

Bay Mills Community College, Brimley, MI

College of Menominee Nation, Keshana, WI

Crownpoint Institute of Technology, Crownpoint, NM

Dine College, Tsaile, AZ

D-Q University, Davis, CA

Fond Du Lac Tribal and Community College, Cloquet, MN

Fort Belknap College, Harlem, MT

Fort Berthold Community College, New Town, ND

Fort Peck Community College, Poplar, MT

Haskell Indian Nations University, Lawrence, KS

Keweenaw Bay Ojibwa Community College, Baraga, MI

Lac Courte Oreilles Ojibwa Community College, Hayward, WI

Leech Lake Tribal College, Cass Lake, MN

Little Big Horn College, Crow Agency, MT

Little Priest Tribal College, Winnebago, NE

Nebraska Indian Community College (Santu, NE and Sioux City, IA)

Northwest Indian College, Bellingham, WA

Oglala Lakota College, Kyle, SD

Sinte Gleska University, Rosebud, SD

Sisseton Wahpeton Community College, Sisseton, SD

Si Tanka College, Eagle Butte, SD

Southwestern Indian Polytechnic Institute, Albuquerque, NM

United Tribes Technical College, Bismarck, ND

White Earth Tribal & Community College, Mahanomen, MN



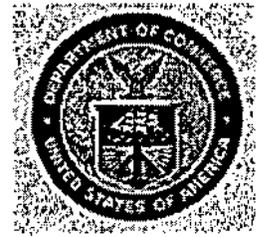
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The public can email Secretary Mineta at NMineta@doc.gov or Deputy Secretary Mallett at DepSec@doc.gov. If you have questions or comments about this page, contact the webmaster - email webmaster@doc.gov or phone 202-501-0868 if urgent.

The address of this page is <http://osecnt13.osec.doc.gov/public.nsf/docs/D65E50538DD9D1BF8525697C00524E8A>.
It was last updated Thursday, October 19, 2000 at 4:13 p.m. EDT.

U.S. Department of Commerce
14th Street and Constitution Avenue, NW
Washington, DC 20230



ANNUAL DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)

PLAN CERTIFICATION - FISCAL YEAR 2001

TO: Ms. Maria Mercedes Olivieri
Director, Office of Diversity
U.S. Office of Personnel Management
1900 E Street, N.W. Room 2445
Washington, D.C. 20415-9800

IDENTIFYING INFORMATION:

- A. Name and Address of Agency:
U.S. Department of Commerce
14th and Constitution Avenue, N.W.
Washington, D.C. 20230
- B. Name and Title of Designated DVAAP Official (same address):
Brenda Brittain, Disability Program Manager
Telephone: 202-482-8183 (voice); Fax: 202-482-5375
- C. Name and Title of Contact Person (same address):
Brenda Brittain, Disability Program Manager
Telephone: 202-482-8183 (voice); Fax: 202-482-5375

CERTIFICATION: I certify that the above named agency: (1) has a current Disabled Veterans Affirmative Action Program (DVAAP) Plan and the program is being implemented as required by U.S.C. 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered by this or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE


Suzan J. Aramaki

Director, Office of Civil Rights
U.S. Department of Commerce

Date 12/15/00

U.S. Department of Commerce

Fiscal Year 2000

**DISABLED VETERANS AFFIRMATIVE ACTION
ACCOMPLISHMENT REPORT**

I. Recruitment Methods.

During FY 2000, the Department of Commerce hired 61 disabled veterans, 22 of whom were 30 percent or more disabled.¹ The Department used the following recruitment methods to achieve this success.

