

DOC International Trade Administration

For period covering October 1, 2017 to September 30, 2018

PART A Department or Agency Identifying Information	1. Agency	1. DOC International Trade Administration
	1.a 2nd level reporting component	
	2. Address	2. 1401 CONSTITUTION AVE NW
	3. City, State, Zip Code	3. WASHINGTON, DC 20230
	4. Agency Code 5. FIPS code(s)	4. CM55 5. 1350

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 1330
	2. Enter total number of temporary employees	2. 27
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 1357

PART C	Title Type	Name	Title
Agency Official(s) Responsible For Oversight of EEO Program(s)	Head of Agency	Gilbert B. Kaplan	Under Secretary for International Trade
	Head of Agency	Tim Rosado	Chief Financial and Administrative Officer
	Principal EEO Director/Official	Bernadette Worthy	EEO Officer
	Affirmative Employment Program Manager	Bernadette Worthy	EEO Officer
	Affirmative Employment Program Manager	Bernadette Worthy	EEO Officer
	Complaint Processing Program Manager	Bernadette Worthy	EEO Officer

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
Anti-Harassment Policy and Procedures	Y	Y	
Personal Assistance Services Procedures	Y	Y	
EEO Policy Statement	Y	Y	
Organization Chart	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Human Capital Strategic Plan	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	

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EXECUTIVE SUMMARY: MISSION

The mission of the International Trade Administration (ITA) is to create economic opportunity for U.S. workers and firms by promoting international trade, opening foreign markets, ensuring compliance with trade laws and agreements, and supporting U.S. commercial interest at home and abroad. ITA plays an important role in fulfilling the Department of Commerce's mission of promoting job creation.

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

[Redacted] am the
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]
(Insert Agency/Component Name above)

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

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

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

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

[Redacted]
Date

[Redacted]
Signature of Agency Head or Agency Head Designee



[Redacted]
Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X			Typically ITA issues/reaffirms annually. The last re-affirmed ITA statement is from FY 2017. ITA new Under Secretary will issue/reaffirm for FY 2019. It was reaffirmed on April 1, 2019. Both copies of the 2017 (used in 2018 too) and 2019 ITA EEO policy are attached as documents to this annual MD-715 report. 4/1/2019
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			See, http://www.osec.doc.gov/opog/dmp/daos/dao215_10.html
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Annually with issuance of EEO policy statement
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Annually with issuance of EEO policy statement
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Through periodic broadcast messages to all employees.
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			Bi-annually as part of mandatory No Fear Act training and annually beginning June 2018
	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.	X			Bi-annually as part of mandatory No Fear Act training and annually beginning June 2018 and ongoing.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.				
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .			X		ITA does not currently have an EEO recognition program. However, it is aware that the Department's Office of Civil Rights is considering the establishment of EEO recognition program and ITA will look into partnering with that office on any such initiative.
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X			

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Agency Self-Assessment Checklist



Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.1. 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.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]			X		The ITA EEO Director position resides in the Departmental Office of Civil Rights, and is not an ITA employee.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			Tim Rosado
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			EEO Officer is in constant contact with the agency's Chief People Officer and advises quarterly of EEO cases and trends
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			August 28, 2018
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			The EEO Director works collaboratively with the Chief, People Officer to identify policies or practices that may affect its affirmative employment program.
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			This responsibility lies with the Department's Office of Civil Rights.
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			This responsibility lies with the Department's Office of Civil Rights.
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			This responsibility lies with the Department's Office of Civil Rights.
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			

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		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			ITA current does not have its own strategic plan but relies on the DOC 2018-2022 Strategic Plan that outlines the goals of the DOC and its bureaus including ITA. The DOC current plan does not specifically reference EEO/ diversity and inclusion principles. However, under "Deliver Customer-Centric Service Excellence" element, engaging all Commerce employees to ensure that "[a]ll employees should kn

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		Yes	No	N/A	
	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator  Measures		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:					
B.5.a.1. EEO complaint process? [see MD-715(II)(B)]		X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]		X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]		X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			When barriers are identified ITA engages its managers to assist with finding solutions to barriers, e.g., through implementation of programs such as leadership development programs with emphasis in promoting inclusion of women, minorities, and PWD and PWTD.
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			While ITA does not currently have its own strategic plan (ITA operates under the DOC 2018-2022 strategic plan), measures are taken through other activities to promote awareness and inclusion of programs across ITA.

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	ITA has no field offices, or separate components. All are reviewed under the MD-715 processed.
	C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	ITA has no field offices, or separate components. All are reviewed under the MD-715 processed.
	C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]			X	ITA has no field offices, or separate components. All are reviewed under the MD-715 processed.

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 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			

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C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	X			ITA utilizes the Department of Commerce procedures at DAO 215-10, see, http://www.osec.doc.gov/opog/dmp/daos/dao215_10.html .
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 Compliance Indicator		Measure Has Been Met			
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Yes	No	N/A	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

C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			Under the “Leadership and Management” critical element.
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			EEO Director coordinates with the ITA Director, Human Capital to develop recruiting/outreach strategies. However, these are primarily conducted by the Human Capital Office
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			The agency has not had a finding of discrimination in the past 5 or more years.
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			The agency has not had a finding of discrimination in the past 5 or more years.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			This is usually fact dependent. If there is finding, there will be a posting in the relevant work area with the violation will be noted in general terms. If no finding, but settlement only the involved parties are notified of the allegations giving rise to the settlement.

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Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			A full briefing is held annually and the EEO Office provides quarterly updates on case activity and collaborates with Human Capital Office to review affirmative employment efforts quarterly.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist



Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.				
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]			X		ITA plans on implementing an exit interview process in FY 2019.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			ITA reviews promotions, awards and other recognition annually and reports any impacts on specific groups in the MD 715 report. In addition, it relies on Department-level leadership to channel guidance and opportunity to comment on any changes to policy, procedures or practices can lead to improvement or enhancement.
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			The agency reviews complaint data, employee surveys and workforce data.

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Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.			N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		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	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			www.doc.gov
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist



Essential Element: E Efficiency

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			Average processing time for acceptance letters was 18.5 days.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			Contract EEO Investigators are used in the investigative stage and their performance is monitored by the Office of Civil Rights (OCR) to ensure quality products in accordance with the terms of the contract.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.				
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The Department's OCR provides pre-complaint and formal processing of ITA EEO cases. The Office of General Counsel's (OGC) Employment and Labor Law Division has the defensive responsibility on EEO matters.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			OCR has several attorneys on staff in-house to perform this task.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]				X	The Agency does not utilize the OGC staff attorneys for legal sufficiency reviews.
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]				X	The Agency does not utilize the OGC staff attorneys for legal sufficiency reviews.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X		ADR is strongly encouraged by Agency Leadership but not currently required for any party in the process.
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 Compliance Indicator		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	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The agency monitors its case processing timelines and compares it with other departmental agencies .
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The EEO Officer annually reviews the EEO processing timelines and establishes benchmarks to make process improvements.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 Compliance Indicator		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	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			

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Plan to Attain Essential Elements

PART H.1

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]

ITA plans on implementing an exist strategy/survey in FY2020.

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Plan to Attain Essential Elements

PART H.2

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	
ADR is voluntary for all parties, including managers.		
OBJECTIVE:	<u>Date Objective Initiated:</u> Sep 30, 2018	<u>Target Date For Completion Of Initiative:</u> Sep 30, 2019
Ensure that all parties understand and have access to ADR in the EEO process.		
Responsible Official	Bernadette Worthy	
Planned Activities	<u>Target Date</u>	<u>Planned Activity</u>
	Oct 1, 2018 12:00 AM	Provide all parties with information about the benefits of early resolution of EEO matters
Oct 1, 2018 12:00 AM	EEO Office will continue to monitor ITA's trends for ADR election cases to determine if not requiring managers to participate represents a barrier to the election by Complainants	
Report of Accomplishments and Modifications to Objective	ITA management agreed to ADR in 83% of the cases where ADR was elected by the Complainant in FY 2018. ADR was declined in one case where the Complainant had multiple cases throughout the administrative process. It should be noted that the agency was willing to engage in ADR to reach a global settlement of all cases, however the Complainant was not.	

