

# RECLAMATION

*Managing Water in the West*

## Equal Employment Opportunity

## Management Directive 715 Plan FY 2011 Accomplishments and FY 2012 Plan



U.S. Department of the Interior  
Bureau of Reclamation  
Policy and Administration  
Civil Rights Division

November 2011



# United States Department of the Interior

BUREAU OF RECLAMATION

Washington, DC 20240

IN REPLY REFER TO:  
84-59000  
ADM-1.10

## MEMORANDUM

To: Director, Office of Civil Rights  
Attn: Ms. Sharon Eller

Through: Anne J. Castle  
Assistant Secretary – Water and Science

From: <sup>ACTING EC</sup> Michael L. Connor  
Commissioner

Subject: Transmittal of the Bureau of Reclamation's Management Directive 715 (MD-715)  
Fiscal Year (FY) 2011 Accomplishment Report and FY 2012 Plan Update

We are pleased to forward Reclamation's MD-715 FY 2011 Accomplishment Report and FY 2012 Plan Update.

The Reclamation Diversity Council, sponsored by the Director of Policy and Administration and chaired by the Deputy Commissioner for Operations, lead the development and preparation of MD-715 and meets regularly to maintain communication on progress of the MD -715 Plan.

This report is also being sent directly to the Equal Employment Opportunity Commission under separate cover.

We look forward to a challenging and successful year. Please direct questions and inquiries to Mr. Dean Teasdale, Manager, Civil Rights Division, at 303-445-3680.

Attachment

*James M. Connor*  
DEC 21

*Dean Murillo*

DEC 15 2011



## United States Department of the Interior

BUREAU OF RECLAMATION  
Washington, DC 20240

IN REPLY REFER TO:  
84-59000  
ADM-1.10

DEC 15 2011

Mr. Dexter Brooks  
Director, Office of Federal Operations  
U.S. Equal Opportunity Employment Commission  
131 M Street, NE  
Washington, DC 20507

Dear Mr. Brooks:

Enclosed is the Bureau of Reclamation's fiscal year (FY) 2011 Management Directive 715 (MD-715) Accomplishments and FY 2012 Plan. We are submitting this report concurrently to Sharon Eller, Director, Department of the Interior, Office of Civil Rights.

Reclamation's Diversity Council (RDC) used their first quarterly meeting to prepare this year-end report. The RDC is currently chaired by David Murillo, the Deputy Commissioner for Operations, along with other senior managers representing every region and office.

We look forward to implementing the initiatives outlined in the report and taking progressive steps that will lead to a model Equal Employment Opportunity Program.

Please direct questions and inquiries to Mr. Dean Teasdale, Civil Rights Division, 303-445-3680.

Sincerely,

*DAVID MURILLO*  
ACTING FOR  
Michael L. Connor  
Commissioner

Enclosure

cc: Ms. Sharon D. Eller  
Director, Office of Civil Rights  
Department of the Interior  
1849 C Street, NW, Suite 5214  
Washington, DC 20240  
(w/o encl)

# MD-715 Plan

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FY 2011 Accomplishments  
FY 2012 Update

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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, 2010 to September 30, 2011 Status Report  
And Fiscal Year 2012 Plan Update**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. U.S. Department of the Interior</b>	
	1.a. 2 <sup>nd</sup> level reporting component		<b>The Bureau of Reclamation</b>	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. Denver Federal Center, Bldg. 67 PO Box 25007</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Denver, Colorado 80225-0007</b>	
	<b>4.CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. IN-07</b>	<b>5.</b>
<b>PART B</b>  Total Employment	1. Enter total number of permanent full-time and part-time employees		<b>1. 5134</b>	
	2. Enter total number of temporary employees		<b>2. 298</b>	
	3. Enter total number employees paid from non-appropriated funds		<b>3. Not Applicable</b>	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>4. 5432</b>	
<b>PART C</b>  Agency Official(s) Responsible for Oversight of EEO Programs	1. Head of Agency Official Title		<b>1. Commissioner</b>	
	2. Agency Head Designee		<b>2. Michael L. Connor</b>	
	3. Principal EEO Manager/Official Official Title/series/grade		<b>3. Dean W. Teasdale Civil Rights Manager Civil Rights Division GS-0260-15</b>	

	4. Title VII Affirmative EEO Program Official	<b>4. Minoo Mostafavifar</b>	
	5. Section 501 Affirmative Action Program Official	<b>5. Brian Sutherland</b>	
	6. Complaint Processing Program Manager	<b>6. Lorraine Bobian</b>	
	7. Other Responsible EEO Staff	<b>7. Rebecca Montoya, Duriye Powell, D. Zakeia Walker</b>	
<b>PART D</b>  List of Subordinate Components Covered in this Report	<b>Subordinate Component and Location (City/State)</b>		<b>CPDF and FIPS codes</b>
	<b>Pacific Northwest Region</b>		<b>IN-07-01</b>
	<b>Mid-Pacific Region</b>		<b>IN-07-02</b>
	<b>Lower Colorado Region</b>		<b>IN-07-03</b>
	<b>Upper Colorado Region</b>		<b>IN-07-04</b>
	<b>Great Plains Region</b>		<b>IN-07-06</b>
	<b>Denver Office</b>		<b>IN-07-08</b>
	<b>Washington Office</b>		<b>IN-07-09</b>
<b>EEOC FORMS and Documents Included With This Report</b>			
*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 Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	<b>NA</b>
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	✓	*Organizational Chart	✓

## EXECUTIVE SUMMARY

### Agency's Mission and Mission Related Functions

The Bureau of Reclamation is the largest wholesaler of water in the United States, our mission is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public. We deliver water to more than 31 million people, and provide 1 of 5 Western farmers (140,000) with irrigation water for 10 million acres of farmland that produce 60 percent of the nation's vegetables and 25 percent of its fruits and nuts. Reclamation is also the second largest producer of hydroelectric power in the western United States. Our 58 power plants annually provide more than 40 billion kilowatt hours, generate nearly a billion dollars in power revenues, and produce enough electricity to serve 6 million homes.

Reclamation employs 5,432 permanent and temporary employees in various occupations and grades. Reclamation is structured in 5 Regional Offices that service 19 area offices and 26 field offices, and an office in Denver, Colorado, which serves as the headquarters division in conjunction with the Washington, DC Office.

The Reclamation Diversity Council (RDC) is diversely comprised of senior executives and managers from all geographic regions/offices and occupations throughout Reclamation. The RDC, met in Denver November 2 and 3, 2011, to prepare this Accomplishment Report and Plan Update. While EEO and HR professionals actively participate to provide technical assistance, the RDC members are chartered with lead responsibility for execution of the MD-715. In Fiscal Year (FY) 2011, the RDC met in the months of January, February, April, August, and November to track progress and maintain communication.

Below are FY 2011 accomplishments and FY 2012 strategies:

- While the workforce grew in FY 2011, Reclamation did not increase the participation rates of women and minorities as compared to the national civilian labor force. Reclamation demonstrated participations rate increases in African-American males (1.3% to 1.4%) and females (1.7% to 1.8%) and Asian males (1.7% to 1.9%) and females (1.1% to 1.2%).
- A SharePoint Calendar was established, to track and document all outreach and recruitment events on a Reclamation wide basis. This is a medium to effectively utilize available human and financial resources and to promote a corporate approach to outreach and recruitment.
- The Reclamation Manual Release on Pre-Recruitment Consultation (PRC), HRM 04-04 was revised to include newly released Executive Orders to the authorities section, clarified responsibilities of hiring officials and servicing Equal Employment Opportunity (EEO)/Civil Rights and Human Resources (HR) professionals, and expanded the procedures to ensure consistency across Reclamation. Additionally, information on tracking and reporting demographic group information to use in analyzing and evaluating the PRC process.
- Reclamation realized a numeric net gain in the number of permanent employees with targeted disabilities though the workforce participation rate remained 1.5 percent. The FY 2012 Plan goal of hiring 13 individuals with targeted disabilities will remain the same.
- In FY 2012, managerial training will be used to increase the awareness level of Alternative Dispute Resolution (ADR) and Reasonable Accommodations processes.
- The Reclamation Career Mentoring Program has successfully completed its first year with 15 mentorees and will be expanded in FY 2012.

The attached is a corporate MD-715 Report and Plan. All regions and offices reported best practices utilized in FY 2011 and the following is a sampling of those activities:

1. Pacific-Northwest (PN) Region

- Of 176 Title VII contacts in FY 2011, 82% (145) were resolved during the pre-complaint stage.
- All 136 managers and supervisors completed mandatory EEO and Diversity training.
- New supervisors and managers are given an overview of EEO in their new supervisor training.
- New employees are given an introduction to EEO as part of new employee orientation.
- The Aspiring Leaders Developmental Program was opened to employees at the GS-7-9-11 level.
- Eleven employees attended the local Hispanics Youth Symposium designed to encourage Hispanic teens to seek brighter futures for themselves and their families by staying in school.
- Resource and Technical Services division developed and piloted a career developmental program to expose and develop young professionals in various occupation fields.
- Several members of PN's Board of Directors have applied to be mentors in the Mentoring Program.
- An "Open Dialogue" SharePoint site was created for employees to communicate with senior management through the PN Board of Directors.
- The new "What Diversity means to me. . ." feature has been added as a standing topic in the PN Board of Director's update video. The purpose of the video is to share relevant leadership decisions and information with PN employees.

2. Mid-Pacific (MP) Region

- Over 160 managers and supervisors completed over 1700 hours of EEO and Diversity training, including ADR training.
- Office of Equal Opportunity conducted 105 Pre-Recruitment consultations.
- Office of Equal Opportunity offered ADR to 100% of current employees who entered the EEO Complaint process.
- Office of Equal Opportunity conducted 7 "in-person" EEO/Diversity training sessions to include ADR topic for the non-supervisory staff in the Regional Office, and 4 sessions in the Area/Field offices.
- Office of Equal Opportunity made presentation at every new employee orientation during FY 2011.
- All pre-complaint counseling activities and processing formal complaints of discrimination, including investigations, were completed within the regulatory time frames – 100% compliance.
- MP participated in an outreach event Heroes Hiring Heroes in Albuquerque, NM, which targeted over 1500 veterans.
- All vacancy announcements are sent to the State of California Department of Rehabilitation to promote hiring individuals with disabilities.
- MP received an award from State of California Department of Rehabilitation which highlighted their partnership.

3. Lower Colorado (LC) Region

- MD-715 program information and workforce data was cascaded down to first-line supervisors.
- A Diversity Advocacy Team has been established by the Regional Diversity Team who assists in outreach and recruitment events.
- Seventeen of the twenty-one students hired during the 2011 Summer Experience have been retained.
- 773 or 87% of non-manager employees were trained in EEO and Diversity related topics.
- Analysis of Pre-Recruitment Consultations show 27% selections were of minority representation, 48% selections were of female gender.
- Increased minority and female representation in the pipeline for higher management.
- 42 or 51% of non-EEO related issues were resolved through some form of mediation.
- A partnership with the Nevada State Division of Vocational Rehabilitation has been established to promote the hiring of individuals with disabilities.

4. Upper Colorado (UC) Region

- The Regional Diversity Council was changed to the Upper Colorado Diversity Action Team and is working to further engage management in diversity outreach and recruitment efforts.
- The UC region engaged with local high schools as part of the Presidential Youth Initiative.
- Sponsored and participated in a weeklong Nature High Summer Camp. The target recruitment for attendance to this camp is in highly populated diverse communities. It introduces students to “a day in the life” of a natural resource professional.
- Youth hires exceeded the goal and the region established relationships with two local high schools.
- EEO Policy is presented to new supervisors and managers in a personalized EEO visit.
- A rotational career development program is being piloted to give employees the opportunity to experience occupational fields outside their current position.
- Instituted a mentoring program in the Albuquerque Area Office and made it now available throughout the UC Region.
- Utilized a Workforce Planning Tool which is a quantifiable means of tracking succession planning needs and skill gap analysis. HR Specialists meet with managers and supervisors on a regular basis and use this tool to identify and discuss future workforce trends.
- Provided a three day leadership course available to all employees in the region. The goal of this training is to lead and provide opportunities for employees to attain the skills they need in order to excel now and in the future

5. Great Plains (GP) Region

- Developed a special outreach relationship with the Montana Department of Labor and Industry, Billings Job Service Office, and Helena Job service Office to advertise position vacancies to veterans, including disable veterans.
- Twenty six SCEP hires representing four underrepresented groups: Hispanic/Latino, Black/African American, Asian/Pacific Islander, and American Indian/Alaskan Native.
- Eleven apprentices hires representing two underrepresented groups (Black/African American, and American Indian/Alaskan Native) mentored by journeymen in their craft.
- The new employee orientation is revamped to better educate and inform new employees.
- Seven mentees and seven mentors participated in a formal mentoring program to assist employees in achieving career goals.
- A comprehensive Special Emphasis/Diversity training page was added to GP’s Diversity Committee webpage. The page offers employees a broad selection of topics and training opportunities that can count for annual training requirements.
- *EEO News You Can Use* feature on the Regional Intranet homepage, which has three brief news items targeted to all GP Staff, is updated monthly to educate employees of EEO related topics.

6. Denver & Washington Offices

- Established a Diversity and Recruiting Task Force that includes managers from all Denver Office directorates.
- Two students of Project Search, an internship opportunity for youth/students with disabilities, were placed in the Washington D.C. Office.
- Technical Services Center piloted a relationship with the National Technical Institute for the Deaf and participated at their fall career fair.
- Provided work experience to a total of four youth from the City and County of Denver Summer Youth Employment Program and four youth from the Denver School of Science and Technology representing two underrepresented groups: Hispanic/Latino and Black/African American.
- Educated students at East High School of Denver, CO and Think BIG Youth Forum of Colorado Springs, CO on resume writing, student programs within the Federal Government, and applying for Federal employment.
- Three hires resulted from the National Society of Black Engineers (NSBE) in St. Louis, MO representing two underrepresented groups (Black/African American and Asian).
- Senior management of the Technical Services Center participated at the Society of Hispanic Professional Engineers (SHPE) regional and national conferences leadership panels. Staff participated on leadership employer panels, provided technical workshops to attendees and

presented workshops on how to apply for Federal employment using USAJobs and creating an effective Federal resume.

- Participated in several targeted outreach including, Historically Black Colleges and Universities National Conference in Washington D.C., Haskell Indian University Career Fair, Lawrence, Kansas, a member of Tribal Colleges and Universities, and National Conference for Minorities in Agriculture, Natural Resources, and Related Sciences.
- A total of three hires from the Wounded Warrior and VET2FED programs.
- HR Division expanded new employee on-boarding to include EEO and Diversity.

Reclamation looks forward to the new initiatives and challenges outlined for FY 2012. We are confident that through the active leadership of the RDC, and support of the Reclamation's Leadership Team, we will develop new strategies and continue to make progress toward a model EEO program.

EEOC FORM  
715-01 PART F

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS  
REPORT**

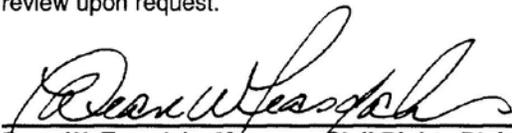
**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **Dean W. Teasdale**, am the Acting Principal EEO Manager for the Bureau of Reclamation.

The agency has conducted an annual self assessment of Section 717 and Section 501 programs against the essential elements, as prescribed by EEOC MD-715. If an essential element was not fully compliant with the standards of EEOC 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 also has 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.