Human Resources, Civil Rights/Equal Employment, and other managers and specialists maintained contact with the following organizations to identify and recruit disabled veterans:

- ▶ Department of Veterans Affairs vocations rehabilitation, counseling/employment centers offices, and hospitals
- ▶ Black Veterans Association
- ▶ Disabled American Veterans Association
- ▶ Paralyzed Veterans of America
- ▶ American GI Forum National Veterans Outreach Program
- ▶ Veterans Assistance Commission
- ▶ AMVETS National Headquarters
- ▶ American Veterans Committee
- ▶ Blinded Veterans Association
- ▶ Military Order of the Purple Heart
- ▶ Disabled American Veterans
- ▶ Paralyzed Veterans of America, Inc.
- ▶ American Legion
- ▶ Vietnam Veterans of America
- ▶ Disabled American Veterans National Service and Legislative Headquarters
- ▶ Georgetown University Office of Veterans Affairs
- ▶ Andrews Air Force Base Career Transition Coordinator
- ▶ Maryland Job Service Disabled Veterans Representative
- ▶ University of Maryland Veterans and Disabled Student Service
- ▶ Northern Virginia Community College Office of Veterans Affairs
- ▶ Fairfax County, Virginia Veterans Representative
- ▶ Boulder, CO Private Industry Partnership, Veterans Representative, Boulder Veterans Center
- ▶ Non-commissioned Officers Association
- ▶ Veterans of Foreign Wars offices
- ▶ Veterans Center Outreach Program offices
- ▶ The Armed Forces Retirement Home²²
- ▶ Veterans Assistance Commission
- ▶ American GI Forum
- ▶ Life Experiences Activities Program

¹This figure excludes the Patent and Trademark Office.

- State and County Departments of Employment and Training
- General Rehabilitation Services
- Military and Veterans Affairs
- Vietnam Veterans Outreach Centers
- Federal Affirmative Employment Managers and Specialists
- Davis Memorial Goodwill Industries
- University of Connecticut
- St. Luke's House, Inc.

Other initiatives undertaken by Commerce bureaus during FY 2000 included:

National Oceanic and Atmospheric Administration (NOAA):

- Office of Finance and Administration (OFA), Human Resources Management Office maintains a Touch Screen Computer Kiosk. The Kiosk provided public access to worldwide job vacancies, employment information fact sheets, applications and forms. Additionally, HR offices advertised vacancies on the Internet (USAJOBS and Commerce Opportunities On-Line) where veteran offices/organizations have direct access to all Agency vacancies and can apply on line.
- Mountain Administrative Support Center participated in career fairs and informed the public of special hiring authorities for disabled veterans.
- Eastern Administrative Support Center maintained a web site with links to information on veteran appointments.
- The National Marine Fisheries Service continued to work with local Veteran's Employment Development Centers and State and Federal Affirmative Employment Coordinators to actively seek referrals.
- Office of Oceanic and Atmospheric Research (OAR), Environmental Research Laboratory (ERL) continued to include disabled veterans and organizations to the OAR sponsored Denver Noticiero, a listing of job vacancies throughout the country.
- OAR worked with veteran rehabilitation counselors and centers in the referral and placement of disabled veterans.

Census Bureau (Census):

- Maintained an electronic register of eligibles for the bureau's three major occupations—statistician, mathematical statistician, and computer specialist—under an electronic recruitment process. Disabled veterans automatically receive priority consideration for positions that become available for which they qualify.
- Continued to inform managers about hiring authorities for disabled veterans and encourage managers to expand areas of consideration to include all sources.
- Recruitment bulletins provided specific information on how veterans can apply for vacancies, in order to receive preference in the hiring process. Recruiting bulletins also explain to veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service that they may apply under merit procedures.
- Participated in the Workforce Recruitment Program for College Students with Disabilities (WRP), part of the President's Initiative for employment of people with disabilities in the Federal Government. Since many disabled veterans are students, this outreach effort is an excellent source for employing disabled veterans.

Office of the Secretary (O/S) Serviced Bureaus:

International Trade Administration (ITA):

- Included a statement on all vacancy announcements, under the provision of Veterans Employment Opportunities Act of 1998, "Veterans who are preference eligibles or who have been separated from the armed forces under the honorable conditions after 3 years or more of continuous active service may apply."
- Advertised two grade interval positions approximately 90% of the time to all sources.
- Continued to advise management to support hiring disabled veterans for openings within organizations.
- Ensured that non-veterans were not selected over veterans.
- Advised veterans on how to claim veterans preference/compensable status, by using the DD214, SF 15 letter from the Department of Veterans' Affairs.