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Plan to Attain Essential Elements

PART H.3

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .

ITA does not currently have an EEO recognition program.

OBJECTIVE:

<u>Date Objective Initiated:</u>	<u>Target Date For Completion Of Initiative:</u>
Jan 30, 2019	Sep 30, 2020

To determine the feasibility of establishing an EEO recognition program within the agency.

Responsible Official

Bernadette Worthy

PlannedActivities

<u>Target Date</u>	<u>Planned Activity</u>
Sep 30, 2020 12:00 AM	Partner with the Department of Commerce's Office of Civil Rights who is exploring establishing an EEO awards program and encourage ITA leadership to submit candidates for recognition.

**Report of Accomplishments
and Modifications to
Objective**

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Plan to Attain Essential Elements

PART H.4

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office?
[see 29 CFR §1614.102(b)(4)]

The ITA EEO Director position does not reside in the agency.

OBJECTIVE:

Date Objective Initiated: Jan 30, 2019 *Target Date For Completion Of Initiative:* Sep 30, 2019

Determine if the EEO Director not reporting to the ITA Agency head is a barrier to achieving a model EEO program

Responsible Official

Planned Activities

Target Date *Planned Activity*

**Report of Accomplishments
and Modifications to
Objective**

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For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.1

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Hispanics Low Participation Rate</p>					
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>All Men</p>					
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>						
<p>STATEMENT OF IDENTIFIED BARRIER:</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>The participation rate of Hispanics in the agency continues to be below the Civilian Labor Force. ITA's Hispanic participation rate in FY 2018 was 6.19% (Civilian Labor Workforce: 9.96%). This is a Federal government wide issue. Hispanics in ITA's Mission Critical Occupations continue to be lower in participation rates as compared to other groups (White, Black/African American, Asian). For the 1101 and 1140 jobs below, the participation rates for these MCOs are lower than its overall participation rate in ITA (6.19%). 1101 (Industry/Business): Of the relevant job occupational series (308), only 5.1% (16) Hispanics represent this job series. Further, there is a disparity between Male (4%) and Female (1%) in the gender breakdown within job series. 1140 (Trade Specialist): Of the relevant job occupational series (550), only 5.8% (32) Hispanics represent this job series. 1801 (Investigation): Of the relevant job occupational series (183), only 8.7% (16) Hispa</p>					
<p>Objective</p>	<p>Increase awareness to leadership of low participation Hispanic rates and expand recruitment outreach</p> <table border="1" data-bbox="755 997 1573 1144"> <tr> <td data-bbox="755 997 917 1060">Date Objective Initiated</td> <td data-bbox="917 997 1573 1060">Oct 1, 2017</td> </tr> <tr> <td data-bbox="755 1060 917 1144">Target Date For Completion Of Objective</td> <td data-bbox="917 1060 1573 1144">Sep 30, 2020</td> </tr> </table>		Date Objective Initiated	Oct 1, 2017	Target Date For Completion Of Objective	Sep 30, 2020
Date Objective Initiated	Oct 1, 2017					
Target Date For Completion Of Objective	Sep 30, 2020					
<p>Responsible Officials</p>	<p>Ruben Pedroza Director, Human Capital</p>					
<p>Planned Activities Toward Completion of Objective</p>	<table border="1" data-bbox="722 1207 1573 1312"> <thead> <tr> <th data-bbox="722 1207 1307 1249">Planned Activity</th> <th data-bbox="1307 1207 1573 1249">Target Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="722 1249 1307 1312">Increase awareness to leadership of low participation Hispanic rates and expand recruitment outreach.</td> <td data-bbox="1307 1249 1573 1312">Oct 1, 2018</td> </tr> </tbody> </table>		Planned Activity	Target Date	Increase awareness to leadership of low participation Hispanic rates and expand recruitment outreach.	Oct 1, 2018
Planned Activity	Target Date					
Increase awareness to leadership of low participation Hispanic rates and expand recruitment outreach.	Oct 1, 2018					
<p>Report of Accomplishments and Modifications to Objective</p>	<p>While ITA's Hispanic participation rate continues to be below the Civilian Labor Workforce (9.96%) and is at par with the DOC rate of 6.09%, ITA's Hispanic rate (6.19%) increased in FY 2018 by 16.62% from FY 2017 (5.53%), a net increase of 6 Hispanics in FY 2018. Of this increase, 5 were Females.</p>					

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Plan to Eliminate Identified Barriers

PART I.2

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>PWD and PWTD - Low Participation Rate</p>	
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>		
<p>STATEMENT OF IDENTIFIED BARRIER:</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>On August 28, 2018, ITA senior leaders hosted the DOC Office of Civil Rights Policy & Evaluation Team who presented ITA's diversity statistics and data to senior leaders to assist them in making more informed hiring decisions. During this briefing/presentation, the numerical benchmark goals of 12% for PWD and 2% for PWTD and the HR hiring flexibility authority for Schedule A were discussed.</p>	
<p>Objective</p>	<p>Increase awareness to hiring managers on available sources including expanded use of the Workforce Recruitment Program through the DOL and use of other hiring Schedule A flexibilities.</p>	<p>Date Objective Initiated Oct 1, 2017</p> <p>Target Date For Completion Of Objective Sep 30, 2018</p>
<p>Responsible Officials</p>	<p>Ruben Pedroza Director, Human Capital</p>	
<p>Planned Activities Toward Completion of Objective</p>	<p>Planned Activity</p> <p>Increase awareness to hiring managers on available sources including expanded use of the Workforce Recruitment Program through the DOL and use of other hiring Schedule A flexibilities.</p>	<p>Target Date</p> <p>Sep 30, 2019</p>
<p>Report of Accomplishments and Modifications to Objective</p>	<p>On August 28, 2018, ITA senior leaders hosted the DOC Office of Civil Rights Policy & Evaluation Team who presented ITA's diversity statistics and data to senior leaders to assist them in making more informed hiring decisions. During this briefing/presentation, the numerical benchmark goals of 12% for PWD and 2% for PWTD and the HR hiring flexibility authority for Schedule A were discussed.</p> <p>Leadership appreciated this presentation and had reaffirmed its commitment on the importance of offering PWD/PWTD employment opportunities and will ensure ITA hiring managers are aligned to this same commitment.</p>	

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|-------------------------------|--------|-----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD) | Answer | Yes |

Yes. ITA has a trigger with cluster GS-11 to SES (PWD). ITA plans to expand use of programs and available resources for finding qualified persons with disabilities and specifically for jobs in ITA's mission critical occupations, e.g., 1101, 1140, 1801s job series. Outreach to applicants with disabilities will include reaching out to institutions such as America Job Centers, State Vocational rehabilitation Agencies, and the Veterans' Vocational Rehabilitation and Employment Program. In addition, ITA has already implemented several developmental leadership programs in FY 2018. ITA plans on promoting these programs to current employees with disabilities as a means to support opportunities for this sector of the workforce to develop the skills and competencies needed for consideration into higher grades and positions.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|--------------------------------|--------|-----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | Yes |

Yes. ITA has a trigger with cluster GS-11 to SES (PWTD). Using the same approach as with PWD, ITA plans to expand use of programs and available resources for finding qualified persons with disabilities and specifically for jobs in ITA's mission critical occupations, e.g., 1101, 1140, 1801s job series. Outreach to applicants with disabilities will include reaching out to institutions such as America Job Centers, State Vocational rehabilitation Agencies, and the Veterans' Vocational Rehabilitation and Employment Program. In addition, ITA has already implemented several developmental leadership programs in FY 2018. ITA plans on promoting these programs to current employees with disabilities as a means to support opportunities for this sector of the workforce to develop the skills and competencies needed for consideration into higher grades and positions.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

On August 28, 2018, ITA senior leaders hosted the DOC Office of Civil Rights Policy & Evaluation Team who presented ITA's diversity statistics and data to senior leaders to assist them in making more informed hiring decisions. During this briefing/presentation, the numerical goals were discussed.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer No

