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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO
OPNAVINST 12720.7
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16 MAR 1990 ND

OPNAV INSTRUCTION 12720.7

From: Chief of Naval Operations

Subj: DEVELOPMENT AND SUBMISSION OF AFFIRMATIVE EMPLOYMENT
MULTI-YEAR PROGRAM PLANS, ANNUAL ACCOMPLISHMENT REPORTS,
AND ANNUAL PLAN UPDATES FOR FY 1988 THROUGH FY 1992

Ref: (a) E.O. 11748, as amended by E.O. 12106
(b) 29 CFR Part 1613
(c) EEOC-MD-714 of 6 Oct 87
(d) SECNAVINST 12720.4 of 25 Nov 88
(e) SECNAVINST 12720.5 of 30 Jan 89
(f) CNO ltr 12720/OP-144 of 7 Jul 88

Encl: (1) Guide to Develop and Submit Affirmative Employment
Multi-Year Program Plans, Annual Accomplishment Re-
ports, and Annual Plan Updates for FY 1988 through
FY 1992
(2) Guidelines for Organizations with Less Than 500
employees

1. Purpose. To reaffirm the commitment of the Chief of Naval Operations (CNO) to the principles of affirmative employment programs (AEPs) for civilian employees and to implement the civilian AEPs throughout CNO following references (a) through (f).

2. Objectives. Objectives of the AEP are to:

a. In the short term, eliminate the existence of "manifest imbalance" and "conspicuous absence" of minorities and women within the CNO civilian work force.

b. In the long term, reach and maintain full representation of minorities that is equivalent to their representation within the nation's civilian labor force.

3. Applicability. The office of the CNO, its echelon 2 commands, and their respective field activities are subject to the provisions of this instruction. These provisions apply to U. S. citizen civilian employees (appropriated and nonappropriated funded employees) working within the CNO civilian work force.

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4. Policy. Commands and activities with 500 or more permanent civilian employees who work on full-time or part-time work schedules shall develop and implement AEPPs, reports, and updates to ensure full representation of minorities, and women in their respective civilian work forces.

5. Affirmative Employment Program Plans, Reports, and Updates

a. "Affirmative Employment Programs" are programs of self-analysis, problem identification, data collection, policy statements, and reporting requirements. Developing AEP Plans (AEPPs), compiling annual reports, and issuing annual updates to the AEPPs shall be the process used to identify and monitor actions taken to meet the objective of full representation of minorities and women in the CNO's civilian work force.

b. Affirmative Employment Program Plans (AEPPs) are documents with a life span of one to five years. Two categories of statistical data are used: the first category reflects the composition of the labor force nationwide; the second category reflects the composition of the CNO civilian work force. By comparing these two categories of statistical data, commands and field activities shall identify and eliminate "manifest imbalances" and "conspicuous absences" in the representation of minorities and women within their respective civilian work forces.

c. In addition to developing and implementing AEPPs, commands and field activities shall compile and submit annual reports reflecting progress toward meeting their objectives for the given fiscal year. The commands and field activities shall also develop and submit revisions, referred to as "update," to their AEPP as needed. These updates are submitted jointly with the AEP reports. (Report symbol SECNAV 12720-1 applies.)

d. Reference (c) contains basic, detailed instructions, and procedures for preparing and submitting multi-year AEPPs, annual accomplishment reports, and annual plan updates. It also emphasizes the policy intent of Equal Employment Opportunity Commission (EEOC) and summarizes the major responsibilities assigned to the CNO and EEOC in connection with planning and executing "results-oriented" AEPs within CNO. (Report symbol 0279-EEO-OT applies.)

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e. Reference (f) distributed the CNO-wide Affirmative Employment Multi-Year Program Plan for Fiscal Year 1988 through 1992. Additional copies may be obtained at the following address: Naval Civilian Personnel Center, Washington, DC 20370-1000.

6. Enclosures. Enclosure (1) is a guide explaining how to develop and submit multi-year AEPPs, annual reports reflecting accomplishments under the AEPPs, and annual updates to the AEPPs. Enclosure (2) is a guide for organizations with less than 500 employees which explains their planning and reporting requirements.

7. Responsibilities

a. The Chief of Naval Operations shall implement progressive and effective AEPs into the overall civilian EEO programs affecting the CNO civilian work force.

b. The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (DCNO (MPT) (OP-01)) shall be delegated the responsibilities to execute, manage, administer, and evaluate the AEPs CNO-wide. The DCNO (MPT) (OP-01) shall keep the CNO informed of progress and significant problems.

c. The Director of Civilian Personnel Programs Division (CNO (OP-14)) shall provide direct support to the DCNO (MPT) (OP-01). CNO (OP-14) develops, implements, manages, and evaluates CNO-wide affirmative employment policies, and guidance.

d. As EEO Officers, the Assistant Vice Chief of Naval Operations (OP-09B) and the heads of Echelon 2 commands shall execute the provisions of this instruction within their respective organizations.

e. The Command Deputy EEO Officers shall provide direct support to their respective EEO Officers. They shall oversee development, implementation, management, and evaluation of their field activities' AEPs. The EEO Officers may delegate responsibilities to their Command Deputy EEO Officers as deemed appropriate.

f. The Deputy EEO Officers shall provide direct support to their respective EEO Officers. They shall develop, implement, manage, and evaluate AEPs within their respective organizations. The EEO Officers may delegate responsibilities to the Deputy EEO Officers as deemed appropriate.