- Counseled veterans that inquired on how to address specialized experience and quality ranking factors on vacancies of interest.
- Ensured that veterans preference entitlements were enforced.

National Institute of Standards and Technology (NIST):

- Used the Veterans Readjustment Appointment Authority, the authority for placing disabled veterans with 30 percent or greater disability, and other special, appropriate hiring authorities.
- Communicated with local and national veteran's organizations and with counselors in those organizations to increase awareness of employment opportunities.
- Forwarded applications from disabled veterans to selecting officials. Included with the application was a memorandum which informed officials of the authorities available to hire disabled veterans and the administrative advantages of using those authorities.

II. Methods for Improving and Advancement Opportunities.

The Department of Commerce employed the following methods for improving advancement opportunities for disabled veterans during FY 2000:

National Oceanic and Atmospheric Administration (NOAA):

- Provided training courses to disabled veteran employees to improve their opportunities for career advancement.
- Produced average grade and time-in-grade reports and analyses for the workforce in order to review the effectiveness of efforts to promote disabled veterans. (OAR)
- Developed quarterly reports on laboratory activities including special positions established and accommodations made for disabled veterans. (ERL)
- Provided training courses and conference attendance for disabled veterans in an effort to increase opportunities for advancement (National Marine and Fisheries).
- OAR divisions submitted quarterly reports on lab activities including special positions/accommodations established.

- The Eastern Administrative Support Center entered into an agreement with the U.S. Department of Veterans Affairs, Vocational Rehabilitation & Counseling Division to provide work experience training to 2 disabled veterans. One veteran gained experience as a Web Page Designer in the Systems Division, and the other veteran gained experience as an Accountant in the Finance Division.

Census Bureau (Census):

- Publicized information which makes disabled veterans aware of the particular application procedures necessary to gain preference in vacancies.
- Provided the opportunity for disabled veterans to request that their names be placed on the Human Resources Division's Career Ladder List for the series and grade levels for which they qualify. Census Bureau managers are required to consider these applicants prior to posting a vacancy outside the Census Bureau.
- Enabled disabled veterans to request that their application be placed on the Human Resources Division's reassignment list. Enabled them to apply for reassignment opportunities posted through cc:mail on the Career Opportunities Bulletin Board. Census Bureau managers are encouraged to consider these applicants when filling a vacancy.
- The automated, web-based vacancy announcement and application system, Commerce Opportunities On-Line (COOL), allowed 30% or more disabled veterans to be selected noncompetitively for temporary or term appointments to positions for which they are qualified. This action was less time consuming and a more efficient method of hiring for both managers and the veterans.

Office of the Secretary (O/S) Serviced Bureaus:

- ▶ Provided disabled veterans opportunities, when applicable and available, for rotation to other positions to enhance work experience.
- ▶ Required completion of individual development plans for all employees, including disabled veterans.

International Trade Administration (ITA):

- Advised managers on how to restructure jobs, modify work schedules, and acquire equipment for reasonable accommodation.
- Provided current information on reasonable accommodation to managers, supervisors, and disabled veterans as requested

- Each program office maintained a monetary fund of \$1,500 for the sole purpose of providing reasonable accommodations for employees and applicants with disabilities.
- Listed a telephone number on all training announcements for disabled veterans to call to request special accommodations.
- Managers were kept abreast of the Departmental and Office of Personnel Management guidelines on hiring of disabled veterans.
- Provided current information on reasonable accommodations to managers, supervisors and disabled veterans as requested.
- ▶ All vacancy announcements were posted on the Federal Job Bank, the Internet, and via e-mail to be easily available to internal applicants.

