

アメリカ合衆国の Federal Contract Compliance Program (連邦政府契約遵守プログラム) について

寺尾美子

I 大統領令 11246 号を実現するための行政機構

労働長官 (11246 号によって同 Part II, Part III 実現の義務とそのために必要な規則制定権を付与される)

労働省の中におかれた OFCCP (Office of Federal Contract Compliance Programs)

II 11246 号の概要

Part II

Sec.202 連邦政府機関との契約者 (X) の政府契約中に以下の定めを置く

- ① X は人種、宗教、性別 (11375 号により付加)、肌の色、出身国による雇用における差別を行わない。この約定の旨を各所に公示。
- ② X および X のために募集活動を行う際には、機会均等を宣言する。
- ③ 労働組合等への X の政府との機会均等約定の通知および公示。
- ④ X は、11246 号およびその下に制定される規則を遵守する。
- ⑤ X は同号およびその下での規則によって要求される報告書の提出義務を負い、また、X の相手方たる連邦政府機関および労働長官に帳簿、記録、経理等について調査する権限を認める。
- ⑥ 政府契約中の機会均等条項への違反があった場合は、契約の解除、終了、停止を受け入れる。
- ⑦ X はその請負契約者および自らが購入する物品の譲与契約者との契約を締結する際、上記と同内容の契約条項および、労働長官の指示する契約条項を設ける。

Sec.203 機会均等条項遵守報告書 (Complicance Report) 提出義務

労働組合 (労働協約) との関係 (特に職業訓練等との関係) を調整する規定

Sec.204 労働長官の例外認定規定

Sec.205-208 労働長官と各政府機関との関係を規定

連邦政府各機関の協力義務および責任者 (Compliance Officer) 任命義務

政府契約者等の機会均等契約条項違反についての申し立てを受け調査する権限

労働長官等の公聴会開催権限

Sec.209-212 制裁

氏名の公表、司法長官への通知、Title VII 違反についての EEOC への通知

政府契約の解除、今後の政府契約の対象からの排除

連邦各政府機関の調停等により契約遵守を獲得する努力義務

Part III 連邦政府の援助 (補助金付与、貸し付け、政府保証等) プログラムの運営者は、その申請者に対し、当該援助を受けて当該申請者が締結する建設契約 (construction contract) 中に、Sec.202 で定められたと同様の契約条項 (下請契約を含む) 設けることを条件とする。

III 労働長官制定規則による政府契約（機会均等条項）遵守プログラムの概要

対象企業 50人以上の従業員 \$50,000以上の契約 (41 CFR 60-1.7)

毎年 報告書および改善計画提出 Standard Form 100 (EEO-1)

\$10,000,000以上 Preaward Compliance Evaluation 必要

★ アメリカの全労働者の3分の1がこれによってカバーされている

- ① 積極的差別解消プログラム (Affirmative Action Program (APP)) の書面による作成義務づけ
- ② 機会均等条項遵守審査 (Compliance Review)
Desk Audit (書面審査) On-Site Audit (立ち入り審査)
- ③ 苦情申し立てによる調査
- ④ 機会均等条項遵守援助
- ⑤ 救済方法 (by 合意) 遡及賃金支払、雇用、先任順位繰上げ (seniority credit)、昇進行政手続 (→司法省)

◆ 政府契約者に義務付けられる積極的差別解消プログラムについて

特徴：契約企業自身に、自らの組織内の機会不均等状況を分析させ、改善の方策を考えさせ、その実現を促す方式

→ 人材を均等に活用していない職域、部署等を発見、特定させる (Utilization Analysis)
労働協約や給与体系基準等により、当該企業内の職域階層制、職分分類等により、機会不均等割り出しのための単位を特定させる。