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8. Action. Addressees shall implement the provisions of references (a) through (f).

9. Forms. Copies of forms EEOC 566, EEOC 567, EEOC 568, EEOC 569, and EEOC 570 have been distributed by separate cover.



REGINALD M. FELTON
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A GUIDE to DEVELOP and SUBMIT
AFFIRMATIVE EMPLOYMENT PROGRAM MULTI-YEAR PLANS
ANNUAL ACCOMPLISHMENT REPORTS
ANNUAL PLAN UPDATES
from the
PRESENT through FY 1992

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INTRODUCTION

1. Guide

a. This guide describes how to develop and submit your affirmative Employment Program Plan (AEPP) from the present through FY 1992, your annual reports reflecting accomplishments under your AEPP, and your annual updates to your AEPP.

b. This guide supplements the provisions in Equal Employment Opportunity Commission Management Directive 714 (EEOC-MD-714). In addition, your AEPP is developed within the context of the AEPP issued by Chief of Naval Operations and, if you are a field activity, within the context of your command-wide AEPP. This guide highlights or clarifies selected sections of EEOC-MD-714. Finally, it prescribes administrative procedures and sets deadlines.

2. Developing the Plan

a. If possible, use a management team approach to develop your AEPP. Ideal teams consist of key management officials; EEO representatives; and staff members from personnel, budget, policy, and other pertinent offices.

b. Provide sufficient personnel and fiscal resources to guarantee an effective results-oriented AEPP. Identify funds to cover the cost and expenses of the various AEPs, including, but not limited to staff, training, travel, and program execution costs.

c. In general, conduct a comprehensive program analysis of your current affirmative action efforts, identify problem areas and barriers, and formulate objectives and action items to meet those objectives.

3. Setting Numerical Objectives. The decision to set numerical objectives was made by CNO (OP-14). The numerical objectives are set for minorities and women based on the degree of their "manifest imbalance" and "conspicuous absence" in particular occupational areas, major occupations, and grade groupings as specified by EEOC. You shall set numerical objectives based upon the composition of your civilian work force.

a. Manifest Imbalance and Conspicuous Absence

(1) "Manifest imbalance" exists for minorities and women, when their representation in your civilian work force is 50 percent or less than their representation in the same categories, occupations, and grades of the nation's civilian labor force.

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(2) "Conspicuous absence" exists when no minorities or women are represented within your civilian work force.

(3) When a "manifest imbalance" or "conspicuous absence" exist, your objectives are not being met and ultimately the CNO's objectives are not being met.

b. Document the rationale used to set numerical objectives. Retain the documentation for the life span of the AEPP:

(1) To provide a rationale in the event questions are raised by higher level authorities or other concerned parties having a right to know.

(2) To ensure continuity throughout the life of the AEPP.

(3) To provide a rationale for reaching subsequent decisions that may differ from the original decisions due to unforeseen significant changes or events.

4. Source(s) and Quality of Work Force Data

a. Each year through FY 1992, CNO (OP-14) shall designate the source(s) from which statistical data used for the civilian labor force and your civilian work force shall be extracted. The sources may be the Personnel Automated System, the Civilian Personnel Data File maintained by the Office of Personnel Management, the Navy Civilian Personnel Data System, or the future Headquarters System

b. Monitor the AEP statistical data generated by the civilian personnel office servicing your organization. The data should be current, complete, and should accurately reflect the composition of your civilian work force. If it does not, take the necessary steps to have it corrected. This data will be used by higher level authorities to make decisions which affect your civilian work force.

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PART ITHE MULTI-YEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN

1. The objective of your Affirmative Employment Program is to establish and maintain a workforce which is representative of the community from where the applicants for employment are drawn. Your Affirmative Employment Program Plan (AEPP) helps you to systematically plan, document, monitor, and evaluate your progress toward your objective and to eliminate the "manifest imbalance" and "conspicuous absence" of minorities and women in your workforce.
2. Your organization is required to develop and implement an AEPP when it meets the following criteria:
 - a. If it reports directly, or through the chain of command, to the CNO; and
 - b. If it has 500 or more permanent U. S. citizen civilian employees, appropriated and nonappropriated fund, who work on a full-time or part-time work schedule.

To develop the AEPP, use EEOC Forms 566, 569, and 570.

3. Review reference (f), the "Chief of Naval Operations, Affirmative Employment Multi-Year Program Plan." AEPPs developed by the echelon 2 commands, or CNO (OP-09B), and their field activities shall be developed within the context of the CNO-wide AEPP.
4. If your organization is an echelon 2 command, or CNO (OP-09B), and meets the criteria stated in paragraph 2, you must develop two AEPPs: a "command" AEPP which addresses AEP issues command-wide; as well as a "headquarters" AEPP which addresses AEP issues within your headquarters organization. Take the following steps:
 - a. Develop a "command" AEPP and a "headquarters" AEPP within the context of the CNO-wide AEPP.
 - b. Submit two copies of both the "command" and "headquarters" AEPP to the CNO (OP-14) for review and approval.
 - c. Upon approval of your "command" AEPP, distribute copies to your subordinate activities.
 - d. Upon approval of your "headquarters" AEPP, distribute copies to your managers and supervisors; and circulate copies to nonsupervisory civilian employees for their information.