ITA currently does not have staff resources dedicated solely to implementing a disability program. However, the agency works collaboratively with the EEO Officer and the Department’s Office of Civil Rights to leverage existing resources to manage this effort.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	0	0	0	
Architectural Barriers Act Compliance	0	0	0	
Special Emphasis Program for PWD and PWTD	0	0	0	
Processing applications from PWD and PWTD	0	1	0	Charles Clark, Director HC OHRM. CCLARK@DOC.GOV
Answering questions from the public about hiring authorities that take disability into account	0	1	0	Charles Clark, Director HC OHRM. CCLARK@DOC.GOV
Processing reasonable accommodation requests from applicants and employees	0	1	0	Laura Soria, EEO Spec, Office of Civil Rights, LSORIA@DOC.GOV

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

The Office of Civil Rights staff who serves in this capacity have attended a variety of training on reasonable accommodation.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer No

ITA currently does not have staff resources dedicated solely to implementing a disability program. However, the agency works collaboratively with the EEO Officer and the Department’s Office of Civil Rights to leverage existing resources to manage this effort.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

ITA plans to expand use of programs and available resources for finding qualified persons with disabilities and specifically for jobs in ITA's mission critical occupations, e.g., 1101, 1140, 1801s job series. Outreach to applicants with disabilities will include reaching out to institutions such as America Job Centers, State Vocational rehabilitation Agencies, and the Veterans' Vocational Rehabilitation and Employment Program.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

ITA uses and will expand the use of programs and available resources for finding qualified persons with PWD and PWTD in specifically jobs within ITA's mission critical occupations, e.g., 1101, 1140, 1801s job series. Outreach and expansion to applicants with disabilities will include reaching out to institutions such as America Job Centers, State Vocational rehabilitation Agencies, and the Veterans' Vocational Rehabilitation and Employment Program.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Through our HR servicing provider, when persons with disabilities apply to job announcements posted on USAJOBS, HR prepares separate merit certs for Schedule A applicants where managers can review applications/resumes and consider these applicants. ITA also receives unsolicited resumes from Schedule A people who express interest in employment when learning about ITA via the OPM Selective Placement Program Coordinator (SPPC). ITA shares these resumes with hiring managers' consideration for positions that might be vacant.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

Yes. Annually, managers are required to complete the "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities".

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

ITA casts the widest net to attract PWD/PWTD first by its presence on the OPM website and identifying a point of contact as the Selective Placement Program Coordinator (SPPC). Additionally, all ITA's job opportunity announcements on USAJOBS contain the proper language to promote the agency and attract persons with disabilities. ITA also utilizes outreach efforts and plans to expand these efforts to attract applicants with disabilities will include reaching out to institutions such as America Job Centers, State Vocational rehabilitation Agencies, and the Veterans' Vocational Rehabilitation and Employment Program.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

- a. Cluster GS-1 to GS-10 (PWTD) Answer No
- b. Cluster GS-11 to SES (PWTD) Answer Yes

Yes. In FY 2018 the goals of 12% for PWD and PWTD were not met. ITA will continue to encourage hiring managers to consider qualified PWD/PWTD. ITA hopes that through expansion of outreach ITA can increase the number of hires with PWD/PWTD in FY 2019.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer Yes

b. New Hires for MCO (PWTD) Answer Yes

Yes. Triggers exist in cluster GS-11 to SES for PWD/PWTD in MCOs.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Yes. PWD and PWTD did not reach the 12% and 2% benchmarks for internal applicants in MCOs in FY 2018.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer Yes

b. Promotions for MCO (PWTD) Answer Yes

Yes. PWD and PWTD did not reach the 12% and 2% benchmarks for promotions in MCOs FY 2018.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

In late FY 2018, ITA implemented several developmental leadership programs and career enhancing programs. Programs include a Coaching (...become a Coach, be a Coachie) for employees in grades GS-5 to SES, Rotation opportunities and Project Share for all ITA employees to perform work in other offices and jobs to gain exposure to new work and assist them to develop and acquire skills in areas outside their own job occupation. In addition, in early FY 2019, ITA implemented a mandatory training/developmental curriculum for existing supervisors and new supervisors. The ITA Supervisory Curriculum is housed in the Commerce Learning Center (CLC). The curriculum is designed to teach, refresh and expand the current skills for supervisors. ITA plans on making the supervisory curriculum available to any employee who aspires to advance and become a supervisor. Expansion is a means of promoting and preparing employees for possible career advancement within the agency via competition when positions become open or where employees can leverage these programs/curricula for other opportunities in other agencies. ITA plans to continue marketing and promoting of these programs to current employees with disabilities (PWD/PWTD) for this sector of the workforce to develop the skills and competencies needed for consideration into higher grades and positions.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

In late FY 2018, ITA implemented several developmental leadership programs and career enhancing programs. Programs include a Coaching (...become a Coach, be a Coachie) for employees in grades GS-5 to SES, Rotation opportunities and Project Share for all ITA employees to perform work in other offices and jobs to gain exposure to new work and assist them to develop and acquire skills in areas outside their own job occupation. In addition, in early FY 2019, ITA implemented a mandatory training/developmental curriculum for existing supervisors and new supervisors. The ITA Supervisory Curriculum is housed in the Commerce Learning Center (CLC). The curriculum is designed to teach, refresh and expand the current skills for supervisors. ITA plans on making the supervisory curriculum available to any employee who aspires to advance and become a supervisor. Expansion is a means of promoting and preparing employees for possible career advancement within the agency via competition when positions become open or where employees can leverage these programs/curricula for other opportunities in other agencies. ITA plans to continue marketing and promoting of these programs to current employees with disabilities (PWD/PWTD) for this sector of the workforce to develop the skills and competencies needed for consideration into higher grades and positions.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

N/A – Data for ITA’s newly established developmental programs will be reflected in FY 2019 MD-715.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

N/A – Data for ITA’s newly established developmental programs will reflect FY 2019 MD-715.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

Yes. Out of 225 Time Off Awards, only 17 PWD (15) and PWTD (2) received time off awards.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Goal of 2% was reached. Two PWTD received Quality Step Increases (QSIs).

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

N/A

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

Although there were only 8 selections made for higher grades, there were zero applications from PWD. ITA needs to identify the root cause as to why internal PWD/PWTD are not applying for the higher grades.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes

Although there were only 8 selections made for higher grades, there were zero applications from PWD/PWTD. ITA needs to identify the root cause as to why internal PWTD are not applying for the higher grades.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	Yes
b. New Hires to GS-15 (PWD)	Answer	Yes
c. New Hires to GS-14 (PWD)	Answer	Yes
d. New Hires to GS-13 (PWD)	Answer	Yes

ITA needs to identify the root cause as to why PWD are not applying for senior grade positions. ITA will consider best way to market supervisory positions to PWD/PWTD on USAJOBS by enhancing the job opportunity announcements for supervisory positions.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	Yes
b. New Hires to GS-15 (PWTD)	Answer	Yes
c. New Hires to GS-14 (PWTD)	Answer	Yes
d. New Hires to GS-13 (PWTD)	Answer	Yes

ITA needs to identify the root cause as to why PWTD are not applying for senior grade positions. ITA will consider best way to market supervisory positions to PWD/PWTD on USAJOBS by enhancing the job opportunity announcements for supervisory positions.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
c. Supervisors		

- | | | |
|--|--------|-----|
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |

ITA needs to identify the root cause as to why internal PWD are not applying for supervisory positions.

