MD-715: Core Concepts and Practical Applications

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What is MD-715?

- Management Directive 715 provides policy guidance and standards for establishing and maintaining effective affirmative employment programs of equal opportunity under section 717 of Title VII and Section 501 of the Rehabilitation Act.

Dual Goals of MD-715

- I. Model EEO Program
- II. Equal Opportunity (Barrier-Free Workplace)

Components of MD-715

- PARTS A – D: General Info about Agency
- PART E: Executive Summary
- PART F: Certification by Agency Head
- PART G: Self-Assessment Checklist
- PART H: Plans to Correct Program Deficiencies
- PART I: Plans to Remove Barriers
- PART J: Plan for People with Targeted Disabilities
- Appendix: Workforce Data Tables

MD-715 Filing Requirements

- Covered Agencies
  - 1000+ employees – All PARTS & Tables
  - 500-999 employees – PARTS A-I & Tables 1-7
  - 0-499 employees – PARTS A-F & Tables 1-5
- Sub-Component Agencies
  - 1000+ employees – All PARTS & Tables
  - 500-999 employees – PARTS A-I & Tables 1-7
- No agencies are required to submit PART G

What are the Elements of a Model EEO Program?

- Demonstrated **Commitment** from Agency Leadership
- **Integration** of EEO into the Agency's Strategic Mission
- Management and Program **Accountability**
- Proactive P**revention** of Unlawful Discrimination
- **Efficiency**
- **Responsiveness** and Legal Compliance

Demonstrated Commitment

- Requires agency's leadership to make EEO a fundamental part of the culture.
  - Promulgate EEO Policy statements
  - Evaluate management on commitment to:
    - Ensuring workplace free from discrimination
    - Provide religious accommodations
    - Provide reasonable accommodations
  - Disseminate RA procedures on public website

Integration into Strategic Mission

- Factor EEO considerations into strategic planning
  - EEO Director reports to agency head
  - “State of the Agency” briefing
  - EEO officials present during deliberations regarding the workforce
  - Sufficient funding and human resources allocated to EEO programs

Why include EEO in strategic planning?

- Establishes the agency's commitment to EEO principles.
- Ensures that EEO receives appropriate share of agency's resources
- Helps to avoid unlawful discrimination in agency strategic planning concerning:
  - reduction in force
  - succession planning
  - recruitment drives
  - retention programs
  - employee development programs

Strategic Planning Who's Who

- Executive (Agency Head)
- Programmatic
- General Counsel
- Information Technology
- Training/Employee Development
- Budget and Finance
- Human Resources
- EEO

Management and Program Accountability

- Managers, supervisors, EEO and HR are responsible for effective implementation and management of agency's EEO program
  - EEO staff updates, advises & assists management
  - Coordination among GC, HR, Finance, IT, etc.
  - Regular communication between EEO and HR
  - Mechanism for disciplinary actions is in place
  - Prompt compliance with court/administrative orders

Proactive Prevention

- Prevent unlawful discrimination by eliminating potential causes
  - Annual self-assessment, including trend analysis
  - Barrier identification and elimination
  - Alternative Dispute Resolution

Efficiency

- Effective program evaluation and dispute resolution systems are in place
  - Resources to achieve elimination of barriers
  - Effective complaint tracking & monitoring
  - Compliance with regulatory time frames in complaint processing
  - Management trained in ADR
  - Consults with other agencies to find best practices
  - Investigative and adjudicatory functions of complaint processing are separate from agency's legal defense arm

Responsiveness & Legal Compliance

- Timely compliance with EEOC orders
- Timely completion of corrective action
- Timely submission of compliance documentation
- Compliance with Executive Order 13164
- Compliance with Architectural Barriers Act
- Compliance with Section 508 of Rehabilitation Act

Deficiencies in EEO Program

- A Program Deficiency is a problem that inhibits an agency's efforts to develop a model EEO program, but does not impact directly upon individuals.
- Agencies identify strengths and weaknesses in their EEO program through the Self-Assessment Checklist in PART G.

Program Deficiencies – PART G & PART H

- Conduct annual self-assessment of EEO and related programs (submission voluntary).
- Utilize checklist found in Part G of MD-715 report form to identify deficiencies.
- Devise plans for removing those deficiencies in Part H of MD-715 report form.
  - Objective and responsible official
  - Initiation and completion dates
  - Milestones and Accomplishments

Examples of Program Deficiencies

- All new supervisors are not provided a copy of EEO policies upon their appointment.
- Lack of consistent coordination among Human Resources (HR) and EEO staff on matters affecting the integration of equal employment opportunity in the Agency's strategic mission.
- Lack of involvement of senior managers and supervisors in working with HR and EEO staff to identify barriers to equal employment opportunity for all groups during the development of the EEOC MD-715 Annual Plans.
- Completed objectives should indicate deficiencies eliminated.
- No longer need to be reported on MD-715 unless the deficiency re-surfaces.

PART H Action Plans

- For the “No” answers in PART G, Agency should consider whether to develop a plan in PART H.
- Not all deficiencies may require a plan in PART H.
  - EEO policy statement was not issued in a timely manner due to recently-installed agency head.
  - Provide explanation in PART G
- Program deficiencies and action plans must be updated each year in Part H of the MD-715 report.
- Set forth accomplishments and revisions to plan, including achieved and/or revised due dates.

Program Deficiencies versus Barriers to EEO

A **program deficiency** affects the agency's EEO program:

Examples:

- The agency does not collect applicant-flow data.
- The agency does not have reasonable accommodation procedures.
- The agency does not have adequate funding to process EEO complaints.

Program Deficiencies versus Barriers to EEO

A **barrier** affects the employment opportunities of certain EEO groups in the agency's workforce.

Example: Blacks have lower than expected participation in senior grade levels because they enter the agency at low grade levels and the agency has no career-development program.

Barrier Analysis Process

- Barrier analysis is an investigation of anomalies found in workplace policies, procedures, practices, and conditions with the goal of identifying the root causes of those anomalies, and if necessary, eliminating them.

What is a Barrier?

- A **barrier** is a policy, practice, procedure, or condition that limits employment opportunities for members of a particular race, ethic background, gender or because of a disability.

Types of Barriers

Will you know one when you see it?

- **Institutional**
  Example: Agency primarily recruits from local 4 year colleges/universities or from the military.
- **Attitudinal**
  Example: Women will not return to work after having a child.
- **Physical**
  Example: Building is not handicap accessible.

Barrier Analysis Should Be …

- Focused
- Methodical
- Involve the participation of all relevant agency officials

Steps in Barrier Analysis

- Step 1 - Find triggers by comparing workforce snapshots to benchmarks and noting “irregularities” in other sources of information
- Step 2 - Investigate the causes of the triggers to identify potential barriers
- Step 3 - Develop and implement a plan to remove identified barriers
- Step 4 - Assess success of the plan

Step 1 – Sources of Information

- Workforce data tables (MD-715 data)
- EEO complaints data (Form 462 data)
- EEO and Human Resources offices
- Other agency offices (programmatic & career development)
- Union and advocacy groups
- Surveys, focus groups, & exit interviews
- Studies by outside organizations (GAO, EEOC, OPM)

Step 1 – Workforce Data Tables

- Total workforce
- Occupational categories
- Grade level
- Major occupations
- Applicants for employment, career development, internal promotion, and senior level positions
- Awards
- New hires and separations

Step 1 - Triggers

- A **trigger** is a "red flag."
- Triggers are conditions, disparities, or anomalies warranting further inquiry.
- Agencies must investigate triggers to determine whether actual barriers exist.
- Remember, triggers can lead to barriers. Every trigger may not lead to a barrier. Every barrier may not have a trigger.

Step 1 – Spotting the Trigger

- Use the correct benchmarks when analyzing workforce data tables
- Typical benchmarks are Civilian Labor Force (CLF), Total Workforce, Permanent Workforce, Applicant Flow Data, and Occupational CLF
- Handouts show you benchmarks for each data table

Step 1 – Triggers versus Barriers

- A **trigger** is a symptom that something may be wrong, *i.e.,* that a barrier to equal opportunity may exist.
- A **barrier** is the cause if the trigger, *i.e.,* the policy, practice, procedure, or condition that limits employment opportunities for members of a particular EEO group.

Step 1 – Examples of Triggers

- The participation rate of Black males in the total workforce is 1.25%, as compared to the 4.84% availability of Black males in CLF.
- The participation rate of individuals with targeted disabilities (0.9%) is lower than the Federal Goal (2%).
- High separation rate of women in the workforce.
- Lack of promotions of Asians to senior level positions.
- Surge in EEO complaints involving gender-based harassment.
- “I won’t hire Mexicans.”

Step 2 – Finding the Barrier

- A **barrier** is the root cause of the trigger; it is the working hypothesis from which action plans will be devised.
- Goal is always to pinpoint that root cause(s).
- Keep drilling down until there is an answer to the question “why.”