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5. If your organization is an echelon 2 command, or CNO ((OP-09B), but your headquarters organization has "less than" 500 civilian employees, take the following steps:

a. Develop and issue EEO policy statement as shown in enclosure (2) of this instruction and/or, develop a "headquarters" AEPP within the context of your commands AEPP instructions.

b. Submit two copies of your "headquarters" AEPP to CNO (OP-14) for review and approval.

c. Upon approval of your "headquarters" AEPP, distribute copies to your field activities.

6. If your activity has 500 or more civilian employees and meets the criteria stated in paragraph 2, take the following steps:

a. Develop your AEPP within the context of the "command" AEPP instructions issued by your echelon 2 command, or CNO (OP-09B), whichever is appropriate.

b. Submit two copies of your AEPP to your echelon 2 command, or CNO (OP-09B), whichever is appropriate, for review and approval.

c. Upon approval, distribute copies of your AEPP to your managers and supervisors; circulate copies to nonsupervisory employees for information.

7. **Important Note:** If your organization has 2,000 or more civilian employees and meets the criteria stated in paragraph 2, you shall also submit a copy of your "approved" AEPP to your EEOC district office.

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MULTI-YEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN**EEOC FORM 566**

PAGE 1. Introductory Page. When completing this form, note the following comments:

a. Include "Department of the Navy" as a part of the "Name of Organization";

b. Commands check "COMMAND" and
Activities check "INSTALLATION."

c. To complete "Number of Employees Covered by Plan" use work force statistics extracted from the appropriate source.

d. Plan must be signed by "Principal EEO Official" after approval by the next higher level authority.

Table of Contents outlines what topics are in your plan and where to find them.

PAGE 2. EEO Policy Statement. State your EEO policy statement.

PAGE 3. Delegation of Authority. Describe responsibilities of your EEO officials and the lines of authority.

PAGE 4. Organizational Chart

a. Using a narrative format, summarize both your internal organizational structure and external command-wide structure.

b. Develop a chart reflecting both your internal EEO structure and/or your command-wide structure. Highlight field activities required to submit AEPPs; include names, unit identification codes, and population.

c. Provide a list of planning and reporting levels.

PAGE 5. Certification of Qualifications of EEO Officials. Heads of civilian personnel offices shall certify the qualifications of the EEO officials.

PAGE 6. Plan for the Prevention of Sexual Harassment. Describe your plan to prevent sexual harassment. As a minimum, include the objective of the plan, the rationale for the plan, to whom it

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applies (personnel and organizations), what constitutes sexual harassment, the training and program requirements, and the responsibilities of management, supervisors, and employees.

PAGE 7. Statement of Adequate Monitoring and Evaluation System. Describe systems developed to monitor and evaluate the effectiveness of your AEP.

PAGE 8. Program Analysis. Conduct a comprehensive analysis of your current affirmative employment efforts by addressing the program elements listed below. Identify problems or barriers which result in "manifest imbalance" and "conspicuous absence" for minorities and women. Document your findings (see instructions for page 9) and solutions (see instructions for page 10) to correct the problems. Refer to EEO-MD-714, SECTION 13a(1)-(8) for additional information.

a. Organization and Resources. Evaluate and describe your existing resources to meet AEP requirements in terms of personnel and funds. Identify your shortfalls and the steps taken to rectify the problems.

b. Work Force Analysis. Identify and describe employment trends and changes in your work force. Identify and document the protected groups which meet the criteria to justify implementing affirmative employment efforts.

c. Discrimination Complaints. Analyze the "bases, issues, and findings" of complaints filed over a specified period of time. Identify your trends and problem areas. Indicate which problems areas can be corrected using the affirmative employment process and describe how.

d. Recruitment and Hiring. Describe your external and internal recruiting strategies. Focus on areas in which representation of minorities and women reflect "manifest imbalance" or "conspicuous absence." Describe successful and unsuccessful strategies particularly as they relate to the Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB) categories and occupational series.

e. Employee Development Program. The essential concern is whether or not all civilian employees have equal opportunities to receive developmental training to enhance their careers and still meet the organization's mission. Write summaries describing such programs as upward mobility programs, career counseling programs, exchange programs, executive development programs, internship

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programs, intergovernmental personnel act programs, on-the-job programs, etc.

f. Promotions. Describe studies, surveys, or reviews conducted in regard to your promotional practices and policies, and their impact on the protected EEO groups.

g. Separations. Two specific questions are addressed in this section: what is the impact of reductions-in-force (RIFs) and separations on protected groups; and in what manner are the RIFs and separations carried out? Review policies to ensure protected EEO groups are not adversely impacted. Conduct reviews to ensure fair and nondiscriminatory actions occur during separations and RIFs.

h. Program Evaluation. Describe the existing evaluation systems used to provide periodic status reports to your top managers on affirmative employment efforts. Also, describe existing systems used to monitor and trigger necessary adjustments to your AEP as the need arises.

PAGE 9. Problem/Barrier Identification

a. Document problems and barriers that are identified in your analysis of the major program elements. For purposes of this report, the following definitions are given: a problem is a condition which needs to be corrected or changed while a barrier is a principle, policy, or employment practice which restricts or tends to limit the representative employment of applicants and civilian employees, especially those in protected groups.

b. Include problems and barriers identified by higher level authorities. Limit problems and barriers to those that are clearly within your control to eliminate during the life span of the AEPP.

c. If you currently meet the minimum requirements for representation of minorities and women within your civilian work force (i.e., no manifest imbalance or conspicuous absence exist), so state. Include in your statement the fact that you shall continue to monitor the composition of your civilian work force to guarantee that the representation of minorities and women continues to meet minimum requirements. Finally, in the spirit with the CNO's ultimate objective of full representation for minorities and women in the civilian work force, we encourage you to progress beyond the current minimum requirement of 51 percent representation for minorities and women.