6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | Yes |
| ii. Internal Selections (PWTB) | Answer | Yes |

b. Managers

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | Yes |
| ii. Internal Selections (PWTB) | Answer | Yes |

c. Supervisors

- | | | |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTB) | Answer | Yes |
| ii. Internal Selections (PWTB) | Answer | Yes |

ITA needs to identify the root cause as to why internal PWTB are not applying for supervisory positions.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|------------------------------------|--------|-----|
| a. New Hires for Executives (PWD) | Answer | Yes |
| b. New Hires for Managers (PWD) | Answer | Yes |
| c. New Hires for Supervisors (PWD) | Answer | Yes |

ITA will consider best way to market supervisory positions to PWD/PWTB on USAJOBS by enhancing the job opportunity announcements for supervisory positions.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-------------------------------------|--------|-----|
| a. New Hires for Executives (PWTB) | Answer | Yes |
| b. New Hires for Managers (PWTB) | Answer | Yes |
| c. New Hires for Supervisors (PWTB) | Answer | Yes |

ITA will consider best way to market supervisory positions to PWD/PWTB on USAJOBS by enhancing the job opportunity announcements for supervisory positions.

Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

Yes, all Schedule A appointments at the end of their two-year appointment were converted to a permanent career-conditional or career appointment.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD)

Answer No

b. Involuntary Separations (PWD)

Answer No

PWD: 8.3%

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer No

PWTD: 4.5%

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

See, <https://www.commerce.gov/about/policies/accessibility>

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

The Department, ITA’s parent organization, does not currently have information about employee’s and applicant’s rights under the ABA posted on its public website. However, the Department’s Office of Civil Rights advises that efforts are underway to address this.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The majority of ITA staff are located at the Herbert C. Hoover Building (HCHB) in downtown Washington, DC. Currently, HCHB is undergoing a multi-year major renovation that includes changes to improve accessibility in office spaces, bathrooms, conference rooms, etc., in accordance with ABA standards.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

FY 18 average response time for ITA’s RA requests was 17 days with a total of 9 requests.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

At end of 2017, the responsibility for processing ITA's RA requests transitioned from the servicing HR Office to the Department's Office of Civil Rights (OCR) to ensure more timely responses and focused resources in this area. OCR Disability staff conducting training on reasonable accommodations at the main DOC headquarters in FY 2018, and was available in person and online via WebEx. OCR's RA staff reported that RA requests that were delayed more than 20 days were due to delay in the employee submitting medical documentation. When requests were approved, they were implemented within 10 days of approval or request. ITA's RA Coordinator has a system in place for tracking all requests and routinely reports to senior leadership on data trends, costs and timeliness.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

There have been no requests for PAS since the requirement was implemented in 2017. However, DOC RA training available to all ITA employees includes procedures for requesting and responding to request for PAS.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

As a small agency, ITA continues to have challenges with resources to dedicate exclusively to affirmative employment program efforts. However, it understands the importance of this area and will continue to find collaborative ways to leverage existing resources to increase parity with all employee groups.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

ITA hopes that implementation of developmental programs that will also benefit PWD/PWTD during FY 2019 will begin to show improvement going forward.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

ITA hopes that implementation of developmental programs that will also benefit PWD/PWTD during FY 2019 will begin to show improvement going forward.

DOC International Trade Administration

For period covering October 1, 2017 to September 30, 2018.

File Process Date and Time: 07/10/2019 04:41 PM

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Senior Executive Service percent row	%	100	71.43	28.57	7.14	0.00	57.14	25.00	0.00	3.57	7.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1334	674	660	44	38	537	421	40	134	48	63	0	0	3	2	2	2
TOTAL percent row	%	100	50.52	49.48	3.30	2.85	40.25	31.56	3.00	10.04	3.60	4.72	0.00	0.00	0.22	0.15	0.15	0.15

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

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Occupational CLF	%	100	67.1	32.9	3.3	1.8	55.8	25.2	2.8	2.7	4.5	3.1	0	0.1	0.5	0.1	0.2	0
0110: ECONOMIST	#	29	13	16	0	0	11	13	1	0	1	3	0	0	0	0	0	0
0110: ECONOMIST percent row	%	100	44.83	55.17	0.00	0.00	37.93	44.83	3.45	0.00	3.45	10.34	0.00	0.00	0.00	0.00	0.00	0.00
0201: HR SPECIALIST	#	11	1	10	1	2	0	1	0	7	0	0	0	0	0	0	0	0
0201: HR SPECIALIST percent row	%	100	9.09	90.91	9.09	18.18	0.00	9.09	0.00	63.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	39.7	60.3	3.7	5.8	30.4	44.2	3.3	7.1	1.8	2.4	0	0.1	0.2	0.4	0.1	0.3
0301: MISC ADMIN GEN BUSINESS	#	64	21	43	1	5	13	15	5	22	2	1	0	0	0	0	0	0
0301: MISC ADMIN GEN BUSINESS percent row	%	100	32.81	67.19	1.56	7.81	20.31	23.44	7.81	34.38	3.13	1.56	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	36.7	63.3	2.8	5.8	27.1	43.8	3.6	8.9	2.6	3.6	0	0.1	0.4	0.6	0.2	0.3
0343: MANAGEMENT ANALYSIS	#	69	23	46	3	1	11	24	5	17	4	3	0	0	0	0	0	1
0343: MANAGEMENT ANALYSIS percent row	%	100	33.33	66.67	4.35	1.45	15.94	34.78	7.25	24.64	5.80	4.35	0.00	0.00	0.00	0.00	0.00	1.45
Occupational CLF	%	100	58.4	41.6	2.4	2.2	49	32.6	3.1	3.8	3.4	2.5	0	0	0.4	0.4	0.2	0.3
0501: FINANCIAL ADMINISTRATION	#	3	1	2	0	0	1	1	0	1	0	0	0	0	0	0	0	0
0501: FINANCIAL ADMINISTRATION percent row	%	100	33.33	66.67	0.00	0.00	33.33	33.33	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	43.7	56.3	4.1	5.7	32.5	38.6	4.7	7.6	1.8	3.2	0	0.1	0.3	0.8	0.4	0.2
0560: BUDGET ANALYST	#	8	3	5	0	0	2	3	0	2	1	0	0	0	0	0	0	0
0560: BUDGET ANALYST percent row	%	100	37.50	62.50	0.00	0.00	25.00	37.50	0.00	25.00	12.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	36.5	63.5	1.9	4.7	26.9	41.1	4.6	11.5	2.3	4.7	0	0.2	0.6	0.7	0.2	0.6
1101: MISC ADMIN GEN BUSINESS	#	313	191	122	13	3	161	83	2	22	11	13	0	0	2	0	2	1
1101: MISC ADMIN GEN BUSINESS percent row	%	100	61.02	38.98	4.15	0.96	51.44	26.52	0.64	7.03	3.51	4.15	0.00	0.00	0.64	0.00	0.64	0.32
Occupational CLF	%	100	36.7	63.3	2.8	5.8	27.1	43.8	3.6	8.9	2.6	3.6	0	0.1	0.4	0.6	0.2	0.3
1140: MISC ADMIN GEN BUSINESS	#	548	263	285	12	21	219	210	10	29	21	23	0	0	1	2	0	0
1140: MISC ADMIN GEN BUSINESS percent row	%	100	47.99	52.01	2.19	3.83	39.96	38.32	1.82	5.29	3.83	4.20	0.00	0.00	0.18	0.36	0.00	0.00
Occupational CLF	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1801: GENERAL INSPECTIONS	#	181	101	80	12	4	76	55	6	6	7	15	0	0	0	0	0	0
1801: GENERAL INSPECTIONS percent row	%	100	55.80	44.20	6.63	2.21	41.99	30.39	3.31	3.31	3.87	8.29	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	53.6	46.4	4.3	4.3	41	32.2	4.3	6.9	2.9	2.1	0.1	0.1	0.6	0.5	0.4	0.3
2210: COMPUTER SCIENCE AND IT SPECIALIST	#	26	17	9	1	0	11	4	5	5	0	0	0	0	0	0	0	0
2210: COMPUTER SCIENCE AND IT SPECIALIST percent row	%	100	65.38	34.62	3.85	0.00	42.31	15.38	19.23	19.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	70.4	29.6	5.4	2.2	52.2	20.9	6.6	4.5	5.1	1.5	0.1	0	0.5	0.3	0.3	0.1