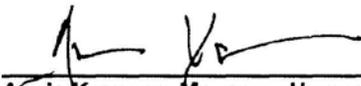


**Dean W. Teasdale, Manager, Civil Rights Division**

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

12/14/11

Date

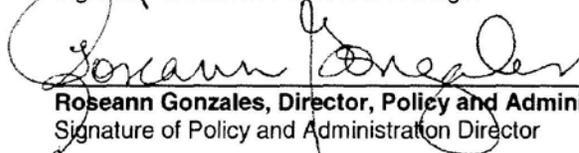


**Ansis Kaugars, Manager, Human Resources Division**

Signature of Human Resources Manager

12/14/11

Date



**Roseann Gonzales, Director, Policy and Administration**

Signature of Policy and Administration Director

12/13/11

Date

ACTING FOR



**Michael L. Connor, Commissioner**

Signature of Agency Head or Agency Head Designee

12-15-2011

Date

<b>EEOC FORM 715-01 PART G</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  BUREAU OF RECLAMATION FISCAL YEAR 2011</b>			
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>1. The Agency Head was installed on <b>May 21, 2009</b>.</b> <b>2. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? <b>Issue Date - October 4, 2011</b></b>  If no, provide an explanation.		<input checked="" type="checkbox"/>		Commissioner Connor was confirmed 5-21-09 and issued a policy memo dated 09-16-09.
<b>3. During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually?</b> If no, provide an explanation.		<input checked="" type="checkbox"/>		EEO Policy has been re-issued to all employees on 11-29-10 and 10-4-11.
<b>4. Are new employees provided a copy of the EEO policy statement during orientation?</b>		<input checked="" type="checkbox"/>		
<b>5. When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?</b>		<input checked="" type="checkbox"/>		

 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>6.</b> Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		<input checked="" type="checkbox"/>		
<b>7.</b> Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		<input checked="" type="checkbox"/>		
<b>8.</b> Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>		<input checked="" type="checkbox"/>		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>9.</b> Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		<input checked="" type="checkbox"/>		
<b>a.</b> Resolve problems/disagreements and other conflicts in their respective work environments as they arise?		<input checked="" type="checkbox"/>		
<b>b.</b> Address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		<input checked="" type="checkbox"/>		
<b>c.</b> 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?		<input checked="" type="checkbox"/>		

d. Ensure full cooperation of employees under his/her supervision with EEO Office officials such as EEO Counselors, EEO Investigators, etc.?	✓		
e. Ensure a workplace that is free from all forms of discrimination, harassment, and retaliation?	✓		
f. 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?	✓		
g. Ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	✓		
h. Ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	✓		
10. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	✓		<b>#11-New Employee Orientation, Ethics Training, No-FEAR Training, Employee Newsletters, and Annual Performance Discussions</b>
11. Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
12. 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?	✓		
13. Have managers and supervisors 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.**

 <b>Compliance Indicator</b>	<b>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.</b>	Measure has been met		<b>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.</b>
		Yes	No	
 <b>Measures</b>				
<b>14. Is the EEO Manager under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]</b> For subordinate level reporting components, is the EEO Manager/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?)		✓		On critical issues, EEO manager/officer has unrestricted access to the senior executive of the organization.
<b>15. Are the duties and responsibilities of EEO officials clearly defined?</b>		✓		
<b>16. Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?</b>		✓		
<b>17. If the agency has 2<sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO Programs?</b>		✓		
<b>18. If the agency has 2<sup>nd</sup> level reporting components, does the agency-wide EEO Manager have authority for the EEO Programs within the subordinate reporting components?</b>		✓		
If not, please describe how EEO Program authority is delegated to subordinate reporting components.				

 Compliance Indicator	<p style="text-align: center;"><b>The EEO Manager 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.</b></p>	Measure has been met		<p>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.</p>
 Measures		Yes	No	
<p><b>19.</b> Does the EEO Manager/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?</p>		✓		
<p><b>20.</b> Following the submission of the immediately preceding FORM 715-01, did the EEO Manager/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?</p>		✓		
<p><b>21.</b> 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?</p>		✓		
<p><b>22.</b> Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and realignments?</p>		✓		
<p><b>23.</b> 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? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b></p>		✓		
<p><b>24.</b> Is the EEO Manager 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?</p>		✓		

 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>25.</b> Does the EEO Manager 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?		✓		
<b>26.</b> 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?		✓		
<b>27.</b> Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		✓		See Part H for improvement initiatives.
<b>a.</b> Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		✓		
<b>b.</b> Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		✓		
<b>c.</b> 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		✓		
<b>28.</b> 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?		✓		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>29.</b> 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?		✓		

<b>30.</b> 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?)	✓		
<b>31.</b> Has funding been secured for publication and distribution of EEO materials (e.g., harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	✓		
<b>32.</b> Is there a central fund or other mechanism for funding supplies, equipment, and services necessary to provide disability accommodations?	✓		
<b>33.</b> Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	✓		
<b>34.</b> Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	✓		
<b>a.</b> Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO Offices? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>	✓		
<b>b.</b> Is there sufficient funding to ensure that all employees have access to this training and information?	✓		
<b>35.</b> Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	✓		
<b>a.</b> for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	✓		
<b>b.</b> to provide religious accommodations?	✓		
<b>c.</b> to provide disability accommodations in accordance with the agency's written procedures?	✓		
<b>d.</b> in the EEO discrimination complaint process?	✓		
<b>e.</b> to participate in ADR?	✓		

<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>			
<b>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.</b>			
 <b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to</b>	<b>Measure has been</b>	<b>For all unmet measures, provide a</b>

	<b>managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>met</b>		<b>brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>36.</b> Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		✓		
<b>37.</b> 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?		✓		
 <b>Compliance Indicator</b>	<b>The Human Resources Manager and the EEO Manager 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)]</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>38.</b> Have timetables 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?		✓		
<b>39.</b> Have timetables 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?		✓		
<b>40.</b> Have timetables 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?		✓		
 <b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>41.</b> Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		✓		

<p><b>42.</b> 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?</p>	<p>✓</p>		
<p><b>43.</b> Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?</p>	<p>✓</p>		
<p>If so, cite number found to have discriminated and list penalty/disciplinary action for each type of violation.</p> <p>#43 – In Fiscal Year 2011, there was one finding of discrimination. The Department, Office of Civil Rights (OCR) ordered that the three management officials take the required training administered by OCR staff and the management officials be disciplined accordingly. Since the timing of the Final Order one management official is now deceased and the remaining two management officials have been disciplined. Of the two remaining management officials, one manager has received a letter of counseling and the other manager received a letter of reprimand.</p>			
<p><b>44.</b> 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?</p>	<p>✓</p>		
<p><b>45.</b> Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?</p>	<p>✓</p>		

<b>Essential Element D: PROACTIVE PREVENTION</b>				
<b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		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.
 <b>Measures</b>		Yes	No	
	<b>46.</b> Do senior managers meet with and assist the EEO Manager and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	✓		
	<b>47.</b> 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?	✓		
	<b>48.</b> Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	✓		
	<b>49.</b> Are trend analyses of workforce profiles conducted by race, national origin, sex, and disability?	✓		
	<b>50.</b> Are trend analyses of the workforce's major occupations conducted by race, national origin, sex, and disability?	✓		
	<b>51.</b> Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex, and disability?	✓		
	<b>52.</b> Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex, and disability?	✓		
	<b>53.</b> Are trend analyses of the effects of management/personnel policies, procedures, and practices conducted by race, national origin, sex, and disability?	✓		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution(ADR) is encouraged by senior management</b>	<b>Measure has been met</b>		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.
 <b>Measures</b>		Yes	No	
	<b>54.</b> Are all employees encouraged to use ADR?	✓		

55. Is the participation of supervisors and managers in the ADR process required?	✓		
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**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	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report.
		 Measures	Yes	
		✓		
56. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		✓		
57. Has the agency implemented an adequate data collection and analysis system that permit tracking of the information required by MD-715 and these instructions?		✓		Currently accessing MD-715 reports from National Business Center (NBC) Datamart system which is linked to the Federal Payroll and Personnel System (FPPS). The Department is working with NBC to link the data to the FIRES system.
58. 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?		✓		
59. 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?		✓		
60. Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		✓		
 Compliance Indicator	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report.
		 Measures	Yes	

<b>61.</b> Does the agency use a complaint tracking and monitoring system that allows identification of the location, status of complaints, and length of time elapsed at each stage of the agency's complaint resolution process?		✓		
<b>62.</b> 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?		✓		
<b>63.</b> Does the agency hold contractors accountable for delay in counseling and investigation processing times?		✓		
<p>If yes, briefly describe how:</p> <p>Payment for investigations may be reduced; continued problems could result in loss of future business.</p>				
<b>64.</b> 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?		✓		
<b>65.</b> 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?		✓		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>66.</b> Are benchmarks in place which compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		✓		
<b>a.</b> 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?		✓		
<b>b.</b> Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		✓		
<b>c.</b> Does the agency complete the investigations within the applicable prescribed time frame?		✓		
<b>d.</b> When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		<b>N/A</b>	<b>N/A</b>	The Department OCR issues all Final Agency Decisions.

e. 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?		✓		
f. When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		✓		
g. Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		✓		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
67. 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?		✓		
68. 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?			✓	See Part H for improvement initiatives.
69. After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		✓		
70. Does the responsible management official directly involved in the dispute have settlement authority?		✓		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
71. 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?		✓		
72. 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)?		✓		

73. 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?		✓		
74. Do the agency's EEO programs address all of the laws enforced by the EEOC?		✓		
75. 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?		✓		
76. Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		✓		
77. Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		✓		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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.</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
78. 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?		N/A	N/A	Not Applicable. Department OCR will respond.
79. Does the agency discrimination complaint process ensure a neutral adjudication function?		N/A	N/A	Not Applicable. Department OCR will respond.
80. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		N/A	N/A	Not Applicable. Department OCR will respond.

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b>				
<b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		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.
 <b>Measures</b>		Yes	No	
81. 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?		✓		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		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.
 <b>Measures</b>		Yes	No	
82. Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		✓		
a. Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		✓		
b. Are procedures in place to promptly process other forms of ordered relief?		✓		
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		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
 <b>Measures</b>		Yes	No	
83. 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.				

All supervisory performance standards include an EEO/Diversity element.			
<b>84.</b> 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.			
<b>85.</b> Have the involved employees received any formal training in EEO compliance?	✓		
<b>86.</b> Does the agency promptly provide to the EEOC the following documentation for completing compliance:	✓		
<b>a.</b> 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?	✓		
<b>b.</b> Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	✓		
<b>c.</b> 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?	✓		
<b>d.</b> Compensatory Damages: The final agency decision and evidence of payment, if made?	✓		
<b>e.</b> 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?	✓		
<b>f.</b> Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	✓		
<b>g.</b> 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.	✓		

<p><b>h. Supplemental Investigation:</b> 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).</p>	✓		
<p><b>i. Final Agency Decision (FAD):</b> FAD or copy of the complainant's request for a hearing.</p>	✓		
<p><b>j. Restoration of Leave:</b> Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.</p>	✓		
<p><b>k. Civil Actions:</b> A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.</p>	✓		
<p><b>l. Settlement Agreements:</b> Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.</p>	✓		

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>BUREAU OF RECLAMATION</b>		<b>FY 2012</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p><b>Essential Element B – Integration of EEO into the Agency’s Strategic Mission</b> Requires the agency’s EEO Program 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.</p> <p><b>Compliance Indicator</b> – The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</p> <p><b>Measures #27</b> – Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed? A.) Federal Women’s Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204 B.) Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204 C.) 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</p>	
OBJECTIVE:	To strengthen Special Emphasis Programs Reclamation-wide in the Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager and assure the target group has full participation throughout the work force.	
RESPONSIBLE OFFICIAL:	Civil Rights Manager Human Resources Manager	
DATE OBJECTIVE INITIATED:	November 2, 2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1. The Civil Rights Division (CRD) will collaborate with Reclamation’s five regional offices and Denver Office to ensure that the Special Emphasis Programs for Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager are fulfilling all aspects of a model SEP.	September 30, 2012	

EEOC FORM  
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*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>BUREAU OF RECLAMATION</b>		<b>FY 2012</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p><b>Essential Element E – Efficiency</b> 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.</p> <p><b>Compliance Indicator</b> – 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.</p> <p><b>Measures #68</b> – 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?</p>	
OBJECTIVE:	To train all current and new supervisors and managers on the use of ADR in the EEO complaint process and inform them of their responsibilities in the ADR process.	
RESPONSIBLE OFFICIAL:	Civil Rights Manager Human Resources Manager	
DATE OBJECTIVE INITIATED:	November 2, 2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. ADR training will be included in the supervisory annual EEO/Diversity training requirement throughout Reclamation.	September 30, 2012	
2. Reclamation will train its newly appointed managers and supervisors in their role and responsibilities in the EEO complaints process.	September 30, 2012	
3. The Department is developing mandatory training for new/or new to the Department supervisors and managers that will include ADR in the curriculum.	September 30, 2012	

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*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan to Attain the Essential Elements of a Model EEO Program**

<b>BUREAU OF RECLAMATION</b>		<b>Closed in FY 2011</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p><b>Essential Element E – Efficiency</b> 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.</p> <p><b>Compliance Indicator</b> – The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</p> <p><b>Measures #76</b> – Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD715 standards?</p>	
OBJECTIVE:	Determine the best course of action to track recruitment efforts for potential barrier analysis. In addition, continue to ensure that appropriate staffs are adequately trained to access MD-715 data tools.	
RESPONSIBLE OFFICIAL:	Civil Rights Manager Human Resources Manager Reclamation Diversity Council (RDC)	
DATE OBJECTIVE INITIATED:	October 21, 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2011	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE	
1. The CRD and HR Training Office will schedule and monitor training for HR and EEO staffs in MD-715 data products offered by the National Business Center.	Completed	
2. The Department OCR has implemented eVersity, a new data collection system that supports MD-715. Reclamation’s CRD will assist in the implementation and training of appropriate bureau users.	Removed due to Departments decision to no longer use eVersity.	
3. HR and EEO will analyze results of the Pre-Recruitment Consultations conducted throughout Reclamation for continued improvement and identification of trends and potential triggers.	Completed	

<b>REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE</b>	
<p>Activity #1 has been completed and closed in FY 2011. A Reclamation-only class was conducted at the National Business Center in May 2011. The training was attended by 13 EEO and HR staffs from the Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains regions as well as the Denver Office. The class provided instruction on accessing newly released MD-715 tables and files.</p> <p>In addition, Advanced Barrier Analysis training was conducted by the staff of the EEOC on July 12-14, 2011 in Denver, CO. Again, this was a Reclamation-only class attended by over 20 EEO, HR and administrative employees. Participation also included five members of Reclamation's Diversity Council.</p> <p>Activity #3 has been completed and closed in FY 2011. The RDC conducted a survey to hiring officials to enhance the pre-hiring consultations, resulting in a rewrite of the Pre-Hiring Consultations Directive and Standard (D&amp;S) HRM-04-04 to enhance the process. (See attached D&amp;S HRM 04-04) Reclamation has implemented pre-hiring consultations Reclamation-wide successfully with a reported 100% participation rate. Reclamation has created a required question in the Monster's Enterprise Hiring Management, HireMe application system to identify where applicants are learning of job vacancies.</p>	

EEOC FORM  
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*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan to Eliminate Identified Barrier**

<b>BUREAU OF RECLAMATION</b>		<b>FY 2012</b>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	<b><u>Separation</u></b> Data in tables A-14 and B-14 indicated a high separation rate of all EEO groups.	
Provide a brief narrative describing the condition at issue.		
<b>BARRIER ANALYSIS:</b>	Analyzed tables A-14 and B-14 and determined that retirement was the most frequent reason for voluntary separation while resignation was the second most frequent cause.	
Provide a description of the steps taken and data analyzed to determine cause of the condition.		
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	An initial analysis revealed that resignations are the second highest reason for voluntary separation.	
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		
<b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop an exit interview to utilize throughout Reclamation and conduct a detailed analysis of reasons employee's resign.	
<b>RESPONSIBLE OFFICIAL:</b>	Civil Rights Manager Human Resources Manager	
<b>DATE OBJECTIVE INITIATED:</b>	November 2, 2011	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2013	

### EEO Plan to Eliminate Identified Barrier

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
1. The HR Offices will develop an exit interview to utilize across Reclamation to survey employees' reasons for separation.	September 30, 2012
2. The CRD will collect and analyze the results of the exit interviews in search of outstanding triggers.	September 30, 2013

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**

<b>BUREAU OF RECLAMATION</b>		<b>Modified for FY 2012</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p>	<p><b><u>Hiring and Placement</u></b> Data indicate that participation rates in higher-graded positions do not reflect the Civilian Labor Force (CLF).</p>	
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Analyzed workforce Table A4-1, "Participation Rates for General Schedule Grades" and observed many groups are either absent or below their CLF participation rate.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Data will be collected and analyzed to determine if there is a barrier unique to diversity at higher grade levels that needs action separate from those taken above to improve diversity in all positions.</p>	
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase participation rates in higher-graded positions.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Civil Rights Manager Human Resources Manager Reclamation Diversity Council (RDC)</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>October 21, 2010</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2012</p>	

## EEO Plan to Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
1. <u>Modified for FY 2012</u> : The sub-team will complete Phase III of the barrier analysis focused on higher graded positions to determine if barriers to diversity exist.	September 30, 2012
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	
<p><b>Accomplishments</b></p> <p><b>Barrier Analysis was completed and resulted in the following findings:</b></p> <ul style="list-style-type: none"> <li>• The average grade of women and minorities was lower than their male and non-minority counterparts</li> <li>• Leadership Development Programs are not consistent across Reclamation.</li> <li>• There is low minority participation in Leadership Development Programs at the GS-12 level.</li> <li>• Selecting officials who advertised GS-12 and 13 vacancies over a two year period primarily selected internal (Merit Promotion) candidates even though the vacancies were also advertised externally.</li> <li>• The majority of the applicants were White Males.</li> </ul> <p><b>2012 Modifications</b></p> <p>Phase III</p> <ul style="list-style-type: none"> <li>• Identify upward mobility positions and apprenticeship positions advertised in FY 2010 and FY 2011, i.e. GS-7-9-11, including FCIP by RNO/Gender/Disability.</li> <li>• Identify RNO/Gender/Disability of non-competitive Schedule A and Veterans Program Appointments made in FY 2010 and FY 2011. Focus on GS-7-9-11.</li> <li>• Review RNO/Gender/Disability profile of Labor/Trades positions at the Journeyman level and above. The journeyman level is the feeder group to Foreman I, Supervisor II and potentially Division level positions.</li> <li>• Examine the Reclamation Leadership Development Program to identify participation rates and future career developmental placement of graduates.</li> </ul>	