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PAGE 10. Report of Objectives and Action Items

a. Identify specific and measurable objectives; develop action items to meet those objectives; assign responsible officials to each action item; and set target dates to accomplish each item.

NOTE: There must be a sufficient number of steps identified within the action items to enable you to reach the objectives.

b. When a problem or barrier has been identified in your analysis of a major program element on page 8, complete pages 9 and 10. When you are assembling the AEPP, place pages 9 and 10 immediately after the major program element analyzed on page 8. Document one problem or barrier per page.

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DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCOB
EEOC FORM 569

1. Purpose. This form reflects the representation of minorities and women within various PATCOB categories (i.e., Professional, Administrative, Technical, Clerical, Other, and Blue Collar) of your civilian work force. Use this chart to determine if "manifest imbalance" or "conspicuous absence" exists within the PATCOB categories. If either exists, document the information under "Work Force Analysis" on page 8, EEOC Form 566
2. Recording. Record the civilian labor force (CLF) data for each occupational category as appropriate; record your work force data for each occupational category as appropriate; and do this for each EEO group.
3. Analysis. Follow directions below to compute figures and identify "manifest imbalance" or "conspicuous absence" by PATCOB categories.
4. Insert. Insert this chart after page 8 of EEOC Form 566.

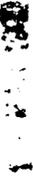
OCCUPATIONAL CATEGORY AND SES	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		
	ALL %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %
AGENCY	42,563	32,294	4,060	1,147	495	808	144	3,008	506	88	13		
PROFESSIONAL	100%	75.9	9.5	2.7	1.2	1.9	.3	7.1	1.2	.2	.0		
CIVILIAN LABOR FORCE	100%	60.62	26.85	2.33	2.79	2.16	1.14	2.53	1.12	.21	.13		
EEOC FORM 569 (8/87)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)		

Step 1. Record the figures for your civilian work force (i.e., 42,563; 32,294; 4,060, etc.).

Step 2. Record the percentage figures for the CLF (i.e., 60.62%; 26.85%; 2.33%, etc.).

Step 3. Calculate what percentage of your professional civilian work force is made up of white males as follows: (b) divided by (a) equals %.

Example: 32,294 divided by 42,563 equals 75.9%. Conclusion: white males represent 75.9% of your professional civilian work force.



Step 4. Continue calculation for each EEO group listed across top of chart and for each PATCOB category listed down right side of chart.

Step 5. Double check your figures two ways: figures in columns (b) through (k) should equal figure in column (a).

Total your civilian work force figures: for example, $32,29\% + 4,060 + 1,147 + 495 + 808 + 144 + 3,008 + 506 + 88 + 13 = 42,563$.

Total your percentage figures: for example, $75.9\% + 9.5\% + 2.7\% + 1.2\% + 1.9\% + .3\% + 7.1\% + 1.2\% + .2\% + .0\% = 100\%$.

Step 6. Determine if "manifest imbalance" exists for any EEO group as follows: "multiply" the percentage of white females represented in your civilian work force by 2. Example: $2 \times 9.5\% = 19.00\%$.

Compare: Is 19.00% equal to, less than, or more than 26.85%?

Answer: If 19.00% is equal to or less than 26.85% (which it is), then a "manifest imbalance" exists.

Why? The representation of women within your civilian work force must equal 51% or more of their representation within the nation's CLF. If it does not, then a "manifest imbalance" exists, and you must explain what affirmative action steps you will take to correct the imbalance. How you will increase the representation of women will be documented in your AEPP.

Note: There are two other ways you can calculate your percentages:

"Multiply" 26.85% by 50% (.50) which equals 13.425% (rounded to 13.43%).

or

"Divide" 26.85% by 2 which equals 13.425% (rounded to 13.43%); then "compare" 13.43% to the figure for white females, 9.5%. If 13.45% is greater than 9.5% (which it is), "manifest imbalance" exists.

Step 7. Determine if "conspicuous absence" exists. If a zero appears for any EEO group in your civilian work force, then you have no representation, therefore "conspicuous absence" exists. How you increase the representation will be documented in your AEPP.

Example: On the chart displayed on the previous page, a "conspicuous absence" exist for American Indian/Alaskan Native females.

DISTRIBUTION OF EEO GROUPS AND COMPARISON FOR MAJOR OCCUPATIONS
EEOC FORM 570

1. Purpose. This form reflects the representation of minorities and women within various major occupations of your civilian work force. Use this chart to determine if "manifest imbalance" or "conspicuous absence" exists within the various major occupations. If either exists, document the information under your "Work Force Analysis" on page 8. EEOC Form 566.
2. Recording. Record the civilian labor force (CLF) data for each group of grades as appropriate; record your work force data for each group of grades as appropriate; and do this for each EEO group.
3. Analysis. Follow directions below to compute figures and identify "manifest imbalance" or "conspicuous absence" by major occupations.
4. Insert. Insert the chart after EEOC Form 569.