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

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
0301: MISC ADMIN GEN BUSINESS	#	12	7	5	1	1	6	4	0	0	0	0	0	0	0	0	0	0
0301: MISC ADMIN GEN BUSINESS percent row	%	100	58.33	41.67	8.33	8.33	50.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	36.7	63.3	2.8	5.8	27.1	43.8	3.6	8.9	2.6	3.6	0	0.1	0.4	0.6	0.2	0.3
1101: MISC ADMIN GEN BUSINESS	#	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
1101: MISC ADMIN GEN BUSINESS percent row	%	100	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	36.7	63.3	2.8	5.8	27.1	43.8	3.6	8.9	2.6	3.6	0	0.1	0.4	0.6	0.2	0.3
1140: MISC ADMIN GEN BUSINESS	#	5	3	2	0	0	2	2	0	0	1	0	0	0	0	0	0	0
1140: MISC ADMIN GEN BUSINESS percent row	%	100	60.00	40.00	0.00	0.00	40.00	40.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1801: GENERAL INSPECTIONS	#	3	1	2	0	0	1	1	0	1	0	0	0	0	0	0	0	0
1801: GENERAL INSPECTIONS percent row	%	100	33.33	66.67	0.00	0.00	33.33	33.33	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	53.6	46.4	4.3	4.3	41	32.2	4.3	6.9	2.9	2.1	0.1	0.1	0.6	0.5	0.4	0.3

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

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
0110: ECONOMIST	#	5																
Voluntarily Identified	#	3	1	2	0	0	1	1	0	0	0	1	0	0	0	0	0	0
Voluntarily Identified percent row	%	100	33.33	66.67	0.00	0.00	33.33	33.33	0.00	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00
Qualified of those Identified	#	2	0	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0
Qualified of those Identified percent row	%	100	0.00	100.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.67	0.33	0.03	0.02	0.56	0.25	0.03	0.03	0.04	0.03	0	0	0	0	0	0
0201: HR SPECIALIST	#	214																
Voluntarily Identified	#	169	41	128	7	13	5	19	28	79	1	6	0	0	0	0	0	11
Voluntarily Identified percent row	%	100	24.26	75.74	4.14	7.69	2.96	11.24	16.57	46.75	0.59	3.55	0.00	0.00	0.00	0.00	0.00	6.51
Qualified of those Identified	#	93	19	74	5	6	1	12	12	46	1	4	0	0	0	0	0	6
Qualified of those Identified percent row	%	100	20.43	79.57	5.38	6.45	1.08	12.90	12.90	49.46	1.08	4.30	0.00	0.00	0.00	0.00	0.00	6.45
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.4	0.6	0.04	0.06	0.3	0.44	0.03	0.07	0.02	0.02	0	0	0	0	0	0
0301: MISC ADMIN GEN BUSINESS	#	985																
Voluntarily Identified	#	782	319	463	35	82	124	115	101	215	50	39	1	1	4	2	4	9
Voluntarily Identified percent row	%	100	40.79	59.21	4.48	10.49	15.86	14.71	12.92	27.49	6.39	4.99	0.13	0.13	0.51	0.26	0.51	1.15
Qualified of those Identified	#	312	137	175	10	24	59	38	43	92	21	16	1	0	1	2	2	3
Qualified of those Identified percent row	%	100	43.91	56.09	3.21	7.69	18.91	12.18	13.78	29.49	6.73	5.13	0.32	0.00	0.32	0.64	0.64	0.96
Selected of those Identified	#	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.37	0.63	0.03	0.06	0.27	0.44	0.04	0.09	0.03	0.04	0	0	0	0.01	0	0
0343: MANAGEMENT ANALYSIS	#	62																
Voluntarily Identified	#	44	31	13	4	0	11	5	13	7	1	1	0	0	1	0	1	0
Voluntarily Identified percent row	%	100	70.45	29.55	9.09	0.00	25.00	11.36	29.55	15.91	2.27	2.27	0.00	0.00	2.27	0.00	2.27	0.00
Qualified of those Identified	#	21	15	6	2	0	7	2	5	4	0	0	0	0	0	0	1	0
Qualified of those Identified percent row	%	100	71.43	28.57	9.52	0.00	33.33	9.52	23.81	19.05	0.00	0.00	0.00	0.00	0.00	0.00	4.76	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.44	0.56	0.04	0.06	0.33	0.39	0.05	0.08	0.02	0.03	0	0	0	0.01	0	0
0501: FINANCIAL ADMINISTRATION	#	62																
Voluntarily Identified	#	44	31	13	4	0	11	5	13	7	1	1	0	0	1	0	1	0

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For period covering October 1, 2017 to September 30, 2018.

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Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Voluntarily Identified percent row	%	100	70.45	29.55	9.09	0.00	25.00	11.36	29.55	15.91	2.27	2.27	0.00	0.00	2.27	0.00	2.27	0.00
Qualified of those Identified	#	21	15	6	2	0	7	2	5	4	0	0	0	0	0	0	1	0
Qualified of those Identified percent row	%	100	71.43	28.57	9.52	0.00	33.33	9.52	23.81	19.05	0.00	0.00	0.00	0.00	0.00	0.00	4.76	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.44	0.56	0.04	0.06	0.33	0.39	0.05	0.08	0.02	0.03	0	0	0	0.01	0	0
0560: BUDGET ANALYST		#	66															
Voluntarily Identified	#	53	20	33	1	1	5	5	8	23	4	4	0	0	0	0	2	0
Voluntarily Identified percent row	%	100	37.74	62.26	1.89	1.89	9.43	9.43	15.09	43.40	7.55	7.55	0.00	0.00	0.00	0.00	3.77	0.00
Qualified of those Identified	#	25	7	18	0	0	2	4	2	13	1	1	0	0	0	0	2	0
Qualified of those Identified percent row	%	100	28.00	72.00	0.00	0.00	8.00	16.00	8.00	52.00	4.00	4.00	0.00	0.00	0.00	0.00	8.00	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.37	0.63	0.02	0.05	0.27	0.41	0.05	0.12	0.02	0.05	0	0	0	0.01	0	0.01
1101: MISC ADMIN GEN BUSINESS		#	597															
Voluntarily Identified	#	445	218	227	39	26	95	68	51	118	27	11	0	1	3	1	3	2
Voluntarily Identified percent row	%	100	48.99	51.01	8.76	5.84	21.35	15.28	11.46	26.52	6.07	2.47	0.00	0.22	0.67	0.22	0.67	0.45
Qualified of those Identified	#	172	112	60	23	3	59	33	14	17	12	7	0	0	2	0	2	0
Qualified of those Identified percent row	%	100	65.12	34.88	13.37	1.74	34.30	19.19	8.14	9.88	6.98	4.07	0.00	0.00	1.16	0.00	1.16	0.00
Selected of those Identified	#	3	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	33.33	66.67	0.00	0.00	33.33	66.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.37	0.63	0.03	0.06	0.27	0.44	0.04	0.09	0.03	0.04	0	0	0	0.01	0	0
1140: MISC ADMIN GEN BUSINESS		#	468															
Voluntarily Identified	#	370	251	119	50	23	139	51	31	31	29	11	0	0	1	2	1	1
Voluntarily Identified percent row	%	100	67.84	32.16	13.51	6.22	37.57	13.78	8.38	8.38	7.84	2.97	0.00	0.00	0.27	0.54	0.27	0.27
Qualified of those Identified	#	135	88	47	16	6	50	25	8	12	12	4	0	0	1	0	1	0
Qualified of those Identified percent row	%	100	65.19	34.81	11.85	4.44	37.04	18.52	5.93	8.89	8.89	2.96	0.00	0.00	0.74	0.00	0.74	0.00
Selected of those Identified	#	3	2	1	0	0	2	0	0	1	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	66.67	33.33	0.00	0.00	66.67	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.37	0.63	0.03	0.06	0.27	0.44	0.04	0.09	0.03	0.04	0	0	0	0.01	0	0
1801: GENERAL INSPECTIONS		#	714															
Voluntarily Identified	#	589	362	227	47	29	197	89	69	72	42	32	0	0	3	0	4	5
Voluntarily Identified percent row	%	100	61.46	38.54	7.98	4.92	33.45	15.11	11.71	12.22	7.13	5.43	0.00	0.00	0.51	0.00	0.68	0.85
Qualified of those Identified	#	463	282	181	36	24	153	71	52	56	34	25	0	0	3	0	4	5
Qualified of those Identified percent row	%	100	60.91	39.09	7.78	5.18	33.05	15.33	11.23	12.10	7.34	5.40	0.00	0.00	0.65	0.00	0.86	1.08