Step 2 – Policies, Procedures, & Practices

- Recruitment
- Hiring
- Training and career development
- Performance incentives and awards
- Competitive and career-ladder promotions
- Supervisory and managerial selections
- Disciplinary actions
- Separations

Step 2 – Examples of Barriers

- Single-source or limited-source recruiting.
- Hiring laterally at higher grades, as opposed to hiring at entry level.
- Use of overly narrow selection criteria, e.g., highly specialized / exotic experience requirements that potential applicants not likely to have.
- Biased/hostile attitude of management.

Step 3 – Barrier Elimination

- Establish a plan of action to address the problem identified.
- Treat the root cause of the symptom, not the symptom itself.
- Report action plans to eliminate barriers in Part I of MD-715 report.

Step 3 – Examples of barrier removal

- Expand areas of recruitment: recruit from colleges in other geographic areas, be willing to fill higher level positions from outside of the agency, at least until entry-level participation rates increase.

- Note: Even if barrier is job-related, explore alternatives that serve the same purpose and that have less impact on a particular group of employees.

Step 4 – Assess Success of Plan

- Barrier analyses and action plans must be updated each year in Part I of the MD-715 report.
- Set forth accomplishments and revisions to plan, including achieved and/or revised due dates.
- Report if action taken has inadvertently created a new trigger.
- Progress should be measurable and agency officials held accountable.

Step 4 – An Effective Action Plan?

- Assess whether action plan was successful in eliminating barrier.
- Indicators of success:
  - Participation rates up.
  - Separation rates down.
  - Drop in complaints.
  - Favorable responses in surveys, exit interviews, etc.
- If plan did not work, then either:
  - Wrong barrier identified.
  - Action plan gave rise to new barrier.

Step 4 – Successful Barrier Analysis

Successful barrier analysis depends on:

- Education
- Communication
- Information

Individuals with Disabilities

- Three aspects to equal employment opportunity for individuals with disabilities:
  - Nondiscrimination - everyone.
  - Reasonable accommodation – individuals with disabilities.
  - Special emphasis - individuals with targeted disabilities if agency employs 1,000 or more.
- Compliance with:
  - Architectural Barriers Act.
  - Section 508 of the Rehabilitation Act.

Types of Targeted Disabilities

- Deafness
- Blindness
- Missing limbs
- Partial paralysis
- Complete paralysis
- Convulsive disorders
- Mental retardation
- Mental illness
- Distortion of limbs or spine

Targeted Disabilities

- MD-715 requires agencies with 1,000 employees or more to:
  - Submit PART J; and
  - Establish specific goals and objectives for the employment and advancement of people with targeted disabilities.
- Agencies should demonstrate measurable progress in accomplishing its goals and objectives in PART J.

Objectives to Accomplish EEOC's Goal of 2% by 2010

- Engage in targeted outreach and recruitment.
- Take advantage of excepted appointing authorities, particularly those that apply only to individuals with targeted disabilities.
- Create training and development plans for individuals with targeted disabilities.
- Take disability into account in selection decisions where an individual with a disability is otherwise qualified with or without a reasonable accommodation.

Effective Barrier Analysis

- Establish processes to accurately analyze all aspects of employment policies, practices, and procedures.
- Involved trained personnel and key. managers in the barrier analysis process.
- Creative problem-solving – outside the box.
- Assign responsibility for barrier removal.
- Remember – the process is an ongoing one.

And that's a wrap ...

Lori Grant, Acting Branch Chief
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EEOC FORM 715-01 PART A - D	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1,_____ , to September 30,_____.				
PART A Department or Agency Identifying Information	**1. Agency**		**1.**	
	1.a. 2nd level reporting component			
	1.b. 3rd level reporting component			
	1.c. 4th level reporting component			
	2. Address		**2.**	
	3. City, State, Zip Code		**3.**	
	4. CPDF Code	**5.** FIPS code(s)	**4.**	**5.**

PART B Total Employment	**1.** Enter total number of permanent full-time and part-time employees	**1.**
	2. Enter total number of temporary employees	**2.**
	3. Enter total number employees paid from non-appropriated funds	**3.**
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]	**4.**

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	**1.**
	2. Agency Head Designee	**2.**
	3. Principal EEO Director/Official Official Title/series/grade	**3.**
	4. Title VII Affirmative EEO Program Official	**4.**
	5. Section 501 Affirmative Action Program Official	**5.**
	6. Complaint Processing Program Manager	**6.**
	7. Other Responsible EEO Staff	

EEOC FORM 715-01 PART A - D	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

PART D List of Subordinate Components Covered in This Report	**Subordinate Component and Location (City/State)**	**CPDF and FIPS codes**	

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

EEOC FORM 715-01 PART E	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
[Insert Name of Agency or Reporting Component]	**For period covering October 1,_____ , to September 30,_____.**

EXECUTIVE SUMMARY

EEOC FORM 715-01 PART F	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, _____ am the

(Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official for _____

(Insert Agency/Component Name above)

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

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

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

_____ _____

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

_____ _____

Signature of Agency Head or Agency Head Designee Date

EEOC FORM 715-01 PART G	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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

Compliance Indicator / Measures	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
The Agency Head was installed on _____. The EEO policy statement was issued on _____. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.				
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.				
Are new employees provided a copy of the EEO policy statement during orientation?				
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?				

Compliance Indicator / Measures	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?				
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?				
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? **[see 29 CFR §1614.102(b)(5)]**				

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

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

regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? **[see 29 C.F.R. § 1614.102(b)(3)]**			
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?			
Compliance Indicator / **Measures**	**The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.**	**Measure has been met**	**For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report**
		Yes / **No**	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?			
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?			
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?			
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204			
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204			
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709			
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?			
Compliance Indicator / **Measures**	**The agency has committed sufficient budget to support the success of its EEO Programs.**	**Measure has been met**	**For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report**
		Yes / **No**	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems			

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

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

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

Essential Element D: PROACTIVE PREVENTION **Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.**				
Compliance Indicator / Measures	**Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.**	**Measure has been met**		**For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report**
		Yes	**No**	
Do senior managers meet with and assist the EEO Director and/or other EEO				

Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?			
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?			
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?			
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?			
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?			
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?			

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

Essential Element E: EFFICIENCY
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.

Compliance Indicator / **Measures**	**The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.**	**Measure has been met**		**For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report**
		Yes	**No**	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?				
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?				
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				
Is there a designated agency official or other mechanism in place to coordinate				

or assist with processing requests for disability accommodations in all major components of the agency?			
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			
Compliance Indicator / **Measures**	**The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.**	**Measure has been met**	**For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report**
		Yes / **No**	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?			
If yes, briefly describe how:			
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?			
Compliance Indicator / **Measures**	**The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.**	**Measure has been met**	**For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report**
		Yes / **No**	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?			
Does the agency complete the investigations within the applicable prescribed time frame?			
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file			

to the EEOC Hearing Office?			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?			

Compliance Indicator / Measures	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met: Yes	Measure has been met: No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?				
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?				
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?				
Does the responsible management official directly involved in the dispute have settlement authority?				

Compliance Indicator / Measures	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met: Yes	Measure has been met: No	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?				
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?				
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?				
Do the agency's EEO programs address all of the laws enforced by the EEOC?				
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?				
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?				
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?				

Compliance Indicator / Measures	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?				
Does the agency discrimination complaint process ensure a neutral adjudication function?				
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?				

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
Compliance Indicator / Measures	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?			
Compliance Indicator / Measures	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?				
Are procedures in place to promptly process other forms of ordered relief?				
Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief

Measures		Yes	No	explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?				
If so, please identify the employees by title in the comments section, and state how performance is measured.				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?				
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?				
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?				
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?				
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?				
Compensatory Damages: The final agency decision and evidence of payment, if made?				
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?				
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s				
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.				
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).				
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.				
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.				
Civil Actions: A complete copy of the civil action complaint demonstrating same				

issues raised as in compliance matter.			
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.			

Footnotes:

1. *See* 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. *See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

EEOC FORM 715-01 PART H	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
[Insert Name of Agency of Reporting Component]	FY _____
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	
OBJECTIVE:	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM 715-01 PART I	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
[Insert Name of Agency of Reporting Component]	FY _____
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

EEOC FORM 715-01 PART J	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities

PART I Department or Agency Information		
	1. Agency	1.
	1.a. 2nd Level Component	1.a.
	1.b. 3rd Level or lower	1.b.

PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force		100.00%		100.00%		
	Reportable Disability						
	Targeted Disability*						
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. **Total Number of Applications Received From Persons With Targeted Disabilities** during the reporting period.						
	2. **Total Number of Selections of Individuals with Targeted Disabilities** during the reporting period.						

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions									
4. Non-Competitive Promotions									
5. Employee Career Development Programs									
5.a. Grades 5 - 12									
5.b. Grades 13 - 14									
5.c. Grade 15/SES									
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)									
6.b. Cash Awards (total $$$ awarded)									
6.c. Quality-Step Increase									

EEOC FORM **715-01** Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities **using FORM 715-01 PART I**. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.
Part V Goals for Targeted Disabilities	Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities. Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.