National Institute of Standards and Technology (NIST):

- Provided disabled veterans with access to and information about training and developmental programs.
- Emphasized the advantages of placement and career advancement opportunities for disabled veterans during supervisory training.
- Provided training information and assistance to supervisors and managers with respect to reasonable accommodation for disabled veterans. This included job restructuring, part-time or modified work schedules, and acquisition or modification of equipment or work stations.
- All employees were required to take 24 hours of training.

III. Monitoring, Reviewing, and Evaluating Methods.

The Department of Commerce monitored, reviewed, and evaluated the recruitment and internal progress of disabled veterans annually.

National Institute of Standards and Technology reviewed bureau statistical reports on the employment of disabled veterans periodically during the year. NIST comparison of gains, losses, and promotions of disabled veterans with the bureau workforce, reported findings, and recommended action to improve recruitment and promotion of disabled veterans.

U.S. Department of Commerce

Fiscal Year 2001

DISABLED VETERANS AFFIRMATIVE ACTION PLAN

U.S. Department of Commerce

AGENCY

14th Street and Constitution Avenue, N.W., Washington, DC 20230

AGENCY ADDRESS

Brenda Brittain (202) 482-5691 (V)

PERSON PREPARING PLAN

I certify that this plan is in effect from the date of signature until superseded by an updated plan.


Suzan J. Aramaki, Director, Office of Civil Rights

NAME AND TITLE OF RESPONSIBLE OFFICIAL

12/15/00

DATE

FY 2001 DISABLED VETERANS AFFIRMATIVE ACTION PLAN

Introduction. The FY 2001 Department of Commerce Disabled Veterans Affirmative Action Program Plan was prepared to comply with 5 C.F.R. Part 720, Subpart C, and several telephone conversations with Office of Personnel Management (OPM) staff. It outlines anticipated actions of Commerce to identify, locate, hire, and advance disabled veterans. The plan contains:

- ▶ A statement of the Department's policy regarding employment and advancement of disabled veterans, especially those who are 30 percent or more disabled;
- ▶ A brief assessment of disabled veterans employment within the Department;
- ▶ Methods to be used for recruiting disabled veterans;
- ▶ Methods to be used for improving internal advancement opportunities; and
- ▶ Activities to be undertaken to review, monitor, and evaluate the Department's Disabled Veterans Program.



Each year, in service to our Nation, thousands of former military personnel join the ranks of disabled veterans. There are approximately over 2.5 million disabled American veterans. The Department of Commerce will not overlook this rich talent pool.

- ▶ Disabled veterans have proven their ability. They have been trained in various military specialities that often offer knowledge and experiences transferable to the civilian workforce.
- ▶ Disabled veterans have proven their loyalty. They volunteered to serve their Nation and have proven they can commit to a job and an organization.
- ▶ Disabled veterans know the meaning of discipline and teamwork. From following orders to watching out for their buddies, they are serious and mature workers.
- ▶ Disabled veterans come with support systems that enhance their employability. A grateful Nation acknowledges their sacrifice by offering disabled veterans special employment training and services.

The United States has an obligation to assist veterans of all Armed Forces in readjusting to civilian life since veterans, by virtue of their military service, have lost opportunities to pursue education and training oriented toward civilian careers. Of particular concern are those veterans who were disabled during their service to our Nation or after separation from active duty. It is, therefore, the policy of the Department of Commerce and the purpose of the FY 2001 Disabled Veterans Affirmative Action Plan to ensure that disabled veterans, especially those who are 30 percent or more disabled, are considered for employment and advancement. Commerce managers and supervisors are responsible for achieving the goals of this plan, with the assistance and support of the Human Resources community.

Assessment of Disabled Veterans Employment within the Department.