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**EEO Plan to Eliminate Identified Barrier**

<b>BUREAU OF RECLAMATION</b>		<b>Closed in FY 2011</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p>	<p><b><u>Recruitment and Retention</u></b> A comparative analysis of Reclamation's current participation rates shows representation of eight gender, race and ethnicity groups continue to be below the CLF. These groups are: Asian men, Asian women, Black men, Black women, Hispanic men, Hispanic women, White women, and Women of Two or More Races.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The Corporate Committee analyzed Workforce Tables A1 – Total Workforce – Distribution by Race/Ethnicity and Sex; A2 - Workforce by Component, Permanent Employees Only – Distribution by Race/Ethnicity and Sex, and noted those groups that were below the CLF; Workforce Table A8 – New Hires by Type of Appointment, Permanent and Temporary Workforce; utilization of hiring tools including STEP/SCEP, FCIP, Recruitment and Relocation incentives; and interviews with HR and EEO professionals.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Current recruitment practices are not yielding accessions in groups with low participation rates.</p>	
<p><b>OBJECTIVE:</b> State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To increase the participation rate of the eight groups identified above in the application and selection stages.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Civil Rights Manager Human Resources Manager</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>October 21, 2010</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 30, 2012</p>	

### EEO Plan to Eliminate Identified Barrier

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>1. <u>Modified for FY 2011:</u>            a. HR and EEO will define methods of tracking outreach and recruitment,            b. HR will gauge whether Pre-Recruitment Consultations have changed recruitment results and report quarterly.</p>	Completed
<p>2. <u>Modified for FY 2011:</u> Data regarding retention factors will be collected and analyzed for the purpose of developing a retention strategy. This activity includes employees with targeted disabilities. Findings will be provided to the RDC quarterly.</p>	Completed
<p>4. Modify supervisory training to raise awareness of hiring tools and special emphasis and outreach initiatives, e.g., web training, management meetings, individual consultations, etc.</p>	Completed
<p>5. <u>Modified for FY 2011:</u> Institutionalizing best practices. For example, enhancement of the apprenticeship program was identified and completed in FY2010. The RDC will identify further programs or practices for FY2011.</p>	Completed
<p>6. <u>Modified for FY 2011:</u> A subgroup has been established to conduct barrier analysis on the utilization of STEP and SCEP to increase participation rates. The subgroup will develop an outline by 01-11-2011 and complete the activity by 09-30-11.</p>	Completed
<p>7. <u>Modified for FY 2011:</u> Develop a Targeted Recruitment Plan that implements a strategy for a corporate approach to outreach and recruitment. This activity is assigned to the Denver HR Office.</p>	Completed

#### **REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:**

Activity #1a was completed and closed in FY 2011. A SharePoint Calendar has been developed by the CRD to allow Reclamation wide communication regarding outreach and recruitment efforts. This is a medium to share resources, utilize financial resources efficiently and to enhance into a corporate approach to outreach and recruitment.

Activity #1b was completed and closed in FY 2011. Implementation of the Pre-Hiring Consultation D&S resulted in regions and offices conducting pre-hiring consultations at 100% capacity. The RDC conducted a survey of hiring officials to enhance the pre-hiring consultations, resulting in a rewrite of the Pre-Hiring Consultation (D&S HRM 04-04) to enhance the process. (See attached D&S HRM 04-04) Reclamation has created a required question in the Monster's Enterprise Hiring Management, HireMe application system to identify where applicants are learning about Reclamation's job vacancies.

Activity #2 was completed and closed in FY 2011. The Denver Office met in separate sessions with interns, and

students, to ask about their initial experiences and thoughts about employment with Reclamation including the application process. Reclamation listened to replies regarding questions of their application process, on-boarding, quality of worklife, supervisory support, and what would make Reclamation more enticing to future candidates. Findings will continue to be provided to the RDC quarterly.

Activity #4 was completed and closed in FY 2011. All Special Observances programs have been consistently observed throughout Reclamation. The CRD was asked to host their Martin Luther King, Jr. training event to Bureau of Land Management's national and Colorado state offices as a training event for their employees. CRD mirrored the Department's Multi-Cultural Event which included participation from other Interior agencies. CRD provided several Diversity training sessions, which included Schedule A hiring, to managers and supervisors. The Supervisors Toolbox and the Hiring Notebook are on the HR intranet site as a resource to hiring officials.

Activity #5 was completed and closed in FY 2011. Through the RDC best practices have been identified.

- A SharePoint Calendar has been developed to communicate training opportunities for those in the apprenticeship program.
- The Pacific Northwest Region expanded its leadership development program to GS-7 level.
- The Mid-Pacific Region led the recruiting event in Albuquerque, NM Heroes Hiring Heroes which targeted veterans.
- The Lower Colorado Region engages its first level management and above to participate in the Management Directive 715.
- The Upper Colorado Region personally gets in touch with new supervisors and managers to discuss the EEO process.
- The Great Plains Region highlights News you can Use on its intranet home page.
- The Denver Office hosted a mini-career fair during the Individuals with Disabilities event to engage the local community.
- The Washington D.C. Office initiated a relationship with Project Search, a program that brings in students ages 18-25 with targeted disabilities.

Activity #6 was completed and closed in FY 2011. The barrier analysis revealed no apparent barriers with Reclamation's implementation of the programs. The sub-team endorsed expanding the use of the programs based on their effectiveness and the positive responses from the program participants. Data from the SCEP and STEP programs showed:

- Higher participation rates for students in most low participation rate categories (minority and female) than the average Reclamation-wide or region specific rates.
- The programs provide an effective pipeline of diverse candidates for permanent positions.
  - Higher participation rates of minority and female students converted from STEP to SCEP and SCEP to permanent positions than their participation rates in the Reclamation-wide workforce.
  - STEP and SCEP positions are well distributed through most mission critical career fields.
- Responses from current STEP and SCEP personnel with regard to their experiences with the programs was overwhelmingly positive, with higher positive responses than summarized for the under 26 year old category in the 2010 Employee Viewpoint survey for Reclamation.
- The two areas that had the least positive response in the student survey were related to orientation and whether their work related to their future career aspirations. The report:
  - documented some best practices from various regions including outreach activities, orientation programs, mentoring, and Meet and Greet activities with local schools.
  - recommended that additional best practices be shared through the RDC in FY 2012 to help improve in these areas.

Activity #7 was completed and closed in FY 2011. The HR Office developed a Targeted Recruitment Plan to be in place from FY 2012 - FY 2014.

EEOC FORM  
715-01 PART J

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**Status Report**

FY 2012								
<b>PART I Department or Agency Information</b>	1. Agency	1. <b>The Department of the Interior</b>						
	1.a. 2 <sup>nd</sup> Level Component	1.a. <b>Bureau of Reclamation</b>						
	1.b. 3 <sup>rd</sup> Level or lower	1.b.						
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ... <b>Permanent Only</b>	<b>beginning of FY2011</b>		<b>end of FY2011</b>		<b>Net Change</b>		
		Number	%	Number	%	Number	Rate of Change	
	Total Work Force	<b>5366</b>	<b>100.0%</b>	<b>5,432</b>	<b>100%</b>	<b>66</b>	<b>1.2%</b>	
	Reportable Disability	<b>700</b>	<b>13.0%</b>	<b>703</b>	<b>12.9%</b>	<b>3</b>	<b>0.4%</b>	
	Targeted Disability*	<b>78</b>	<b>1.5%</b>	<b>80</b>	<b>1.5%</b>	<b>2</b>	<b>2.6%</b>	
	* 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).							
	<b>1. Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.						Data not available.	
<b>2. Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.						10 total permanent hires and 3 temporary hires per Table B-8		

PART III Participation Rates In Agency Employment Programs									
Other Employment/ Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	252 (see Davis data)	24	9.5%	1	0.4%	Data Not Available		227	90.1%
4. Non-Competitive Promotions	474 (See Table B-10)	56	11.8%	7	1.5%	33	7%	385	81.2%
5. Employee Development/ Training	Data Not Available								
5.a. Grades 5 - 12	Data Not Available								
5.b. Grades 13 - 14	Data Not Available								
5.c. Grade 15 & SES Development/ Training	Data Not Available								
6. Employee Recognition and Awards	8083	1096	13.6%	129	1.6%	210	2.6%	6777	83.8%
6.a. Time-Off Awards (Total hours awarded)	8199	1212	14.8%	68	0.8%	256	3.1%	6731	82.1%
6.b. Cash Awards (total \$\$\$ awarded)	\$8,412,855	\$974,975	11.6%	\$48,324	0.6%	\$185,097	2.2%	\$7,252,783	86.2%
6.c. Quality-Step Increase	181	18	9.9%	1	0.6%	4	2.2%	159	87.8%
7. Details and Task Force Assignments	Data Not Available								

<p>EEOC FORM 715-01 Part J</p>	<p style="text-align: center;"><b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b></p> <p style="text-align: right;"><b>FY 2012</b></p>
<p><b>Part IV</b> Identification and Elimination of Barriers</p>	<p><i>Instructions:</i> 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.</p>

**Instructions:** 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 affect 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.

**FY 2011 ACCOMPLISHMENTS:** Reclamation's permanent workforce representation of individuals with targeted disabilities increased from 1.4 percent in FY 2010 to 1.5 percent at the close of FY 2011. However, when temporary employees are included, the representation remained at 1.5%. Although 10 permanent and 3 temporary individuals with targeted disabilities were hired in FY 2011 as stated in Table B-8, Reclamation identifies hires as individuals hired from outside the federal government, 8 in FY 2011. The same numeric goal has been set for FY 2012.

The following **measurable goals** have been set to improve participation rates by the end of FY 2012:

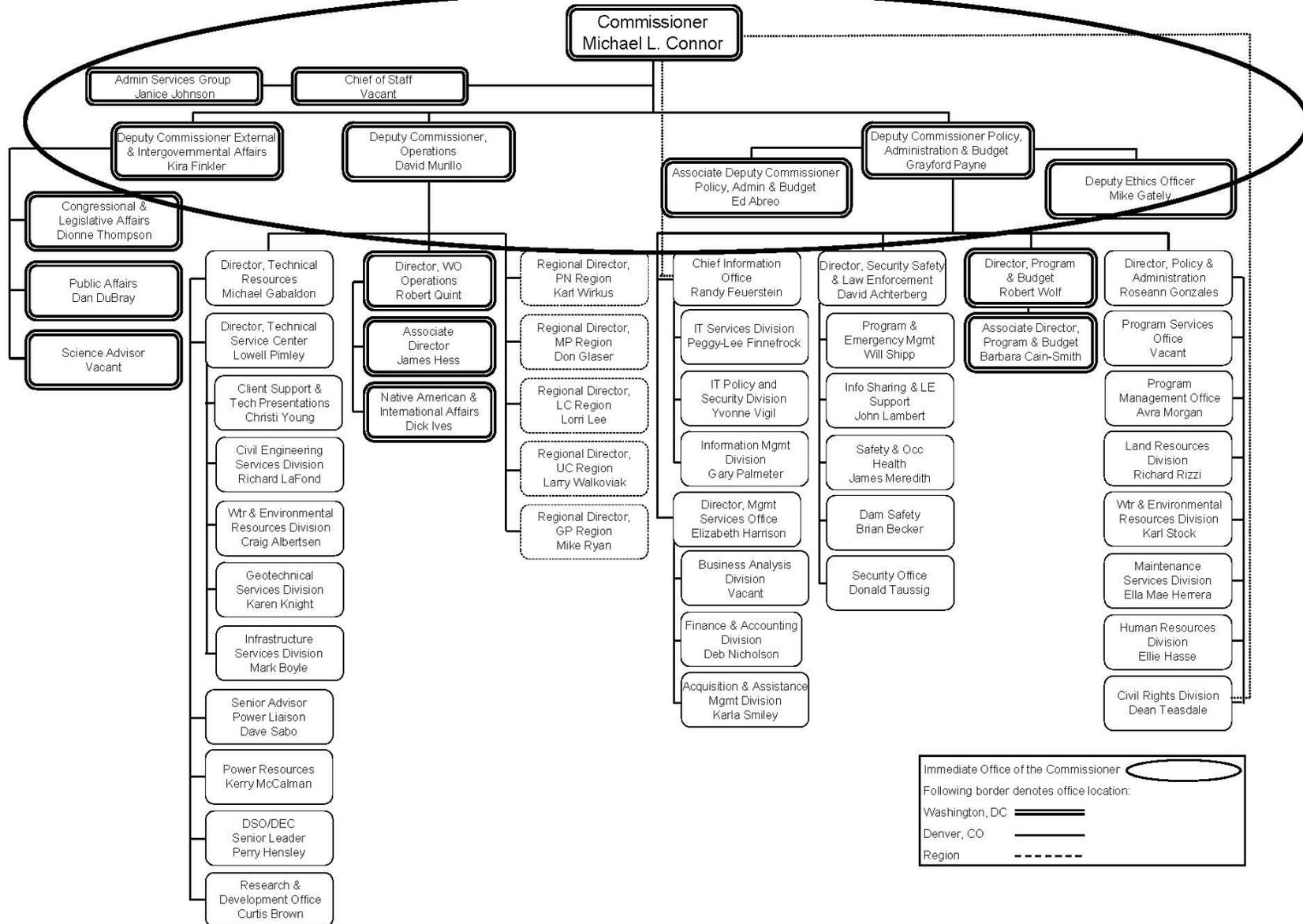
**GOAL 1: Hire 13 individuals with targeted disabilities in FY 2012, or such number as identified by DEPARTMENT in response to Executive Order 13548 and 13518.**

Strategies:

1. Increase the education and awareness levels of managers and supervisors on the employment and advancement of individuals with disabilities through the required Pre-Recruitment Consultations and supervisory training.
2. EEO and HR will research options for capturing and updating workforce data, e.g., resurvey.
3. HR will provide training on Schedule A hiring to hiring official to ensure that a common understanding exists throughout Reclamation.
4. Identify recruitment sources to conduct targeted recruitment and expand the usage of Veterans Hiring Authorities.

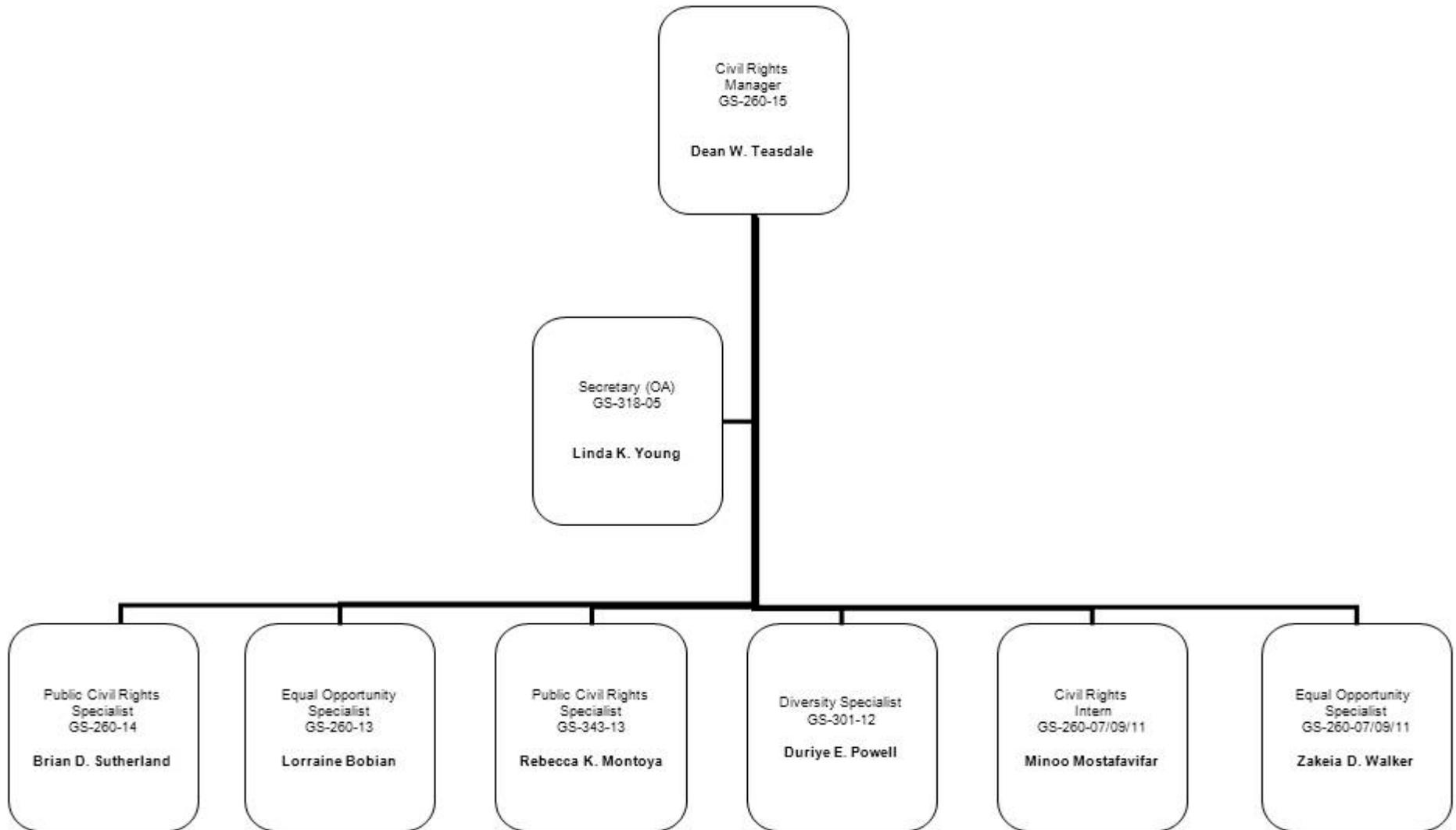
# Bureau of Reclamation

November 18, 2010



# Civil Rights Division

## Policy and Administration





# United States Department of the Interior

BUREAU OF RECLAMATION  
Washington, DC 20240

IN REPLY REFER TO:

OCT 04 2011

84-59000  
ADM-1.10

VIA ELECTRONIC MAIL ONLY

## MEMORANDUM

To: All Bureau of Reclamation Employees

From: Michael L. Connor  
Commissioner

Subject: Policy on Equal Employment Opportunity and Harassment

Employees remain the Bureau of Reclamation's greatest resource, and it is my goal to create a positive workplace where all employees feel comfortable that their work and individual contributions count. As Commissioner, I am fully committed to fair and equal treatment and zero tolerance for harassment of any kind, including sexual harassment. It is our collective obligation to uphold the law, and it is something I take very seriously.

