

OMB FY 2026 Quarterly Update Report

FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

Narrative Summary

Agency Name: OFFICE OF MANAGEMENT AND BUDGET

- ☒ 1st Quarter (July -September), due November 14, 2025
☐ 2nd Quarter (October – December), due January 30, 2026
☐ 3rd Quarter (January - March), due April 30, 2026
☐ 4th Quarter (April - June), due July 30, 2026

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Date Submitted: 11/19/2025

FOR DCAS USE ONLY

Date Received: (MM/DD/YY)

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Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- For **Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections **IV**, **V**, and **VI**.
- For **Q2**, **Q3** and **Q4**, use the previous quarter's submission to update your status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters, even if they were not mentioned in your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 DEI-EEO Quarterly Report. Part I**," where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment opportunity, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter.
[Note: **Delayed** = behind schedule; **Ongoing** = in progress and on schedule.]
4. Please save the Excel file as "**XXXX Quarter X FY 2026 DEI-EEO Report. Part II Training Summary**", where 'XXXX' is the commonly used acronym of your agency. You must submit this file in **MS Excel format**. Please **do not** convert it to PDF.

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

- ☐ Yes, on: (MM/DD/YY)
- ☒ No
- ☐ By e-mail
- ☐ Posted on agency intranet and/or website
- ☐ Other: Enter text here

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II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- ☐ Employee Accomplishment Awards
- ☐ Employee Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other (please specify): Enter text here

Please describe Awards and/or Appreciation Events below: Enter Awards and/or Appreciation Events Here

III. Workforce Review and Analysis

Agency Headcount as of the last day of the quarter was:

Q1 (09/30/2025): 462 Q2 (12/30/2026): Enter number

Q3 (03/30/2026): Enter number Q4 (6/30/2026): Enter number

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

- ☐ Yes on (Date): (MM/DD/YY)
- ☐ Yes (again) on (Date): (MM/DD/YY)
- ☒ No
- ☐ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☐ On-boarding of new employees
- ☐ Newsletters and internal Agency Publications

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Agency conducted a review of the quarterly CEEDS workforce aggregate reports and the dashboard with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis in order to inform broad recruitment outreach efforts.

☒ Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>10/30/2025</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
Review conducted with: ☐ Agency Head ☒ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted	Review conducted with: ☐ Agency Head ☐ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted	Review conducted with: ☐ Agency Head ☐ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted	Review conducted with: ☐ Agency Head ☐ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted

IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Workforce Goal 1: Improving Hiring, Promotion and Retention Practices

A central workforce goal is for OMB to continue to secure, support, and maintain a high-performing and diverse workforce. OMB will do this by strengthening existing efforts to recruit from a diverse, qualified group of applicants. These efforts begin with the agency's consistent work on reviewing the data relating to job applicants, new employees, and all other employees (including issues relating to potential wage disparity, promotions, representation, etc.), to look for important patterns and shifts in numbers that may require that the agency to engage in targeted efforts to attract and maintain a diverse workforce.

This will also involve continuing efforts to develop and implement an effective recruitment and hiring system, including diversifying our pipeline, training hiring managers on best practices, and recommending any changes necessary to make our workplace more inclusive.

For FY2026, the EEO and DEI Officers will continue to partner with the HR Director and other agency leadership as necessary to implement DCAS's Diverse and Inclusive Recruitment Best Practices and add additional practices as necessary to help build a diverse and inclusive workforce.

OMB will also continue to support the promotion and retention of staff with diverse experience and attributes this fiscal year. The agency will do this by regularly analyzing the composition of its

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workforce, as well as demographic information of job applicants and staff selected for promotion, to better understand how that information might influence certain practices and programs developed by the agency.

Workforce Goal/Initiative #1 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

2. Workforce Goal 2: Expand Mentorship Opportunities to Summer Interns

In FY2026 OMB will continue its workforce goal to cultivate an inclusive workplace that enables full participation, encourages collaboration, flexibility and fairness. As part of this effort, OMB will expand its current mentorship program to include a mentorship program for summer interns. The program will pair together non-managerial and/or senior managers with summer college and graduate interns to share perspectives, values and experiences. It will also provide non-managerial staff the opportunity to develop leadership skills.

Workforce Goal/Initiative #2 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

3. Workforce Goal 3: Strengthen Professional Development Opportunities

In FY2026, OMB will continue to expand professional development opportunities through the agency's Learning and Development program.