Table A1: TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
TOTAL																		
Prior FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF (2000)	%	100%	53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PERMANENT																		
Prior FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TEMPORARY																		
Prior FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NON-APPROPRIATED																		
Prior FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
TOTAL FY	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF 2000		100%	53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#																	

	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table A3-1: OCCUPATIONAL CATEGORIES - Distribution by Race/Ethnicity and Sex

Occupational Categories		TOTAL EMPLOYEES			RACE/ETHNICITY												
					Hispanic or Latino		Non- Hispanic or Latino										
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or rac
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male
1. Officials and Managers																	
Executive/Senior Level (Grades 15 and Above)	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Mid-level (Grades 13-14)	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
First-Level (Grades 12 and Below)	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Other	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Officials and Managers - TOTAL	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Professionals	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3. Technicians	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4. Sales Workers	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5. Administrative Support Workers	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
6. Craft Workers	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7. Operatives	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
8. Laborers and Helpers	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9. Service Workers	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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Table A3-2: OCCUPATIONAL CATEGORIES - Distribution by Race/Ethnicity and Sex

Occupational Categories		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
1. Officials and Managers																		
Executive/Senior Level (Grades 15 and Above)	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Mid-Level (Grades 13-14)	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- First-Level (Grades 12 and Below)	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Other	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Officials and Managers -TOTAL	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Professionals	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3. Technicians	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4. Sales Workers	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5. Administrative Support Workers	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
6. Craft Workers	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7. Operatives	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
8. Laborers and Helpers	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9. Service Workers	#																	
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Workforce	#																	
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.

Table A4-1: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex

GS/GM, SES, AND RELATED GRADES		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
GS-01	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-02	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-03	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-04	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-05	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-06	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-07	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-08	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-09	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-10	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-11	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-12	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-13	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-14	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-15	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All other (unspecified GS)	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Senior Ex. Service	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table A4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex

GS/GM, SES, AND RELATED GRADES		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
GS-01	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-02	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-03	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-04	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-05	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-06	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-07	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-08	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-09	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-10	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-11	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-12	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-13	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-14	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS-15	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All other (unspecified GS)	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Senior Ex. Service	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	#																	
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.

Table A5-1: PARTICIPATION RATES FOR WAGE GRADES by Race/Ethnicity and Sex

WD/WG, WL/WS & OTHER Wage Grades		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Grade-01	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-02	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-03	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-04	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-05	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-06	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-07	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-08	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-09	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-10	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-11	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-12	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-13	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-14	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-15	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other Wage Grades	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table A5-2: PARTICIPATION RATES FOR WAGE GRADES by Race/Ethnicity and Sex

WD/WG, WL/WS & OTHER Wage Grades		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Grade-01	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-02	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-03	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-04	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-05	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-06	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-07	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-08	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-09	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-10	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-11	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-12	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-13	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-14	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade-15	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other Wage Grades	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	#																	

NOTE: Percentages computed down columns and NOT across rows.

Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		
	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Occupational CLF																		

Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Job Title/Series:																		
Total Received	#																	
Voluntarily Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF																		
Job Title/Series:																		
Total Received	#																	
Voluntarily Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF																		
Job Title/Series:																		
Total Received	#																	
Voluntarily Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF																		
Job Title/Series:																		
Total Received	#																	
Voluntarily Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected of those Identified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

CLF																		

Table A8: NEW HIRES BY TYPE OF APPOINTMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Permanent	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Temporary	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NON-Appropriated	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLF	%	100%	53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%

Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Job Series of Vacancy:																		
Total Applications Received	#																	
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%																	
Job Series of Vacancy:																		
Total Applications Received	#																	
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%																	
Job Series of Vacancy:																		
Total Applications Received	#																	
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%																	
Job Series of Vacancy:																		
Total Applications Received	#																	
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%																	

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table A10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Total Employees Eligible for Career Ladder Promotions	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Time in grade in excess of minimum																		
1 - 12 months	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
13 - 24 months	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
25+ months	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, AND SES) by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Grade(s) of Vacancy:																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		
Grade(s) of Vacancy:																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		
Grade(s) of Vacancy:																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		
Grade(s) of Vacancy:																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY												
					Hispanic or Latino		Non- Hispanic or Latino										
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or m
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male
Career Development Programs for GS 5 - 12:																	
Slots	#																
Relevant Pool	%																
Applied	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Career Development Programs for GS 13 - 14:																	
Slots	#																
Relevant Pool	%																
Applied	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Career Development Programs for GS 15 and SES:																	
Slots	#																
Relevant Pool	%																
Applied	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#																
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

"Relevant Pool" includes all employees in pay grades eligible for the career development program.

ıore races
female
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%

Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Time-Off awards - 1-9 hours																		
Total Time-Off Awards Given	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Hours																		
Average Hours																		
Time-Off awards - 9+ hours																		
Total Time-Off Awards Given	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Hours																		
Average Hours																		
Cash Awards - $100 - $500																		
Total Cash Awards Given	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Amount																		
Average Amount																		
Cash Awards $501+																		
Total Cash Awards Given	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Amount																		
Average Amount																		
Quality Step Increases (QSI)																		
Total QSIs Awarded	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Benefit																		
Average Benefit																		

Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex																		
Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Voluntary	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Involuntary	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Separations	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Workforce	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B1: TOTAL WORKFORCE - Distribution by Disability [OPM Form 256 Self-Identification Codes]															
Employment Tenure		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
TOTAL															
Prior FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Federal High	%					2.23%									
PERMANENT															
Prior FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TEMPORARY															
Prior FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NON-APPROPRIATED															
Prior FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Current FY	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B2: TOTAL WORKFORCE BY COMPONENT - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Employment Tenure		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Total Work Force	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Federal High						2.23%									
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B3-1: OCCUPATIONAL CATEGORIES - Distribution by Disability Employees

Occupational Category		Total WF	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
1. Officials and Managers - Executive/Senior Level (Grades 15 and Above	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Mid-Level (Grades 13-14)	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- First-Level (Grades 12 and Below)	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Other Officials and Managers	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Officials and Managers - TOTAL	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Professionals	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3. Technicians	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4. Sales Workers	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5. Administrative Support Workers	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
6. Craft Workers	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7. Operatives	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
8. Labors and Helpers	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9. Service Workers	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B3-2: OCCUPATIONAL CATEGORIES - Distribution by Disability Employees

Occupational Category		Total WF	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
1. Officials and Managers - Executive/Senior Level (Grades 15 and Above	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Mid-Level (Grades 13-14)	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- First-Level (Grades 12 and Below)	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Other Officials and Managers	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Officials and Managers - TOTAL	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Professionals	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3. Technicians	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4. Sales Workers	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5. Administrative Support Workers	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
6. Craft Workers	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7. Operatives	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
8. Labors and Helpers	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9. Service Workers	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL WORKFORCE	#														
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.

Table B4-1: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability

GS/GM, SES, and Related Grade		TOTAL	Total by Disability Status				Detail for Targeted Disabilities							
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness
GS - 01	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 02	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 03	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 04	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 05	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 06	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 07	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 08	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS- 09	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 10	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 11	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 12	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 13	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 14	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 15	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other (EX)	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
SES	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Workforce	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

[92] Distortion of Limb/Spine
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%
0.00%

Table B4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability															
GS/GM, SES, and Related Grade		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
GS - 01	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 02	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 03	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 04	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 05	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 06	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 07	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 08	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS- 09	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 10	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 11	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 12	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 13	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 14	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 15	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other (Unspecified GS)	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Senior Executive Service	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Workforce	#														
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.

Table B5-1: PARTICIPATION RATES FOR WAGE GRADES by Disability

WD/WG, WL/WS Other Wage Grades		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Grade - 01	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 02	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 03	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 04	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 05	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 06	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 07	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 08	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 09	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 10	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 11	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 12	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 13	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 14	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 15	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other Wage Grades	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B5-2: PARTICIPATION RATES FOR WAGE GRADES by Disability

WD/WG, WL/WS Other Wage Grades		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Grade - 01	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 02	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 03	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 04	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 05	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 06	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 07	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 08	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 09	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 10	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 11	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 12	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 13	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 14	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 15	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other Wage Grades	#														
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	#														
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.