It is the policy of Reclamation to ensure equal employment opportunity for all employees and applicants seeking employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), physical/mental disability, sexual orientation, genetic information, and status as a parent.

Harassment will not be tolerated in this organization. This includes sexual harassment. Legally, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or employment benefits conditioned on sexual favors and any verbal or physical conduct of a sexual nature. Any Reclamation employee who harasses someone including sexual harassment, in conducting official business, will be subject to appropriate disciplinary action.

You should also be aware that reprisal against a person who files a discrimination complaint or reports harassment will not be tolerated. Alleged behavior of this type will be investigated promptly and if allegations are substantiated, appropriate corrective action will be taken. These policies are essential to accomplishing Reclamation's goal of managing, developing, and protecting water, and related resources in the interest of the American public. Employees will be held accountable for their conduct if these fundamental principles are not upheld.

Should you feel you have been discriminated against, harassed, or retaliated against for participating in protected Equal Employment Opportunity (EEO) activity, you must contact an

EEO counselor, your regional EEO office, or the Civil Rights Division (CRD) in Denver within 45 days of the matter, prior to filing a formal complaint of discrimination against the agency. For information on the EEO complaints process or to locate an EEO Counselor, check your local employee bulletin boards, or the CRD website at [http://intranet.usbr.gov/cro/sub\\_eeostaff.html](http://intranet.usbr.gov/cro/sub_eeostaff.html).

Distribution E



THE SECRETARY OF THE INTERIOR  
WASHINGTON

JUL 26 2011

Memorandum

To: All Department of the Interior Employees

From: Secretary *Ken Salazar*

Subject: Policy on Equal Opportunity and Zero Tolerance of Discrimination and Harassment

I am dedicated to promoting equal opportunity and a discrimination-free workplace at the Department of the Interior. The Department of the Interior is the face of America. The public we serve can only benefit from a workforce that thrives on equal opportunity.

I am also committed to the Department's long-standing policy that any type of unlawful discrimination or harassment will not be tolerated and must not occur. This policy affirms the Department's zero tolerance for discrimination and harassment on the bases of race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, genetic information, or protected activity. All employees have a public trust to carry out the Department's policy on equal opportunity and create a work environment that a reasonable person would not consider intimidating, hostile, or offensive.

Employees who believe that they have been victims of harassment may, without fear of reprisal, seek immediate assistance of a management official as well as their Office of Civil Rights or Office of Equal Employment Opportunity. Employees may also utilize the Department's CORE Plus Program to mediate conflicts in the workplace. For additional information, please go to [www.doi.gov/eo](http://www.doi.gov/eo).

Our policy on Equal Opportunity, and Zero Tolerance of Discrimination and Harassment extend to programs conducted by or receiving financial assistance from the Department. All equal opportunity and civil rights laws will be strictly enforced throughout the Department, and there will be zero tolerance of any form of discrimination or harassment in those programs as well.

I expect each manager and supervisor to join me in ensuring equal opportunity and zero tolerance of discrimination in a harassment-free workplace. I encourage our managers to talk with their employees about this policy on a regular basis.

## BOR 5-YEAR TREND ON COMPLAINT ACTIVITY

	FY07	FY08	FY09	FY10	FY11
<b>TOTAL WORKFORCE (NUMBER OF CAREER EMPLOYEES)</b>	5358	5224	5629	5366	5443
<b>TOTAL NUMBER OF INDIVIDUALS COUNSELED</b>	56	61	60	55	57
<b>TOTAL NUMBER OF FORMAL COMPLAINTS FILED</b>	25	34	30	24	33
<b>TOTAL NUMBER OF FORMAL COMPLAINTS CLOSED</b>	34	31	35	28	32
<b>*FINDING OF DISCRIMINATION</b>	0	0	1	0	1
<b>*NO FINDING OF DISCRIMINATION</b>	21	22	18	15	17
<b>*DISMISSALS</b>	OCR-1/ EEOC-1	OCR-6/EEOC-1	OCR - 6	2	OCR - 2
<b>*WITHDRAWALS</b>	3	3	2	2	3
<b>*SETTLEMENTS</b>	10	6	14	9	11 (10-Non ADR/1-ADR)

### Alleged Discrimination Bases

<b>Race/Color</b>	6 (Amer/Ind-3) (Black-1) (White-1-) (Color-1)	6 (Black-2) (White-1) (Color-3)	18 (Asian-3) (Black-8) (White-1)	6 (Black-5) (Color-1)	9 (Black-2) (White - 1) (Asian-1) (Color-2) (Amer/Ind-2 (Pacf/Island-1)
<b>Religion</b>	1	1	3	3	2
<b>Gender</b>	10 (Male-3) (Female-7)	9 (Male-6) (Female-3)	13 (Male-3) (Female-10)	13 (Male-5) (Female-8)	16 (Male-4) (Female-12)
<b>National Origin</b>	7 (Hispanic-4) (Other-3)	4 (Hispanic-3) (Other-1)	7 (Hispanic-4) (Other-3)	5 (Hispanic-4) (Other-1)	5 (Hispanic-3) (Other-2)
<b>AGE</b>	8	8	15	12	8
<b>DISABILITY</b>	6 (Physical-4) (Mental-2)	5 (Physical-4) (Mental-1)	7 (Physical-7) (Mental-0)	14 (Physical-10) (Mental-4)	16 (Physical-15) (Mental-1)
<b>REPRISAL</b>	16	10	17	20	14

## BOR 5-YEAR TREND ON COMPLAINT ACTIVITY

	FY07	FY08	FY09	FY10	FY11
<b><u>Alleged Discrimination Issues</u></b>					
APPOINTMENT/HIRE	5	0	6	3	7
ASSIGNMENT OF DUTIES	2	1	2	5	3
AWARDS	0	0	0	0	1
DUTY HOURS	0	0	0	0	0
DEMOTION	0	0	0	0	0
REPRIMAND	0	0	4	1	6
SUSPENSION	1	3	1	1	1
TERMINATION	0	2	3	5	2
EVALUATION/ APPRAISAL	2	1	7	6	2
HARASSMENT SEXUAL	1	2	0	1	3
HARASSMENT NON SEXUAL	15	22	23	27	21
PROMOTION/ NON-SELECTION	12	3	5	7	12
REASSIGNMENT (DENIED)	1	0	0	0	0
REASSIGNMENT (DIRECTED)	1	2	3	8	0
RETIREMENT	0	0	0	0	0
TIME AND ATTENDANCE	0	0	1	0	0
TRAINING	1	1	0	1	3
TERMS/CONDITIONS OF EMPLOYMENT	3	0	0	3	1
PAY INCLUDING OVERTIME	1	1	1	3	0
REASONABLE ACCOMMODATION	2	2	1	1	1

**Bureau of Reclamation - FY2011**  
**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	
<b>Total Workforce</b>																		
Prior FY	#	5366	3543	1823	326	215	2894	1356	72	91	90	59	14	11	91	47	56	44
	%	100%	66.0%	34.0%	6.1%	4.0%	53.9%	25.3%	1.3%	1.7%	1.7%	1.1%	0.3%	0.2%	1.7%	0.9%	1.0%	0.8%
Current FY	#	5432	3584	1848	322	197	2929	1382	78	96	103	67	12	11	85	51	55	44
	%	100%	66.0%	34.0%	5.9%	3.6%	53.9%	25.4%	1.4%	1.8%	1.9%	1.2%	0.2%	0.2%	1.6%	0.9%	1.0%	0.8%
All Occupations CLF	%	100%	53.2%	46.8%	6.2%	4.5%	39.0%	33.7%	4.8%	5.7%	1.9%	1.7%	0.1%	0.1%	0.3%	0.3%	0.9%	0.8%
Organizational CLF	%	100%	64.8%	35.2%	4.4%	2.5%	51.3%	26.3%	4.2%	3.8%	3.4%	1.7%	0.1%	0.0%	0.4%	0.2%	1.0%	0.6%
Difference	#	66	41	25	-4	-18	35	26	6	5	13	8	-2	0	-6	4	-1	0
Ratio Change	%	-	0.0%	0.0%	-0.1%	-0.4%	0.0%	0.2%	0.1%	0.1%	0.2%	0.1%	0.0%	0.0%	-0.1%	0.1%	0.0%	0.0%
Net Change	%	1.2%	1.2%	1.4%	-1.2%	-8.4%	1.2%	1.9%	8.3%	5.5%	14.4%	13.6%	-14.3%	0.0%	-6.6%	8.5%	-1.8%	0.0%
<b>Permanent Workforce</b>																		
Prior FY	#	5078	3358	1720	299	205	2755	1280	63	83	89	58	13	11	86	45	53	38
	%	100%	66.1%	33.9%	5.9%	4.0%	54.3%	25.2%	1.2%	1.6%	1.8%	1.1%	0.3%	0.2%	1.7%	0.9%	1.0%	0.7%
Current FY	#	5134	3396	1738	305	184	2777	1299	70	93	100	65	11	11	81	45	52	41
	%	100%	66.1%	33.9%	5.9%	3.6%	54.1%	25.3%	1.4%	1.8%	1.9%	1.3%	0.2%	0.2%	1.6%	0.9%	1.0%	0.8%
Difference	#	56	38	18	6	-21	22	19	7	10	11	7	-2	0	-5	0	-1	3
Ratio Change	%	-	0.0%	0.0%	0.1%	-0.5%	-0.2%	0.1%	0.1%	0.2%	0.2%	0.1%	0.0%	0.0%	-0.1%	0.0%	0.0%	0.1%
Net Change	%	1.1%	1.1%	1.0%	2.0%	-10.2%	0.8%	1.5%	11.1%	12.0%	12.4%	12.1%	-15.4%	0.0%	-5.8%	0.0%	-1.9%	7.9%
<b>Temporary Workforce</b>																		
Prior FY	#	288	185	103	27	10	139	76	9	8	1	1	1		5	2	3	6
	%	100%	64.2%	35.8%	9.4%	3.5%	48.3%	26.4%	3.1%	2.8%	0.3%	0.3%	0.3%	0.0%	1.7%	0.7%	1.0%	2.1%
Current FY	#	298	188	110	17	13	152	83	8	3	3	2	1		4	6	3	3
	%	100%	63.1%	36.9%	5.7%	4.4%	51.0%	27.9%	2.7%	1.0%	1.0%	0.7%	0.3%	0.0%	1.3%	2.0%	1.0%	1.0%
Difference	#	10	3	7	-10	3	13	7	-1	-5	2	1	0	0	-1	4	0	-3
Ratio Change	%	-	-1.1%	1.1%	-3.7%	0.9%	2.7%	1.5%	-0.4%	-1.8%	0.7%	0.3%	0.0%	0.0%	-0.4%	1.3%	0.0%	-1.1%
Net Change	%	3.5%	1.6%	6.8%	-37.0%	30.0%	9.4%	9.2%	-11.1%	-62.5%	200.0%	100.0%	0.0%	-	-20.0%	200.0%	0.0%	-50.0%

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

Organizational Component	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		
						male	female	male	female	male	female	male	female	male	female	male	female	male
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		
Total	#	5134	3396	1738	305	184	2777	1299	70	93	100	65	11	11	81	45	52	41
	%	100%	66.1%	33.9%	5.9%	3.6%	54.1%	25.3%	1.4%	1.8%	1.9%	1.3%	0.2%	0.2%	1.6%	0.9%	1.0%	0.8%
All Occupations CLF	%	100%	53.2%	46.8%	6.2%	4.5%	39.0%	33.7%	4.8%	5.7%	1.9%	1.7%	0.1%	0.1%	0.3%	0.3%	0.9%	0.8%
Organizational CLF	%	100%	65.5%	34.5%	4.4%	2.5%	52.0%	25.7%	4.2%	3.7%	3.5%	1.7%	0.1%	0.0%	0.4%	0.2%	1.0%	0.5%
Pacific Northwest Region	#	968	712	256	34	24	619	213	6	3	10	3	1	1	31	8	11	4
	%	100%	73.6%	26.4%	3.5%	2.5%	63.9%	22.0%	0.6%	0.3%	1.0%	0.3%	0.1%	0.1%	3.2%	0.8%	1.1%	0.4%
Mid-Pacific Region	#	1032	637	395	65	47	482	263	20	32	46	30	2	3	6	4	16	16
	%	100%	61.7%	38.3%	6.3%	4.6%	46.7%	25.5%	1.9%	3.1%	4.5%	2.9%	0.2%	0.3%	0.6%	0.4%	1.6%	1.6%
Lower Colorado Region	#	828	533	295	79	41	409	212	11	15	11	10	6	4	9	9	8	4
	%	100%	64.4%	35.6%	9.5%	5.0%	49.4%	25.6%	1.3%	1.8%	1.3%	1.2%	0.7%	0.5%	1.1%	1.1%	1.0%	0.5%
Upper Colorado Region	#	689	480	209	69	24	378	161	7	2	8	4	2	1	14	11	2	6
	%	100%	69.7%	30.3%	10.0%	3.5%	54.9%	23.4%	1.0%	0.3%	1.2%	0.6%	0.3%	0.1%	2.0%	1.6%	0.3%	0.9%
Great Plains Region	#	650	458	192	11	9	418	171	5		1				16	9	7	3
	%	100%	70.5%	29.5%	1.7%	1.4%	64.3%	26.3%	0.8%	0.0%	0.2%	0.0%	0.0%	0.0%	2.5%	1.4%	1.1%	0.5%
Denver-Washington DC	#	967	576	391	47	39	471	279	21	41	24	18		2	5	4	8	8
	%	100%	59.6%	40.4%	4.9%	4.0%	48.7%	28.9%	2.2%	4.2%	2.5%	1.9%	0.0%	0.2%	0.5%	0.4%	0.8%	0.8%

All Occupations CLF is based on all workers in all Census Occupation groups.  
 Organizational CLF is based on the number of incumbents in each occupation in the organization.