In FY2026 OMB will continue to offer its OMB Catalyst Program to newly hired and promoted managers. Launched in FY2023 the initiative was developed by the agency's Learning and Development Unit and is a comprehensive program customized to help managers manage people. The program runs on a 3 month-long cycle was made up of mostly Supervising Analysts, Unit Heads and Deputy Assistant Directors will begin in the tail end of FY2026. As in FY2025 there will be an option which offers managers the opportunity to build their management and leadership skills throughout the year in an ad hoc manner. Some of the classes offered in the OMB Catalyst Program include: Setting Clear Expectations, Listen First, Lead Best, Fostering a Collaborative Team Culture, Managing Up, and Managing Conflicts.

In late FY2025, OMB launched Building a Feedback Culture which was developed by the agency's Learning and Development Unit. The program aims to ensure that managers develop a culture where communication is valued, and everyone is encouraged to share both positive and constructive feedback to improve performance. The program encourages managers to learn how to effectively solicit and graciously accept candid feedback from their team, peers and stakeholders to foster ongoing, continuous feedback. The goal is for the program to become mandatory for all new managers hired or promoted within OMB.

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The agency's professional development opportunities also include the OMB Institute, which is a speaker series designed to help educate employees about other groups within the agency, with presenters who are leaders of OMB divisions, taskforces, and units, along with OMB employees who are working on specific projects of interest, and external guests from other City agencies whose work is relevant to OMB.

For FY2026, there were already thirteen OMB Institute sessions that took place in the first quarter.

In addition to the Learning and Development team's efforts, OMB has its Data Science Huddle initiative, which seeks to empower employees to utilize data analysis in policy evaluation and decision making through partnership and training – all key to effectively performing work relevant to the mission of the agency.

The Data Science Huddle provides presentations on work being carried out by data professionals within and beyond OMB, providing opportunities for employees to learn data science programming languages and skills through bi-weekly presentations, connections to new data analysis software, and external classes and trainings. Everyone is welcome at these sessions, from beginners seeing to learn how to use data science in their work to fluent data science users.

The Data Science Huddle will continue with its efforts in FY2026, planning and presenting numerous sessions relevant to the work of OMB.

Workforce Goal/Initiative #3 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

4. Efforts to reduce Workforce underutilization:

With respect to addressing underutilization in FY2026, OMB will continue to expand internal and external applicant pools through outreach strategies for broader recruitment. In late FY2025, the agency created a list of new resources targeting women and minorities, and the agency will add additional resources and utilize this list in FY2026.

The agency will continue to review the quarterly reports and dashboards on a quarterly basis, with the EEO Officer, DEI Officer and HR Director at minimum, to have a strong grasp of the agency's underutilization numbers and adjust recruitment and retention efforts accordingly and to the extent possible. This will take place in addition to the more robust analysis of diversity-related data pertaining to job applicants and employees that the agency conducts on an annual basis, explained at great lengths in Section IV (1), which includes identifying groups experiencing underutilization.

The agency will also continue to inform and encourage OMB employees to prepare for and take civil service examinations, as it has done on a consistent basis.

The agency will continue to integrate succession planning in agency activities to strengthen its existing pipeline, facilitate a seamless transition and continuity of service, especially for critical senior management positions.

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In FY2026, the agency will re-visit whether any additional assessment is necessary to ensure fair and equitable pay and promotions

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Workplace Goal 1: Provide Meaningful Cultural/DEI-Related Events and Activities

OMB will continue to employ several strategies to achieve its goals focused on inclusion, workplace culture and employee activities. OMB has continued to grow its Workplace programming by hosting monthly DEI-related events for all staff in FY 2025. These efforts will continue to grow in FY 2026.

Cultural/DEI-Related Events and Activities

- February: Black History Month
- March: Women's History Month/International Women's Day
- April: Earth Day / Arab American Heritage Month
- May: Asian American and Pacific Islander Heritage Month, Mental Health Awareness
- June: Pride Month, Caribbean American Heritage Month
- July: National Disability Independence Day, BIPOC Mental Health Awareness Month
- August: Team/Community Building Events – HR
- September – October: Hispanic Heritage Month
- October: Italian American Heritage Month, Disability Awareness Month
- November: National Native American, American Indian, and Alaskan Native Heritage Month
- December: Staff Recognition Party

Workplace Goal/Initiative #1 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

2. Workplace Goal 2: Grow the Employee Equity Group Program

In FY2025 OMB saw the formation of its third EEG WIN. WIN's mission is to foster a supportive and inclusive environment within OMB for women. For women's history month WIN co-hosted a celebration along with the EEO/DEI Office.