Table B6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Disability															
Job Title / Series		Total	Total by Disability Status				Detail for Targeted Disabilities								
			(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B7: APPLICATIONS AND HIRES by Disability															
			Total by Disability Status				Detail for Targeted Disabilities								
		TOTAL	(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
Schedule A															
Applications	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hires	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Voluntarily Identified (Outside of Schedule A Applicants)															
Applications	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hires	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B8: NEW HIRES By Type of Appointment - Distribution by Disability															
Type of Appointment		Total	Total by Disability Status				Detail for Targeted Disabilities							
			(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness
Permanent	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Temporary	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Appropriated	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	#													
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Prior Year	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

(92) Distortion of Limb/Spine
0.00%
0.00%
0.00%
0.00%
0.00%

Table B9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Disability																
			Total by Disability Status				Detail for Targeted Disabilities								
		TOTAL	(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
Job Series:															
Total Applications Received	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%														
Job Series:															
Total Applications Received	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%														
Job Series:															
Total Applications Received	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%														
Job Series:															
Total Applications Received	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table B10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE by Disability																
		TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
			(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
Total Employees in Career Ladder	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Time in Grade in excess of minimum															
1-12 months	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
13-24 months	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
25+ months	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 13/14, GS 15, SES) POSITIONS by Disability															
		Total by Disability Status					Detail for Targeted Disabilities								
		Total	(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
Job Series/Grade(s) of Vacancy:															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Series/Grade(s) of Vacancy:															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Series/Grade(s) of Vacancy:															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Series/Grade(s) of Vacancy:															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

"Relevant Applicant Pool"= all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table B12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Disability															
		Total by Disability Status					Detail for Targeted Disabilities								
		Total	(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
Career Development Programs for GS 5-12															
Slots	#														
Relevant Pool	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Applied	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Career Development Programs for GS 13-14															
Slots	#														
Relevant Pool	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Applied	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Career Development Programs for GS 15 and SES															
Slots	#														
Relevant Pool	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Applied	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table B13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability															
Recognition or Award Program # Awards Given Total Cash		TOTAL	Total by Disability Status				Detail for Targeted Disabilities							
			(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness
Time-Off Awards, 1-9 hours														
Total Time-Off Awards Given	#													
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Hours														
Average Hours														
Time-Off Awards - 9+ hours														
Total Time-Off Awards Given	#													
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Hours														
Average Hours														
Cash Awards: $100 - $500														
Total Cash Awards Given	#													
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Amount														
Average Amount														
Cash Awards: $501+														
Total Cash Awards Given	#													
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Amount														
Average Amount														
Quality Step Increases:														
Total QSI Award	#													
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Benefit														
Average Benefit														

(92) Distortion of Limb/Spine
0.00%
0.00%
0.00%
0.00%
0.00%

Table B14: SEPARATIONS By Type of Separation- Distribution by Disability															
Type of Separation		Total	Total by Disability Status				Detail for Targeted Disabilities								
			(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
Voluntary	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Involuntary	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Separations	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Workforce	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

PART H

PART H establishes a plan to address each of the deficiencies in an agency's EEO program. After completing the Self-Assessment Checklist, agencies should review the questions with "No" as an answer to decide whether to develop a plan in PART H to correct the program deficiency. A program deficiency is a problem that inhibits an agency's efforts to develop a model EEO program, but does not impact directly upon individuals. Not all deficiencies may require a plan in PART H. For example, if an agency head was recently installed (i.e., within the last two months), a "No" response to the question of "EEO policy statements are up-to-date" could be explained in the comment column. In addition, some "No" responses may simply indicate that the question is "not applicable" to the agency.

Agencies should ensure that the planned activities in PART H will correct the program deficiency and should make meaningful progress to complete each planned activity. Each PART H should identify seven key types of information:

1. **Deficiency:** A description of the specific condition that exists in the EEO program being addressed. Deficiencies can be found in various sources: Executive Summary; PART G Self-Assessment Checklist; 462 report; correspondence; technical assistance; program evaluations; appellate decisions; and the media. For example, investigations are not completed within the regulatory timeframes.

2. **Objective:** A clear statement of the measurable task that will correct the condition (deficiency). For example, as a result of untimely investigations, an agency's objective requires investigators to adhere to the regulatory timeframes. However, the reasons for the untimely investigations may not involve the investigators (e.g., EEO counselors do not submit their reports in a timely manner and new complaints sit in a pile for three months before the agency acknowledges their receipt). Rather than focusing on the timeliness of the investigators, the objective should identify the untimely counseling process and the untimely intake process as the reason for the deficiency.

3. **Responsible Official:** The official title of the agency official who will be responsible for implementing the agency's completion of the objective. For the plan to be successful, the responsible official must have the authority to implement the planned activities and accomplish the objective. For example, the Chief Financial Officer, and not the EEO Director, may be responsible for changing contractual terms so the contract investigators are penalized if they conduct an untimely or incomplete investigation.

4. **Date Objective Initiated:** The fiscal year when the objective was established.

5. **Target Date for Completion of Objective:** The fiscal year when the agency expects to complete the objective.

6. **Planned Activities:** The specific actions that will be implemented to complete the objective. Each of the planned activities, either individually or as a group, should implement the objective. If the agency's plan is to improve the quality and timeliness of the EEO Counselor reports, then at least one of the planned activities should address all of the reasons for the deficiency. For example, the agency could provide training to the EEO counselors on how to write their reports, and could develop a tickler system which would send emails to the EEO counselors reminding them to submit their reports.

7. **Report of Accomplishments and Modifications to Objective:** The status of the planned activities should be updated each fiscal year. Once the program deficiency is eliminated, the plan in PART H does not need to be reported in future MD-715 reports. Agencies should show meaningful progress in implementing the planned activities. If activities have a revised target date, agencies should explain the reason(s) for the delay.

EEOC also periodically issues government-wide reports addressing various program deficiencies. For example, two reports focus on reasonable accommodation procedures [**http://www.eeoc.gov/federal/implementing_accommodation.html**] and anti-harassment procedures [**http://www.eeoc.gov/federal/harass/index.html**]. These reports provide agencies with a resource for correcting program deficiencies.

PART I

The purpose of PART I is to address barriers to employment opportunities within federal agencies. Barrier analysis is a four-step process: (1) identify triggers; (2) investigate for barriers; (3) implement action plans to remove barriers; and (4) assess the success of the plan.

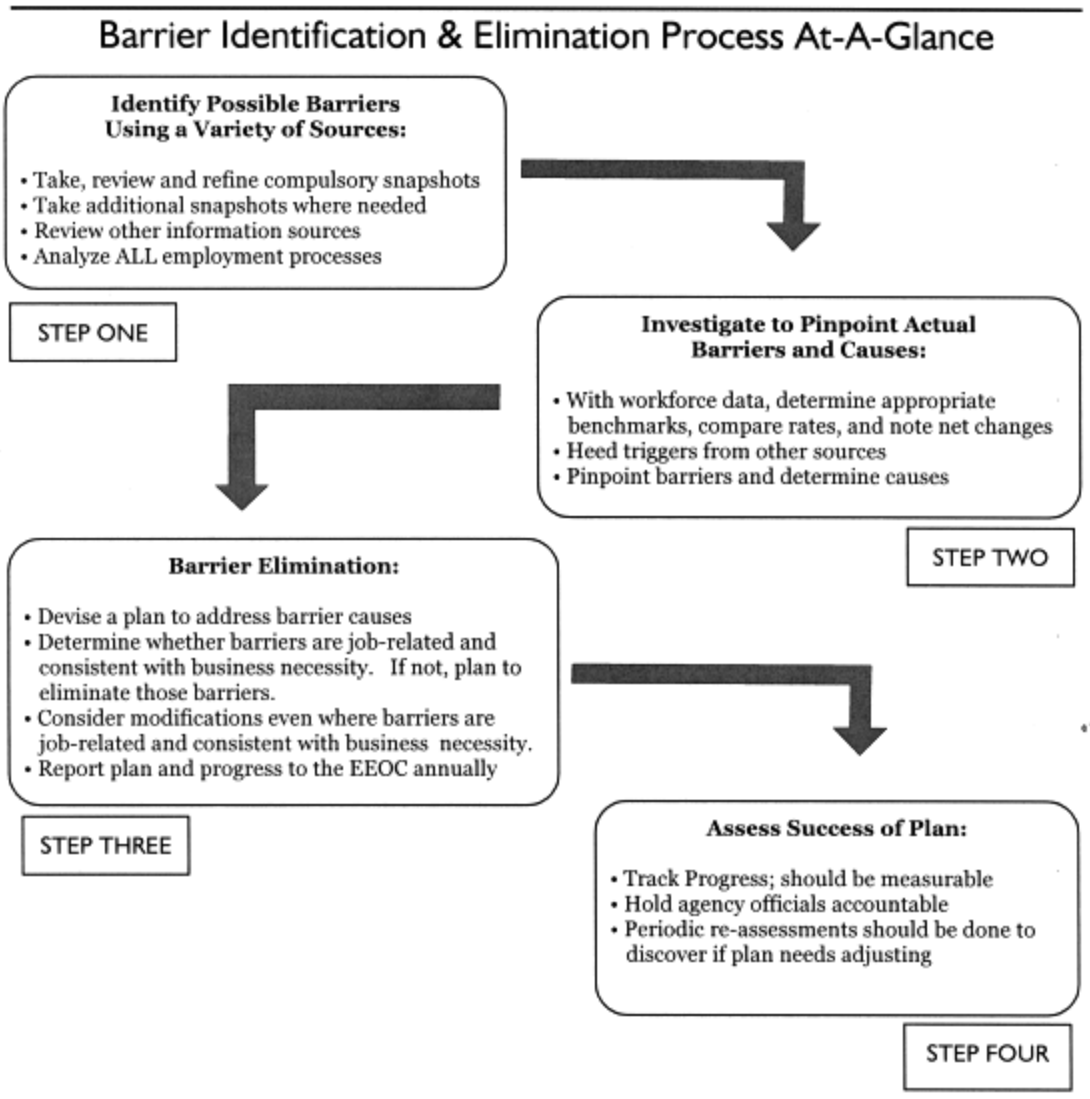
1. **Triggers** are conditions, disparities, or anomalies that warrant an investigation. Triggers can be found in various resources: workforce participation rates, exit interview results, survey results, EEO complaint data, grievance data, and discussions with affinity groups. Triggers may include low participation rates of an EEO group in comparison to that EEO group's percentage of the relevant civilian labor force (CLF) or their percentage in the agency's permanent workforce. Other triggers may arise from a sharp increase in the number of complaints or grievances filed by an EEO group.