分類例：officials and managers, professionals, technicians, sales workers, craftsmen (skilled and semi-skilled)

i) 機会不均等職種・職域 (Underutilized Job Group) の発見

以下のような事項につき、資料を添えて数字を示させる

- ・当該事業所の位置する地域の女性の失業率
- ・当該領域の女性労働者の割合
- ・当該職種に必要な職能を持つ女性労働者の数
- ・当該職種に必要な職能を持つ女性労働者のリクルート可能数
- ・企業内の昇進・配転可能な女性数
- ・職能訓練機関の存在

ii) 改善目標設定と目標達成についてのタイム・テーブル作成

→ 企業に機会均等実現のための企業自身の方針 (ポリシー) を策定させ、その周知徹底を図ると共に、方針実現のためのモニタリング機構・手続を整備させる

i) 社長による方針の発表とその周知徹底

社のマニュアルへの記載、社内新聞での広報、管理職研修・新入社員研修等各種研修の実施、労働協約等への盛り込み、自社製品の宣伝広告に職員を登場させる場合には、女性・マイノリティを含める etc.

ii) 取締役を社の機会均等プログラム責任者として任命

責任者の与えられるべき権限および義務

iii) 社内の問題領域 (problem area) の発見と社員による内部監査システムの構築

- ・ 配転、昇進 ・ 企業内施設、福利厚生施設、年功序列システム、訓練制度、従業員の態度、性向

◆ 性差別についてのガイドライン (Ch.60-20)

- ・ 募集について ・ 不差別方針の周知
- ・ 保険、年金、福祉プログラム等の給与外便益における差別的取扱いの禁止
- ・ 既婚者を未婚者と区別する場合は、男女ともに同じ扱いをしなければならない
児童の親であることに関して区別する場合は男女とも同じ扱いをしなければならない
- ・ 女子用の施設の不存在を理由として就職配転等において差別をしてはならない
- ・ 州の女子労働保護法を理由として差別的取扱いをしてはならない
- ・ 休職についての差別的取扱いの禁止
- ・ 定年についての差別的取扱いの禁止

etc.

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

卷号资料 2

**U.S. Department of Labor
Office of Federal Contract Compliance Programs
Equal Opportunity Survey
of Federal Contractor Establishments**



OMB No. 1215-0196
EXPIRES: 03/31/2003

INTRODUCTION:

The U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) is conducting this Equal Opportunity Survey (EO Survey) to obtain employment information from federal contractor establishments. We suggest that your EEOC/Human Resource Director or Affirmative Action Officer be responsible for completing and/or coordinating the completion of this EO Survey.

WHO MUST COMPLETE THE EO SURVEY

You must complete and return this Survey if both of the following statements are true:

- Your company or corporation is a Federal contractor or subcontractor;
- Your company or corporation has 50 or more employees;
- **and any one of the following statements is true**
- Your company or corporation has a Federal contract or subcontract of \$50,000 or more,
- Your company or corporation is a financial institution that is an issuing agent for U.S. Savings Bonds and Notes,
- Your company or corporation serves as a depository of Government funds in any amount,
- Your company or corporation has Government bills of lading which in any 12-month period total or will likely total \$50,000 or more,
- Your company or corporation has an open-ended or indefinite quantity Federal contract or subcontract (such as a procurement order or standing invoice) that will total \$50,000 or more.

Note: Your facility may or may not be the same location where your company or corporation is performing work under the federal contract or subcontract, but your facility is still considered a federal contractor or subcontractor establishment. For example, Company X has a federal contract or subcontract and has two facilities, A and B. Facility A is performing work under the federal contract or subcontract, Facility B is not. Both Facility A and B of Company X are federal contractor establishments.

Note: Your facility is considered a federal subcontractor establishment if it is a subcontractor to a federal contractor and is performing work related to that contract. For example, Company X is performing work under a federal contract. Company Y and Company Z are subcontractors of Company X. Company Y is performing work related to Company X's federal contract. Company Z is not performing work related to Company X's federal contract or any other federal contract or subcontract. **Company X and Company Y are federal subcontractor establishments; Company Z is not a federal subcontractor establishment.**

If your establishment should not complete this EO Survey, please (1) check here (2) explain in the space provided below why your establishment should not complete this EO Survey, and (3) sign and date the certification on the next page and return the EO Survey in the envelope provided to the address shown at right.

[Empty box for certification/signature]

INSTRUCTIONS:

This survey has three Parts - A, B, and C. Part A is self-explanatory. Please read all instructions for parts B and C before you begin. If you have any questions, or if you need assistance in completing the EO Survey, you may call our EO Survey Help Desk at 1-800-397-6443 for technical assistance or 1-800-397-6251 for policy assistance.