As of September 30, 2000, disabled veterans comprised 2.4 percent of Commerce's total workforce. (In FY 1999, disabled veterans were 2.3 percent of Commerce's workforce.²) Of these veterans, 36 percent were 30 percent or more disabled. Because they were concentrated in the 50 - 59 age grouping, attrition may reduce their numbers within the next five years. In its most recent Annual Report to Congress on Veterans' Employment in the Federal Government for FY 1998, the Office of Personnel Management (OPM) ranked Commerce 15th among 18 Federal executive departments in hiring disabled veterans. For the hiring of veterans with a 30 percent or more disability, DOC was ranked 14th. The Department's goal is to improve these ratings and plans to increase recruitment of disabled veterans, especially those who are severely disabled. Planned approaches are addressed on pages 5 - 9 of this document.

Disabled veterans are concentrated in grades GS-11, GS-12, and GS-13, and equivalent. In FY 1998, OPM ranked Commerce 16th for the promotions of all disabled veterans among the Federal executive departments. The number of promotions for disabled veterans were fairly similar for FY 1999 (30 promotions) and FY 2000 (28 promotions). The methods to improve advancement opportunities for disabled veterans are addressed on pages 9 - 11 of this document.

²These figures exclude employees of the Patent and Trademark Office.

I. Recruitment Methods

The Department of Commerce plans to maintain contact with the following organizations and others to identify and recruit disabled veterans:

- ▶ Department of Veterans Affairs vocations rehabilitation, counseling and employment centers, offices, and hospitals
- ▶ Black Veterans Association
- ▶ Disabled American Veterans Association
- ▶ Paralyzed Veterans of America
- ▶ American GI Forum National Veterans Outreach Program
- ▶ Veterans Assistance Commission
- ▶ AMVETS National Headquarters
- ▶ American Veterans Committee
- ▶ Blinded Veterans Association
- ▶ Military Order of the Purple Heart
- ▶ Disabled American Veterans
- ▶ Paralyzed Veterans of America, Inc.
- ▶ American Legion
- ▶ Vietnam Veterans of America
- ▶ Disabled American Veterans National Service and Legislative Headquarters
- ▶ Georgetown University Office of Veterans Affairs
- ▶ Andrews Air Force Base Career Transition Coordinator
- ▶ Maryland Job Service Disabled Veterans Representative
- ▶ University of Maryland Veterans and Disabled Student Service
- ▶ Northern Virginia Community College Office of Veterans Affairs
- ▶ Fairfax County, Virginia Veterans Representative
- ▶ Boulder, CO Private Industry Partnership, Veterans Representative, Boulder Veterans Center
- ▶ Non-commissioned Officers Association
- ▶ Veterans of Foreign Wars offices
- ▶ Veterans Center Outreach Program offices
- ▶ The Armed Forces Retirement Home
- ▶ Veterans Assistance Commission
- ▶ American GI Forum
- ▶ State and County Departments of Employment and Training
- ▶ General Rehabilitation Services
- ▶ Military and Veterans Affairs
- ▶ Vietnam Veterans Outreach Centers

- ▶ Federal Affirmative Employment Managers and Specialists
- ▶ Davis Memorial Goodwill Industries
- ▶ University of Connecticut
- ▶ St. Luke's House, Inc.
- ▶ Nuestro Talento (Talent Bank)
- ▶ Denver Noticiero

Additional recruitment initiatives planned for FY 2001, by bureau, include:

National Oceanic and Atmospheric Administration (NOAA) plans to:

- Increase and cultivate contacts with local veteran organizations, employment referral organizations, and rehabilitation counselors with the objective of augmenting the number of disabled veterans (with emphasis on those with a 30% or more disability) who are referred and permanently placed in NOAA installations.
- Actively participate in Veterans Administration and other Federal programs and initiatives which provide hiring and recruitment opportunities for disabled veterans, especially those who with a 30% or more disability.
- Increase disabled veterans access to NOAA job vacancies by continuing to place NOAA vacancy announcements on the Internet, and distributing hard copies to local veteran's organizations, and Veterans Administration Offices.
- OAR will continue to inform disabled veteran sources of the Nuestro Talento (Talent Bank), Denver Noticiero and special hiring authorities such as the VRA.
- Attend annual conferences such as the Disabled American Veterans and The President's Committee on the Employment of Persons with Disabilities.
- National Weather Service will identify a Disabled Veteran Program Coordinator.