SERIES NAME CATEGORY	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
	ALL %		MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %
GS-0260	10,000	7,590	75.9	9.5	2.7	1.2	1.9	.3	7.1	1.2	2.0	.0
Equal Employment Opportunity Specialist	100%	60.62	26.85	2.33	2.79	1.14	2.16	1.12	2.53	1.12	.21	.13
EEOC FORM 570 (8/87)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	

Step 1. Record the figures for your civilian work force (i.e., 10,000; 7,590; 950, etc.).

Step 2. Record the percentage figures for the CLF (i.e., 60.62%; 26.85%; 2.33%, etc.).

Step 3. Calculate what percentage of your major occupations is made up of white males as follows: (b) divided by (a) equals %.

Example: 7,950 divided by 10,000 equals 75.9%. Conclusion: white males make up 75.9% of your GS-0260 occupational series.

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Step 4. Continue this process for each EEO group listed across top of the chart and for each major occupation listed on right side of chart.

Step 5. Double check your figures two ways: figures and columns (b) through (k) should equal figure in column (a).

Total your civilian work force figures: for example, $32,294 + 4,060 + 1,147 + 495 + 808 + 144 + 3,008 + 506 + 88 + 13 = 42,563$

Total your percentage figures: for example, $75.9\% + 9.5\% + 2.7\% + 1.2\% + 1.9\% + .3\% + 7.1\% + 1.2\% + .2\% + .0\% = 100\%$

Step 6. Determine if "manifest imbalance" exists for any EEO group as follows: "multiply" the percentage of white females represent in your civilian work force by 2. Example: $2 \times 9.5\% = 19.00\%$.

Compare: Is 19.00% equal to, less than, or more than 26.85%?

Answer: If 19.00% is equal to or less than 26.85% (which it is), then a "manifest imbalance" exists.

Why?

The representation of women within your civilian work force must equal 51% or more of their representation within the nation's CLF. If it does not, then a "manifest imbalance" exists, and you must explain what affirmative action steps you will take to correct the imbalance. How you will increase the representation of women will be documented in your AEPP.

Note: There are two other ways you can calculate your percentages:

"Multiply" 26.85% by 50% (.50) which equals 13.425% (rounded to 13.43%).

or

"Divide" 26.85% by 2 which equals 13.425% (rounded to 13.43%); then "compare" 13.43% to the figure for white females, 9.5%. If 13.45% is greater than 9.5% (which it is), "manifest imbalance" exists.

Step 7. Determine if "conspicuous absence" exists. If a zero appears for any EEO group in your civilian work force, then you have no representation, therefore "conspicuous absence" exists. How you increase the representation will be documented in your AEPP.

Example. On the chart displayed on the previous page, a "conspicuous absence" exist for American Indian/Alaskan Native females.

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PART IIANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORTS

1. Your accomplishment reports reflect your progress toward completing the action items and achieving the objectives addressed in your AEPP. Address both completed and incomplete action items. Highlight noteworthy events or initiatives implemented by your organization during each fiscal year.

2. Your organization is required to prepare an annual report of accomplishments when it meets the following criteria:

a. If it reports directly to, or through the chain of command to, the Chief of Naval Operations (CNO); and

b. If it has 500 or more permanent employees, appropriated and nonappropriated fund, who work on a full-time or part-time work schedule.

To develop the annual reports, use EEOC Forms 568, 569, and 570. For activities which have appropriated and nonappropriated fund employees, consolidate the data on both groups of employees on each form. Ultimately, the EEOC includes the information in its annual reports of accomplishments which are submitted to the Congress and the President.

3. If your activity has 500 or more employees and meets the criteria stated in the paragraph above, take the following steps:

a. Collect the information used in this annual report. Do this within the context of your AEPP and the provisions of this guide and EEO-MD-714.

b. Submit two copies of your annual report to your echelon 2 command, or CNO (OP-09B) whichever is appropriate. In turn, the commands and CNO (OP-09B) must submit their annual reports to the CNO (OP-14) by 15 December of each year from FY 1988 through FY 1992.

c. Distribute copies of the report to your managers and supervisors; and circulate copies to nonsupervisory civilian employees for their information.

4. If your organization is an echelon 2 command, or CNO (OP-09B), and meets the criteria stated in paragraph 2, collect information for two annual reports: a "command" report which reflects progress

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command-wide and a "headquarters" report which reflects progress within your headquarters organization. Take the following steps:

a. Review information submitted by your activities (via their annual reports) and incorporate into the "command" report. Do this within the context of your "command" AEPP and the provisions of this guide and EEO-MD-714.

b. Collect the information used in your "headquarters" report. Do this within the context of your "headquarters" AEPP and the provisions of this guide and EEO-MD-714.

c. Submit two copies of your "command" report and your "headquarters" report to the CNO (OP-14) by 15 December of each year from FY 1988 through FY 1992.

d. Distribute copies of your "command" and "headquarters" reports to your managers and supervisors; and circulate copies to nonsupervisory civilian employees for their information.

5. If your organization is an echelon 2 command, or CNO (OP-09B), but your headquarters organization has "less than" 500 employees, take the following steps:

a. Prepare a "headquarters" report. Do this within the context of the command-wide AEPP and the guidance provided in this instruction and EEO-MD-714.

b. Submit two copies of your "headquarters" report to CNO (OP-14) by 15 December of each year from FY 1988 through FY 1992.

c. Distribute copies of your "headquarters" report to your subordinate activities.