2. **Barriers** are policies, procedures, practices, or conditions that limit employment opportunities for members of a particular EEO group. Types of barriers include limited recruitment areas (hiring only from the military), geographic location of the agency (West Virginia), requirements in the vacancy announcement (security clearance), lack of accessibility (no interpreters), and racial/hostile attitude of management officials.

3. **Action plans** establish a schedule of activities designed to eliminate the identified barrier.

4. **Assessment** involves tracking the progress of the action plans to determine whether the activities have been implemented and whether the barriers have been eliminated.

While agencies may use comparators to ascertain if a trigger exists, the goal of the process is not to reach parity in the workforce participation rates. Rather, the barrier analysis process requires agencies to investigate whether any of their policies, procedures, practices, and conditions act as an obstacle to the employment, advancement, and retention of individuals in particular EEO groups. This is an ongoing process in which agencies should continually investigate triggers within the workforce and implement action plans to remove the identified barriers. For each barrier (or group of barriers) that an agency identifies, there should be an action plan in PART I.



When conducting barrier analysis, one of the key questions is whether a barrier is job-related and consistent with business necessity. In some cases, an investigation will uncover a barrier which is job-related and necessary. MD-715 requires agencies to eliminate barriers if they determine that the barrier is not job-related. Does the test or job qualification require knowledge, skills and abilities (KSAs) that are necessary for the performance of essential job functions? For example, a medical degree and license are examples of job-related qualifications for a physician position, but the ability to proficiently use a firearm for administrative employees of a law enforcement agency may be an example of an unnecessary barrier. Note that customer and/or coworker preferences are not job-related reasons for the existence and perpetuation of barriers. Attitudes and stereotypical beliefs that diminish employment opportunities based on factors not related to job performance are also not job-related. Therefore, barriers created by attitudes and stereotypical beliefs that diminish employment opportunities must be eliminated.

More complicated are barriers which are job-related, like some tests or qualification standards. However, even if an agency determines that a test, job qualification, or selection criterion is job-related and consistent with business necessity, the agency should nonetheless determine whether there are alternatives to the selection criterion or skill set that can reduce the negative impact on a particular group. Even where an agency has determined that a qualification standard, test, selection criterion, or other factor is job-related and consistent with business necessity, in the case of individuals with disabilities, the agency must conduct further analysis to determine if the applicant or employee can satisfy the qualification standard, test, or selection criterion with reasonable accommodation.

Thus, each element of the overall selection process should be examined to determine which elements operate to exclude employees or applicants. Such elements include, but are not limited to, recruitment, testing, ranking, interviews, recommendations for selection, hiring, assignment, and promotions. In addition, the evaluation may require more than examining selections and promotions. Training, details, and other developmental assignments are opportunities for which all qualified employees should have the freedom to compete. Such opportunities often play a central role in selections for higher level positions. In addition, the denial of opportunity in training, details, and other developmental assignments may result in mission-critical talents not being fully developed.

Each PART I should identify nine key types of information:

1. **Statement of Condition that Raised Flag for a Potential Barrier:** A narrative statement that succinctly describes the trigger, or the condition that raised a flag and the source (i.e., workforce data table, advocacy group, exit interviews, or other survey tool).

2. **Barrier Analysis:** The steps taken and the data sources analyzed to determine the cause of the trigger. The barrier analysis process is very much like peeling the layers of an onion. The workforce data tables offer varying levels of analysis of diversity within the agency by focusing on the total workforce, geographic locations in the agency, hiring and separations, grade levels, mission-critical occupations, management levels, and applicant flow data for those categories. However, the workforce data probably will not reveal the cause of the trigger. The EEO office will also need to review the agency's policies and procedures and then interview the Office of Human Resources, the Office of General Counsel, management officials, the union, and the affinity groups about practices and conditions in the agency. The Barrier Analysis section should reveal whether the agency conducted a thorough investigation.

3. **Statement of Identified Barrier:** A description of the specific agency policy, procedure, practice, or condition that is causing the barrier. The barrier statement(s) should logically flow from the results of the barrier

analysis. The primary focus is whether the barrier is a logical conclusion of the data collected during the barrier analysis process. Often agencies incorrectly cite more triggers in this section.

4. **Objective:** A clear statement of one or more measurable objectives which will be implemented to remove the barrier (e.g., the implementation of an alternative or revised policy, procedure, or practice). Often agencies will state that their objective is to increase the participation rate of a particular EEO group; however, that is not the objective of barrier analysis. The barrier analysis process is not intended to obtain parity in the workforce or institute a quota in the hiring process. Rather, the objective should focus simply on removing the identified barrier, which may be acting as an obstacle to employment opportunities.

5. **Responsible Official:** The official title of the agency official who will be responsible for implementing/overseeing the agency's completion of the objective. The EEO Director should not be the responsible official if the EEO office does not have the authority to implement the objective.

6. **Date Objective Initiated:** The fiscal year report date when the objective was put into place.

7. **Target Date for Completion of Objective:** The date by which the agency plans to complete the objective. Objectives can be short-term or long-term depending on the simplicity or complexity of the plan.

8. **Planned Activities:** The specific activities/actions that will be implemented to complete the objective. Activities/actions should be designed to contribute toward the completion of the objective. The target dates for the activities should lead to the completion date of the objective (e.g., if the target date for the objective is the last quarter of FY 2009, the target date for one of the planned activities should not be in FY 2010).

9. **Report of Accomplishments and Modifications to Objective:** The status of the activities undertaken by fiscal year, ultimately concluding with the implementation of the objective. Agencies should show meaningful progress in implementing the planned activities. If activities have a revised target date, agencies should explain the reason(s) for the delay.

It is important to note that not all triggers lead to barriers, and not all barriers can be eliminated. For example, an EEO office notes that the agency employees 23 Black males out of its total workforce of 500, resulting in a participation rate of 4.60%. In comparison to the CLF of 4.84%, Black males have a lower than expected participation rate, which is a trigger. After reviewing the applicant flow data, talking to affinity groups and managers, and examining exit interview results, the EEO office could not point to a specific policy, procedure, practice, or condition that caused the trigger. It is possible

that barrier analysis of this type of trigger could lead to a dead end. One EEOC statistician stated that she would not investigate triggers that are less than 1 percentage point below the comparator. Depending on the size of the agency's workforce, the increase of one or two employees could push the participation rate over the comparator. So, if two Black males are added to this agency's workforce and the same number is subtracted from White males, the new participation rate of Black males would become 5.00%, which exceeds the CLF.

As an example of barriers that are difficult to eliminate, the EEO office may notice a trigger which shows a low participation rate of Black employees in a particular geographic location, and that very few applicants for employment are Black. During the barrier analysis process, the EEO Director may learn from a member of Blacks in Government (BIG) that the location of the agency is the problem because there are no Black communities nearby. Without moving the location of the agency or developing a Black community in the local area, it may be difficult to make the location of the agency more desirable to Black applicants. Nevertheless, the agency should continue to develop activities in the action plan to overcome this barrier. One possibility could be allowing employees to telecommute from their homes outside of West Virginia.

EEOC FORM
715-01 PART I

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Eliminate Identified Barrier

FY 2008 **Department of Bureaucracy**	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	FY 2008 data shows that Hispanic females are underrepresented at Mid-level (Grades 13-14) and Executive/Senior level (Grades 15 and above) Officials and Managers Occupational Category when compared to their representation of 4.52% in the NCLF. Hispanic females representation is 2.26% of Mid-level grades positions and 1.43% at the Executive/Senior Levels in the DOB workforce. What is the appropriate comparator?
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Representation rates of occupation groups (Tables A 3-1 and A 3-2) and grade levels (Table A 4-1 and A 4-2) were compared to the NCLF. What other data should be considered?
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Hispanic Females may have fewer developmental opportunities to enable them to progress above the Grades 12 level. While Hispanic Females reach entry level supervisory positions slightly above their representation in the NCLF (4.52), their representation at the higher levels decreases dramatically. Has the agency really identified a barrier? What other barriers could exist?
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To increase the representation of Hispanic Females at the GS-13 Level and above in the workforce, including in the Officials and Managers Occupational category. Has the agency identified a policy, procedure, or practice that will change?
RESPONSIBLE OFFICIAL:	Human Resources Center Director and hiring officials Has the agency selected the correct officials?
DATE OBJECTIVE INITIATED:	February 1, 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2009 Is this date realistic?