Hiring Methods:

When the opportunities arise to hire from a pool of applicants that includes disabled veterans over the coming year, NOAA selecting officials will, to the greatest possible extent:

- Utilize the Veteran Readjustment Appointment (VRA) authority to hire disabled veterans.
- Seek opportunities to utilize the special temporary hiring authority for disabled veterans, including those with a 30% or more disability and, when possible, convert them to career-conditional.
- Work with the Veterans Administration and participate in programs and initiatives

which provide hiring and recruitment opportunities for disabled veterans, especially those with a 30% or more disability.

Census Bureau (Census) plans to:

- Apply a team approach to ensure that disabled veterans are included in planned recruitment trips to over 100 colleges and universities.
- Participate in the Workforce Recruitment Program for College Students with Disabilities.
- Continue to review lists of disabled veteran organizations to ensure that the current Census list is complete.
- Continue to explain that veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply for positions under merit promotion procedures in all Census recruiting bulletins.
- Recruiters will visit over 40 colleges and universities throughout the United States in an effort to encourage students to consider the Census Bureau as a potential employer. We are attending college and professional job fairs to reach all students and to maintain our name recognition.
- Add a new component to user friendly website, www.census.gov, under Jobs @ Census that will include applications from students interested in our Student Educational Employment Program. Managers will have access to the résumés and transcripts for the evaluative process of selecting prospective interns.
- Add another recruiter to the Workforce Recruitment Program for College Students with Disabilities (WRP), part of the President's Initiative for employment of people with disabilities in the Federal government. Since many students are disabled veterans, our outreach effort to reach and encourage disabled veterans to consider the Census Bureau as an employer will be multiplied.
- Vacancy announcements open to external candidates (that is, all U.S. citizens) will continue to contain specific information on how veterans can apply for competitive vacancies, in order to receive preference in the hiring process. These vacancy announcements provide disabled veterans with specific guidance on what materials must be submitted to get the maximum amount of preference points to which they are entitled. The vacancy announcements also provide information on special noncompetitive appointing authorities for 30 percent or more disabled veterans.

National Institute of Standards and Technology (NIST) plans to:

- Use the Veterans Readjustment Appointment Authority, the authority for placing disabled veterans with a 30 percent or greater disability, and other special hiring authorities, such as Excepted Appointments for people who are disabled.
- Forward applications from disabled veterans to selecting officials. The personnelist informs selecting officials of the authorities available to hire disabled veterans and the administrative advantages of using those authorities.
- Place advertisements of NIST vacancies in professional magazines, journals and newspapers.
- Recruit at colleges and universities.

Office of the Secretary (O/S) Serviced Bureaus plans to:

- Train managers and supervisors on disabled veteran recruitment policies and programs.
- Expand recruitment and outreach efforts to disabled veterans programs and institutions.
- Meet with servicing human resources offices to discuss the status of their Disabled Veterans Affirmative Action Program.
- Participate in the Workforce Recruitment Program for College Students with Disabilities.

International Trade Administration

- Staffing specialist will participate in outreach activities with ITA Recruitment Manager to identify disabled veterans.
- Will train new staffing specialist and assistants on veterans entitlements.
- Will stay abreast of new laws/guidelines for veterans.
- Human Resources will serve as advocate for veterans' rights.
- Human Resources Director will serve as agency spokesperson to management in order to encourage veteran employment and ensure that veterans have special accommodations once hired.
- Increase participation in conferences/job fairs sponsored by organizations for persons with disabilities.

- Update recruitment literature that is used to target qualified disabled veterans.
- Schedule "one-on-one" interviews for permanent job vacancies at colleges and universities that have students who are veterans.
- Cultivate an on-going relationship with colleges and universities and with organizations for disabled veterans.
- Recruit disabled veterans for internships and student employment opportunities.
- Develop and strengthen outreach strategies with the Department of Veterans Affairs (VA) and with the State Vocational Rehabilitation Agencies.