In FY2026 the EEO/DEI Office hopes to work and communicate with other employee resource groups in other agencies to improve networking and resource sharing. The EEO/DEI goal in FY2026 is also to increase memberships in the existing three EEGs and continue to support them in their efforts that extend beyond affinity month celebrations.

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Workplace Goal/Initiative #2 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

3. Workplace Goal 3: Expand mandatory training for supervisors

In FY2026 OMB plans to launch its EEO training that are specifically geared towards supervisors. Supervisors who are properly trained on how to recognize and address these issues, helps to create a more equitable environment where employees feel valued and supported.

In FY2026 OMB will work with DCAS to bring it's microaggression training in-house for supervisors. Microaggression training will help promote self-reflection about language or behavior that maybe harmful, even if unintentional and teach supervisors how to use more inclusive language.

Workplace Goal/Initiative #3 Update:

Q1 Update: ☒ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

4. Workplace Goal 4: Require Structured Interviewer and Unconscious Bias Training

In FY2026 OMB plans to require structured interviewing and unconscious bias training for all employees involved in the hiring process. Currently, only hiring managers or supervisors are required to take this course.

Workplace Goal/Initiative #4 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles,

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etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these activities?

C. Community and Equity, Inclusion and Anti-Racism¹:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

Note that OMB is not a public-facing agency and therefore this community goal is different than most other City agencies, which will be more focused on providing direct services to the people of NYC, focused on diversity, equity, and inclusion.

1. Community/Equity & Inclusion Goal 1: Ensure Accessibility of Public Materials and Spaces

In FY2026, OMB will continue to work with the Mayor's Office of Immigrant Affairs to coordinate the agency's language access policy and implementation plan. Per the Mayor's Executive Order, the agency has and will continue to work with DOITT to make our website and its publications on the City's budget more accessible to all New Yorkers. In FY2023, the EEO/DEI Officer worked with the agency's ACCO to ensure that accessibility issues were addressed in its contract with the vendor who will be updating the agency's website.

Community/Equity/Inclusion Goal/Initiative #1 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

2. Community/Equity & Inclusion Goal 2: Continue Procurement-Specific Outreach to Qualified M/WBE vendors

In FY2026, the agency will continue our work with EquityNYC on efforts to incorporate equity into the agency's broader budgeting work, continue our strong use of purchasing from MWBEs, and through methods such as the future employee equity groups, and working toward a more diverse workforce and inclusive culture (including through efforts outlined above), which would drive a better understanding of the needs and relevant expectations of the community.

Community/Equity/Inclusion Goal/Initiative #2 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

¹ Included per Local Law 14 (2024).

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Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

3. **Community & Equity & Inclusion Goal 3: Creating a DEI Mission Statement**

In FY2026, we will complete the diversity, equity, and inclusion strategic plan for the agency. This will include taking a step back and re-visiting some foundational issues: creating a DEI mission and vision statement, creating a better framework for the agency's DEI work (including identifying clear metrics, objectives, and tasks for measuring progress).

Community/Equity/Inclusion Goal/Initiative #3 Update:

Q1 Update: ☒ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

4. **[Copy Community/Equity/Inclusion Goal/Program/Action from FY 2026 EEO plan]**

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Community/Equity/Inclusion Goal/Initiative #4 Update:

Q1 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

5. **Other Community programs and activities:**

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these programs and activities?

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. **Recruitment Initiatives/Strategies Goal 1: Continue Outreach for Discretionary Agencies**

OMB notifies its employees of all discretionary vacancies within the agency, by emailing job notices agency-wide and requiring all hiring managers to interview any eligible internal candidates during the initial hiring period. All job notices are listed internally for 10 business days. All job notices are posted on the agency's website and <https://cityjobs.nyc.gov/>. In addition, OMB's Office of Personnel Management and Administration will actively work with staff interested in expanding or changing their portfolio, when possible.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

2. **Recruitment Initiatives/Strategies Goal 2: Continue Review of Policies Relating to Discretionary Positions**

The agency will continue its annual review of policies relating to promotion of discretionary positions to determine whether any changes may be possible to improve that process to better build and retain a diverse and inclusive workforce. As discussed extensively earlier in this Annual Plan, in addition to the quarterly review of CEEDS data to review underutilization and related issues, OMB will continue to conduct its extensive analysis of demographic data as it applies to job applicants, employees, promotions, and separating employees, on an annual basis, with a specific focus on underutilized groups to help inform recruitment, hiring, promotion, and retention efforts.