EEOC FORM
715-01 PART I

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: **What other activities are needed to remove the barrier(s)?**	**TARGET DATE (Must be specific)**
Identify individuals who may be affected this barrier.	completed
Determine underlying reasons for the low representation of Hispanic Females at the GS 13 and above level.	2/1/2009
Review management development plans with career assistance center and other experts to develop options for addressing identified barriers.	3/30/2009
Use professional women's organizations and colleges/universities to target recruitment activities.	5/29/2009

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

At the end of FY 2007, DOB identified that Black Females were underrepresented in both the Mid-level and Executive/Senior Level Officials and Managers Occupational Category. At the end of FY 2008, the representation of Black Females in these segments of the Official and Managers Occupational Category is above their corresponding participation in the National Civilian Labor Force (NCLF). As well, the representation of Black Females in the First-Level (Grades 12 and Below) segment of the Officials and Managers Occupational Category is above their corresponding representation in the NCLF. Black Females comprise 7.29% of the Executive/Senior Level positions; 10.47% of Mid-level positions; and 22.64% of First-Level positions in DOB compared to their NCLF representation of 5.7%.

DOB hosted a leadership forum at the Annual Blacks in Government National Training Conference. The forum focused on addressing skill gaps and competencies for development of skill enhancements and career advancement opportunities.

Has the agency demonstrated sufficient progress in removing the barrier(s)?

Workforce Data Tables

The purpose of the MD 715 Workforce Data Tables is to assist agencies in identifying triggers to be explored. Agency attention should focus on what the compiled data reveals about the agency and its workforce. The process of barrier identification and elimination is more important than the mere completion of the workforce data tables.

The agency workforce is reviewed in comparison to the appropriate benchmarks (i.e., comparators) with the goal of identifying triggers. All agencies are expected to investigate the cause(s) of the triggers and then report the findings of its barrier analysis in PART I.

1. **Permanent/Temporary:** Tables A1, B1, A8 and B8 have separate sections for permanent and for temporary employees. Those agencies with temporary employees must file two sets of Tables A4, A5, A6, A7, B4, B5, B6, and B7, one for permanent employees, and one for temporary employees. Complete Tables A/B2, 3, and 9 -14 for permanent employees only. Tenure codes 1 and 2 are considered permanent employee status. Any part time, intermittent, or seasonal employee with tenure code 1 or 2 is reported as permanent.

2. **Calculating Ratios:** All analysis of the data tables should be based on the ratios, not the numbers. The ratio for each group is computed by dividing the number of employees in the group by the total number of employees. Except for Tables A/B 3, 4 and 5, all ratios are computed **across** the row. Thus, the number of employees in the group is divided by the total number of employees in the row to get the ratio for the group.

   In Tables A/B 3, 4, and 5, the ratios for each group is computed **down** the column for that group and not across the rows. By calculating the participation rate of a certain EEO group in a particular grade, the agency can assess whether there is a glass ceiling for that EEO group. For example, if all of the people with targeted disabilities are employed in grades GS-7 and below, further investigation may reveal that the reason for the glass ceiling is due to their employment in blue collar jobs (i.e., the mailroom or the cafeteria), rather than in the mission-critical occupations.

3. **Comparators:** Agencies compare the participation rates of EEO groups in the workforce data tables to certain established benchmarks, with the goal of finding triggers that may lead to the discovery of barriers in the workplace.

   a. **The "A" Tables:** The chart below describes the benchmarks for all of the EEO groups in each workforce data table. The types of benchmarks include the civilian labor force, the total workforce, the permanent workforce, and the relevant feeder-pools. The most

important fact to remember is that the indicator and the comparator must track the same type of data (i.e., apples to apples and oranges to oranges). For example, if the agency is evaluating the mission-critical occupations in Table A4 (permanent), then the correct comparator is the permanent workforce.

BENCHMARKS FOR THE "A" TABLES		
A Tables	**Benchmarks**	**Trigger / Progress**
Table A1	1st Total Workforce vs. National Civilian Labor Force (CLF)	Trigger
Table A2	1st Components vs. CLF 2nd Components vs. Total Workforce	Trigger Progress
Table A3	1st Officials & Managers vs. Permanent Workforce (A1) 2nd Officials & Managers vs. Career Development (A12)	Trigger Progress
Table A4 - Permanent	1st Grade Levels vs. Permanent Workforce (A1) 2nd Senior Grade Levels vs. Internal Selections (A11)	Trigger Progress
Table A5 – Permanent	1st Permanent Workforce (A1)	Trigger
Table A6 - Permanent	1st Occupation vs. Occupational CLF (OCLF) 2nd Occupation vs. Selected Hires (A7) 3rd Occupation vs. Selected Internal Promotions (A9)	Trigger Progress Progress
Table A7	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. OCLF (A6) 3rd Selected Applicants vs. Major Occupation (A6)	Trigger Trigger Progress
Table A8	1st Total New Hires vs. CLF (A1) 2nd Total/Perm. New Hires vs. Total/Perm. Workforce (A1) 3rd Total New Hires vs. Total Separations (A14)	Trigger Progress Progress
Table A9	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. Major Occupations (A6)	Trigger Progress Progress
Table A10	1st Each Time in Grade vs. Eligible for Promotion	Trigger
Table A11	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. GS Grade Level (A4)	Trigger Progress Progress
Table A12	1st Applied vs. Participants	Trigger

	2nd Participants vs. Officials & Managers (A3)	Progress
Table A13	1st Each Award vs. Total Workforce (A1)	Trigger
Table A14	1st Total Separations vs. Total Workforce 2nd Total Separations vs. Total New Hires (A8) 3rd Rate Difference between Voluntary and Involuntary	Trigger Progress Progress

b. **The "B" Tables:** When looking for triggers involving people with targeted disabilities, the benchmark is almost always a comparison to people without disabilities. However, the agency can track the progress of a trigger by comparing the participation rate of people with targeted disabilities to their rate in the total/permanent workforce or the federal high.

BENCHMARKS FOR THE "B" TABLES		
B Tables	**Benchmarks**	**Trigger / Progress**
Table B1	1st Total Workforce vs. Federal High	Trigger
Table B2	1st Components vs. Federal High 2nd Components vs. Total Workforce	Trigger Progress
Table B3-2 Table B3-1	1st Officials & Managers: No Disability vs. Targeted Disability 2nd Officials & Managers vs. Permanent Workforce (B1) 3rd Officials & Managers vs. Career Development (B12)	Trigger Progress Progress
Table B4-2 Table B4-1	1st Grade Levels: No Disability vs. Targeted Disability 2nd Grade Levels vs. Permanent Workforce (B1) 3rd Senior Grade Levels vs. Internal Selections (B11)	Trigger Progress Progress
Table B5-2 Table B5-1	1st Wage Grade Levels: No Disability vs. Targeted Disability 2nd Wage Grade Levels vs. Permanent Workforce (B1)	Trigger Progress
Table B6	1st Occupations: No Disability vs. Targeted Disability 2nd Occupation vs. Selected Hires (B7) 3rd Occupation vs. Selected Internal Promotions (B9)	Trigger Progress Progress
Table B7	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Major Occupation (B6)	Trigger Progress
Table B8	1st Total New Hires: No Disability vs. Targeted Disability 2nd Total/Perm. New Hires vs. Total/Perm. Workforce (B1) 3rd Total New Hires vs. Total Separations (B14)	Trigger Progress Progress
Table B9	1st Qualified Applicants vs. Selected Applicants	Trigger

	2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. Major Occupations (B6)	Progress Progress
Table B10	1st Each Time in Grade vs. Eligible for Promotion	Trigger
Table B11	1st Qualified Applicants vs. Selected Applicants 2nd Selected Applicants vs. Relevant Applicant Pool 3rd Selected Applicants vs. GS Grade Level (B4-1)	Trigger Progress Progress
Table B12	1st Applied vs. Participants 2nd Participants vs. Officials & Managers (B3-1)	Trigger Progress
Table B13	1st Each Award vs. Total Workforce (B1)	Trigger
Table B14	1st Total Separations vs. Total Workforce 2nd Total Separations vs. Total New Hires (B8) 3rd Rate Difference between Voluntary and Involuntary	Trigger Progress Progress

4. **Specific Information for Each Workforce Data Table.**

Employee numbers should be obtained from the agency workforce data and personnel action data. Applicant data is obtained through a separate tracking system. Ratios are calculated as described in the preceding paragraph.

a. **Tables A1 and B1**

Table 1 allows agencies to examine workforce distribution for the current and prior year to determine whether the changes, including net changes, are relatively uniform or whether any group is not keeping pace with the others.

Table A1: Total Workforce Distribution by Race/Ethnicity and Sex

Enter the current and prior year workforce numbers and percentages. Lines should total 100% **across** rows. Ratios are computed by dividing the number in each group by the total for that line (in the "All" column). Numbers for Current FY Permanent, Temporary, and Non-Appropriated fund employees should total up to the numbers in the Total-Current FY row.

In the "Difference" row, enter the difference between the prior year employee numbers and the current year employee numbers. If the current year numbers are smaller, show the difference as a negative number. On the percentage line, show the difference between the ratios for the current year and the prior year.

Compute net change by dividing difference in employment numbers (current year vs prior year) by the number of employees in the prior year. If a group decreased, the net change is a negative; add a minus sign. For a detailed explanation of computing net change and examples, please see the Instructions to Federal Agencies for EEO MD-

 If a group has a net change lower than the net change for the total workforce, it is a trigger of the possible existence of a barrier. A current workforce ratio below the Civilian Labor Force (CLF) for any group is another trigger.