HOW TO SUBMIT THE EO SURVEY:

A pre-addressed business reply envelope is included for your convenience. Please return the entire completed and signed survey, including these instructions, within **45 days of the date of receipt** to:

EO Survey Office
Office of Federal Contract Compliance Programs
U.S. Department of Labor
141 Canal Street
Nashua, NH 03064-2879

**DID YOU KNOW YOU CAN SUBMIT
THE EO SURVEY ELECTRONICALLY ON THE WEB?**

 Access our electronic survey and instructions for electronic submission at <http://www.EOSURVEY.dol.gov>

IF YOU NEED ANOTHER BLANK COPY OF THE EO SURVEY:

Contact the EO Survey Help Desk at 1-800-397-6443.

RETAIN A COMPLETED COPY OF THE EO SURVEY

You should retain a copy of your completed EO Survey. This will facilitate any discussions we may have with you should we need to call and clarify your responses.

Note: It is estimated that it will average approximately 21 hours to complete the survey. The collection of information has been approved under OMB number 1215-0196, expiration date March 31, 2003. Send any comments concerning this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Office of Federal Contract Compliance Programs, Room C-3325, 200 Constitution Avenue, N.W., Washington, D.C. 20210. **PERSONS ARE NOT REQUIRED TO RESPOND TO THIS COLLECTION OF INFORMATION UNLESS IT DISPLAYS A CURRENTLY VALID OMB NUMBER.**

SPECIAL TERMS YOU NEED TO KNOW TO COMPLETE THE SURVEY:

Certifying Officer – An employee of your company or corporation working at this establishment that has the authority to certify the accuracy of EEO-1 Reports, Affirmative Action Programs, etc. (example: Human Resources Manager, Plant Manager, EEO Officer). The Certifying Officer should sign this EO Survey on the line indicated at right.

Federal contracting agency - Any department or agency in the executive branch of Government, including any wholly owned Government corporation, which enters into contracts.

Employer Identification Number - The 9-digit number which each corporation, partnership, or sole proprietorship has been assigned based on its application (Form SS-4) to Internal Revenue Service for an identification number.

Applicant – The concept of an applicant is that of a person who has indicated an interest in being considered for hiring, promotion, or other employment opportunity. This interest might be expressed by completing an application form, or might be expressed orally, depending upon the employer's practice.

Employees - For the purposes of this EO Survey, the term "employees" applies only to your "full time" employees, as the term "full time" is defined by your company. Do not report personnel activity or compensation data on "part time" employees, as the term "part time" is defined by your company.

Promotion - Any personnel action resulting in movement to a position (1) with higher pay or greater rank, or (2) requiring greater skill or responsibility, or (3) with the opportunity to attain increased pay, rank, skill, or responsibility.

Termination - Any separation, voluntary or involuntary, of an employee from your active or inactive payroll. A termination is a complete break in employment status.

Annual Monetary Compensation – An employee's base rate (wage or salary), plus other earnings such as cost-of-living allowance, hazard pay, or other increment paid to all employees regardless of tenure on the job, extrapolated and expressed in terms of a full year.

Tenure – Length of service; the length of time an employee has been employed by your company or corporation.

CONFIDENTIALITY:

OFCCP will treat the information you submit on this EO Survey as sensitive and confidential to the maximum extent possible under the Freedom of Information Act (FOIA), with the same disclosure safeguards that are applied to Affirmative Action Program data of a sensitive or confidential nature.

CERTIFICATION OF EO SURVEY

The following report is accurate and complete and was prepared in accordance with the instructions. Willfully false statements on this report are punishable by law. U.S. Code, Title 18, Section 1001.

Name of Certifying Officer (please print): _____

Title: _____

Signature of Certifying Officer: _____

Date: _____

Telephone # (please include area code): _____

Name of Person completing this EO Survey (please print): _____

Title: _____

Telephone # (please include area code): _____



PART A -- GENERAL INFORMATION

1. Your establishment's Employer Identification Number (IRS 9-digit tax number):

2. Information regarding a current Federal contract or subcontract for your corporation of at least \$50,000 (You may report any current Federal contract or subcontract of at least \$50,000).