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Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Selected of those Identified	#	21	12	9	3	0	6	7	0	0	2	2	0	0	0	0	1	0
Selected of those Identified percent row	%	100	57.14	42.86	14.29	0.00	28.57	33.33	0.00	0.00	9.52	9.52	0.00	0.00	0.00	0.00	4.76	0.00
Occupational CLF	%	100	0.54	0.46	0.04	0.04	0.41	0.32	0.04	0.07	0.03	0.02	0	0	0.01	0.01	0	0
2210: COMPUTER SCIENCE AND IT SPECIALIST	#	284																
Voluntarily Identified	#	213	168	45	16	3	83	12	27	18	38	9	0	0	3	0	1	3
Voluntarily Identified percent row	%	100	78.87	21.13	7.51	1.41	38.97	5.63	12.68	8.45	17.84	4.23	0.00	0.00	1.41	0.00	0.47	1.41
Qualified of those Identified	#	187	149	38	15	2	73	12	26	16	32	6	0	0	2	0	1	2
Qualified of those Identified percent row	%	100	79.68	20.32	8.02	1.07	39.04	6.42	13.90	8.56	17.11	3.21	0.00	0.00	1.07	0.00	0.53	1.07
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.7	0.3	0.05	0.02	0.52	0.21	0.07	0.05	0.05	0.02	0	0	0.01	0	0	0

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

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
1101: MISC ADMIN GEN BUSINESS	#	50																
Voluntarily Identified	#	43	33	10	1	1	11	4	3	0	17	4	0	0	1	0	0	1
Voluntarily Identified percent row	%	100	76.74	23.26	2.33	2.33	25.58	9.30	6.98	0.00	39.53	9.30	0.00	0.00	2.33	0.00	0.00	2.33
Qualified of those Identified	#	39	30	9	1	1	9	3	2	0	17	4	0	0	1	0	0	1
Qualified of those Identified percent row	%	100	76.92	23.08	2.56	2.56	23.08	7.69	5.13	0.00	43.59	10.26	0.00	0.00	2.56	0.00	0.00	2.56
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.37	0.63	0.03	0.06	0.27	0.44	0.04	0.09	0.03	0.04	0	0	0	0.01	0	0
1140: MISC ADMIN GEN BUSINESS	#	0																
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.37	0.63	0.03	0.06	0.27	0.44	0.04	0.09	0.03	0.04	0	0	0	0.01	0	0
1801: GENERAL INSPECTIONS	#	36																
Voluntarily Identified	#	26	19	7	4	0	7	3	1	2	4	2	0	0	2	0	1	0
Voluntarily Identified percent row	%	100	73.08	26.92	15.38	0.00	26.92	11.54	3.85	7.69	15.38	7.69	0.00	0.00	7.69	0.00	3.85	0.00
Qualified of those Identified	#	7	2	5	0	0	2	2	0	1	0	2	0	0	0	0	0	0
Qualified of those Identified percent row	%	100	28.57	71.43	0.00	0.00	28.57	28.57	0.00	14.29	0.00	28.57	0.00	0.00	0.00	0.00	0.00	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.54	0.46	0.04	0.04	0.41	0.32	0.04	0.07	0.03	0.02	0	0	0.01	0.01	0	0

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Permanent New Hires	#	64	36	28	4	5	27	16	3	5	2	2	0	0	0	0	0	0
Permanent New Hires percent row	%	100	56.25	43.75	6.25	7.81	42.19	25.00	4.69	7.81	3.13	3.13	0.00	0.00	0.00	0.00	0.00	0.00
Temporary New Hires	#	19	11	8	0	2	10	5	0	0	1	1	0	0	0	0	0	0
Temporary New Hires percent row	%	100	57.89	42.11	0.00	10.53	52.63	26.32	0.00	0.00	5.26	5.26	0.00	0.00	0.00	0.00	0.00	0.00
Non-Appropriated New Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Appropriated New Hires percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total New Hires	#	83	47	36	4	7	37	21	3	5	3	3	0	0	0	0	0	0
Total New Hires percent row	%	100	56.63	43.37	4.82	8.43	44.58	25.30	3.61	6.02	3.61	3.61	0.00	0.00	0.00	0.00	0.00	0.00
Alternate Benchmark	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLF2010	%	100	51.86	48.14	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
1101: MISC ADMIN GEN BUSINESS	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1101: MISC ADMIN GEN BUSINESS percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1140: MISC ADMIN GEN BUSINESS	#	4	4	0	1	0	3	0	0	0	0	0	0	0	0	0	0	0
1140: MISC ADMIN GEN BUSINESS percent row	%	100	100.00	0.00	25.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	3	3	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	100.00	0.00	33.33	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.																		

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Slots for GS-5 to GS-12 Program	#	0																
Relevant Pool for GS-5 to GS-12 Program	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-5 to GS-12 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-5 to GS-12 Program percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants for GS-5 to GS-12 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants for GS-5 to GS-12 Program percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Slots for GS-13 to GS-14 Program	#	0																
Relevant Pool for GS-13 to GS-14 Program	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-13 to GS-14 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-13 to GS-14 Program percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants for GS-13 to GS-14 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants for GS-13 to GS-14 Program percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Slots for GS-15 to SES Program	#	0																
Relevant Pool for GS-15 to SES Program	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-15 to SES Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-15 to SES Program percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants for GS-15 to SES Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants for GS-15 to SES Program percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Voluntary Separations	#	102	58	44	2	0	52	33	3	6	1	5	0	0	0	0	0	0
Voluntary Separations percent row	%	100	56.86	43.14	1.96	0.00	50.98	32.35	2.94	5.88	0.98	4.90	0.00	0.00	0.00	0.00	0.00	0.00
Involuntary Separations	#	11	5	6	0	2	4	3	1	1	0	0	0	0	0	0	0	0
Involuntary Separations percent row	%	100	45.45	54.55	0.00	18.18	36.36	27.27	9.09	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Separations	#	113	63	50	2	2	56	36	4	7	1	5	0	0	0	0	0	0
Total Separations percent row	%	100	55.75	44.25	1.77	1.77	49.56	31.86	3.54	6.19	0.88	4.42	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1330	675	655	43	38	536	419	41	131	50	63	0	0	3	2	2	2
Total Workforce percent row	%	100	50.75	49.25	3.23	2.86	40.30	31.50	3.08	9.85	3.76	4.74	0.00	0.00	0.23	0.15	0.15	0.15

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

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-01 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-02 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	1	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0
GS-05 percent row	%	100	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	9	6	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-07 percent row	%	100	66.67	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	11	10	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-08 percent row	%	100	90.91	0.00	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	50	42	4	4	2	0	0	1	0	0	0	0	1	0	0	0	0
GS-09 percent row	%	100	84.00	8.00	8.00	4.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-10 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	52	45	1	6	4	0	0	1	2	0	1	0	0	0	0	0	0
GS-11 percent row	%	100	86.54	1.92	11.54	7.69	0.00	0.00	1.92	3.85	0.00	1.92	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	104	99	1	4	1	0	0	0	0	0	0	0	0	0	1	0	0
GS-12 percent row	%	100	95.19	0.96	3.85	0.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.96	0.00	0.00
GS-13	#	475	446	5	24	5	0	0	3	1	0	0	0	0	0	1	0	0
GS-13 percent row	%	100	93.89	1.05	5.05	1.05	0.00	0.00	0.63	0.21	0.00	0.00	0.00	0.00	0.00	0.21	0.00	0.00
GS-14	#	244	230	6	8	1	0	0	0	0	0	1	0	0	0	0	0	0
GS-14 percent row	%	100	94.26	2.46	3.28	0.41	0.00	0.00	0.00	0.00	0.00	0.41	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	97	91	0	6	3	0	0	2	1	0	0	0	0	0	0	0	0
GS-15 percent row	%	100	93.81	0.00	6.19	3.09	0.00	0.00	2.06	1.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other (Unspecified GS)	#	263	249	3	11	3	0	0	2	0	0	0	1	0	0	0	0	0
All Other (Unspecified GS) percent row	%	100	94.68	1.14	4.18	1.14	0.00	0.00	0.76	0.00	0.00	0.00	0.38	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	28	25	0	3	1	0	0	0	1	0	0	0	0	0	0	0	0
Senior Executive Service percent row	%	100	89.29	0.00	10.71	3.57	0.00	0.00	0.00	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1334	1243	20	71	21	0	0	9	4	1	2	2	1	0	2	0	0