6. The CNO prepares the CNO-wide report of accomplishments. The report is submitted to OFFCPM on an annual basis. This is done within the context of the CNO's AEPP and the provisions of this guide and EEO-MD-714.

7. Important Note. If your organization has 2,000 or more employees and meets the criteria stated in paragraph 2, you will also submit a copy of your annual reports to your EEOC district office.

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8. Ultimately, your annual report of accomplishments is submitted jointly with the annual "update" to your AEPP. (See Part III for information on updates.)

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AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORTS

EEOC FORM 568

PAGE 1. Introductory Page. When completing this form, note the following comments:

- a. Include "Department of the Navy" as a part of the "Name of Organization."
- b. Commands check "COMMAND" and
Activities check "INSTALLATION"
- c. To complete "Number of Employees Covered by Plan" use work force statistics from the appropriate source.
- d. Reports must be signed by "Principal EEO Official" prior to submission.

PAGE 2. Summary Analysis of Work Force. Provide a narrative analysis of the current composition of your civilian work force. To do this:

- a. Review program element 2, "Work Force," in the section on "Program Analysis," in your AEPP.
- b. Record the statistical data by completing EEOC Forms 569 and 570 as instructed below. Present a narrative analysis on this page using the relevant civilian labor force and current fiscal year statistics on your civilian work force. The analysis must address the same areas addressed in your AEPP (i.e., if grade groups, occupational categories, and major occupations are addressed then an analysis of all three areas must be written).
- c. Insert you charts after page 6 of EEOC Form 568.

PAGE 3. Accomplishment Report of Objectives and Action Items

- a. Transfer, without changes, information on each objective listed in your AEPP, page 10 of EEOC Form 566, to this page. For example, if you have five objectives listed in your AEPP, then you will use page 3 of EEOC Form 568 five times: one objective plus its associated information per page.
- b. Provide comments or explanations in the last section at the bottom of page 3. If you accomplished the objective, so state

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in detail and provide date accomplished. If you did not accomplish the objective by the planned target date, so state and explain why. Also explain how it will be accomplished in the next fiscal year using this same page format. (See Part III for information on updates.)

PAGE 4. Numerical Objective Accomplishments by PATCOB. Directions for completing EEOC Form 568 are on pages 18 and 19 below.

PAGE 5. Numerical Objective Accomplishments by Major Occupations. Directions for completing EEOC Form 568 is on page 20 below.

PAGE 6. Noteworthy Activities/Initiatives. Use this page to report accomplishment(s) in the following areas: (1) Organization/Resources; (2) Work Force; (3) Discrimination Complaints; (4) Recruitment and Hiring; (5) Employee Development; (6) Promotions; (7) Separations; and (8) Program Evaluation. Review all eight elements and, in narrative format, describe noteworthy strategies, activities, and initiatives which successfully improved employment and promotional opportunities for minorities and women.

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NUMERICAL OBJECTIVES ACCOMPLISHMENTS BY PATCOB
EEOC FORM 568

- Purpose. This form compares your "actual" accomplishments of your numerical objectives with the "planned" accomplishments of your numerical objectives by PATCOB.
- Recording. Record your "planned" numerical objectives; record your "actual" numerical objectives; and do this for each occupational category and SES.
- Analysis. Follow directions on the next page to compute figures and assess your success in accomplishing your numerical objectives.
- Insert. Insert the chart after page 3 of EEOC Form 568.

OCCUPATIONAL CATEGORY	PLANNED ACTUAL	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL #		MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #
PROFESSIONAL	PLANNED	4,000		1,100	300	250	50					30	
	ACTUAL	+1,900		+150	+300	+125	-5					+35	
ADMINISTRATIVE	PLANNED	100									100		
	ACTUAL	+30									+30		
(a)	PLANNED	4,100		1,000	300	250	50			100		30	
	ACTUAL	+1,930		+150	+300	+125	-5			+30		+35	
TOTALS (b)	PLANNED	4,100		1,000	300	250	50			100		30	
	ACTUAL	+1,930		+150	+300	+125	-5			+30		+35	
PERCENT	PLANNED	47%		15%	100%	50%	-10%			30%		117%	
	ACTUAL												%

EEOC FORM 568 (8/87)

- Step 1. Record the "planned" numerical objectives, as stated in your AEPP, on the line labeled "PLANNED."
- Step 2. Record the "actual" figures reached during the fiscal year on the line labeled "ACTUAL."
- Step 3. Add the figures for each row across the sheet and record the totals (i.e., $2800 + 1100 + 300 + 250 + 50 + 30 = 4000$).
- Step 4. Add the figures for "planned" down each column and record the totals (i.e., $4,000 + 100 = 4,100$).
- Step 5. Add the figures for "annual" down each column and record the totals (i.e., $1900 + 30 = 1930$).
- Step 6. Calculate what percentage of your planned numerical objective you have met as follows: (b) divided by (a) equals X.
Example: $1930 \text{ divided by } 4100 = 47\%$. Conclusion in terms of overall accomplishment: you met 47 percent of your numerical objectives.
- Step 7. Continue calculation for each EEO group listed across top of chart and for each PATCOB category listed down right side of chart.

NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY MAJOR OCCUPATIONS
EEOC FORM 568

1. Purpose. This form compares your "actual" accomplishments of your numerical objectives with the "planned" accomplishments of your numerical objectives by major occupation.
2. Recording. Record your "planned" numerical objectives; record your "actual" numerical objectives; and do this for each major occupation.
3. Analysis. Follow directions on the next page to compute figures and assess your success in accomplishing your numerical objectives.
4. Insert. Insert the chart after page 3 of EEOC Form 568.