III. Methods for Improving Advancement Opportunities.

The Department of Commerce plans to take the actions on the following pages to improve internal advancement opportunities for disabled veterans.

NOAA plans to:

- Provide cross training and developmental assignments to interested, qualified disabled veterans.
- Provide disabled veterans opportunities to participate in training courses, seminars, and upward mobility programs when they are available.
- Provide training for managers and supervisors on the placement and counseling of disabled veterans.
- Provide crossover training and developmental assignments to those disabled veterans interested in further career advancement opportunities when they are available.

Census plans to:

- Publicize information which makes disabled veterans aware of the particular application procedures necessary to gain preference in vacancies.
- Introduce veterans to the internal electronic applicant referral system, which uses a nightly electronic download from OPM and the Census Bureau's Intranet system to provide managers with detailed up-to-date information on all current applicants and students.
- Attend the interagency exhibit on Accessible Computer Technology that focuses on accessible and adaptive technology.

Internal Opportunities

The servicing Human Resources offices will:

- Continue to publicize information which makes disabled veterans aware of the particular application procedures necessary to gain preference in vacancies.
- Continue to introduce veterans to the on-line application process for our major occupations through the Micro-Assisted Rating System (MARS). We receive an electronic download daily to the Bureau's intranet system to provide managers with detailed up-to-date information on all current applicants and students.

NIST will:

- Provide job related training to disabled individuals and disabled veterans to help them increase their job related skills.
- Participate, whenever possible, in the Veterans Administration training program. All employees are required to take at least 24 hours of training.

O/S Serviced Bureaus plans to:

- Include in the hiring initiatives for disabled persons, goals for hiring disabled veterans.
- Meet with bureaus to discuss the status of their Disabled Veterans Affirmative Action Program.

International Trade Administration

- Modify Vacancy Announcements to include language that states reasonable accommodations.
- Give full consideration to veterans with disabilities for inclusion in developmental opportunities, including executive development, management intern programs; summer employment, and other special employment programs.
- Educate and train supervisors and managers on hiring programs for disabled veterans.
- Provide managers and supervisors with the necessary resources for recruiting, promoting, and retaining disabled veterans. (National Ocean Service)

III. Monitoring, Reviewing, and Evaluating Methods.

The Department of Commerce, Office of Civil Rights (OCR), plans to:

- Monitor and review the recruitment and internal progress of disabled veterans at least annually.
- Evaluate bureau disabled veterans affirmative action programs during Civil Rights/EEO program evaluations.
- Send a copy of this plan to each operating unit after it has been signed.
- Provide a copy of this plan to the OCR Webmaster so that it will be placed on OCR's website.

International Trade Administration:

- Will routinely collect and maintain data to monitor its success in employing a higher percentage of disabled veterans in its workforce.
- Will provide program units each quarter with copies of reports showing current employment of disabled veterans. Reports will contain data on the number of disabled veteran employees newly hired and/or separated.
- Will recognize managers and supervisors whose recruiting, hiring, and promoting efforts increases the hiring of disabled veterans.





U.S. DEPARTMENT OF COMMERCE

FACT SHEET: DoCOMMERCE IN INDIAN COUNTRY

For over 35 years, the Department of Commerce (DoC) has worked closely with American Indian and Alaska Native communities to fulfill its mission to promote job creation and improved living standards for all Americans through economic growth, technological competitiveness and sustainable development. By providing a wide range of programs and services, the Department has been able to work with nearly every priority area within tribal communities, including economic development, infrastructure, and natural resource management. Examples of our activities in Indian country include:

Secretarial Orders

- On June 5, 1997, Secretary of Commerce William M. Daley and Secretary of the Interior Bruce Babbitt signed the Secretarial Order entitled, "American Indian Tribal Rights, Federal-Tribal Trust Responsibilities, and the Endangered Species Act." This Secretarial Order provides clarification of the responsibilities of the Commerce and Interior Departments when implementing the Endangered Species Act as it affects Indian lands, culture and religion, tribal trust resources, or the exercise of tribal rights.