Recruitment Initiatives/Strategies #2 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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3. Recruitment Initiatives/Strategies Goal 3: Expand Recruitment Resources

In FY2026 OMB will expand recruitment resources by developing relationships with Historically Black Colleges and Universities (“HBCU”) and regional universities career centers. OMB has already started to perform outreach to the career centers, and will post summer internships, college aides and budget analysts positions with these schools. In FY2026 OMB has already started recruiting from the Civil Service Pathways Fellowship. The fellowship is a two-year program specifically designed for CUNY graduates interested in pursuing a career in public service in New York City government.

Recruitment Initiatives/Strategies #3 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

4. Recruitment Initiatives/Strategies Goal 4: Strengthen Training for Employees Involved in Recruitment

The EEO Office, Human Resources and Learning and Development Unit are collaborating on building an internal Structured Interviewing and Unconscious Bias Training Program, that include practice exercises, The EEO and DEI Officers will also coordinate with the Learning and Development Officer to identify ways to better train managers and others involved in the recruitment process on DEI-related topics.

Recruitment Initiatives/Strategies #4 Update:

Q1 Update: ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

5. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

Please note that OMB does not fill open positions through a civil service list. Due to the unique nature of the agency’s work, vacancies are filled using the non-competitive/discretionary processes. OMB currently has a minimal number of staff members with competitive titles (fewer than 5), but these are underlying titles now – these individuals converted their civil service titles to non-competitive job titles for their current positions at the agency.

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However, all current employees are encouraged to take relevant civil service exams, including through agency-wide emails.

Pursuant to Local Law 28 (of 2023), list all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
N/A	N/A	N/A	[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]

Pursuant to Local Law 28 (of 2023) list actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	N/A			
Brooklyn	N/A			
Manhattan	N/A			
Queens	N/A			
Staten Island	N/A			

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

1. *NYC Jobs/Careers Website*: Primarily targeting current City employees and other City residents who seek to continue their career path with the City or are seeking to join City service. This has been the primary source of new hires in recent years.
2. *LinkedIn*: OMB's HR department has been actively using LinkedIn as a recruitment tool for several years now and the efforts have yielded the most applicants from an online job search source.
3. *Referrals* (current and former employees, word of mouth): Referrals can be a useful recruitment source, and OMB continues to use this method to help bring in applicants for open positions.
4. *Other Job Website* (e.g., Indeed, Handshake, AmeriCorps, FEMA, Glassdoor, Idealist, OMB Website, USA Jobs): Online job search resources continue to gain in popularity and OMB has shifted its recruitment sources to include more of these websites to attract more qualified applicants.
5. *Schools*: OMB targets CUNY and SUNY schools since many of these students are from the NYC/NY State area, the agency expects that these students may have personal interests in joining City service and would help reflect the diversity of New York if they were to join OMB. Additionally,

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In FY2025 OMB developed an extensive list of contacts for Historically Black Colleges' and University's Career Centers and will begin using this list in FY2026 to send targeted recruitment emails for our 2026 Summer Internship Program.

6. *Internal Vacancy Announcement:* The intention behind providing internal vacancy announcements is to provide our employees with information about opportunities for advancement and/or shifts in career interests as part of our retention efforts.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[**Note:** Please update this information every quarter.]

1. Urban Fellows: Q1 Total: N/A Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: N/A Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: 17 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: 10 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Other (specify): Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

Additional comments:

Click or tap here to enter text.

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E. 55-A Program

The **55-a Program** is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities:

☐ Yes ☒ No

Currently, the agency employs the following number of 55-a participants:

Q1 (09/30/2025): 0 **Q2** (12/30/2026): (#)

Q3 (03/30/2026): (#) **Q4** (06/30/2026): (#)

During the 1st Quarter, a total of (#) new applications for the program were received.

During the 1st Quarter (#) participants left the program due to [State reason].

During the 2nd Quarter, a total of (#) new applications for the program were received.

During the 2nd Quarter (#) participants left the program due to [State reason].

During the 3rd Quarter, a total of (#) new applications for the program were received.

During the 3rd Quarter (#) participants left the program due to [State reason].

During the 4th Quarter, a total of (#) new applications for the program were received.

During the 4th Quarter (#) participants left the program due to [State reason].