SERIES NAME CATEGORY	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
	PLANNED	ACTUAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
GS-0201 Personnel Mgt Specialist												
GS-0260 Equal Employmt Specialist												

EEOC FORM 568 (8/87)

- Step 1. Record the "planned" numerical objectives figures for the current fiscal year on the line labeled "PLANNED."
- Step 2. Record the "actual" figures reach during the current fiscal year on the line labeled "ACTUAL".
- Step 3. Compare and take appropriate steps.

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DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCOB
EEOC FORM 569

1. Purpose. This form reflects the representation of minorities and women within various PATCOB categories (i.e., Professional, Administrative, Technical, Clerical, Other, and Blue Collar) of your civilian work force. Use this chart to determine if "manifest imbalance" or "conspicuous absence" exists within the PATCOB categories. If either exists, document the information under "Work Force Analysis" on page 2, EEOC Form 568
2. Recording. Record the civilian labor force (CLF) data for each occupational category as appropriate; record your work force data for each occupational category as appropriate; and do this for each EEO group.
3. Analysis. Follow directions below to compute figures and identify "manifest imbalance" or "conspicuous absence" by PATCOB categories.
4. Insert. Insert this chart after page 2 of EEOC Form 568.

OCCUPATIONAL CATEGORY AND SES	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
	ALL	%	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
		%	%	%	%	%	%	%	%	%	%	%
AGENCY	42,563	100%	32,294	4,060	1,147	495	808	144	3,008	506	88	13
PROFESSIONAL			75.9	9.5	2.7	1.2	1.9	.3	7.1	1.2	.2	.0
CIVILIAN LABOR FORCE			60.62	26.85	2.33	2.79	2.16	1.14	2.53	1.12	.21	.13
EEOC FORM 569 (8/87)	(a)	(b)	(c)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

Step 1. Record the figures for your civilian work force (i.e., 42,563; 32,294; 4,060, etc.).

Step 2. Record the percentage figures for the CLF (i.e., 60.62%; 26.85%; 2.33%, etc.).

Step 3. Calculate what percentage of your professional civilian work force is made up of white males as follows: (b) divided by (a) equals %.

Example: 32,294 divided by 42,563 equals 75.9%. Conclusion: white males represent 75.9% of your professional civilian work force.

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Step 4. Continue calculation for each EEO group listed across top of chart and for each PATCOB category listed down right side of chart.

Step 5. Double check your figures two ways: figures in columns (b) through (k) should equal figure in column (a).

Total your civilian work force figures: for example, $32,294 + 4,060 + 1,147 + 495 + 808 + 144 + 3,008 + 506 + 88 + 13 = 42,563$.

Total your percentage figures: for example, $75.9\% + 9.5\% + 2.7\% + 1.2\% + 1.9\% + .3\% + 7.1\% + 1.2\% + .2\% + .0\% = 100\%$.

Step 6. Determine if "manifest imbalance" exists for any EEO group as follows: "multiply" the percentage of white females represented in your civilian work force by 2. Example: $2 \times 9.5\% = 19.00\%$.

Compare: Is 19.00% equal to, less than, or more than 26.85%?

Answer: If 19.00% is equal to or less than 26.85% (which it is), then a "manifest imbalance" exists.

Why?

The representation of women within your civilian work force must equal 51% or more of their representation within the nation's CLF. If it does not, then a "manifest imbalance" exists, and you must explain what affirmative action steps you will take to correct the imbalance. How you will increase the representation of women will be documented in your AEPP.

Note: There are two other ways you can calculate your percentages:

"Multiply" 26.85% by 50% (.50) which equals 13.425% (rounded to 13.43%).

or

"Divide" 26.85% by 2 which equals 13.425% (rounded to 13.43%); then "compare" 13.43% to the figure for white females, 9.5%. If 13.45% is greater than 9.5% (which it is), "manifest imbalance" exists.

Step 7. Determine if "conspicuous absence" exists. If a zero appears for any EEO group in your civilian work force, then you have no representation, therefore "conspicuous absence" exists. How you increase the representation will be documented in your AEPP.

Example: On the chart displayed on the previous page, a "conspicuous absence" exist for American Indian/Alaskan Native females.

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DISTRIBUTION OF EEO GROUPS AND COMPARISON FOR MAJOR OCCUPATIONS
EEOC FORM 570

1. Purpose. This form reflects the representation of minorities and women within various major occupations of your civilian work force. Use this chart to determine if "manifest imbalance" or "conspicuous absence" exists within the various major occupations. If either exists, document the information under your "Work Force Analysis" on page 8. EEOC Form 566.
2. Recording. Record the civilian labor force (CLF) data for each group of grades as appropriate; record your work force data for each group of grades as appropriate; and do this for each EEO group.
3. Analysis. Follow directions below to compute figures and identify "manifest imbalance" or "conspicuous absence" by major occupations.
4. Insert. Insert the chart after EEOC Form 569.