If You are a Federal Contractor:

a. Name of Federal contracting agency: _____

b. Contract number: _____

If You are a Federal Subcontractor:

c. Name of Prime contractor: _____

d. Contract number: _____

3. Expiration date of your establishment's current Affirmative Action Program(s) addressing: _____

a. Race, color, religion, sex, national origin (please enter date in MM/DD/YY format): _____ / _____ / _____

If you do not know the expiration date, check this box

If your establishment does not have this document, check this box

b. Individuals with disabilities (please enter date in MM/DD/YY format): _____ / _____ / _____

If you do not know the expiration date, check this box

If your establishment does not have this document, check this box

c. Vietnam Era, special disabled, and other protected veterans (please enter date in MM/DD/YY format): _____ / _____ / _____

If you do not know the expiration date, check this box

If your establishment does not have this document, check this box

4. Did your establishment list any employment openings with the local office of your state employment service and/or America's Job Bank during the period January 1 through December 31 of the most recently concluded calendar year, or during the 12-month period covered by your most recently concluded Affirmative Action Program (AAP) year, if it does not coincide with the calendar year?

No employment openings were listed

No employment openings were listed, but all employment openings were either positions filled from within, executive and top management positions, or positions for 3 days employment or less

Yes, employment openings were listed

If yes, how many employment openings were listed?

5. If your address or other identifying information on the mailing label was incorrect, please provide the corrected information below:

Establishment: _____
Street Address or P.O. Box: _____

City, State, Zip Code: _____
EEO-1 Number for this establishment: _____

Note: For complete guidance, refer to Executive Order 11246, as amended and its implementing regulations at 41 CFR Parts 60-1 through 60-50; Section 503 of the Rehabilitation Act of 1973, as amended and its implementing regulations at 41 CFR Part 60-741; and 38 U.S.C. 4212, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended and its implementing regulations at 41 CFR Part 60-250.

INSTRUCTIONS FOR PART B:

WHO TO REPORT ON: Part B Information should include applicant, hiring, promotion, termination, and Incumbency data for "full time" employees only, however the term "full time" is defined by your company.

TIME FRAME FOR REPORTING: Part B Information should report on personnel activity covering your choice of one of the following two time frames:

- (1) The period January 1 through December 31 of the most recently concluded calendar year, or
- (2) The 12-month period covered by your most recently concluded Affirmative Action Program (AAP) year, if it does not coincide with the calendar year (for example, April 1 through March 31).

Regardless of which of the above time frames you wish to use, all Part B Information must cover the same time frame.

Based on your choice of time frames, please report Applicants, Hires, Promotions, and Terminations for January 1 through December 31 of the most recently concluded calendar year, or for the 12-month period covered by your most recently concluded AAP year. Please report "Employees" as of December 31 of the most recently concluded calendar year, or the last day of the most recently concluded AAP year.

EEO-1 CATEGORY: For each personnel activity identified, fill in the total number for the action indicated, by gender, race, and ethnicity and EEO-1 category. The EEO-1 categories are: (1) **Officials & Managers;** (2) **Professionals;** (3) **Technicians;** (4) **Sales Workers;** (5) **Office & Clerical;** (6) **Craft Workers;** (7) **Operatives;** (8) **Laborers;** (9) **Service Workers.** All incumbents listed on the "Full Time Employees At End Of Year (Calendar or AAP)" page in Part B of this EO Survey must be accounted for and reported on in Part C.

WHAT TO REPORT - PERSONNEL ACTIVITY

Applicants - Please indicate the number of applicants for "full time" positions by gender, race, and ethnicity, sorted by EEO-1 category, for the period of January 1 through December 31 of the most recently concluded calendar year, or for the 12-month period covered by your most recently concluded AAP year.

Hires - Please indicate the number of hires for "full time" positions by gender, race, and ethnicity, sorted by EEO-1 category, for the period of January 1 through December 31 of the most recently concluded calendar year, or for the 12-month period covered by your most recently concluded AAP year. Do not include non-competitive transfers from other facilities of your company or establishment.

