

UNDERSTANDING STATISTICAL DATA

THE DN-714 REPORT

1 - WHAT IS UNDER REPRESENTATION?

- Under representation exists when minorities or women constitute a smaller percentage in an employment category than the group's percentage in the applicable labor force.

2 - How Is Under Representation Determined?

- By use of a formula that compares the agency's work force with the applicable civilian labor force, a figure called the "under representation index" or UI, is obtained.
- An index of 99 or less indicates under representation.
- The lower the index, the more severe the under representation.

3 - How Is the Under Representation Index Used?

- The UI is used in three ways:
 - To determine that under representation exists and triggers affirmative recruitment activities.
 - To give an indication of the severity of under representation; (used in setting recruitment priorities.)
 - To serve as a "quantifiable index" by which progress toward eliminating under representation may be measured.

4 - What Is Meant by "Targeted" Recruitment?

- Depending upon the group that is under represented and how severe the under representation is, that group would be the focus of "targeted" recruitment. That is, efforts to recruit would be prioritized according to how severe a group is under represented.

For example, if the UI in an agency were:

- Black males 42
- Black women 67
- White women 90
- Hispanic men 56
- Hispanic women 87

- This agency would more than likely target black males for their first and most intensive efforts because they are the most severely under represented group. Hispanic males would be next, and so on.

Computing the Under Representation Index

- In order to determine the severity of under representation, you will need to compute the under representation index (UI). The UI is a comparison between:
- The percentage of a particular EO group in a particular occupational category of Federal employment and...
- The percentage of that same EO group in the Civilian Labor Force.

Computing the Under Representation Index

- **The first step** is to determine the Civilian Labor Force (CLF). The CLF is comprised of all civilians over 16 years old who are not in the military. For each EO group, determine whether the Local or National CLF is appropriate. (Always use larger CLF figure.)

Computing the Under Representation Index

- **The second step** is to look at the EO group's percentage in the CLF and in the employment category you are considering. Where the **employment percentage** is more than the **CLF percentage**, there is no under representation. Simply note the index as "100+" and no further calculation is necessary.

Computing the Under Representation Index

- **The third step** is to calculate under representation by dividing the **employment percentage by the CLF percentage**. (Where the employment percentage for the selected EO group is less than the CLF percentage).

Computing the Under Representation Index

- **The fourth step** is to multiply the result by 100 to get the under representation index.
- **The fifth step**. Repeat steps 1 through 4 for each EO group in each category.

Computing the Under Representation Index

- **For example:**
 - **Black male**-The agency's employment percent equals 7.5 %
 - The local CLF percent equals 8.3 %.
 - 7.5 % divided by 8.3% = .90X100 = 90 for an Under representation Index.

Compute the UI for the following examples:

	Nat'l CLF %	Local CLF	Agency # Employment	UI %
– Black Males	5.3	8.3	150	7.5 90
– Black Females	4.8	6.4	140	7.0 100+
– Hispanic Males	2.9	2.7	42	2.1 72
– Hispanic Females	1.9	1.4	30	1.5 79
– A. Indian Males	0.2	0.1	4	0.2 100
– A. Indian Females	0.2	0.0	2	0.1 50
– AA/PI Males	0.8	0.4	10	0.5 63
– AA/PI Females	0.6	0.3	6	0.3 50
– White Females	34.3	30.5	700	35.0 100+
– White Males	38.0	33.0	916	45.8 100+

Computing the UI

- What's critical at this juncture is to know what CLF figure to use.
- The **larger CLF figure** is always used for calculating the UI.

Computing the UI

- Because we are a national agency, this is the figure you will find on the DN-714 reports. However, if your state CLF figures are higher than the National CLF figure then you will use the Local CLF as used in the examples while calculating the UI for Black Males and Black Females.

EEO STATISTICAL DATA

- NFC will forward to designated reporting levels quarterly EEO statistical reports containing information which meets EEO-MD-714 requirements to assist in monitoring EEO accomplishments and to facilitate the Affirmative Employment Plan (AEP) report preparation.

Current geographical breakouts for all EEO statistical reports that are not reported by individual states are as follows:

- Worldwide (excluding Hawaii, Guam, and Puerto Rico)
- Hawaii only
- Guam only
- Puerto Rico only

- Requests for geographical breakouts other than those listed above must be submitted in writing to NFC.

- Accomplishment Reports for EEOC will include an “as of” date, a “run” date, and numbered pages.

The quarterly statistical reports generated by NFC are as follows:

- DN-714-1 Change in Work force EEO Profile by PATCO.
- DN-714-2 Change in Work force EEO Profile by Series with 50 or More
- DN-714-3 Change in Work force EEO Profile by Pay Level

The quarterly statistical reports generated by NFC are as follows:

- DN-714-4 Distribution of EEO Groups and Underrepresentation Indices by PATCO and Pay Level.
- DN-714-5 Distribution of EEO Groups and Underrepresentation Indices by Series and Pay Level.

The quarterly statistical reports generated by NFC are as follows:

- DN-714-6 Numerical Objective Accomplishments by PATCO.
- DN-714-7 Numerical Objective Accomplishments by Series with 50 or More
- DN-714-8 Internal Movement Goal Accomplishments by PATCO.

The quarterly statistical reports generated by NFC are as follows:

- DN-714-9 Internal Movement Goal Accomplishments by Series with 50 or More.
- DN-714-10 Separations by PATCOB and Pay Level
- DN-714-11 Separations by PATCO, Series, and Pay Level

The quarterly statistical reports generated by NFC are as follows:

- DN-714-12 Promotions by PATCO and Pay Level
- DN-714-13 Promotions by PATCO, Series, and Pay Level.
- DN-714-14 Cash Awards for suggestions by PATCO and Pay Level.

The quarterly statistical reports generated by NFC are as follows:

- DN-714-15 Cash Awards for Special Act or Service by PATCO, Series, and Pay Level.
- DN-714-16 Training Instances by PATCO and Pay Level.
- DN-714-17 Training Instances PATCO, Series, and Pay Level.

- Reports DN-714-6 through 9 will satisfy the reporting requirement of EEOC Forms 568.
- NFC will divide DN-714-10 and 11 reports into two categories of voluntary and involuntary separation-type nature of action codes, which are furnished by the Office of Personnel.
- NFC will divide DN-714-12 and 13 reports into two categories of competitive and noncompetitive promotion-type nature of action codes, which are furnished by the Office of Personnel.

NFC will divide DN-714-14 and 15 reports into the following five categories:

- Quality Step Increases
- Cash Awards for Suggestions
- Cash Awards for Performance
- Cash Awards for Special Act or Service
- Cash Awards for Invention

NFC will divide DN-714-16 and 17 reports by the following types of training:

- Executive and Management
- Supervisory
- Legal, Medical, Scientific, or Engineering
- Administrative Analysis
- Specialty and Technical
- Clerical

NFC will divide DN-714-16 and 17 reports by the following types of training:

- Trade or Craft
- Orientation
- Adult Basic Education

EEO Tracking Reports

- Employment & Goals Summary and Employment & Goals Summary by Occupational Series
- Cumulative Gains & Losses Summary and Cumulative Gains & Losses Summary by Occupational Series

EEO Tracking Reports

- Grade Distribution Summary and Grade Distribution Summary by Occupational Series
- Occupational Series Summary - Percentages of Representation
- Occupational Series Summary - Average Grade

Other EEO Reports

- Employment & Representation Index of Most Populous PATCO Series
- Quarterly/Annual Reports of Gains & Losses