SERIES NAME CATEGORY	TOTAL		WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
	ALL %		MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %
GS-0260	10,000	7,590	270	120	190	30	710	120	20	0		
Equal	100%	75.9	2.7	1.2	1.9	.3	7.1	1.2	.2	.0		
Employment												
Opportunity	100%	60.62	2.33	2.79	2.16	1.14	2.53	1.12	.21	.13		
Specialist												
EEOC FORM 570 (8/87)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	

Step 1. Record the figures for your civilian work force (i.e., 10,000; 7,590; 950, etc.).

Step 2. Record the percentage figures for the CLF (i.e., 60.62%; 26.85%; 2.33%, etc.).

Step 3. Calculate what percentage of your major occupations is made up of white males as follows: (b) divided by (a) equals %.

Example: 7,950 divided by 10,000 equals 75.9%. Conclusion: white males make up 75.9% of your GS-0260 occupational series.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Step 4. Continue this process for each EEO group listed across top of the chart and for each major occupation listed on right side of chart.

Step 5. Double check your figures two ways: figures and columns (b) through (k) should equal figure in column (a).

Total your civilian work force figures: for example, $32,294 + 4,060 + 1,147 + 495 + 808 + 144 + 3,008 + 506 + 88 + 13 = 42,563$

Total your percentage figures: for example, $75.9\% + 9.5\% + 2.7\% + 1.2\% + 1.9\% + .3\% + 7.1\% + 1.2\% + .2\% + .0\% = 100\%$

Step 6. Determine if "manifest imbalance" exists for any EEO group as follows: "multiply" the percentage of white females represented in your civilian work force by 2. Example: $2 \times 9.5\% = 19.00\%$.

Compare: Is 19.00% equal to, less than, or more than 26.85%?

Answer: If 19.00% is equal to or less than 26.85% (which it is), then a "manifest imbalance" exists.

Why?

The representation of women within your civilian work force must equal 51% or more of their representation within the nation's CLF. If it does not, then a "manifest imbalance" exists, and you must explain what affirmative action steps you will take to correct the imbalance. How you will increase the representation of women will be documented in your AEPP.

Note: There are two other ways you can calculate your percentages:

"Multiply" 26.85% by 50% (.50) which equals 13.425% (rounded to 13.43%).

or

"Divide" 26.85% by 2 which equals 13.425% (rounded to 13.43%); then "compare" 13.43% to the figure for white females, 9.5%. If 13.45% is greater than 9.5% (which it is), "manifest imbalance" exists.

Step 7. Determine if "conspicuous absence" exists. If a zero appears for any EEO group in your civilian work force, then you have no representation, therefore "conspicuous absence" exists. How you increase the representation will be documented in your AEPP.

Example. On the chart displayed on the previous page, a "conspicuous absence" exist for American Indian/Alaskan Native females.

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PART IIIANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATES

1. At times it may be necessary to "update" your multi-year AEPP. This would be true in the following circumstances:
 - a. A change in the head of your organization.
 - b. A change in the composition of your work force: i.e., caused by a RIF, reorganization, disestablishment, etc.
 - c. A change in your organization's planning and/or reporting units.
 - d. A change in circumstances affecting your program analysis, barriers, problems areas, objectives, etc.
 - e. Any factors which positively or adversely affect your reaching the ultimate AEP objective: i.e., the composition of your work force reflecting the composition of the civilian labor force.
2. To document the changes, use the same pages of EEOC Form 566 that you originally used to document the information.
3. The annual updates are submitted jointly with the annual reports of accomplishments. To distinguish between the pages used in the original AEPP and the pages that reflect updates, type the word "UPDATE" and the fiscal year in the upper right hand corner of each page that serves as an update.
4. **Important Note:** If your organization has 2,000 or more employees and meets the criteria stated in paragraph 2 of Part II, you will also submit a copy of your annual update to your EEOC district office.

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GUIDELINES FOR ORGANIZATIONS WITH LESS THAN 500 EMPLOYEES

EEOC FORM 567

EEOC Form 567 is to be completed by commands and activities with less than 500 employees and submitted to the next highest reporting level.

Your command may develop additional requirements beyond the completion of this form.

Enclosure (2)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

STATEMENT FOR AGENCIES WITH FEWER THAN 500 EMPLOYEES

POLICY STATEMENT FOR OCTOBER 1, 1987 THROUGH SEPTEMBER 30, 1992

=====

I AM AFFIRMING THIS AGENCY'S COMMITMENT TO TITLE VII

CIVIL RIGHTS ACT OF 1964, AS AMENDED, WHICH GUARANTEES EQUAL
EMPLOYMENT OPPORTUNITY FOR ALL EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, OR
NATIONAL ORIGIN. OUR OBJECTIVE IS TO PROVIDE A WORK
ENVIRONMENT FREE OF UNLAWFUL EMPLOYMENT DISCRIMINATION.

ALL AGENCY EMPLOYEES, ESPECIALLY MANAGERS AND SUPERVISORS,
ARE RESPONSIBLE FOR SUPPORTING OUR POLICY ON EQUAL EMPLOYMENT
OPPORTUNITY AND FOR ASSURING THAT THE WORK PLACE IS FREE FROM
DISCRIMINATION. ALL PERSONNEL PRACTICES INCLUDING RECRUITMENT,
SELECTION, TRAINING, PROMOTION, TRANSFER, AND BENEFITS ARE
REQUIRED TO BE FREE OF UNLAWFUL DISCRIMINATION.

SIGNATURE OF AGENCY HEAD OR DESIGNATED OFFICIAL

NAME AND TITLE

DATE

EEOC FORM 567 (8/87)

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