Promotions - Please indicate the number of promotions of "full time" employees by gender, race, and ethnicity, sorted by EEO-1 category, for the period of January 1 through December 31 of the most recently concluded calendar year, or for the 12-month period covered by your most recently concluded AAP year. Report the number of promotions within the EEO-1 category where it occurred, however, in instances where there are promotions from one EEO-1 category to another EEO-1 category, report those promotions in the EEO-1 category the individual was promoted into. For example, a person who is promoted from a junior engineer to a senior engineer would be counted as a promotion within the "Professional" EEO-1 category. A person promoted from a senior engineer to a manager would be counted as a promotion into the "Officials and Managers" EEO-1 category.

Terminations - Please indicate the number of terminations of "full time" employees by gender, race, and ethnicity, sorted by your choice of either EEO-1 category, for the period of January 1 through December 31 of the most recently concluded calendar year, or for the 12-month period covered by your most recently concluded AAP year. Include voluntary and involuntary terminations.

Employees at end of Calendar/AAP Year - Please indicate the number of incumbent "full time" employees by gender, race, and ethnicity, sorted by EEO-1 category, as of December 31 of the most recently concluded calendar year, or the last day of the most recently concluded AAP year.

ABOUT RACE/ETHNIC IDENTIFICATION FOR PART B - You may acquire race/ethnic information necessary for this survey either by visual observation of the work force, or from employment records. If you maintain records, we recommend that you keep them separately from the employee's basic personnel file or other records available to those responsible for personnel decisions. Since OFCCP permits visual observations, the fact that race/ethnic identifications are not present on employment records is not an excuse for omitting the data we request.

Note: The following reflects OMB guidelines regarding the recording and reporting of Hispanic or Latino ethnicity separately from the recording and reporting of racial data, and the establishment of "Native Hawaiian or Other Pacific Islander" as a separate racial category. If you have not yet adjusted your record keeping systems to reflect these changes, see the box at the bottom of this page.

Complete Part B using the following categories. Although persons may identify with more than one racial category, for this EO Survey count each person only once:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the Black racial groups of Africa. Terms such as "African" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All races) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

Race missing or unknown - Applies to Applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

THE FOLLOWING INSTRUCTIONS APPLY ONLY TO EO SURVEYS COMPLETED AND SUBMITTED BEFORE JANUARY 1, 2002:

NOTE: If you have not yet adjusted your record keeping systems to capture and record racial/ethnic identification information in a manner that distinguishes Hispanics or Latinos as an ethnicity and identifies Hispanics and Latinos by the 5 racial categories defined above:

- Record all actions pertaining to Hispanics or Latinos in the "Hispanic or Latino (all races)" columns on pages 5, 6, 7, 8, and 9 of this EO Survey.
- Leave the "Hispanic or Latino (White)" and "Hispanic and Latino (all other races)" columns blank on pages 5, 6, 7, 8, and 9 of this EO Survey.

NOTE: If you have not yet adjusted your record keeping systems to capture and record racial/ethnic identification information in a manner that distinguishes "Native Hawaiians and Other Pacific Islanders" from "Asians" as they are defined above:

- Record all actions pertaining to Asians, Hawaiians, and Other Pacific Islanders in the "Asian" columns on pages 5, 6, 7, 8, and 9 of this EO Survey.
- Leave the "Native Hawaiian or Other Pacific Islander" columns blank on pages 5, 6, 7, 8, and 9 of this EO Survey.