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
TOTAL percent row	%	100	93.18	1.50	5.32	1.57	0.00	0.00	0.67	0.30	0.07	0.15	0.15	0.07	0.00	0.15	0.00	0.00

Table B7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS - Distribution by Disability (Permanent)

Job Title-Series		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
0110: ECONOMIST - Total Received	#	5																
0110: ECONOMIST - Total Received percent row	%	100																
0110: ECONOMIST - Voluntarily Identified	#	5	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0110: ECONOMIST - Voluntarily Identified percent row	%	100	60.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0110: ECONOMIST - Qualified of those Identified	#	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0110: ECONOMIST - Qualified of those Identified percent row	%	100	66.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0110: ECONOMIST - Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0110: ECONOMIST - Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0201: HR SPECIALIST - Total Received	#	214																
0201: HR SPECIALIST - Total Received percent row	%	100																
0201: HR SPECIALIST - Voluntarily Identified	#	214	106	73	35	10	1	1	1	1	1	1	1	0	0	4	0	0
0201: HR SPECIALIST - Voluntarily Identified percent row	%	100	49.53	34.11	16.36	4.67	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.00	0.00	1.87	0.00	0.00
0201: HR SPECIALIST - Qualified of those Identified	#	122	58	44	20	5	0	0	1	0	0	1	1	0	0	2	0	0
0201: HR SPECIALIST - Qualified of those Identified percent row	%	100	47.54	36.07	16.39	4.10	0.00	0.00	0.82	0.00	0.00	0.82	0.82	0.00	0.00	1.64	0.00	0.00
0201: HR SPECIALIST - Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0201: HR SPECIALIST - Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0301: MISC ADMIN GEN BUSINESS - Total Received	#	985																
0301: MISC ADMIN GEN BUSINESS - Total Received percent row	%	100																
0301: MISC ADMIN GEN BUSINESS - Voluntarily Identified	#	985	588	310	87	48	3	3	12	9	0	5	2	1	0	18	0	1
0301: MISC ADMIN GEN BUSINESS - Voluntarily Identified percent row	%	100	59.70	31.47	8.83	4.87	0.30	0.30	1.22	0.91	0.00	0.51	0.20	0.10	0.00	1.83	0.00	0.10
0301: MISC ADMIN GEN BUSINESS - Qualified of those Identified	#	406	226	146	34	20	1	0	5	5	0	3	1	1	0	6	0	1
0301: MISC ADMIN GEN BUSINESS - Qualified of those Identified percent row	%	100	55.67	35.96	8.37	4.93	0.25	0.00	1.23	1.23	0.00	0.74	0.25	0.25	0.00	1.48	0.00	0.25
0301: MISC ADMIN GEN BUSINESS - Selected of those Identified	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0301: MISC ADMIN GEN BUSINESS - Selected of those Identified percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0343: MANAGEMENT ANALYSIS - Total Received	#	811																
0343: MANAGEMENT ANALYSIS - Total Received percent row	%	100																
0343: MANAGEMENT ANALYSIS - Voluntarily Identified	#	811	427	325	59	27	1	1	6	3	0	2	2	1	0	11	0	2

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Job Title-Series		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
0343: MANAGEMENT ANALYSIS - Voluntarily Identified percent row	%	100	52.65	40.07	7.27	3.33	0.12	0.12	0.74	0.37	0.00	0.25	0.25	0.12	0.00	1.36	0.00	0.25
0343: MANAGEMENT ANALYSIS - Qualified of those Identified	#	498	255	211	32	18	1	0	5	2	0	1	1	0	0	7	0	2
0343: MANAGEMENT ANALYSIS - Qualified of those Identified percent row	%	100	51.20	42.37	6.43	3.61	0.20	0.00	1.00	0.40	0.00	0.20	0.20	0.00	0.00	1.41	0.00	0.40
0343: MANAGEMENT ANALYSIS - Selected of those Identified	#	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0343: MANAGEMENT ANALYSIS - Selected of those Identified percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0501: FINANCIAL ADMINISTRATION - Total Received	#	62																
0501: FINANCIAL ADMINISTRATION - Total Received percent row	%	100																
0501: FINANCIAL ADMINISTRATION - Voluntarily Identified	#	62	33	27	2	0	0	0	0	0	0	0	0	0	0	0	0	0
0501: FINANCIAL ADMINISTRATION - Voluntarily Identified percent row	%	100	53.23	43.55	3.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0501: FINANCIAL ADMINISTRATION - Qualified of those Identified	#	29	17	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0
0501: FINANCIAL ADMINISTRATION - Qualified of those Identified percent row	%	100	58.62	37.93	3.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0501: FINANCIAL ADMINISTRATION - Selected of those Identified	#	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0501: FINANCIAL ADMINISTRATION - Selected of those Identified percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0560: BUDGET ANALYST - Total Received	#	66																
0560: BUDGET ANALYST - Total Received percent row	%	100																
0560: BUDGET ANALYST - Voluntarily Identified	#	66	35	25	6	3	0	0	0	0	0	2	1	0	0	1	1	0
0560: BUDGET ANALYST - Voluntarily Identified percent row	%	100	53.03	37.88	9.09	4.55	0.00	0.00	0.00	0.00	0.00	3.03	1.52	0.00	0.00	1.52	1.52	0.00
0560: BUDGET ANALYST - Qualified of those Identified	#	34	13	18	3	1	0	0	0	0	0	1	1	0	0	0	1	0
0560: BUDGET ANALYST - Qualified of those Identified percent row	%	100	38.24	52.94	8.82	2.94	0.00	0.00	0.00	0.00	0.00	2.94	2.94	0.00	0.00	0.00	2.94	0.00
0560: BUDGET ANALYST - Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0560: BUDGET ANALYST - Selected of those Identified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1101: MISC ADMIN GEN BUSINESS - Total Received	#	597																
1101: MISC ADMIN GEN BUSINESS - Total Received percent row	%	100																
1101: MISC ADMIN GEN BUSINESS - Voluntarily Identified	#	597	349	218	30	11	0	0	0	2	0	1	1	2	0	6	0	0