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

Occupational Categories	TOTAL EMPLOYEES			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino										American Indian or Alaska Native		Two or more races
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander										
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	
<b>1. Officials and Managers</b>																		
Executive/Senior Level (Grades 15 and Above)	#	75	56	19	4	3	50	15	1	1					1			
	%	100%	74.7%	25.3%	5.3%	4.0%	66.7%	20.0%	1.3%	1.3%	0.0%	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%
Mid-level (Grades 13-14)	#	382	279	103	21	8	238	78	2	7	10	3			5	1	3	6
	%	100%	73.0%	27.0%	5.5%	2.1%	62.3%	20.4%	0.5%	1.8%	2.6%	0.8%	0.0%	0.0%	1.3%	0.3%	0.8%	1.6%
First-Level (Grades 12 and Below)	#	185	130	55	14	3	111	43	2	3		2		1	2	2	1	1
	%	100%	70.3%	29.7%	7.6%	1.6%	60.0%	23.2%	1.1%	1.6%	0.0%	1.1%	0.0%	0.5%	1.1%	1.1%	0.5%	0.5%
- Other	#	854	348	506	33	71	273	360	16	37	5	19	1	1	12	11	8	7
	%	100%	40.7%	59.3%	3.9%	8.3%	32.0%	42.2%	1.9%	4.3%	0.6%	2.2%	0.1%	0.1%	1.4%	1.3%	0.9%	0.8%
Officials and Managers - TOTAL	#	1496	813	683	72	85	672	496	21	48	15	24	1	2	20	14	12	14
	%	100%	54.3%	45.7%	4.8%	5.7%	44.9%	33.2%	1.4%	3.2%	1.0%	1.6%	0.1%	0.1%	1.3%	0.9%	0.8%	0.9%
<b>2. Professionals</b>	#	1665	1152	513	90	37	950	403	23	22	60	30	3	6	13	3	13	12
	%	100%	69.2%	30.8%	5.4%	2.2%	57.1%	24.2%	1.4%	1.3%	3.6%	1.8%	0.2%	0.4%	0.8%	0.2%	0.8%	0.7%
<b>3. Technicians</b>	#	309	249	60	28	7	200	49	4	1	3	1	1		7	2	6	
	%	100%	80.6%	19.4%	9.1%	2.3%	64.7%	15.9%	1.3%	0.3%	1.0%	0.3%	0.3%	0.0%	2.3%	0.6%	1.9%	0.0%
<b>4. Sales Workers</b>	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>5. Administrative Support Workers</b>	#	534	117	417	15	50	83	301	7	20	7	7		3	3	23	2	13
	%	100%	21.9%	78.1%	2.8%	9.4%	15.5%	56.4%	1.3%	3.7%	1.3%	1.3%	0.0%	0.6%	0.6%	4.3%	0.4%	2.4%
<b>6. Craft Workers</b>	#	764	743	21	66	2	613	15	8		6	1	4		31	1	15	2
	%	100%	97.3%	2.7%	8.6%	0.3%	80.2%	2.0%	1.0%	0.0%	0.8%	0.1%	0.5%	0.0%	4.1%	0.1%	2.0%	0.3%
<b>7. Operatives</b>	#	61	57	4	9		47	4							1			
	%	100%	93.4%	6.6%	14.8%	0.0%	77.0%	6.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%
<b>8. Laborers and Helpers</b>	#	39	37	2	5		29	2	1		1		1					
	%	100%	94.9%	5.1%	12.8%	0.0%	74.4%	5.1%	2.6%	0.0%	2.6%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>9. Service Workers</b>	#	122	107	15	7		87	14	4		3		1		2	1	3	
	%	100%	87.7%	12.3%	5.7%	0.0%	71.3%	11.5%	3.3%	0.0%	2.5%	0.0%	0.8%	0.0%	1.6%	0.8%	2.5%	0.0%







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**Table A4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE GRADES by Race/Ethnicity and Sex - Permanent Workforce**

GS/GM, SES, AND RELATED GRADES	TOTAL EMPLOYEES			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino												
	All	male	female			White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races		
				male	female	male	female	male	female	male	female	male	female	male	female	male	female	
GS-01	#	1		1		1												
	%	0.0%	0.0%	0.1%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GS-02	#	3	1	2			1	2										
	%	0.1%	0.0%	0.1%	0.0%	0.0%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GS-03	#	7	2	5		1	2	4										
	%	0.2%	0.1%	0.3%	0.0%	0.6%	0.1%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GS-04	#	85	39	46	9	6	24	29	2	3	2	2			1	4	1	2
	%	2.1%	1.6%	2.7%	4.3%	3.3%	1.2%	2.3%	3.3%	3.2%	2.3%	3.1%	0.0%	0.0%	2.3%	9.3%	2.8%	5.1%
GS-05	#	253	113	140	13	14	88	106	5	6		4	1		2	5	4	5
	%	6.1%	4.6%	8.2%	6.2%	7.8%	4.4%	8.4%	8.3%	6.5%	0.0%	6.3%	16.7%	0.0%	4.5%	11.6%	11.1%	12.8%
GS-06	#	214	84	130	4	15	71	97	4	6	3	2		1	2	7		2
	%	5.2%	3.4%	7.7%	1.9%	8.3%	3.6%	7.6%	6.7%	6.5%	3.4%	3.1%	0.0%	9.1%	4.5%	16.3%	0.0%	5.1%
GS-07	#	359	141	218	21	27	102	154	5	12	8	5	1	2	1	8	3	10
	%	8.7%	5.8%	12.8%	10.0%	15.0%	5.1%	12.1%	8.3%	12.9%	9.2%	7.8%	16.7%	18.2%	2.3%	18.6%	8.3%	25.6%
GS-08	#	85	48	37	4	3	37	31	1	1	1		1		2	2	2	
	%	2.1%	2.0%	2.2%	1.9%	1.7%	1.9%	2.4%	1.7%	1.1%	1.1%	0.0%	16.7%	0.0%	4.5%	4.7%	5.6%	0.0%
GS-09	#	357	198	159	19	16	149	120	10	14	6	5	1	1	9	2	4	1
	%	8.6%	8.1%	9.4%	9.0%	8.9%	7.5%	9.5%	16.7%	15.1%	6.9%	7.8%	16.7%	9.1%	20.5%	4.7%	11.1%	2.6%
GS-10	#	50	42	8	10		28	7	2			1			2			
	%	1.2%	1.7%	0.5%	4.7%	0.0%	1.4%	0.6%	3.3%	0.0%	0.0%	1.6%	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%
GS-11	#	676	379	297	38	33	302	224	9	16	14	16	2	2	7	2	7	4
	%	16.3%	15.6%	17.5%	18.0%	18.3%	15.2%	17.7%	15.0%	17.2%	16.1%	25.0%	33.3%	18.2%	15.9%	4.7%	19.4%	10.3%
GS-12	#	1134	742	392	44	39	637	298	16	16	27	19		4	9	10	9	6
	%	27.4%	30.4%	23.1%	20.9%	21.7%	32.0%	23.5%	26.7%	17.2%	31.0%	29.7%	0.0%	36.4%	20.5%	23.3%	25.0%	15.4%
GS-13	#	607	430	177	33	12	362	129	5	15	19	10		1	5	2	6	8
	%	14.7%	17.6%	10.4%	15.6%	6.7%	18.2%	10.2%	8.3%	16.1%	21.8%	15.6%	0.0%	9.1%	11.4%	4.7%	16.7%	20.5%
GS-14	#	223	156	67	12	9	134	53		3	7				3	1		1
	%	5.4%	6.4%	3.9%	5.7%	5.0%	6.7%	4.2%	0.0%	3.2%	8.0%	0.0%	0.0%	0.0%	6.8%	2.3%	0.0%	2.6%
GS-15	#	64	48	16	2	2	44	13	1	1					1			
	%	1.5%	2.0%	0.9%	0.9%	1.1%	2.2%	1.0%	1.7%	1.1%	0.0%	0.0%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%
All other (unspecified GS)	#	2	2				2											
	%	0.0%	0.1%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior Executive Service	#	16	12	4	2	2	10	2										
	%	0.4%	0.5%	0.2%	0.9%	1.1%	0.5%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	#	4136	2437	1699	211	180	1993	1269	60	93	87	64	6	11	44	43	36	39
	%	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.

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**Table A4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE GRADES by Race/Ethnicity and Sex - Temporary**

GS/GM, SES, AND RELATED GRADES	RACE/ETHNICITY																	
	TOTAL EMPLOYEES			Non- Hispanic or Latino														
				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	#	9	3	6	1	2	2	3										1
	%	3.6%	2.1%	5.6%	6.7%	16.7%	1.8%	3.7%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	33.3%
GS-02	#	23	10	13		1	8	10	1						1	2		
	%	9.3%	7.1%	12.1%	0.0%	8.3%	7.1%	12.2%	12.5%	0.0%	0.0%	0.0%	-	-	100.0%	40.0%	0.0%	0.0%
GS-03	#	31	14	17	5	2	8	13		1					1	1		
	%	12.5%	9.9%	15.9%	33.3%	16.7%	7.1%	15.9%	0.0%	33.3%	0.0%	0.0%	-	-	0.0%	20.0%	50.0%	0.0%
GS-04	#	97	54	43	7	5	41	33	3	1	2	1				1	1	2
	%	39.1%	38.3%	40.2%	46.7%	41.7%	36.3%	40.2%	37.5%	33.3%	100.0%	50.0%	-	-	0.0%	20.0%	50.0%	66.7%
GS-05	#	15	8	7		1	8	6										
	%	6.0%	5.7%	6.5%	0.0%	8.3%	7.1%	7.3%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-06	#	6	4	2	1		3	2										
	%	2.4%	2.8%	1.9%	6.7%	0.0%	2.7%	2.4%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-07	#	13	9	4			7	4	2									
	%	5.2%	6.4%	3.7%	0.0%	0.0%	6.2%	4.9%	25.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-08	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-09	#	6	2	4			2	2			1				1			
	%	2.4%	1.4%	3.7%	0.0%	0.0%	1.8%	2.4%	0.0%	0.0%	0.0%	50.0%	-	-	0.0%	20.0%	0.0%	0.0%
GS-10	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-11	#	12	11	1		1	9		2									
	%	4.8%	7.8%	0.9%	0.0%	8.3%	8.0%	0.0%	25.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-12	#	8	4	4			4	4										
	%	3.2%	2.8%	3.7%	0.0%	0.0%	3.5%	4.9%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-13	#	10	10				10											
	%	4.0%	7.1%	0.0%	0.0%	0.0%	8.8%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-14	#	14	11	3			11	3										
	%	5.6%	7.8%	2.8%	0.0%	0.0%	9.7%	3.7%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
GS-15	#	1		1						1								
	%	0.4%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
All other (unspecified GS)	#	2		2				2										
	%	0.8%	0.0%	1.9%	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
Senior Executive Service	#	1	1		1													
	%	0.4%	0.7%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	0.0%	0.0%	0.0%
TOTAL	#	248	141	107	15	12	113	82	8	3	2	2			1	5	2	3
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	-	-	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.

**Bureau of Reclamation - as of September 30, 2011**

**Table A5NS-1: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Race/Ethnicity and Sex - Permanent Workforce**

WD, WG, WL, XD, XL, & XP	TOTAL EMPLOYEES			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific		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	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-02	#	1	1			1												
	%	100%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-03	#	3	3			3												
	%	100%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-04	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-05	#	9	9		1	7								1				
	%	100%	100.0%	0.0%	11.1%	77.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	
Grade-06	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-07	#	6	6			5										1		
	%	100%	100.0%	0.0%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	
Grade-08	#	28	27	1	7	19	1			1								
	%	100%	96.4%	3.6%	25.0%	67.9%	3.6%	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-09	#	5	5			5												
	%	100%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-10	#	34	34		14	18				1				1				
	%	100%	100.0%	0.0%	41.2%	52.9%	0.0%	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	2.9%	0.0%	0.0%	0.0%	
Grade-11	#	6	6			6												
	%	100%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-12	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-13	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-14	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-15	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
All Other Non-supervisory Wage Grades	#	897	859	38	69	4	715	29	10		11	1	5		34	2	15	2
	%	100%	95.8%	4.2%	7.7%	0.4%	79.7%	3.2%	1.1%	0.0%	1.2%	0.1%	0.6%	0.0%	3.8%	0.2%	1.7%	0.2%

**Bureau of Reclamation - as of September 30, 2011**

**Table A5NS-1: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Race/Ethnicity and Sex - Temporary Workforce**

WD, WG, WL, XD, XL, & XP	TOTAL EMPLOYEES			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific		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	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-02	#	1	1			1											
	%	100%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-03	#	3	3			3											
	%	100%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-04	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-05	#	5	5			3						1				1	
	%	100%	100.0%	0.0%	0.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%
Grade-06	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-07	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-08	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-09	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-10	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-11	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-12	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-13	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-14	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-15	#																
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Non-supervisory Wage Grades	#	41	38	3	2	1	32	1			1			3	1		
	%	100%	92.7%	7.3%	4.9%	2.4%	78.0%	2.4%	0.0%	0.0%	2.4%	0.0%	0.0%	7.3%	2.4%	0.0%	0.0%

**Bureau of Reclamation - as of September 30, 2011**

**Table A5NS-2: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Race/Ethnicity and Sex - Permanent Workforce**

WD, WG, WL, XD, XL, & XP	TOTAL EMPLOYEES			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific		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	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-02	#	1	1				1											
	%	0.1%	0.1%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-03	#	3	3				3											
	%	0.3%	0.3%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-04	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-05	#	9	9		1		7								1			
	%	0.9%	0.9%	0.0%	1.1%	0.0%	0.9%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	2.8%	0.0%	0.0%	0.0%
Grade-06	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-07	#	6	6				5										1	
	%	0.6%	0.6%	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	6.3%	0.0%
Grade-08	#	28	27	1	7		19	1			1							
	%	2.8%	2.8%	2.6%	7.7%	0.0%	2.4%	3.3%	0.0%	-	7.7%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-09	#	5	5				5											
	%	0.5%	0.5%	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-10	#	34	34		14		18				1				1			
	%	3.4%	3.6%	0.0%	15.4%	0.0%	2.3%	0.0%	0.0%	-	7.7%	0.0%	0.0%	-	2.8%	0.0%	0.0%	0.0%
Grade-11	#	6	6				6											
	%	0.6%	0.6%	0.0%	0.0%	0.0%	0.8%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-12	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-13	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-14	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
Grade-15	#																	
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	-	0.0%	0.0%	0.0%	0.0%
All Other Non-supervisory Wage Grades	#	897	859	38	69	4	715	29	10		11	1	5		34	2	15	2
	%	90.7%	90.4%	97.4%	75.8%	100.0%	91.8%	96.7%	100.0%	-	84.6%	100.0%	100.0%	-	94.4%	100.0%	93.8%	100.0%
Total Non-supervisory Wage Grades	#	989	950	39	91	4	779	30	10		13	1	5		36	2	16	2
	%	100%	100%	100%	100%	100%	100%	100%	100%	-	100%	100%	100%	-	100%	100%	100%	100%

**Bureau of Reclamation - as of September 30, 2011**

**Table A5NS-2: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Race/Ethnicity and Sex - Temporary**

WD, WG, WL, XD, XL, & XP	TOTAL EMPLOYEES			RACE/ETHNICITY													
				Hispanic or Latino		Non-Hispanic or Latino										Two or more races	
	White		Black or African American			Asian		Native Hawaiian or Other Pacific		American Indian or Alaska Native							
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Grade-01	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-02	#	1	1				1										
	%	2.0%	2.1%	0.0%	0.0%	0.0%	2.6%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-03	#	3	3				3										
	%	6.0%	6.4%	0.0%	0.0%	0.0%	7.7%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-04	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-05	#	5	5				3					1					1
	%	10.0%	10.6%	0.0%	0.0%	0.0%	7.7%	0.0%	-	-	0.0%	-	100.0%	-	0.0%	0.0%	100.0%
Grade-06	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-07	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-08	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-09	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-10	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-11	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-12	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-13	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-14	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
Grade-15	#																
	%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	0.0%	-	0.0%	-	0.0%	0.0%	0.0%
All Other Non-supervisory Wage Grades	#	41	38	3	2	1	32	1			1			3	1		
	%	82.0%	80.9%	100.0%	100.0%	100.0%	82.1%	100.0%	-	-	#####	-	0.0%	-	100.0%	100.0%	0.0%
Total Non-supervisory Wage Grades	#	50	47	3	2	1	39	1			1		1	3	1	1	
	%	100%	100%	100%	100%	100%	100%	100%	-	-	100%	-	100%	-	100%	100%	100%



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Table A5S-2: PARTICIPATION RATES FOR SUPERVISORY WAGE GRADES by Race/Ethnicity and Sex - Permanent Workforce

WS & XS	TOTAL EMPLOYEES			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific		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	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-02	#	1	1				1											
	%	11.1%	11.1%	-	0.0%	-	20.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-03	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-04	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-05	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-06	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-07	#	1	1				1											
	%	11.1%	11.1%	-	0.0%	-	20.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-08	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-09	#	1	1		1													
	%	11.1%	11.1%	-	33.3%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-10	#	4	4		2		1							1				
	%	44.4%	44.4%	-	66.7%	-	20.0%	-	-	-	-	-	-	100.0%	-	-	-	-
Grade-11	#	2	2				2											
	%	22.2%	22.2%	-	0.0%	-	40.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-12	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-13	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-14	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Grade-15	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
All Other Supervisory Wage Grades	#																	
	%	0.0%	0.0%	-	0.0%	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total Supervisory Wage Grades	#	9	9		3		5							1				
	%	100%	100%	-	100%	-	100%	-	-	-	-	-	-	100%	-	-	-	-