PART B - PERSONNEL ACTIVITY BY EEO-1 CATEGORY - APPLICANTS

Time Frame: (check one):
 - The following personnel activity covers the most recently concluded calendar year
 - The following personnel activity covers the most recently concluded Affirmative Action Program year, which is not January 1 through December 31

	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
OFFICIALS AND MANAGERS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
PROFESSIONALS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
TECHNICIANS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
SALES WORKERS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
OFFICE AND CLERICAL									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
CRAFT WORKERS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
OPERATIVES									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
LABORERS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown
SERVICE WORKERS									
Male									
Female	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)	Race unknown

PART B - PERSONNEL ACTIVITY BY EEO-1 CATEGORY - HIRES
For Time Frame as Specified on Page 5 in Part B of this EO Survey

OFFICIALS AND MANAGERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
PROFESSIONALS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
TECHNICIANS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SALES WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OFFICE AND CLERICAL	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
CRAFT WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OPERATIVES	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
LABORERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SERVICE WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								

PART B - PERSONNEL ACTIVITY BY EEO-1 CATEGORY - PROMOTIONS
 For Time Frame as Specified on Page 5 in Part B of this EO Survey

OFFICIALS AND MANAGERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
PROFESSIONALS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
TECHNICIANS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SALES WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OFFICE AND CLERICAL	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
CRAFT WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OPERATIVES	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
LABORERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SERVICE WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								

PART B - PERSONNEL ACTIVITY BY EEO-1 CATEGORY - TERMINATIONS
 For Time Frame as Specified on Page 5 in Part B of this EO Survey

OFFICIALS AND MANAGERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
PROFESSIONALS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
TECHNICIANS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SALES WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OFFICE AND CLERICAL	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
CRAFT WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OPERATIVES	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
LABORERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SERVICE WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								

PART B - PERSONNEL ACTIVITY BY EEO-1 CATEGORY - FULL TIME EMPLOYEES AT END OF YEAR (CALENDAR OR AAP)
 For Time Frame as Specified on Page 5 in Part B of this EO Survey

	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
OFFICIALS AND MANAGERS								
Male								
Female								
PROFESSIONALS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
TECHNICIANS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SALES WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OFFICE AND CLERICAL	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
CRAFT WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
OPERATIVES	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
LABORERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								
SERVICE WORKERS	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino (all races)	Hispanic or Latino (White race only)	Hispanic or Latino (all other races)
Male								
Female								

INSTRUCTIONS FOR PART C:

WHO TO REPORT ON: In order for your EO Survey to be considered a valid submission Part C must contain annual monetary compensation and tenure data for all employees listed as "Full Time Employees At End Of Year (Calendar or AAP)" on Page 9 in Part B of this EO Survey, and it must not include monetary compensation and tenure data for anyone else.

TIME FRAME FOR REPORTING: The time frame is December 31 of the most recently concluded calendar year, or the last day of the most recently concluded AAP year, whichever you chose for reporting on Page 9, Part B of this EO Survey.

MINORITY/NON-MINORITY: Employees are to be grouped and reported in four groups: **minority female, non-minority female, minority male, and non-minority male employees.** For the purposes of this EO Survey, a "non-minority" is defined as someone of the White race who is not of Hispanic (or Latino) ethnicity. A "minority" is defined as all races other than White or someone of the White race who is of Hispanic (or Latino) ethnicity, or someone who has reported more than one race.

EEO-1 CATEGORY: Employees are also to be sorted by EEO-1 category. The EEO-1 categories are: (1) Officials & Managers; (2) Professionals; (3) Technicians; (4) Sales Workers; (5) Office & Clerical; (6) Craft Workers; (7) Operatives; (8) Laborers; (9) Service Workers.

In order for your EO Survey to be considered a valid submission all end-of-year incumbents listed on the "Full Time Employees At End Of Year (Calendar or AAP)" page in Part B of this EO Survey must be accounted for and reported on in Part C.

WHAT TO REPORT - ANNUAL MONETARY COMPENSATION: For the purposes of this EO Survey, annual monetary compensation is defined as an employee's base rate (wage or salary), plus other earnings such as cost-of-living allowance, hazard pay, or other increment paid to all employees regardless of tenure on the job. Annual monetary compensation should not include the value of benefits, overtime, or one-time payments such as relocation expenses. Annual monetary compensation should be expressed in terms of an annual amount.

Report total annual monetary compensation information for all employees reported in the "Full Time Employees at end of Calendar/AAP Year" columns in Part B of

this EO Survey. While all annual monetary compensation figures should be expressed in terms of a full year, please note that this figure *may not reflect an employee's actual earnings for a year.* For those employees who have worked less than a full year, (e.g., those employees hired within the last year), please project (extrapolate) their hourly or weekly rate to compute an annual rate.