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Job Title-Series		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
1101: MISC ADMIN GEN BUSINESS - Voluntarily Identified percent row	%	100	58.46	36.52	5.03	1.84	0.00	0.00	0.00	0.34	0.00	0.17	0.17	0.34	0.00	1.01	0.00	0.00
1101: MISC ADMIN GEN BUSINESS - Qualified of those Identified	#	238	128	102	8	3	0	0	0	0	0	0	1	0	0	2	0	0
1101: MISC ADMIN GEN BUSINESS - Qualified of those Identified percent row	%	100	53.78	42.86	3.36	1.26	0.00	0.00	0.00	0.00	0.00	0.00	0.42	0.00	0.00	0.84	0.00	0.00
1101: MISC ADMIN GEN BUSINESS - Selected of those Identified	#	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1101: MISC ADMIN GEN BUSINESS - Selected of those Identified percent row	%	100	66.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1140: MISC ADMIN GEN BUSINESS - Total Received	#	468																
1140: MISC ADMIN GEN BUSINESS - Total Received percent row	%	100																
1140: MISC ADMIN GEN BUSINESS - Voluntarily Identified	#	468	294	148	26	12	0	2	2	1	0	2	1	0	0	4	0	1
1140: MISC ADMIN GEN BUSINESS - Voluntarily Identified percent row	%	100	62.82	31.62	5.56	2.56	0.00	0.43	0.43	0.21	0.00	0.43	0.21	0.00	0.00	0.85	0.00	0.21
1140: MISC ADMIN GEN BUSINESS - Qualified of those Identified	#	174	107	57	10	4	0	0	1	1	0	0	0	0	0	1	0	0
1140: MISC ADMIN GEN BUSINESS - Qualified of those Identified percent row	%	100	61.49	32.76	5.75	2.30	0.00	0.00	0.57	0.57	0.00	0.00	0.00	0.00	0.00	0.57	0.00	0.00
1140: MISC ADMIN GEN BUSINESS - Selected of those Identified	#	4	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1140: MISC ADMIN GEN BUSINESS - Selected of those Identified percent row	%	100	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1801: GENERAL INSPECTIONS - Total Received	#	714																
1801: GENERAL INSPECTIONS - Total Received percent row	%	100																
1801: GENERAL INSPECTIONS - Voluntarily Identified	#	714	469	206	39	17	2	5	2	3	0	0	0	4	0	2	0	0
1801: GENERAL INSPECTIONS - Voluntarily Identified percent row	%	100	65.69	28.85	5.46	2.38	0.28	0.70	0.28	0.42	0.00	0.00	0.00	0.56	0.00	0.28	0.00	0.00
1801: GENERAL INSPECTIONS - Qualified of those Identified	#	564	364	168	32	15	1	0	2	3	0	0	0	4	0	1	0	0
1801: GENERAL INSPECTIONS - Qualified of those Identified percent row	%	100	64.54	29.79	5.67	2.66	0.18	0.00	0.35	0.53	0.00	0.00	0.00	0.71	0.00	0.18	0.00	0.00
1801: GENERAL INSPECTIONS - Selected of those Identified	#	26	14	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1801: GENERAL INSPECTIONS - Selected of those Identified percent row	%	100	53.85	42.31	3.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210: COMPUTER SCIENCE AND IT SPECIALIST - Total Received	#	284																
2210: COMPUTER SCIENCE AND IT SPECIALIST - Total Received percent row	%	100																
2210: COMPUTER SCIENCE AND IT SPECIALIST - Voluntarily Identified	#	284	162	112	10	2	0	1	0	0	0	1	0	0	0	0	0	0

Table B8: NEW HIRES By Type of Appointment - Distribution by Disability

Type of Appointment		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Permanent New Hires	#	64	55	4	5	1	0	0	0	0	0	0	0	1	0	0	0	0
Permanent New Hires percent row	%	100	85.94	6.25	7.81	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	0.00
Temporary New Hires	#	19	17	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Temporary New Hires percent row	%	100	89.47	5.26	5.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-Appropriated	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NON-Appropriated percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	83	72	5	6	1	0	0	0	0	0	0	0	1	0	0	0	0
TOTAL percent row	%	100	86.75	6.02	7.23	1.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	0.00

Table B9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Disability

Internal Competitive Promotions		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
1101: MISC ADMIN GEN BUSINESS	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1101: MISC ADMIN GEN BUSINESS percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1140: MISC ADMIN GEN BUSINESS	#	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1140: MISC ADMIN GEN BUSINESS percent row	%	100	75.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	66.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 13/14, GS 15, SES) POSITIONS by Disability

Internal Selections for Senior Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Plan - Grade: GS-13: Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Total Applications Received percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-13: Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Qualified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-13: Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Selected percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-13: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Total Applications Received percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-14: Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Qualified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-14: Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Selected percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-15: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Total Applications Received	#	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Total Applications Received percent row	%	100	75.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-15: Qualified	#	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Qualified percent row	%	100	66.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-15: Selected	#	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Selected percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Total Applications Received percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: SES: Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Qualified percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: SES: Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Selected percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

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

Types of Separations		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Voluntary Separations	#	102	93	4	5	1	0	0	1	0	0	0	0	0	0	0	0	0
Voluntary Separations percent row	%	100	91.18	3.92	4.90	0.98	0.00	0.00	0.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Involuntary Separations	#	11	10	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary Separations percent row	%	100	90.91	0.00	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Separations	#	113	103	4	6	1	0	0	1	0	0	0	0	0	0	0	0	0
Total Separations percent row	%	100	91.15	3.54	5.31	0.88	0.00	0.00	0.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1330	1239	19	72	22	0	0	9	4	1	2	2	1	0	3	0	0
Total Workforce percent row	%	100	93.16	1.43	5.41	1.65	0.00	0.00	0.68	0.30	0.08	0.15	0.15	0.08	0.00	0.23	0.00	0.00

Occupational Categories	Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
NOTE: Percentages computed down columns and NOT across rows.																	

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Grade Level		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1334	674	660	44	38	537	421	40	134	48	63	0	0	3	2	2	2
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	100.00	100.00	100.00	100.00
NOTE: Percentages computed down columns and NOT across rows.																		

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Grade Level		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	26	13	13	1	2	11	9	0	2	1	0	0	0	0	0	0	0
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

WD/WG, WL/WS & OTHER Wage Grades	Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
NOTE: Percentages computed down columns and NOT across rows.																	

WD/WG, WL/WS & OTHER Wage Grades	Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
NOTE: Percentages computed down columns and NOT across rows.																	

DOC International Trade Administration

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For period covering October 1, 2017 to September 30, 2018.

Table B4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability (Permanent): Calculated within Group

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-01 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-02 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	1	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0
GS-05 percent row	%	0.07	0.00	0.00	1.41	4.76	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	9	6	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-07 percent row	%	0.67	0.48	0.00	4.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	11	10	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-08 percent row	%	0.82	0.80	0.00	1.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	50	42	4	4	2	0	0	1	0	0	0	0	1	0	0	0	0
GS-09 percent row	%	3.75	3.38	20.00	5.63	9.52	0.00	0.00	11.11	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-10 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	52	45	1	6	4	0	0	1	2	0	1	0	0	0	0	0	0
GS-11 percent row	%	3.90	3.62	5.00	8.45	19.05	0.00	0.00	11.11	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	104	99	1	4	1	0	0	0	0	0	0	0	0	0	1	0	0
GS-12 percent row	%	7.80	7.96	5.00	5.63	4.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00
GS-13	#	475	446	5	24	5	0	0	3	1	0	0	0	0	0	1	0	0
GS-13 percent row	%	35.61	35.88	25.00	33.80	23.81	0.00	0.00	33.33	25.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00
GS-14	#	244	230	6	8	1	0	0	0	0	0	1	0	0	0	0	0	0
GS-14 percent row	%	18.29	18.50	30.00	11.27	4.76	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	97	91	0	6	3	0	0	2	1	0	0	0	0	0	0	0	0
GS-15 percent row	%	7.27	7.32	0.00	8.45	14.29	0.00	0.00	22.22	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other (Unspecified GS)	#	263	249	3	11	3	0	0	2	0	0	0	1	0	0	0	0	0
All Other (Unspecified GS) percent row	%	19.72	20.03	15.00	15.49	14.29	0.00	0.00	22.22	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	28	25	0	3	1	0	0	0	0	1	0	0	0	0	0	0	0
Senior Executive Service percent row	%	2.10	2.01	0.00	4.23	4.76	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1334	1243	20	71	21	0	0	9	4	1	2	2	1	0	2	0	0

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	100.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

Table B5: PARTICIPATION RATES FOR WAGE GRADES by Disability (Permanent): Calculated within Group

WD/WG, WL/WS & Other Wage Grades	Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Grade-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-01 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-02 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-03 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-04	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-04 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-05	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-05 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-06	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-06 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-07	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-07 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-08	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-08 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-09	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-09 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-10 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-11	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-11 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-12	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-12 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-13	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-13 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-14	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-14 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grade-15	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grade-15 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other (Unspecified GS)	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) percent row	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL percent row	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.