**Bureau of Reclamation - as of September 30, 2011**

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

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	
							male	female	male	female	male	female	male	female	male	female	male	female
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		
Gen Natural Resources Mgmt & Bio Sciences (0401)	#	155	97	58	2	3	92	53			2				1	2		
	%	100%	62.6%	37.4%	1.3%	1.9%	59.4%	34.2%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	0.6%	1.3%	0.0%	0.0%
Occupational CLF		100%	55.9%	44.1%	1.9%	2.1%	47.3%	35.0%	1.2%	1.8%	4.1%	4.3%	0.0%	0.0%	0.4%	0.2%	0.9%	0.7%
Civil Engineering (0810)	#	596	485	111	38	3	409	95	6	2	21	8	1		7	1	3	2
	%	100%	81.4%	18.6%	6.4%	0.5%	68.6%	15.9%	1.0%	0.3%	3.5%	1.3%	0.2%	0.0%	1.2%	0.2%	0.5%	0.3%
Occupational CLF		100%	89.9%	10.1%	3.7%	0.6%	74.1%	7.5%	2.9%	0.6%	7.4%	1.1%	0.0%	0.0%	0.3%	0.1%	1.4%	0.2%
Information Technology Management (2210)	#	218	145	73	16	15	108	50	6	4	10	3	2	1	3			
	%	100%	66.5%	33.5%	7.3%	6.9%	49.5%	22.9%	2.8%	1.8%	4.6%	1.4%	0.9%	0.5%	1.4%	0.0%	0.0%	0.0%
Occupational CLF		100%	66.8%	33.2%	3.1%	1.6%	50.4%	24.7%	4.3%	3.5%	7.4%	2.9%	0.1%	0.0%	0.2%	0.1%	1.2%	0.5%
High Voltage Electrician (2810)	#	146	140	6	5	1	124	3	1		1	1			6		3	1
	%	100%	95.9%	4.1%	3.4%	0.7%	84.9%	2.1%	0.7%	0.0%	0.7%	0.7%	0.0%	0.0%	4.1%	0.0%	2.1%	0.7%
Occupational CLF		100%	97.3%	2.7%	7.1%	0.2%	80.3%	1.8%	7.1%	0.5%	0.5%	0.1%	0.2%	0.0%	0.7%	0.0%	1.4%	0.1%
Industrial Equipment Mechanic (5352)	#	219	216	3	10		181	3	2		2		2		14		5	
	%	100%	98.6%	1.4%	4.6%	0.0%	82.6%	1.4%	0.9%	0.0%	0.9%	0.0%	0.9%	0.0%	6.4%	0.0%	2.3%	0.0%
Occupational CLF		100%	96.2%	3.8%	8.2%	0.4%	77.9%	2.7%	6.6%	0.5%	1.7%	0.1%	0.0%	0.0%	0.5%	0.0%	1.2%	0.1%

**Bureau of Reclamation - as of September 30, 2011**

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

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	
Gen Natural Resources Mgmt & Bio Sciences (0401)	#	2	1	1			1	1										
	%	100%	50.0%	50.0%	0.0%	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Occupational CLF</b>		100%	55.9%	44.1%	1.9%	2.1%	47.3%	35.0%	1.2%	1.8%	4.1%	4.3%	0.0%	0.0%	0.4%	0.2%	0.9%	0.7%
Civil Engineering (0810)	#	12	12			12												
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Occupational CLF</b>		100%	89.9%	10.1%	3.7%	0.6%	74.1%	7.5%	2.9%	0.6%	7.4%	1.1%	0.0%	0.0%	0.3%	0.1%	1.4%	0.2%
Information Technology Management (2210)	#	2	1	1			1	1										
	%	100%	50.0%	50.0%	0.0%	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Occupational CLF</b>		100%	66.8%	33.2%	3.1%	1.6%	50.4%	24.7%	4.3%	3.5%	7.4%	2.9%	0.1%	0.0%	0.2%	0.1%	1.2%	0.5%
High Voltage Electrician (2810)	#	14	13	1			11				1			1	1			
	%	100%	92.9%	7.1%	0.0%	0.0%	78.6%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	7.1%	7.1%	0.0%	
<b>Occupational CLF</b>		100%	97.3%	2.7%	7.1%	0.2%	80.3%	1.8%	7.1%	0.5%	0.5%	0.1%	0.2%	0.0%	0.7%	0.0%	1.4%	0.1%
Industrial Equipment Mechanic (5352)	#	9	9		1		7							1				
	%	100%	100.0%	0.0%	11.1%	0.0%	77.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	
<b>Occupational CLF</b>		100%	96.2%	3.8%	8.2%	0.4%	77.9%	2.7%	6.6%	0.5%	1.7%	0.1%	0.0%	0.0%	0.5%	0.0%	1.2%	0.1%

**Bureau of Reclamation - FY2011**

**Table A7-Alt: HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex - Permanent Workforce**

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		
<b>General Natural Resources Management and Biological Sciences (0401)</b>																			
Accessions	#	21	11	10			10	10			1								
	%	100%	52.4%	47.6%	0.0%	0.0%	47.6%	47.6%	0.0%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
From Temporary	#																		
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Hires	#	21	11	10			10	10			1								
	%	100%	52.4%	47.6%	0.0%	0.0%	47.6%	47.6%	0.0%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Occupational CLF		100%	55.9%	44.1%	1.9%	2.1%	47.3%	35.0%	1.2%	1.8%	4.1%	4.3%	0.0%	0.0%	0.4%	0.2%	0.9%	0.7%	
From SCEP	#	3	1	2			1	2											
	%	100%	33.3%	66.7%	0.0%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Civil Engineering (0810)</b>																			
Accessions	#	57	45	12	4		35	10	1	1	4	1			1				
	%	100%	78.9%	21.1%	7.0%	0.0%	61.4%	17.5%	1.8%	1.8%	7.0%	1.8%	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	
From Temporary	#	1	1				1												
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Total Hires	#	58	46	12	4		36	10	1	1	4	1			1				
	%	100%	79.3%	20.7%	6.9%	0.0%	62.1%	17.2%	1.7%	1.7%	6.9%	1.7%	0.0%	0.0%	1.7%	0.0%	0.0%	0.0%	
Occupational CLF		100%	89.9%	10.1%	3.7%	0.6%	74.1%	7.5%	2.9%	0.6%	7.4%	1.1%	0.0%	0.0%	0.3%	0.1%	1.4%	0.2%	
From SCEP	#	10	7	3	1		6	3											
	%	100%	70.0%	30.0%	10.0%	0.0%	60.0%	30.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Information Technology Management (2210)</b>																			
Accessions	#	16	14	2			11	2	1		2								
	%	100%	87.5%	12.5%	0.0%	0.0%	68.8%	12.5%	6.3%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
From Temporary	#	2	2				1								1				
	%	100%	100.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	
Total Hires	#	18	16	2			12	2	1		2				1				
	%	100%	88.9%	11.1%	0.0%	0.0%	66.7%	11.1%	5.6%	0.0%	11.1%	0.0%	0.0%	0.0%	5.6%	0.0%	0.0%	0.0%	
Occupational CLF		100%	66.8%	33.2%	3.1%	1.6%	50.4%	24.7%	4.3%	3.5%	7.4%	2.9%	0.1%	0.0%	0.2%	0.1%	1.2%	0.5%	
From SCEP	#	1	1														1		
	%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	



**Bureau of Reclamation - FY2011**

**Table A7-Alt: HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex - Temporary Workforce**

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	
<b>General Natural Resources Management and Biological Sciences (0401)</b>																		
Accessions	#	2	1	1			1	1										
	%	100%	50.0%	50.0%	0.0%	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Occupational CLF		100%	55.9%	44.1%	1.9%	2.1%	47.3%	35.0%	1.2%	1.8%	4.1%	4.3%	0.0%	0.0%	0.4%	0.2%	0.9%	0.7%
<b>Civil Engineering (0810)</b>																		
Accessions	#	11	11				11											
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Occupational CLF		100%	89.9%	10.1%	3.7%	0.6%	74.1%	7.5%	2.9%	0.6%	7.4%	1.1%	0.0%	0.0%	0.3%	0.1%	1.4%	0.2%
<b>Information Technology Management (2210)</b>																		
Accessions	#	2	2				2											
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Occupational CLF		100%	66.8%	33.2%	3.1%	1.6%	50.4%	24.7%	4.3%	3.5%	7.4%	2.9%	0.1%	0.0%	0.2%	0.1%	1.2%	0.5%
<b>High Voltage Electrician (2810)</b>																		
Accessions	#	11	10	1			10									1		
	%	100%	90.9%	9.1%	0.0%	0.0%	90.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9.1%	0.0%	0.0%
Occupational CLF		100%	97.3%	2.7%	7.1%	0.2%	80.3%	1.8%	7.1%	0.5%	0.5%	0.1%	0.2%	0.0%	0.7%	0.0%	1.4%	0.1%
<b>Industrial Equipment Mechanic (5352)</b>																		
Accessions	#	1	1		1													
	%	100%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Occupational CLF		100%	96.2%	3.8%	8.2%	0.4%	77.9%	2.7%	6.6%	0.5%	1.7%	0.1%	0.0%	0.0%	0.5%	0.0%	1.2%	0.1%

**Bureau of Reclamation - FY2011**

**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	
<b>Permanent Workforce</b>																		
Accessions	#	444	301	143	23	5	248	112	8	12	16	9			2	2	4	3
	%	100%	67.8%	32.2%	5.2%	1.1%	55.9%	25.2%	1.8%	2.7%	3.6%	2.0%	0.0%	0.0%	0.5%	0.5%	0.9%	0.7%
From Temporary	#	73	47	26	7	1	34	20	3	2					2	1	1	2
	%	100%	64.4%	35.6%	9.6%	1.4%	46.6%	27.4%	4.1%	2.7%	0.0%	0.0%	0.0%	0.0%	2.7%	1.4%	1.4%	2.7%
Total Hires	#	517	348	169	30	6	282	132	11	14	16	9			4	3	5	5
	%	100%	67.3%	32.7%	5.8%	1.2%	54.5%	25.5%	2.1%	2.7%	3.1%	1.7%	0.0%	0.0%	0.8%	0.6%	1.0%	1.0%
<b>Temporary Workforce</b>																		
Accessions	#	262	165	97	11	8	142	75	5	3	3	2			2	6	2	3
	%	100%	63.0%	37.0%	4.2%	3.1%	54.2%	28.6%	1.9%	1.1%	1.1%	0.8%	0.0%	0.0%	0.8%	2.3%	0.8%	1.1%
<b>Non-Appropriated Workforce</b>																		
Accessions	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Occupations CLF	%	100%	53.2%	46.8%	6.2%	4.5%	39.0%	33.7%	4.8%	5.7%	1.9%	1.7%	0.1%	0.1%	0.3%	0.3%	0.9%	0.8%
Organizational CLF	%	100%	64.8%	35.2%	4.4%	2.5%	51.3%	26.3%	4.2%	3.8%	3.4%	1.7%	0.1%	0.0%	0.4%	0.2%	1.0%	0.6%

All Occupations CLF is based on all workers in all Census Occupation groups.

Organizational CLF is based on the number of incumbants in each occupation in the organization.

**Bureau of Reclamation - FY2011**

**Table A9-1: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex  
Based on occupational series of employee after the promotion**

Action	TOTAL WORKFORCE			RACE/ETHNICITY														
				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	
<b>General Natural Resources Management and Biological Sciences (0401)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	4	1	3			1	2							1			
	%	100%	25.0%	75.0%	0.0%	0.0%	25.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%
Relevant Pool	#	148	95	53	3	4	90	47			1			1	2			
	%	100%	64.2%	35.8%	2.0%	2.7%	60.8%	31.8%	0.0%	0.0%	0.7%	0.0%	0.0%	0.7%	1.4%	0.0%	0.0%	0.0%
<b>Civil Engineering (0810)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	55	46	9	3		37	8			3	1		3				
	%	100%	83.6%	16.4%	5.5%	0.0%	67.3%	14.5%	0.0%	0.0%	5.5%	1.8%	0.0%	0.0%	5.5%	0.0%	0.0%	0.0%
Relevant Pool	#	567	469	98	36	3	404	84	5	1	15	7	1	6	1	2	2	
	%	100%	82.7%	17.3%	6.3%	0.5%	71.3%	14.8%	0.9%	0.2%	2.6%	1.2%	0.2%	1.1%	0.2%	0.4%	0.4%	
<b>Information Technology Management (2210)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	4	4				4											
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	222	145	77	17	16	109	50	6	5	9	4	2	1	2			1
	%	100%	65.3%	34.7%	7.7%	7.2%	49.1%	22.5%	2.7%	2.3%	4.1%	1.8%	0.9%	0.5%	0.9%	0.0%	0.0%	0.5%
<b>High Voltage Electrician (2810)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Relevant Pool	#	135	130	5	6	1	115	3						6		3	1	
	%	100%	96.3%	3.7%	4.4%	0.7%	85.2%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%	4.4%	0.0%	2.2%	0.7%	

**Bureau of Reclamation - FY2011**

**Table A9-1: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex  
Based on occupational series of employee after the promotion**

Action	TOTAL WORKFORCE			RACE/ETHNICITY														
				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	
	Non- Hispanic or Latino																	
<b>Industrial Equipment Mechanic (5352)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	7	7			6								1				
	%	100%	100.0%	0.0%	0.0%	0.0%	85.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	222	219	3	11		183	3	2		2		2	13		6		
	%	100%	98.6%	1.4%	5.0%	0.0%	82.4%	1.4%	0.9%	0.0%	0.9%	0.0%	0.9%	5.9%	0.0%	2.7%	0.0%	0.0%

**Bureau of Reclamation - FY2011**

**Table A9-2: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex  
Based on occupational series of employee before the promotion**

Action	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	
<b>General Natural Resources Management and Biological Sciences (0401)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	4	1	3			1	2							1			
	%	100%	25.0%	75.0%	0.0%	0.0%	25.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%
Relevant Pool	#	148	95	53	3	4	90	47			1			1	2			
	%	100%	64.2%	35.8%	2.0%	2.7%	60.8%	31.8%	0.0%	0.0%	0.7%	0.0%	0.0%	0.7%	1.4%	0.0%	0.0%	0.0%
<b>Civil Engineering (0810)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	60	50	10	3		42	9			2	1		3				
	%	100%	83.3%	16.7%	5.0%	0.0%	70.0%	15.0%	0.0%	0.0%	3.3%	1.7%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	567	469	98	36	3	404	84	5	1	15	7	1	6	1	2	2	
	%	100%	82.7%	17.3%	6.3%	0.5%	71.3%	14.8%	0.9%	0.2%	2.6%	1.2%	0.2%	1.1%	0.2%	0.4%	0.4%	
<b>Information Technology Management (2210)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	5	4	1			3			1								1
	%	100%	80.0%	20.0%	0.0%	0.0%	60.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%
Relevant Pool	#	222	145	77	17	16	109	50	6	5	9	4	2	1	2			1
	%	100%	65.3%	34.7%	7.7%	7.2%	49.1%	22.5%	2.7%	2.3%	4.1%	1.8%	0.9%	0.5%	0.9%	0.0%	0.0%	0.5%
<b>High Voltage Electrician (2810)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Relevant Pool	#	135	130	5	6	1	115	3						6		3	1	
	%	100%	96.3%	3.7%	4.4%	0.7%	85.2%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%	4.4%	0.0%	2.2%	0.7%	

**Bureau of Reclamation - FY2011**

**Table A9-2: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex  
Based on occupational series of employee before the promotion**

Action	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	
<b>Industrial Equipment Mechanic (5352)</b>																		
Applicants	#																	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	8	8			7								1				
	%	100%	100.0%	0.0%	0.0%	0.0%	87.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	222	219	3	11		183	3	2		2		2	13		6		
	%	100%	98.6%	1.4%	5.0%	0.0%	82.4%	1.4%	0.9%	0.0%	0.9%	0.0%	0.9%	5.9%	0.0%	2.7%	0.0%	0.0%