Table B1: Total Workforce Distribution by Disability

Complete the tables and do the analysis in the same manner as for Table A1, except the ratio of employees with targeted disabilities is compared to the prior year's Federal high. (In FY 2008, the Federal high was 2.65%.) A ratio of employees with targeted disabilities below the Federal high is a trigger. A lower net change for targeted disabilities or one or more of the nine specific targeted disabilities is also a trigger, indicating a possible barrier. Please note that all agencies must report their components on Table 2, regardless of whether the components are included on the list of second level agencies that must report.

b. Tables A2 and B2

The purpose of **Table 2** is to compare the permanent workforce distribution within each component with the availability rate (the Civilian Labor Force), to determine if possible hiring or retention barriers exist in specific components.

Table A2: Total Workforce by Component - Distribution by Race/Ethnicity and Sex

Enter total workforce distribution and distribution by component. For most agencies, components are the major agency segments. Depending on the agency, these are Regions, Bureaus, Operating Divisions, or Services, etc. Numbers for the components should total up to the Total for the agency. Ratios are computed **across** rows. When one or more components have a lower ratio of a group than the other components, it is a trigger.

Table B2: Total Workforce by Component - Distribution by Disability

Complete the same way as A2. All agencies with a ratio of employees with targeted disabilities below the Federal high are expected to report barriers for this group. When one or more components have a lower ratio of employees with targeted disabilities than the other components, it is a trigger.

c. Tables A3 and B3

Table 3 allows agencies to review the distribution of agency employees in occupational groups to learn whether any group is possibly facing barriers to full participation in an occupational category.

Table A3: Occupational Groups - Distribution by Race/Ethnicity and Sex

Employees with supervisory or managerial status are reported in the first occupational group - supervisors and managers. The number and ratio of supervisors who are at GS 15 and above are listed in the first two lines. The number and ratio of supervisors in GS 13 and 14 are reported in the second two lines. The number and ratio of supervisors who are at GS 12 and below are reported in the third two lines. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories.

The fourth sub-category, called "Other," contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibility. The number and ratio of employees in the "Other category (in occupational series that are in EEO category one but are not supervisors/policy makers) go in the next lines. The total for these four groups is reported on the line "1. Officials and Managers Total". Ratios are computed **down** columns.

Table B3: Occupational Groups - Distribution by Disability

This table is completed in the same manner as A3. Ratios for employees with targeted disabilities are compared with ratios for employees with no disabilities. Lower ratios are triggers that must be investigated.

d. <u>Tables A4 and B4</u>

Table 4 compares within each group the ratio of employees at each General Schedule (GS) grade level with the ratio of the total workforce at each level.

Table A4: Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex

Ratios are calculated differently on this table - **down** columns instead of across rows. It is done this way because the benchmark is the distribution of the total workforce, which is computed down the Totals column. Thus, each column totals 100% at the bottom. The first column (All) is used as the benchmark for evaluating the distribution of each group.

Agencies should analyze this data with an eye toward determining whether a "glass ceiling" exists for any group. In particular, low participation for a group in any of the senior grades (GS 13 and above) compared to the participation rate for the total work force in these grades is a trigger.

Table B4: Participation Rates for General Schedule (GS) Grades by Disability

This table is completed the same as A4 - ratios equal 100% **down** columns and not across rows. Participation rates for employees with targeted disabilities are compared to participation rates for employees with no disability.

Agencies should analyze this data with an eye toward determining whether a "glass ceiling" exists for any group. In particular, low participation in any of the senior grades (GS 13 and above) compared to the participation rate for employees with no disabilities in these grades is a trigger.

e. Tables A5 and B5

Table 5 allows comparison of the ratio of employees at each Wage Grade level with the ratio of the total workforce at each level.

Table A5: Participation Rates For Wage Grades by Race/Ethnicity and Sex

Complete and analyze this table in the same manner as A4. Ratios are computed **down** columns.

Table B5: Participation Rates For Wage Grades by Disability

Complete and analyze this table in the same manner as B4. Ratios are computed **down** columns.

f. Tables A6 and B6

In **Table 6**, agencies examine the distribution of each group within major occupations.

Table A6: Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex

Every agency has employees who are in occupations that are essential to the mission of the agency. For example, at the General Accounting Office (GAO) accountants and auditors are mission related occupations and, therefore the job series for accountants (510) and auditors (511) are "major occupations" for GAO. Select five to seven of the agency's major occupations with the largest number of employees.

In the far left column, enter the job series. For each job series, enter the employee distribution numbers and ratios, and the appropriate CLF ratios for the occupational series. (Ratios are calculated **across** each row.) If a group has a participation rate below the CLF, it is a trigger.

Table B6: Participation Rates for Major Occupations - Distribution by Disability

For the same major occupations reported on Table A6, show the distribution by disability category. Compare the distribution ratio for employees with targeted disabilities with the ratio for employees with no disabilities. Lower ratios for employees with targeted disabilities compared to employees with no disabilities are triggers.

g. Tables A7 and B7

Table 7 provides a method for analyzing the effectiveness of current recruitment methods. It allows the agency to determine whether a sufficient number of applications are received from qualified individuals in each group. This Table focuses on the same major occupations reported in Table 6.

Table A7: Applicants and Hires Major Occupations by Race/Ethnicity and Sex

On the first line, enter the job series. Total the information for all job announcements for that occupation/job series. Enter the total number of applications received. On the next two lines, enter the number and ratio of applicants who voluntarily self identified their race/ethnicity and sex. (All ratios equal 100% **across** the rows.) On the next lines, enter the number and ratio of applicants who voluntarily identified and were found to be qualified.

Discrepancies between the ratios of those who self-identified and those who were qualified are triggers indicating the possibility that barriers may exist due to, for example, inadequate recruitment activity or a problem in the screening process. Next, enter the number and ratio of individuals who were selected. A discrepancy between the ratios of those qualified and those selected is a trigger indicating the possibility that a barrier exists (i.e., a disconnect between recruitment and hiring efforts).

Table B7: Applicants and Hires by Disability

As part of a long-standing effort to encourage agencies to hire individuals with severe disabilities, the Federal government provides special hiring options, called Special Appointing Authorities. Schedule A is a Special Appointing Authority. These options are for temporary appointment, with potential for conversion to a permanent, career appointment. Individuals who do not have a visible disability must provide documentation to show that s/he has a severe disability. Thus, applicants for these temporary positions self-identify. Agencies are required to track this information and report it in Table B7. The second line (ratios) is based on the numbers in the first line - the ratios should equal 100% **across** the line. By comparing the number and ratio of applications to the number and ratio of hires, agencies can identify triggers.

Some individuals who apply competitively voluntarily identify themselves as an individual with a disability. Of this group, those with targeted disabilities should be reported here. The ratios should equal 100% **across** the row. A discrepancy between the ratio of those who applied and those hired is a trigger.

h. Tables A8 and B8

Table 8 allows agencies to analyze the cumulative result of hiring decisions.

Table A8: New Hires by Type of Appointment - Distribution by Race/Ethnicity and Sex

When individuals are hired, each must be given a self-identification form to complete. If an individual declines to complete the form, the agency must complete it by visual identification or, if available, information the employee provided previously. Using information from this form, enter the number and ratio of new hires for permanent, temporary, and non-appropriated fund positions. Ratios should total 100% **across** each line. Compare for each group the ratio on each line with their ratio in the CLF, noting any discrepancies as triggers.

Table B8: New Hires by Type of Appointment - Distribution by Disability

Complete this table the same as Table A8. Compare the ratio of individuals with targeted disabilities hired into each type of appointment with the ratios for individuals with no disabilities. Discrepancies indicate triggers.

i. Tables A9 and B9

Table 9 allows analysis of the cumulative result of selections for internal promotion opportunities for the Major Occupations selected for Table 6.

Table A9: Selections for Internal Competitive Promotions for Major Occupations by Race/Ethnicity and Sex

For each of the job series, show the total number and distribution of applications received from existing employees for promotions in this job series. Then show the number and ratio of those who qualified and those who were selected. The last line is for the ratio of employees from each group who are eligible for the vacancies (the relevant applicant pool). All ratios should total 100 percent **across** the row.

Each set of ratios is useful. A discrepancy between the ratios in the relevant applicant pool and the ratios for applicants can indicate a trigger related to the methods used in publicizing the opportunity or perceptions that deterred employees from applying. A discrepancy between ratios of those who were qualified and those who applied is a trigger. It could indicate, for example, that some employees are not receiving commensurate levels of experience or that the selection criteria impact some groups in a adverse manner. A variance between the ratios of those selected and those who are in the relevant applicant pool is also a trigger.

Table B9: Selections for Internal Competitive Promotions for Major Occupations by Disability

This Table should be completed and analyzed in the same manner as Table A9.

j. Tables A10 and B10

Table 10 provides a method for determining whether all groups are receiving career ladder promotions in the same average amount of time.

Table A10: Non-Competitive Promotions - Time in Grade - Distribution by Race/Ethnicity and Sex

In the first two rows, enter the number and ratios of employees in the career ladder who are eligible for a non-competitive promotion (i.e., employees who have not reached the top grade of the career ladder).