National Conferences

- In 1998, the Department of Commerce co-sponsored the first White House conference focused on tribal economic development, *Building Economic Self-Determination in Indian Communities*, which resulted in the Economic Development Administration (EDA) 1999 publication, *Assessment of Technology Infrastructure in Native Communities*.

Bureaus

- **Economic Development Administration (EDA):** EDA has played an important role in the economic development of Native American communities, including Alaskan Native Villages. EDA's investments have totaled more than \$745 million, an average of \$21.9 million per year, and have been used for capacity building, infrastructure investments, commercial, industrial and tourism development. EDA provides planning grants to over 60 Indian tribes and tribal organizations representing multiple tribes amounting to approximately \$2.75 million annually. Through this assistance EDA helps build local economic development capacity in Native American communities. EDA also supports the formulation and implementation of economic development strategies designed to create and retain full-time permanent jobs and increased incomes for Native Americans.
- **Economic and Statistics Administration (ESA):** The Census Bureau has active partnerships with tribes and Native American organizations through its Census 2000 efforts and its Customer Liaison Office. A Census Advisory Committee on American Indian and Alaska Native Populations has been established, and STAT-USA provides its services at no cost to Tribal Colleges and Universities.
- **International Trade Administration (ITA):** ITA's U.S. & Foreign Commercial Service's national Native American Team provides counseling and facilitation services specifically focused on the unique exporting opportunities for tribes and Native goods and services. On June 4th, 1999, the Commercial Service opened its first associate office located on Native American lands. The San Manuel Band of Mission Indians functions as a satellite office of the Inland Empire Export Assistance Center (IEAC),

- located in Ontario, California. In addition, four Native American Export Incubators will be established during the year 2000.
- **Minority Business Development Agency (MBDA):** MBDA provides management and technical assistance to Native American businesses through its eight Native American Business Development Centers (NABDCs) located throughout the country.
- **National Oceanic and Atmospheric Administration (NOAA):** The National Marine Fisheries Service (NMFS)'s Northwest Fisheries Science Center has numerous ongoing science projects with Indian tribes in the Northwest. Projects are conducted in: environmental conservation, conservation biology, resource enhancement and utilization, fish ecology. In addition, a major initiative was launched in April 2000 with the Northwest Indian College in Bellingham, Washington, to put in place a plan for science exchanges and student internships. The National Ocean Service (NOS)'s Office of Ocean and Coastal Resource Management is working in partnership with the coastal States and tribes to implement the Coastal Zone Management Act (CZMA).
- **National Telecommunications and Information Administration (NTIA):** NTIA has helped to extend the benefits of information and communications technology to American Indian and Alaska Native communities through two grants programs, the Technology Opportunities Program (TOP) and the Public Telecommunications Facilities Program (PTFP). TOP provides matching grants to non-profit entities, tribal, state and local government, and since 1994 has funded 18 tribal projects that are serving as models within Indian country. PTFP has made a significant contribution to the public broadcasting system in Indian country by providing matching grants to over 40 tribal communities throughout the United States for the planning, construction, and replacement of outdated public radio and television equipment. In addition, PTFP funded the establishment of the American Indian Higher Education Consortium (AIHEC) satellite-based distance-learning network, which serves 31 tribal colleges.
- **Technology Administration:** The Technology Administration's primary interaction with tribes has been through its Manufacturing Extension Partnership (MEP). MEP is a nationwide network of locally managed centers offering technical assistance and the latest business practices to help smaller manufacturers improve their competitiveness. At the heart of MEP is a network of more than 400 manufacturing extension centers and field offices located throughout the country. Started in 1989, today's network delivers services to manufacturers in all 50 states and Puerto Rico.