**Bureau of Reclamation - FY2011**

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

Action	TOTAL WORKFORCE			RACE/ETHNICITY														
				Non- Hispanic or Latino														
	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	
<b>GS-13 Vacancies</b>																		
Applied	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selected	#	67	49	18	3		42	16	1		2	1		1			1	
	%	100%	73.1%	26.9%	4.5%	0.0%	62.7%	23.9%	1.5%	0.0%	3.0%	1.5%	0.0%	0.0%	1.5%	0.0%	0.0%	1.5%
Relevant Pool	#	1107	719	388	47	40	620	299	14	10	26	19		5	8	9	4	6
	%	100%	65.0%	35.0%	4.2%	3.6%	56.0%	27.0%	1.3%	0.9%	2.3%	1.7%	0.0%	0.5%	0.7%	0.8%	0.4%	0.5%
<b>GS-14 Vacancies</b>																		
Applied	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	23	15	8	1	1	12	7			2							
	%	100%	65.2%	34.8%	4.3%	4.3%	52.2%	30.4%	0.0%	0.0%	8.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	581.00	421.00	160.00	30.00	13.00	357.00	115.00	6.00	15.00	16.00	8.00			5.00	2.00	7.00	7.00
	%	100%	72.5%	27.5%	5.2%	2.2%	61.4%	19.8%	1.0%	2.6%	2.8%	1.4%	0.0%	0.0%	0.9%	0.3%	1.2%	1.2%
<b>GS-15 Vacancies</b>																		
Applied	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	4	4				4											
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	214	158	56	10	8	140	44		2	5			2	1	1	1	
	%	100%	73.8%	26.2%	4.7%	3.7%	65.4%	20.6%	0.0%	0.9%	2.3%	0.0%	0.0%	0.9%	0.5%	0.5%	0.5%	
<b>Senior Executive Service Vacancies</b>																		
Applied	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Qualified	#																	
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	1	1		1													
	%	100%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	79	60	19	5	4	53	14	1	1				1				
	%	100%	75.9%	24.1%	6.3%	5.1%	67.1%	17.7%	1.3%	1.3%	0.0%	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%

**Bureau of Reclamation - FY2011**

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

Type of Award	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non-Hispanic or Latino										Two or more races		
	All	male	female	male	female	White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		male	female	
<b>Time-Off awards - 1-9 hours</b>																		
Total Time-Off Awards Given	#	608	350	258	43	37	276	192	6	7	8	4	2	1	12	9	3	8
	%	100%	57.6%	42.4%	7.1%	6.1%	45.4%	31.6%	1.0%	1.2%	1.3%	0.7%	0.3%	0.2%	2.0%	1.5%	0.5%	1.3%
Total Hours		3570	1744	1826	216	278	1364	1364	36	56	56	28	8	8	50	48	14	44
Average Hours		6	5	7	5	8	5	7	6	8	7	7	4	8	4	5	5	6
<b>Time-Off awards - 9+ hours</b>																		
Total Time-Off Awards Given	#	219	138	81	19	10	104	57	4	5		1	2	1	6	3	3	4
	%	100%	63.0%	37.0%	8.7%	4.6%	47.5%	26.0%	1.8%	2.3%	0.0%	0.5%	0.9%	0.5%	2.7%	1.4%	1.4%	1.8%
Total Hours		4629	2684	1945	314	189	2046	1434	72	96		24	20	24	162	88	70	90
Average Hours		21	19	24	17	19	20	25	18	19	-	24	10	24	27	29	23	23
<b>Cash Awards - \$100 - \$500</b>																		
Total Cash Awards Given	#	2800	1669	1131	151	136	1364	859	36	38	41	26	6	6	49	34	22	32
	%	100%	59.6%	40.4%	5.4%	4.9%	48.7%	30.7%	1.3%	1.4%	1.5%	0.9%	0.2%	0.2%	1.8%	1.2%	0.8%	1.1%
Total Amount		\$679,736	\$407,597	\$272,139	\$37,284	\$33,985	\$329,379	\$204,169	\$9,304	\$11,213	\$10,850	\$5,847	\$1,417	\$1,711	\$13,583	\$7,560	\$5,780	\$7,654
Average Amount		\$243	\$244	\$241	\$247	\$250	\$241	\$238	\$258	\$295	\$265	\$225	\$236	\$285	\$277	\$222	\$263	\$239
<b>Cash Awards \$501+</b>																		
Total Cash Awards Given	#	4448	2800	1648	236	194	2345	1230	42	82	74	62	9	9	52	34	42	37
	%	100%	62.9%	37.1%	5.3%	4.4%	52.7%	27.7%	0.9%	1.8%	1.7%	1.4%	0.2%	0.2%	1.2%	0.8%	0.9%	0.8%
Total Amount		\$7,733,119	\$4,987,741	\$2,745,378	\$420,148	\$328,263	\$4,182,450	\$2,025,803	\$63,012	\$151,574	\$158,143	\$113,763	\$11,706	\$16,631	\$82,994	\$48,236	\$69,288	\$61,108
Average Amount		\$1,739	\$1,781	\$1,666	\$1,780	\$1,692	\$1,784	\$1,647	\$1,500	\$1,848	\$2,137	\$1,835	\$1,301	\$1,848	\$1,596	\$1,419	\$1,650	\$1,652
<b>Senior Executive Service Performance Awards</b>																		
Total Cash Awards Given	#	8	6	2		1	6	1										
	%	100%	75.0%	25.0%	0.0%	12.5%	75.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Amount		\$87,660	\$63,173	\$24,487		\$12,579	\$63,173	\$11,908										
Average Amount		\$10,958	\$10,529	\$12,244		\$12,579	\$10,529	\$11,908										
<b>Quality Step Increases (QSI)</b>																		
Total QSIs Awarded	#	181	97	84	7	9	83	65	3	3	2	3			1	2	1	2
	%	100%	53.6%	46.4%	3.9%	5.0%	45.9%	35.9%	1.7%	1.7%	1.1%	1.7%	0.0%	0.0%	0.6%	1.1%	0.6%	1.1%
Total Benefit		\$460,002	\$264,131	\$195,871	\$20,094	\$16,905	\$228,112	\$157,662	\$6,536	\$5,560	\$4,748	\$6,462			\$2,728	\$4,261	\$1,913	\$5,021
Average Benefit		\$2,541	\$2,723	\$2,332	\$2,871	\$1,878	\$2,748	\$2,426	\$2,179	\$1,853	\$2,374	\$2,154			\$2,728	\$2,131	\$1,913	\$2,511

**Bureau of Reclamation - FY2011**

**Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex - Permanent Workforce**

Type of Separation	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	#	440	295	145	24	27	249	108	3	4	5	2	2		8	2	4	2
	%	100%	67.0%	33.0%	5.5%	6.1%	56.6%	24.5%	0.7%	0.9%	1.1%	0.5%	0.5%	0.0%	1.8%	0.5%	0.9%	0.5%
Involuntary	#	17	12	5		2	10	2	1							1	1	
	%	100%	70.6%	29.4%	0.0%	11.8%	58.8%	11.8%	5.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.9%	5.9%	0.0%
RIF	#	2	2				2											
	%	100%	100.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Separations	#	459	309	150	24	29	261	110	4	4	5	2	2		8	3	5	2
	%	100%	67.3%	32.7%	5.2%	6.3%	56.9%	24.0%	0.9%	0.9%	1.1%	0.4%	0.4%	0.0%	1.7%	0.7%	1.1%	0.4%
Permanent Workforce (09/30/2010)	#	5078	3358	1720	299	205	2755	1280	63	83	89	58	13	11	86	45	53	38
	%	100%	66.1%	33.9%	5.9%	4.0%	54.3%	25.2%	1.2%	1.6%	1.8%	1.1%	0.3%	0.2%	1.7%	0.9%	1.0%	0.7%



Bureau of Reclamation - as of September 30, 2011

Table B2: PERMANENT WORKFORCE BY COMPONENT - Distribution by Disability

Component	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
Total	#	5134	4295	178	661	76	10	4	3	15	4	15	3	20	2
	%	100%	83.7%	3.5%	12.9%	1.5%	0.2%	0.1%	0.1%	0.3%	0.1%	0.3%	0.1%	0.4%	0.0%
Federal High	%					2.2%									
Pacific Northwest Region	#	968	787	43	138	17	2		1	5	1	3	1	4	
	%	100%	81.3%	4.4%	14.3%	1.8%	0.2%	0.0%	0.1%	0.5%	0.1%	0.3%	0.1%	0.4%	0.0%
Mid-Pacific Region	#	1032	894	24	114	9	2			1	1	3		2	
	%	100%	86.6%	2.3%	11.0%	0.9%	0.2%	0.0%	0.0%	0.1%	0.1%	0.3%	0.0%	0.2%	0.0%
Lower Colorado Region	#	828	689	31	108	10	1	2		2		2		2	1
	%	100%	83.2%	3.7%	13.0%	1.2%	0.1%	0.2%	0.0%	0.2%	0.0%	0.2%	0.0%	0.2%	0.1%
Upper Colorado Region	#	689	538	44	107	17	3	1	1	5	1	1	1	4	
	%	100%	78.1%	6.4%	15.5%	2.5%	0.4%	0.1%	0.1%	0.7%	0.1%	0.1%	0.1%	0.6%	0.0%
Great Plains Region	#	650	527	16	107	10	1	1		1	1	2		3	1
	%	100%	81.1%	2.5%	16.5%	1.5%	0.2%	0.2%	0.0%	0.2%	0.2%	0.3%	0.0%	0.5%	0.2%
Denver-Washington DC	#	967	860	20	87	13	1		1	1		4	1	5	
	%	100%	88.9%	2.1%	9.0%	1.3%	0.1%	0.0%	0.1%	0.1%	0.0%	0.4%	0.1%	0.5%	0.0%









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Table B4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability - Permanent Workforce

GS/GM, SES & Related Pay Plans	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
GS-01	#	1		1											
	%	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
GS-02	#	3	2	1	1		1								
	%	0.1%	0.1%	0.2%	1.4%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
GS-03	#	7	3	1	3	1						1			
	%	0.2%	0.1%	0.7%	0.6%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	
GS-04	#	85	62	4	19	8	1	1			2		4		
	%	2.1%	1.8%	3.0%	3.6%	11.4%	10.0%	33.3%	0.0%	0.0%	16.7%	0.0%	22.2%	0.0%	
GS-05	#	253	190	15	48	7	1				1	1	4		
	%	6.1%	5.5%	11.2%	9.2%	10.0%	10.0%	0.0%	0.0%	0.0%	8.3%	33.3%	22.2%	0.0%	
GS-06	#	214	164	13	37	9	1			2	1	2	1	2	
	%	5.2%	4.7%	9.7%	7.1%	12.9%	10.0%	0.0%	0.0%	13.3%	25.0%	16.7%	33.3%	11.1%	
GS-07	#	359	298	5	56	6	1			1	2	1		1	
	%	8.7%	8.6%	3.7%	10.7%	8.6%	10.0%	0.0%	0.0%	6.7%	50.0%	8.3%	0.0%	5.6%	
GS-08	#	85	71	1	13	1				1					
	%	2.1%	2.0%	0.7%	2.5%	1.4%	0.0%	0.0%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	
GS-09	#	357	288	18	51	5	1				2		1		
	%	8.6%	8.3%	13.4%	9.8%	7.1%	10.0%	0.0%	33.3%	0.0%	0.0%	16.7%	0.0%	5.6%	
GS-10	#	50	36	5	9										
	%	1.2%	1.0%	3.7%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
GS-11	#	676	579	17	80	7	1	1		3	1		1		
	%	16.3%	16.6%	12.7%	15.3%	10.0%	10.0%	33.3%	0.0%	20.0%	0.0%	8.3%	0.0%	5.6%	
GS-12	#	1134	970	36	128	16	3			4	3		4	2	
	%	27.4%	27.9%	26.9%	24.5%	22.9%	30.0%	0.0%	0.0%	26.7%	0.0%	25.0%	0.0%	22.2%	
GS-13	#	607	534	14	59	6	1		1	3	1				
	%	14.7%	15.3%	10.4%	11.3%	8.6%	10.0%	0.0%	33.3%	20.0%	25.0%	0.0%	0.0%	0.0%	
GS-14	#	223	205	4	14	3			1	1			1		
	%	5.4%	5.9%	3.0%	2.7%	4.3%	0.0%	0.0%	33.3%	6.7%	0.0%	0.0%	5.6%	0.0%	
GS-15	#	64	60	1	3										
	%	1.5%	1.7%	0.7%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
All other (unspecified GS)	#	2	2												
	%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Senior Executive Service	#	16	16												
	%	0.4%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
TOTAL	#	4136	3480	134	522	70	10	3	3	15	4	12	3	18	
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

NOTE: Percentages computed down columns and NOT across rows.

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Table B4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability - Temporary Workforce

GS/GM, SES & Related Pay Plans	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04,05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
GS-01	#	9	7	1	1										
	%	3.6%	3.3%	14.3%	3.1%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-02	#	23	18	1	4	1							1		
	%	9.3%	8.6%	14.3%	12.5%	33.3%	-	-	-	-	-	-	100.0%	0.0%	
GS-03	#	31	24	1	6										
	%	12.5%	11.5%	14.3%	18.8%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-04	#	97	86	1	10	2							2		
	%	39.1%	41.1%	14.3%	31.3%	66.7%	-	-	-	-	-	-	0.0%	100.0%	
GS-05	#	15	14		1										
	%	6.0%	6.7%	0.0%	3.1%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-06	#	6	5	1											
	%	2.4%	2.4%	14.3%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-07	#	13	11		2										
	%	5.2%	5.3%	0.0%	6.3%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-08	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-09	#	6	4	1	1										
	%	2.4%	1.9%	14.3%	3.1%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-10	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-11	#	12	9		3										
	%	4.8%	4.3%	0.0%	9.4%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-12	#	8	7		1										
	%	3.2%	3.3%	0.0%	3.1%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-13	#	10	10												
	%	4.0%	4.8%	0.0%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-14	#	14	11		3										
	%	5.6%	5.3%	0.0%	9.4%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
GS-15	#	1		1											
	%	0.4%	0.0%	14.3%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
All other (unspecified GS)	#	2	2												
	%	0.8%	1.0%	0.0%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
Senior Executive Service	#	1	1												
	%	0.4%	0.5%	0.0%	0.0%	0.0%	-	-	-	-	-	-	0.0%	0.0%	
TOTAL	#	248	209	7	32	3							1	2	
	%	100%	100%	100%	100%	100%	-	-	-	-	-	-	100%	100%	

NOTE: Percentages computed down columns and NOT across rows.

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Table B5NS-1: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Disability - Permanent Workforce

WG, WL & Equivalent Pay Plans	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
Grade-01	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-02	#	1	1												
	%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-03	#	3	1	2											
	%	100%	33.3%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-04	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-05	#	9	7	2											
	%	100%	77.8%	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-06	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-07	#	6	5	1											
	%	100%	83.3%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-08	#	28	23	2	3										
	%	100%	82.1%	7.1%	10.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-09	#	5	5												
	%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-10	#	34	23	2	9										
	%	100%	67.6%	5.9%	26.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-11	#	6	5	1											
	%	100%	83.3%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade-12	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-13	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-14	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grade-15	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Non-supervisory Wage Grades	#	897	737	37	123	6		1			3		2		
	%	100%	82.2%	4.1%	13.7%	0.7%	0.0%	0.1%	0.0%	0.0%	0.3%	0.0%	0.2%	0.0%	0.0%

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Table B5NS-1: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Disability - Temporary Workforce

WG, WL & Equivalent Pay Plans	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
Grade-01	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-02	#	1		1											
	%	100%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-03	#	3	2	1											
	%	100%	66.7%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-04	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-05	#	5	4	1											
	%	100%	80.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grade-06	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-07	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-08	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-09	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-10	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-11	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-12	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-13	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-14	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grade-15	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	
All Other Non-supervisory Wage Grades	#	41	34	7	1								1		
	%	100%	82.9%	0.0%	17.1%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.4%	0.0%	



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Table B5NS-2: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Disability - Permanent Workforce

WG, WL & Equivalent Pay Plans	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
Grade-01	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-02	#	1	1												
	%	0.1%	0.1%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-03	#	3	1		2										
	%	0.3%	0.1%	0.0%	1.4%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-04	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-05	#	9	7	2											
	%	0.9%	0.9%	4.5%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-06	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-07	#	6	5		1										
	%	0.6%	0.6%	0.0%	0.7%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-08	#	28	23	2	3										
	%	2.8%	2.9%	4.5%	2.2%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-09	#	5	5												
	%	0.5%	0.6%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-10	#	34	23	2	9										
	%	3.4%	2.9%	4.5%	6.5%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-11	#	6	5	1											
	%	0.6%	0.6%	2.3%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-12	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-13	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-14	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
Grade-15	#														
	%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	
All Other Non-supervisory Wage Grades	#	897	737	37	123	6		1			3		2		
	%	90.7%	91.3%	84.1%	89.1%	100.0%	-	100.0%	-	-	100.0%	-	100.0%	-	
Total Non-supervisory Wage Grades	#	989	807	44	138	6		1			3		2		
	%	100%	100%	100%	100%	100%	-	100%	-	-	100%	-	100%	-	

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Table B5NS-2: PARTICIPATION RATES FOR NON-SUPERVISORY WAGE GRADES by Disability - Temporary Workforce

