

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

**Office of Federal Operations**

**P.O. Box 19848**

**Washington, D.C. 20036**

**JAN 14 2003**

Dear EEO Officer or Human Resources Director:

Section 717(b) of Title VII of the Civil Rights Act of 1964, as amended, requires each department, agency, and instrumentality in the Executive Branch to establish equal employment opportunity programs and implement plans which ensure that all personnel actions affecting employees and applicants shall be made free from any discrimination based on race, color religion, sex or national origin. EEOC Management Directive 714 (EEO-MD-714) provides instructions to federal agencies for the development of such plans and submission of annual Accomplishment Reports and Plan Updates. In accordance with EEO-MD-714, your agency's Annual Accomplishment Report and Plan Update for FY 2002 is due on February 15, 2003.

As you recall, on November 15, 2002, we sent instructions to guide you through a comprehensive review of your agency's affirmative employment program for individuals with disabilities as well as the preparation of the annual work force analyses required by EEO-MD-713. As explained in the EEO-MD-713 instructions, we are requesting that agencies include in their EEO-MD-714 report a net change analysis and an Executive Summary.

In preparing your Annual Accomplishment Report and Plan Update for FY 2002 please use the 1990 Census Availability Data (CAD). We expect to receive and distribute the 2000 CAD for federal AEP purposes in the fall of 2003. When analyzing agency internal personnel actions, use your agency's total work force as the benchmark.

An effective EEO program is based on a thorough, accurate analysis and identification of problems and barriers, and the commitment of the appropriate management officials to take specific actions. Therefore, we are requesting greater focus on identifying barriers to full participation of minorities and women. Your agency's accomplishment report and plan update should be focused on the identification of problems and barriers to full participation of minorities and women in your agency's career development, training, and promotion opportunities.

When conducting EEO program analysis, the first step is to determine the benchmark by which the agency's action or results will be measured. For example, when reviewing promotions, the benchmark would be the race/national origin/gender (R/NO/G) distribution of employees who apply for and who receive promotions. This should compare to the R/NO/G distribution of employees in the next lower grade, e.g., compare the distribution of employees promoted to GS-15 with the distribution of employees at the GS-14 level. Describe any discrepancies discovered, then state and develop objectives and action items to address any known reasons for each discrepancy

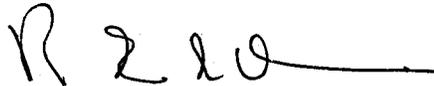
(problem/barrier/undesired condition). There should be a logical flow from the data and program analysis, the problem/barrier identification, and the objectives and action items to address the identified problems/barriers.

The purpose of the Annual Accomplishment Report and Plan Update is to provide structure for agencies when analyzing the success and compliance of their Affirmative Employment Program (AEP), enlisting the cooperation and support of key management officials, and publicizing goals and responsibilities. EEO-MD-714, Section 14.a(7) categorizes AEP requirements into eight program elements, and lists questions to consider when evaluating agency program performance within each element. Also, all action items presenting in the prior year's report should be listed. If no action was taken, or an action was not completed, please explain why and what action will be taken in the upcoming year.

Agencies are to submit data and analysis of their work force profile, hires, career development, promotions, and separations. Additionally, agencies are requested to submit a net change analysis, charts and narrative analyses of key data by component, and an Executive Summary. For the sake of clarity, agencies are encouraged to be as concise as possible. Extraneous graphics and narratives are not encouraged.

As always, our staff is available to provide necessary technical assistance.

Sincerely,



R. Edison Elkins, Director  
Federal Sector Programs  
Office of Federal Operations