The remaining rows are for recording information on the impact of delays in non-competitive promotions. An agency-wide policy to delay career ladder promotions is acceptable, but agencies must watch for situations that lead to delays for certain groups only. Ratios are computed **across** the rows.

To complete this table, the agency must determine its policy for career ladder promotions - what is the minimum amount of time required in grade before a career ladder employee is eligible for a promotion? In the next two rows, enter the number and ratios of employees who have been in their pay grade for the minimum amount of time plus one to twelve months. Then enter the number and ratios of employees who have been in their pay grade for the minimum amount of time plus thirteen to 24 months. In the last two rows, enter the number and ratios of employees who have been in grade for the minimum amount of time plus 25 months or more. Discrepancies between groups indicate a trigger.

Table B10: Non-Competitive Promotions - Time in Grade - Distribution by Disability

Complete Table B10 in the same manner as table A10. Any discrepancies between employees with targeted disabilities and employees with no disabilities are triggers.

k. <u>Tables A11 and B11</u>

Table 11 allows agencies to determine the cumulative impact of selections for senior level positions.

Table A11: Internal Selections for Senior Level Positions (GS 13-14, GS 15, and SES) by Race/Ethnicity and Sex

To complete this form, collect by pay grade the data on internal selections for positions at the GS 13, 14, 15, and SES levels. For each level, list the total number of applications, the distribution (ratio) of applications received, the number of applicants who were found to be qualified for the position, the ratio of those qualified, the number selected for the position, and the ratio of those selected. Ratio (percent) rows should equal 100% **across** the row. On the last line, show the ratios of the relevant pool. The

relevant pool includes all employees in the next lower pay grade and in all series that qualify them for the position(s) announced.

A discrepancy between the ratios of the relevant pool and the distribution (ratios) of groups from whom applications were received, individuals were found to be qualified, or individuals were selected indicate a trigger.

Table B11: Internal Selections for Senior Level Positions (GS 13-14, GS 15, and SES) by Disability

Complete Table B11 in the same manner as Table A11.

l. Tables A12 and B12

Table 12 allows examination of the distribution of opportunities to participate in Career Development programs. Career Development programs are those that, upon completion, qualify a participant for a promotion. One-time training courses that are not part of such a program are not to be included on this form.

Table A12: Participation in Career Development by Race/Ethnicity and Sex

In the first space, enter the number of slots available for career development programs. On the next line, enter the distribution ratios for employees in GS 5 to 12. (Ratios are computed **across** rows.) Then enter the number and ratios for those who applied and for those who were chosen to participate in the career development. Compare the ratios. Repeat the process for GS 13-14 and GS 15-SES employees. Discrepancies between the relevant pool and those who applied or participated is a trigger.

Table B12: Participation in Career Development by Disability

Complete Table B12 in the same manner as Table A12.

m. Tables A13 and B13

The purpose of **Table 13** is to examine the distribution of awards. Time-Off awards are Nature of Action Codes (NOAC) 846 and 847. Cash awards are NOACs 840, 841, 842, 843, 844, 845, 848, 849 and 871.

Table A13: Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex

The first four lines are for time-off awards of nine hours or less. Enter the number and ratio of employees who received time off awards of nine hours or less. Ratios should equal 100% **across** the rows. Then enter the total number of hours given to each group, and the average number of hours. To compute the average number of hours, for each group divide the total hours by the number of employees in the group (from the

first full line). Compare the average number of hours. Discrepancies are a trigger. Complete the rest of the form and analysis in the same manner.

Table B13: Employee Recognition and Awards - Distribution by Disability

Complete and analyze Table B13 in the same manner as Table A13.

n. Tables A14 and B14

Table 14 differentiates between voluntary and involuntary separations to assist agencies in determining the impact of these actions on each group and on the agency. The purpose of Table 14 is to examine the distribution of separations from the permanent workforce. Enter the number and ratio of employees who separated voluntarily (transfer, retirement, etc.) The Nature of Action Codes (NOAC) for voluntary separations are 300, 301, 302, 303, 317. 350, 351, 352, 353, 355, and 390.

Enter the number and ratio of employees who separated involuntarily (disciplinary dismissal). NOACs for involuntary separations are: 304, 312, 330, 357, and 385. Ratios are computed **across** the rows, if the agency experienced a Reduction in Force (RIF) or similar downsizing activity (NOAC 356), add two lines to the Table to report separations due to RIFs separately from the terminations due to performance or disciplinary issues. Add the employee numbers columns to obtain the number of employees for the Total Separations line. Compute the distribution ratios for Total Separations.

Table A14: Separations by Type of Separation - Distribution by Race/Ethnicity and Sex

From Table A1, obtain Permanent Current FY data and ratios, and enter in the Total Workforce lines at the bottom of Table A14. Compare the total work force ratio for each group with the group ratios for voluntary and involuntary separations. A separation ratio higher than the group's Total work force ratio is a trigger.

Table B14: Separations by Type of Separation - Distribution by Disability

Complete Table B14 in the same manner as Table A14. From Table B1, obtain the Permanent Current FY data and ratios, and enter in the Total Workforce lines at the bottom of Table B14. Separation ratios for employees with targeted disabilities that are higher than separation ratios for employees with no disabilities are a trigger.

EEOC FORM 715-01 PART H	*U.S. Equal Employment Opportunity Commission* FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Department of Bureaucracy	FY 2008
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Investigations are not completed within prescribed regulatory timeframes.
OBJECTIVE:	To comply with regulatory timeframes.
RESPONSIBLE OFFICIAL:	Complaints Manager
DATE OBJECTIVE INITIATED:	10/01/2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
• Create an Investigative Timeline Checklist to monitor timely progress of investigations. Progress monitored on a weekly basis.	10/01/2005; Checklist completed; monitoring is ongoing
• Use contractors to complement work of staff and assist with volume of investigations.	09/20/2006; ongoing
• Train staff on gathering sufficient investigative records.	10/26/2005; ongoing
• Develop a plan to complete outstanding quality reviews of draft Reports of Investigation (ROIs.) Review draft ROIs in order of submission and/or by date of expiration of prescribed timeframe. If supplemental work is deemed necessary, request completion within 30-45 calendar days and monitor staff compliance.	10/01/2005; ongoing
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
DOB achieved its goal of completing overdue investigations in early FY 2007. As a result, DOB focused on sustaining this status and completing new investigations within regulatory timeframes. Average processing time continues to decrease as follows: 425 days in FY 2006; 283 days in FY 2007 and 230 days in FY 2008. The goal is to achieve regulatory compliance in FY 2009.	

EEOC FORM
715-01 PART I

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Eliminate Identified Barrier

FY 2008 **Department of Bureaucracy**	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	FY 2008 data shows that Hispanic females are underrepresented at Mid-level (Grades 13-14) and Executive/Senior level (Grades 15 and above) Officials and Managers Occupational Category when compared to their representation of 4.52% in the NCLF. Hispanic females representation is 2.26% of Mid-level grades positions and 1.43% at the Executive/Senior Levels in the DOB workforce. What is the appropriate comparator?
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Representation rates of occupation groups (Tables A 3-1 and A 3-2) and grade levels (Table A 4-1 and A 4-2) were compared to the NCLF. What other data should be considered?
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Hispanic Females may have fewer developmental opportunities to enable them to progress above the Grades 12 level. While Hispanic Females reach entry level supervisory positions slightly above their representation in the NCLF (4.52), their representation at the higher levels decreases dramatically. Has the agency really identified a barrier? What other barriers could exist?
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To increase the representation of Hispanic Females at the GS-13 Level and above in the workforce, including in the Officials and Managers Occupational category. Has the agency identified a policy, procedure, or practice that will change?
RESPONSIBLE OFFICIAL:	Human Resources Center Director and hiring officials Has the agency selected the correct officials?
DATE OBJECTIVE INITIATED:	February 1, 2007
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2009 Is this date realistic?

EEOC FORM
715-01 PART I

EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: **What other activities are needed to remove the barrier(s)?**	**TARGET DATE (Must be specific)**
Identify individuals who may be affected this barrier.	completed
Determine underlying reasons for the low representation of Hispanic Females at the GS 13 and above level.	2/1/2009
Review management development plans with career assistance center and other experts to develop options for addressing identified barriers.	3/30/2009
Use professional women's organizations and colleges/universities to target recruitment activities.	5/29/2009

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

At the end of FY 2007, DOB identified that Black Females were underrepresented in both the Mid-level and Executive/Senior Level Officials and Managers Occupational Category. At the end of FY 2008, the representation of Black Females in these segments of the Official and Managers Occupational Category is above their corresponding participation in the National Civilian Labor Force (NCLF). As well, the representation of Black Females in the First-Level (Grades 12 and Below) segment of the Officials and Managers Occupational Category is above their corresponding representation in the NCLF. Black Females comprise 7.29% of the Executive/Senior Level positions; 10.47% of Mid-level positions; and 22.64% of First-Level positions in DOB compared to their NCLF representation of 5.7%.

DOB hosted a leadership forum at the Annual Blacks in Government National Training Conference. The forum focused on addressing skill gaps and competencies for development of skill enhancements and career advancement opportunities.

Has the agency demonstrated sufficient progress in removing the barrier(s)?