WG, WL & Equivalent Pay Plans	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Dwarfism	
Grade-01	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-02	#	1			1										
	%	2.0%	0.0%	-	10.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-03	#	3	2		1										
	%	6.0%	5.0%	-	10.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-04	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-05	#	5	4		1										
	%	10.0%	10.0%	-	10.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-06	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-07	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-08	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-09	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-10	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-11	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-12	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-13	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-14	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
Grade-15	#														
	%	0.0%	0.0%	-	0.0%	0.0%	-	-	-	-	-	-	-	0.0%	-
All Other Non-supervisory Wage Grades	#	41	34		7	1								1	
	%	82.0%	85.0%	-	70.0%	100.0%	-	-	-	-	-	-	-	100.0%	-
Total Non-supervisory Wage Grades	#	50	40		10	1								1	
	%	100%	100%	-	100%	100%	-	-	-	-	-	-	-	100%	-



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Table B6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Disability - Permanent Workforce

Job Title/Series	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
Gen Natural Resources Mgmt & Bio Sciences (0401)	#	155	139	3	13										
	%	100%	89.7%	1.9%	8.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Civil Engineering (0810)	#	596	527	25	44	7	2			2			2	1	
	%	100%	88.4%	4.2%	7.4%	1.2%	0.3%	0.0%	0.0%	0.3%	0.0%	0.0%	0.3%	0.2%	
Information Technology Management (2210)	#	218	179	6	33	6	1		1	2		2			
	%	100%	82.1%	2.8%	15.1%	2.8%	0.5%	0.0%	0.5%	0.9%	0.0%	0.9%	0.0%	0.0%	
High Voltage Electrician (2810)	#	146	113	5	28										
	%	100%	77.4%	3.4%	19.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Industrial Equipment Mechanic (5352)	#	219	188	3	28	3					1		2		
	%	100%	85.8%	1.4%	12.8%	1.4%	0.0%	0.0%	0.0%	0.0%	0.5%	0.0%	0.9%	0.0%	













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Table B9-1: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS - Distribution by Disability  
Based on occupational series of employee after the promotion

Actions	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
<b>Industrial Equipment Mechanic (5352)</b>															
Applied	#														
Qualified	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	7	7												
	%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	222	186	4	32	2					1		1		
	%	100%	83.8%	1.8%	14.4%	0.9%	0.0%	0.0%	0.0%	0.0%	0.5%	0.0%	0.5%	0.0%	



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Table B9-2: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS - Distribution by Disability  
Based on occupational series of employee before the promotion

Actions	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
<b>Industrial Equipment Mechanic (5352)</b>															
Applied	#														
Qualified	#														
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selected	#	8	7		1										
	%	100%	87.5%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Relevant Pool	#	222	186	4	32	2					1		1		
	%	100%	83.8%	1.8%	14.4%	0.9%	0.0%	0.0%	0.0%	0.0%	0.5%	0.0%	0.5%	0.0%	





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Table B13: EMPLOYEE RECOGNITION AND AWARDS- Distribution by Disability - Permanent Workforce

Type of Award	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
<b>Time-Off awards - 1-9 hours</b>															
Total Time-Off Awards Given	#	608	476	18	114	14		1	3	2	2	1	1	4	
	%	100%	78.3%	3.0%	18.8%	2.3%	0.0%	0.2%	0.5%	0.3%	0.3%	0.2%	0.2%	0.7%	0.0%
Total Hours		3570	2854	88	628	44					4	8	32		
Average Hours		6	6	5	6	3	-	0	0	0	0	4	8	8	-
<b>Time-Off awards - 9+ hours</b>															
Total Time-Off Awards Given	#	219	181	8	30	3			1		1	1			
	%	100%	82.6%	3.7%	13.7%	1.4%	0.0%	0.0%	0.5%	0.0%	0.5%	0.5%	0.0%	0.0%	0.0%
Total Hours		4629	3877	168	584	24					24				
Average Hours		21	21	21	19	8	-	-	0	-	0	24	-	-	-
<b>Cash Awards - \$100 - \$500</b>															
Total Cash Awards Given	#	2800	2294	81	425	54	6		5	12	7	9	2	13	
	%	100%	81.9%	2.9%	15.2%	1.9%	0.2%	0.0%	0.2%	0.4%	0.3%	0.3%	0.1%	0.5%	0.0%
Total Amount		\$679,736	\$556,045	\$21,536	\$102,155	\$5,673						\$2,445	\$253	\$2,975	
Average Amount		\$243	\$242	\$266	\$240	\$105	\$0	-	\$0	\$0	\$0	\$272	\$127	\$229	-
<b>Cash Awards \$501+</b>															
Total Cash Awards Given	#	4448	3818	103	527	58	6	1	3	18	3	8	2	16	1
	%	100%	85.8%	2.3%	11.8%	1.3%	0.1%	0.0%	0.1%	0.4%	0.1%	0.2%	0.0%	0.4%	0.0%
Total Amount		\$7,733,119	\$6,696,738	\$163,561	\$872,820	\$42,651						\$11,110	\$2,472	\$28,069	\$1,000
Average Amount		\$1,739	\$1,754	\$1,588	\$1,656	\$735	\$0	\$0	\$0	\$0	\$0	\$1,389	\$1,236	\$1,754	\$1,000
<b>Senior Executive Service Performance Awards</b>															
Total Cash Awards Given	#	8	8												
	%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Amount		\$87,660	\$87,660												
Average Amount		\$10,958	\$10,958	-	-	-	-	-	-	-	-	-	-	-	-
<b>Quality Step Increases (QSI)</b>															
Total QSIs Awarded	#	181	159	4	18	1			1						
	%	100%	87.8%	2.2%	9.9%	0.6%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Benefit		\$460,002	\$403,549	\$9,581	\$46,872										
Average Benefit		\$2,541	\$2,538	\$2,395	\$2,604	\$0	-	-	\$0	-	-	-	-	-	-

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Table B14: SEPARATIONS By Type of Separation- Distribution by Disability - Permanent Workforce

Type of Separation	Total	Total by Disability Status				Detail for Targeted Disabilities									
		(04, 05) No Disability	(01) Not Identified	(06-94) Reportable Disability	Targeted Disability	(16-18) Deafness	(21, 23, 25) Blindness	(28,30,32-38) Missing Extremities	(64-69) Partial Paralysis	(71-79) Total Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Distortion of Limb/Spine, Dwarfism	
Voluntary	#	440	350	17	73	7			2	1	1			3	
	%	100%	79.5%	3.9%	16.6%	1.6%	0.0%	0.0%	0.5%	0.2%	0.2%	0.0%	0.0%	0.7%	0.0%
Involuntary	#	17	11	3	3										
	%	100%	64.7%	17.6%	17.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RIF	#	2	2												
	%	100%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Separations	#	459	363	20	76	7			2	1	1			3	
	%	100%	79.1%	4.4%	16.6%	1.5%	0.0%	0.0%	0.4%	0.2%	0.2%	0.0%	0.0%	0.7%	0.0%
Total Permanent Workforce (09/30/2010)	#	5078	4254	156	668	73	8	3	4	16	3	14	3	20	2
	%	100%	83.8%	3.1%	13.2%	1.4%	0.2%	0.1%	0.1%	0.3%	0.1%	0.3%	0.1%	0.4%	0.0%

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## Directives and Standards

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<b>Subject:</b>	Pre-Recruitment Consultation
<b>Purpose:</b>	This Directive and Standard (D&S) sets forth a collaborative process designed to inform and educate hiring officials on the options available for filling vacancies and assist with identifying targeted outreach and/or recruitment efforts in order to increase the number of qualified applicants from diverse demographic groups. The benefits of this D&S are that it: (1) directly supports the Bureau of Reclamation's affirmative employment and workforce diversity initiatives; (2) outlines the responsibilities of hiring officials in aiding Reclamation in meeting its diversity program goals and objectives; and (3) enhances the recruitment and selection process in furthering employment goals and initiatives.
<b>Authority:</b>	Government Performance and Results Act of 1993; 29 Code of Federal Regulations (CFR) 1614 part 102 (a) and (a)(13), and 1614.601(e); Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715) dated October 1, 2003; Executive Order (E.O.) 13518, Employment of Veterans in the Federal Government, dated November 9, 2009; E.O. 13548, Increasing Federal Employment of Individuals with Disabilities, dated July 26, 2010; and E.O. 13583, Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, dated August 18, 2011.
<b>Approving Official:</b>	Director, Policy and Administration
<b>Contact:</b>	Human Resources (HR) Division, 84-58000 and Civil Rights Division (CRD), 84-59000

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### 1. Introduction.

- A. The Department of the Interior's vision for a highly skilled workforce that reflects the diversity of the Nation includes a new inclusive strategy that uses multiple cultural backgrounds as tools for competition and workforce development. Differences in background, thought, education, and experience contribute to the varied perspectives in the workplace and create dynamism for higher performance and success in achieving mission goals.
  - B. Reclamation, through its Reclamation Leadership Team (RLT) and hiring officials, strives to achieve a diverse workforce that reflects the public it serves. Reclamation hires both qualified non-Federal government and current government status individuals to successfully accomplish its mission. The pre-recruitment consultation (PRC) gives hiring officials the opportunity to fulfill their affirmative employment and diversity responsibilities by helping Reclamation attain a diverse applicant pool. This process
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also allows hiring officials to make informed decisions prior to advertising vacant positions.

2. **Applicability.** This D&S applies to the RLT, all Reclamation hiring officials, and HR and equal employment opportunity (EEO)/diversity professionals.
  3. **Definitions.**
    - A. **Affirmative Employment.** Positive steps taken by Reclamation toward greater employment opportunities for demographic groups with lower-than-expected participation rates as compared with the Civilian Labor Force (CLF) and the Department and Presidential administration goals such as the hiring of individuals with disabilities, veterans, or youth. The focus is on outreach and recruitment to increase the number of qualified applicants from diverse demographic groups for each vacancy advertised.
    - B. **Applicant Flow Data.** Information reflecting demographic characteristics of the pool of individuals applying for an employment opportunity.
    - C. **Applicant Pool.** The sum total of all individuals who have applied for a position.
    - D. **CLF.** The United States (U.S.) Bureau of Labor Statistics defines CLF as the sum of persons 16 years of age and over who are employed or are unemployed and seeking work in the U.S. with the exception of members of the armed forces and those who are incarcerated.
    - E. **Demographic Groups.** The EEOC defines demographic groups as Hispanic or Latino male/female; White male/female; Black or African American male/female; Asian male/female; Native Hawaiian or Other Pacific Islander male/female; American Indian or Alaska Native male/female; and Two or More Races male/female.
    - F. **Disability.** With respect to an individual, a disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, has a record of such impairment or being regarded as having such an impairment (see 29 CFR 1630.2(g)). For the purpose of statistics, disability refers to the number of employees in the workforce who have identified a disability on Standard Form 256, Self-Identification of Disability.
    - G. **Hiring Officials.** Those individuals responsible for determining recruitment options and making selections consistent with merit principles, MD-715, other applicable laws and regulations, as well as Presidential, Department, and/or Reclamation initiatives.
    - H. **Low Participation Rates.** Workforce participation rate of a specific demographic group which is below their representation in the CLF.
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- I. **PRC.** An assessment of a vacant position and the sharing of statistical workforce data, alternative recruitment methods, and targeted recruitment options for advertisement which are discussed between HR, EEO/diversity professionals, and the hiring official prior to a position being advertised.
  - J. **Reclamation Diversity Council (RDC).** A group of senior managers and staff representing each region, as well as Denver and Washington offices, charged with furthering MD-715 efforts of Reclamation.
  - K. **RLT.** The RLT are Reclamation's Senior Executive and Senior Leader positions.
  - L. **Targeted Recruitment.** The process of identifying specific sources and locating qualified applicants from demographic groups where low participation rates exist.
4. **Responsibilities.**
- A. **RLT.** The RLT is responsible for promoting a diverse workforce and ensuring hiring officials dedicate appropriate time and resources to carry out the responsibilities and activities outlined in this D&S.
  - B. **Hiring Officials.** Hiring officials are responsible for:
    - (1) dedicating time and resources to carry out the responsibilities and activities outlined in this D&S;
    - (2) utilizing a variety of sources when seeking to fill positions, such as competitive examining, non-competitive reassignments, promotion, change to lower grade, reinstatement, Veterans' Recruitment Appointment, hiring of individuals with disabilities, student educational experience programs, or other sources; and
    - (3) reviewing Reclamation's participation rates and the affirmative employment and diversity goals with the purpose of considering additional alternative recruitment sources such as diverse communities and organizations (e.g., minority-oriented and disability related publications, media, education institutions, or web-based job search engines, and supporting regional or national conferences, career expos and other jobs fairs) that may increase diversity participation both in the application process and in the workforce.
  - C. **Servicing HR and EEO/Diversity Professionals.** HR and EEO/diversity professionals are responsible for:
    - (1) Collaborating with each other and with hiring officials in carrying out the requirements and activities in this D&S.
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- (2) Updating and providing demographic information and outreach and recruitment sources to hiring officials.
- (3) Reviewing and analyzing targeted recruitment efforts in conjunction with applicant flow data to determine whether an increase of qualified applicants from diverse demographic groups was achieved.
- (4) Conducting reviews of the PRC during HR accountability reviews and/or EEO program evaluations to ensure consistent use of the PRC. Periodic reviews of HR programs and EEO/diversity programs are required by the Office of Personnel Management and the EEOC. (See 5 CFR 250 Personnel Management in Agencies, subpart B and 29 CFR 1614 Agency Programs, part 102 (a)(10), respectively.)
- (5) HR is responsible for retaining PRC documentation in merit promotion or delegated examining vacancy recruitment files.

D. **RDC.** The RDC is responsible for:

- (1) reviewing, analyzing, and reporting Reclamation-wide statistical workforce and applicant flow data; and
- (2) recommending to the RLT appropriate courses of action to improve Reclamation's effort to demonstrate a model EEO program through the MD-715 process.

5. **PRC Procedures.** HR and EEO/diversity professionals will consult with hiring officials prior to any recruitment activity for the purpose of determining the most advantageous outreach and recruitment strategies which will lead to an increase in the number of qualified applicants from diverse demographic groups. This will be accomplished through a PRC, in which the HR and EEO/diversity professionals will carry out the following actions:

- A. explaining the purpose for a PRC to hiring officials and providing them with a copy of this D&S;
  - B. providing current demographic information to hiring officials to make informed decisions on outreach and recruitment strategies (see CRD Quicklist on Reclamation's CRD Intranet site and click on "Participation Rates Reports");
  - C. educating and informing hiring officials on Presidential, Department, and Reclamation diversity and employment initiatives and goals;
  - D. advising and collaborating with hiring officials on outreach and recruitment strategies to increase the probability that the recruitment process produces qualified applicants from diverse demographic groups;
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- E. advising hiring officials in the identification of outreach and recruitment sources for demographic groups with low participation rates (see CRD Quicklist on Reclamation's CRD Intranet site and click on "Targeted Recruitment Sources"); and
  - F. providing information to, and collaborating with, hiring officials to identify ways to remove barriers in achieving diversity amongst the applicant pool, such as reviewing a crediting plan to determine if it may unnecessarily narrow the potential diversity of the applicant pool.
6. **Timeframe of a PRC.**
- A. If a PRC has occurred for the same occupational series and grade or hourly pay level within a 3-month period and with the same hiring official, then the PRC process described in Paragraph 5 is not required. Rather, the PRC will instead focus on reviewing the previous PRCs and determining whether a change of outreach and recruitment strategies is necessary in order to increase the number of qualified applicants from diverse demographic groups from prior recruitments.
  - B. Should a hiring official elect to recruit by a single method, such as merit promotion, then the focus of the PRC must center on, for example, enlarging the area of consideration or announcing the vacancy as a career ladder to maximize the potential diversity of the applicant pool; the aim always being to widen the potential pool not reduce it.
7. **Data Integrity.** For consistency purposes, the current statistical workforce data must be extracted from the Federal Personnel/Payroll System using Hyperion and selecting "EEO MD-715 Reporting."
8. **Tracking.** Reclamation's Enterprise "on-line" staffing program will be used to obtain available statistics of applicant flow data voluntarily provided by applicants. PRC documentation will be retained within the merit promotion or delegated examining vacancy recruitment files for the required retention period (see Information Management Handbook, Volume II, Records Retention Schedules, PER-5.20).
9. **Reporting.** Reclamation's MD-715 data tables will be reviewed by the RDC annually for employee losses in all demographic groups to identify triggers that are causing changes in the statistical data. Conversely, the MD-715 data tables will be reviewed for gains that show improvement in the individual demographic groups. Reclamation's reporting will be accomplished annually through its "MD-715 Accomplishments Report and Plan Update" to the Commissioner, the Department, and the EEOC.
10. **Oversight.** Consistent use of PRCs will be reviewed during HR accountability reviews and/or EEO program evaluations, as well as a required review of this D&S every 2 years pursuant to Reclamation Manual D&S, *Reclamation Manual (RM) Release Procedures*, RCD 03-01, for continuous improvement.
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11. **Resources.** The “Supervisor’s Online Toolbox” and the “Hiring Notebook for Managers” on Reclamation’s HR Intranet site contain additional information for use in the PRC.
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