The 55-a Coordinator has achieved the following goals:

Disseminated 55-a information:

by e-mail:	☐ Yes	☒ No
in training sessions:	☐ Yes	☒ No
on the agency website:	☐ Yes	☒ No
in agency newsletter:	☐ Yes	☒ No
Other:		

Other Goals (if applicable):

Nearly all of OMB's employees are in non-competitive titles which are not suitable for 55-A titles. We are aware of the program and make our best efforts to recruit 55-A candidates to the small number of competitive civil service titles that the agency has available.

OMB's 55-a Program Coordinator will attend training sessions, seminars and/or workshops offered by DCAS's the Office of Citywide Equity and Inclusion (OCEI) which pertain to the program. As with all civil service exams, employees are encouraged to review the Notice of Exam for eligibility for open-competitive exams.

Based on the June 7, 2016, 55-a Memorandum, issued by DCAS, OMB will carefully evaluate each request by longtime provisional employees for designation under § 55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences

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of CSL § 65(3). In addition, OMB will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam.

VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (*e.g., use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool*).

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	21	21	14
Q2	(#)	(#)	(#)
Q3	(#)	(#)	(#)
Q4	(#)	(#)	(#)

Please describe the steps that your agency has taken to meet these objectives.

1. **Career Counseling:** Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

The agency's Career Counselors actively support employee growth, mobility, and long-term career success through a combination of one-on-one counseling, group programming, and resource sharing. Current activities include individualized career counseling sessions guided by a structured roadmap, distribution of the Civil Service 101 class schedule to ensure employees are aware of upcoming exam opportunities, and collaboration with the agency's Learning & Development team to design sessions based on the hard skills needed to excel at their jobs as well as soft skills such as giving and receiving feedback—equipping employees with strategies to optimize conversations with their supervisors. One example of this is encouraging employees to document projects and accomplishments throughout the year to be used for performance discussions.

The Career Counselors also partner closely with the agency's mentorship program, including hosting Mentor/Mentee Breakfasts, to strengthen participation and build supportive networks across titles and divisions. They utilize the agency's access to LinkedIn Learning to curate and share resources on resume development, including video tutorials and templates, and promote existing internal communication channels that advertise open positions within the agency to encourage internal mobility.

Looking ahead, the Career Counselors plan to expand participation in mentorship initiatives, enhance workshops to better prepare staff for advancement opportunities, and continue developing accessible career tools that help employees chart their professional paths. Through these efforts,

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the Career Counselors aim to increase employee readiness for transfer and promotion opportunities while fostering a culture of continuous learning and career growth across the agency.

2. Reviewing the methods by which candidates are selected for a promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)

The agency reviews the methods by which candidates are selected for appointment, promotion, or to fill vacancies on an annual basis by the EEO Officer, HR, and Chief of Staff.

3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview

Applicants for mid and high-level discretionary positions are often interviewed by senior staff members and sometimes by the Executive staff. Once a candidate has been chosen, the hiring manager submits a personnel action request packet to OMB's Office of Personnel Management and Administration who must approve the request before it goes on to the Budget Director or their designee for final approval.

4. Log Report, and efforts to identify and eliminate structural barriers to employment.

In FY 2026 the agency will conduct an extensive review of data to see patterns and changes with respect to representation based on race/ethnicity and gender for job candidates, employees, promotion determinations, and employees who resign from the agency.

5. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)

The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2026. The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities. Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.

The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

6. Other:

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VII. Training

Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.

VIII. Reasonable Accommodations

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD) : <https://a856-ceeds.nyc.gov>

The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Complaint Reporting

- ☒ The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

- ☒ The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

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- ☐ The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

X. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental _agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit:
- ☐ Attach the audit recommendations by EEPC or the other auditing agency_
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.
→ **Please attach a copy of the Certificate of Compliance from the auditing agency.**

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Appendix A. EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2026

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Stephanie Baril, Supervising Analyst	2. Alana Cantillo, Deputy Assistant Director	3. Linda Maldonado, Supervising Analyst
Nature of change	☒ Addition ☐ Deletion	☒ Addition ☐ Deletion	☒ Addition ☐ Deletion
Date of Change in EEO Role	Start Date: 8/12/2025	Start Date: 8/12/2025	Start Date: 8/12/2025
Employee's Name & Title	4.	5.	6.
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1. Stephanie Baril, Supervising Analyst	2. Alana Cantillo, Deputy Assistant Director	3. Linda Maldonado, Supervising Analyst
EEO Function	☐ EEO Officer ☒ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☒ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☒ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☒ Other: (25%):	☐ 100% ☒ Other: (5%):	☐ 100% ☒ Other: (5%):
Name & Title	4.	5.	6.
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):