WHAT TO REPORT - TENURE: For the purposes of this EO Survey, tenure is defined as the length of time an employee has been with your company.

For each relevant EEO-1 category please indicate:

Total Annual Monetary Compensation for All _____ Employees - Please indicate the annual monetary compensation earned by "full time" minority females, non-minority females, minority males, and non-minority males within each EEO-1 category. **Include only those employees listed in the "Full Time Employees at end of Calendar/AAP Year" page in Part B of this EO Survey.**

Lowest Annual Monetary Compensation of any Single _____ Employee - From the figures used to compute the Total Annual Monetary Compensation above, please indicate the lowest single annual monetary compensation among "full time" minority females, non-minority females, minority males, and non-minority males within each EEO-1 category. **Include only those employees listed in the "Full Time Employees at end of Calendar/AAP Year" page in Part B of this EO Survey.**

Highest Annual Monetary Compensation of any Single _____ Employee - From the figures used to compute the Total Annual Monetary Compensation above, please indicate the highest single annual monetary compensation among "full time" incumbent minority females, non-minority females, minority males, and non-minority males within each EEO-1 category. **Include only those employees listed in the "Full Time Employees at end of Calendar/AAP Year" page in Part B of this EO Survey.**

Average Tenure of _____ Employees with Firm - Please indicate the average length of time, in years and months, that "full time" incumbent minority females, non-minority females, minority males, and non-minority males within each EEO-1 category. **Include only those employees listed in the "Full Time Employees at end of calendar/AAP Year" page in Part B of this EO Survey.**

PART C -- COMPENSATION DATA BY EEO-1 CATEGORY

Annual Monetary Compensation and Tenure Data by EEO-1 Category for
Employees listed in "FULL TIME EMPLOYEES AT END OF YEAR (CALENDAR OR AAP)" on Page 9 in Part B of this EO Survey

- Check one:
 - The following compensation data covers full time employees as of the end of the most recently concluded calendar year
 - The following compensation data covers full time employees as of the most recently concluded Affirmative Action Program year,
 which is not January 1 through December 31

	MINORITY FEMALES				NON-MINORITY FEMALES			
	Total Annual Monetary Compensation for All Minority Female Employees	Lowest Annual Monetary Compensation of any Single Minority Female Employee	Highest Annual Monetary Compensation of any Single Minority Female Employee	Average Tenure of Minority Female Employees with Firm YEARS MONTHS	Total Annual Monetary Compensation for All Non-Minority Female Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Female Employee	Highest Annual Monetary Compensation of any Single Non-Minority Female Employee	Average Tenure of Non-Minority Female Employees with Firm YEARS MONTHS
OFFICIALS AND MANAGERS								
PROFESSIONALS								
TECHNICIANS								
SALES WORKERS								
OFFICE AND CLERICAL								
CRAFT WORKERS								
OPERATIVES								
LABORERS								
SERVICE WORKERS								

PART C -- COMPENSATION DATA BY EEO-1 CATEGORY

Annual Monetary Compensation and Tenure Data by EEO-1 Category for Employees listed in "FULL TIME EMPLOYEES AT END OF YEAR (CALENDAR OR AAP)" on Page 9 in Part B of this EO Survey

	MINORITY MALES				NON MINORITY MALES			
	Total Annual Monetary Compensation for All Minority Male Employees	Lowest Annual Monetary Compensation of any Single Minority Male Employee	Highest Annual Monetary Compensation of any Single Minority Male Employee	Average Tenure of Minority Male Employees with Firm YEARS MONTHS	Total Annual Monetary Compensation for All Non-Minority Male Employees	Lowest Annual Monetary Compensation of any Single Non-Minority Male Employee	Highest Annual Monetary Compensation of any Single Non-Minority Male Employee	Average Tenure of Non-Minority Male Employees with Firm YEARS MONTHS
OFFICIALS AND MANAGERS								
PROFESSIONALS								
TECHNICIANS								
SALES WORKERS								
OFFICE AND CLERICAL								
CRAFT WORKERS								
OPERATIVES								
LABORERS								
SERVICE WORKERS								