Personnel Changes: ☒ Yes ☐ No

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EEO Training Completed within the last <u>two</u> years, including the current quarter (EEO Officer and D&I Officer, respective Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Fayola Alibey, EEO Officer	2. Latonia McKinney, Chief Diversity/MWBE	3. Angel Acevedo, EEO Counselor
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
3. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
4. Disability Awareness & Etiquette	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
5. Structured Interviewing and Unconscious Bias	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
6. Microaggressions	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes ☐ No	☐ Yes ☒ No	☒ Yes ☐ No
8. Reasonable Accommodation Procedural Guidelines	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
9. Overview Training for New EEO Officers	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
10. Understanding CEEDS Reports	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
11. Intersectionality and EEO Investigations	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
12. Trauma-Informed Interviewing Techniques	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No

[Continued] EEO Training completed within the last <u>two</u> years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role:	4. Donna Braithwaite, EEO Counselor	5. Kara Kirchoff, EEO Counselor	6. Kathryn Johnson, EEO Counselor
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
3. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
4. Disability Awareness & Etiquette	☐ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
5. Structured Interviewing and Unconscious Bias	☐ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

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6. Microaggressions	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
8. Reasonable Accommodation Procedural Guidelines	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
9. Overview Training for New EEO Officers	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
10. Understanding CEEDS Reports	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
11. Intersectionality and EEO Investigations	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
12. Trauma-Informed Interviewing Techniques	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No

[Continued] EEO Training completed within the last two years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):

Name & EEO Role:	7. Stephanie Baril, EEO Counselor	8. Linda Maldonado, EEO Counselor	9. Alana Cantillo, EEO Counselor
Completed EEO Trainings:			
13. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
14. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
15. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
16. Disability Awareness & Etiquette	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
17. Structured Interviewing and Unconscious Bias	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
18. Microaggressions	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
19. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
20. Reasonable Accommodation Procedural Guidelines	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
21. Overview Training for New EEO Officers	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
22. Understanding CEEDS Reports	☒ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
23. Intersectionality and EEO Investigations	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
24. Trauma-Informed Interviewing Techniques	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide the full mailing address of the principal Agency EEO Office:

MAILING ADDRESS: 255 Greenwich Street

6th Floor

New York, NY 10007

EEO and D&I Staffing as of 1st Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the “EEO Officer” capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Fayola Alibey		AlibeyF@omb.nyc.gov	(212) 788-6388
Deputy EEO Officer	N/A			
Diversity & Inclusion Officer (or a similar business title)	Stephanie Baril		BarilS@omb.nyc.gov	(212) 788-6096
Executive Order 59 Chief Diversity Officer/Chief MWBE Officer	LaTonia McKinney		MckinneyL@omb.nyc.gov	(212) 788-6002
ADA Coordinator	Lauren Wittels		wittelsL@omb.nyc.gov	(212) 788-6371
Disability Rights Coordinator	Spiros Rally		rallyS@omb.nyc.gov	(212) 788-6112
Disability Services Facilitator	Spiros Rally		rallyS@omb.nyc.gov	(212) 788-6112
55-a Coordinator	Lauren Wittels		wittelsL@omb.nyc.gov	(212) 788-6371
EEO Counselor	Angel Acevedo Donna Braithwaite Kara Kirchoff Kathryn Johnson Stephanie Baril Alana Cantillo Linda Maldonado		AcevedoA@omb.nyc.gov BraithwaiteD@omb.nyc.gov KirchoffK@omb.nyc.gov JohnsonK@omb.nyc.gov BarilS@omb.nyc.gov cantilloa@omb.nyc.gov maldonadol@omb.nyc.gov	(212) 788-2984 (212) 788-6291 (212) 788-6348 (212) 788-6432 (212) 788-6096 (212) 788-5946 (212) 788-6181
EEO Investigator	N/A			
EEO Counselor/Investigator	N/A			
Investigator/Trainer	N/A			
EEO Training Liaison	Jeffrey Bigelow		bigelowJ@omb.nyc.gov	(212) 788-6308
Other (Career Counselor)	Stephanie Baril Lauren Wittels Spiros Rally		BarilS@omb.nyc.gov wittelsL@omb.nyc.gov rallyS@omb.nyc.gov	(212) 788-6096 (212) 788-6371 (212) 788-6112

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<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Other (specify)				

Note: Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office role that your staff performs that is not on the list above, you may indicate it on the chart.