Federal Exchange on Employment & Disability (FEED)

"Leveraging Workforce Data for Agency Affirmative Action Program Plans”

March 8, 2018
Outreach, Diversity, and Inclusion Center
U.S. Office of Personnel Management
Welcome

Natalie Veeney, Diversity Program Manager, Outreach, Diversity, and Inclusion Center, OPM

• Ms. Veeney is responsible for articulating and managing governmentwide policies and programs related to disability, sexual orientation, gender identity and expression

• Previously, Ms. Veeney led successful cultural transformation and disability initiatives for USDA and DIA
Welcome

Zina B. Sutch, Ph.D., Deputy Associate Director, Outreach, Diversity, and Inclusion Center, OPM

• Dr. Sutch leads OPM’s governmentwide functions and responsibilities related to recruitment, policy, and outreach; veterans services, and diversity and inclusion

• Previously, Dr. Sutch served as:
  – Director of the Office of Diversity and Inclusion, OPM
  – Director of the Office of the Executive Secretariat, USDA; Director of Diversity, Recruitment, and Work life, USDA; and Deputy Provost of USDAs Virtual University and Chief Training Officer
Welcome

Michael Murray, Director, Employer Policy Team
Office of Disability Employment Policy, DOL

• Previously, Mr. Murray served as:
  – Senior Advisor, Office of Diversity and Inclusion, OPM
  – Chief Operating Officer, American Association of People with Disabilities (AAPD)
  – Executive Director, North Carolina Disability Action Network
Federal Exchange on Employment & Disability

Applicant Flow Data Overview
 Applicant Flow Data Overview
How Applicant Flow Data Works

Demographic information is voluntarily collected from job seekers in the USAJOBS profile and combined with milestones in the hiring process in USA Staffing.

- **Applied**: All applications received for a Vacancy
- **Qualified**: The applications that meet the minimum qualifications for the job
- **Referred**: The applications that were referred to the hiring manager for consideration
- **Selected**: The applications that were audited by HR as “Hired”

Typically, around 80% of applicants disclose demographic information.

Demographic information includes sex, ethnicity and race, disability, and veterans’ preference.
Data Source

Demographic information from **the job seeker’s USAJOBS Profile** is included when they submit a job application.

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**USAJOBS Profile**

Job seekers provide responses to demographic questions when they build a USAJOBS profile. The USAJOBS profile can be updated at any time by the applicant.

**Job Applications**

Applicants opt to include the demographic information from their USAJOBS profile to individual job applications. Applicants can opt in or out for each job application.
Demographic Questions—Disability/Serious Health Condition

4. Disability/Serious Health Condition:
The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental impairments, without the use of medication and aids (except eyeglasses) or the help of another.

A. Do you have any of the following?

- Deaf or serious difficulty hearing
- Blind or serious difficulty seeing even when wearing glasses
- Missing an arm, leg, hand, or foot
- Paralysis: Partial or complete paralysis (any cause)
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
- Intellectual Disability (formerly described as mental retardation)
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder
- Traumatic Brain Injury
- Dwarfism

If you did not select one of the options above, please indicate whether:

- None of the conditions listed above apply to me.
- I do not wish to answer questions regarding disability/health conditions.

If you have indicated that you have one of the above conditions, you may be eligible to apply under Schedule A Hiring Authority. For more information, please see https://www.opm.gov/policy-data-overview/disability-employment/hiring/#url=Schedule-A-Hiring-Authority.

Paperwork Reduction and Privacy Act Statement

"None of these conditions listed above apply to me" and "I do not wish to answer questions regarding disability/health conditions" are now coded as separate responses in USAJOBS

Source Form: https://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf
Disability Code Crosswalk

- The Applicant Flow Data Disability Codes are different than SF 256 codes.
- The full crosswalk for all disability responses can be found on the USA Staffing Resource Center: [https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports_and_Analytics](https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports_and_Analytics)

<table>
<thead>
<tr>
<th>Applicant Flow Data Disability Codes (Applicants)</th>
<th>MD-715 B7 Disability Reporting Requirements</th>
<th>SF 256 Codes</th>
<th>SF 256 Description</th>
<th>SF 256 Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>USAJOBS AFD Co. Demographic Information on Applicants (OMG No. 3046-0046)</td>
<td>Deaf or serious difficulty hearing</td>
<td>19</td>
<td>Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>01 Deaf or serious difficulty hearing</td>
<td>Deaf or Serious Difficulty Hearing</td>
<td>19</td>
<td>Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>02 Blind or serious difficulty seeing even when wearing glasses</td>
<td>Blind or Serious Difficulty Seeing</td>
<td>20</td>
<td>Blind or serious difficulty seeing even when wearing glasses</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>03 Missing an arm, leg, hand, or foot</td>
<td>Missing Extremities</td>
<td>31</td>
<td>Missing extremities (arm, leg, hand and/or foot)</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>04 Paralysis Partial or complete paralysis (any cause)</td>
<td>Total Paralysis</td>
<td>60</td>
<td>Partial or complete paralysis (any cause)</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>07 Significant Psychiatric Disorder for example, bipolar disorder, schizophrenia, PTSD, or major depression</td>
<td>Significant Psychiatric Disability</td>
<td>91</td>
<td>Significant Psychiatric Disorder, for example, bipolar disorder, schizophrenia, PTSD, or major depression</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>08 Intellectual Disability (formerly described as mental retardation)</td>
<td>Intellectual Disability</td>
<td>90</td>
<td>Intellectual disability</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>11 Dwarfism</td>
<td>Dwarfism</td>
<td>92</td>
<td>Dwarfism</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>12 Epilepsy or other seizure disorder</td>
<td>Epilepsy or Other Seizure Disorders</td>
<td>92</td>
<td>Epilepsy or other seizure disorders</td>
<td>Targeted Disability or Serious Health Conditions</td>
</tr>
<tr>
<td>Blank Records where a disability is not claimed</td>
<td>Not Identified</td>
<td>01</td>
<td>I do not wish to identify my disability or serious health condition</td>
<td>Other Options</td>
</tr>
<tr>
<td>N/A Currently not available in USA Staffing</td>
<td>No Disability</td>
<td>05</td>
<td>I do not have a disability or serious health condition</td>
<td>Other Options</td>
</tr>
</tbody>
</table>
Privacy Act/Routine Uses

USAJOBS Profile

Purpose and Routine Uses for Demographic Information

We are requesting demographic information under the authority of 5 U.S.C. §§ 1302, 3301, 3304, 7201; 42 U.S.C. § 2000e-16; 29 U.S.C. §791. Providing your demographic information is voluntary, and there are no adverse effects if you choose not to provide it. Demographic information will be used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Possible routine uses of the information collected includes releasing information to the following:

1. to the Equal Employment Opportunity Commission (EEOC), for use in the examination of an agency’s compliance with affirmative action plan instructions and the Uniform Guidelines on Employee Selection Procedures, or other requirements imposed on agencies under EEOC authorities in connection with agency EEO programs;

2. to the Merit Systems Protection Board or the Office of the Special Counsel in connection with the processing of appeals, special studies relating to the civil service and other merit systems in the executive branch, investigations into allegations of prohibited personnel practices, and such other functions; e.g., as prescribed in 5 U.S.C. chapter 12, or as authorized by law;

3. by OPM or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies;

4. to a Federal agency for use in its Federal Equal Opportunity Recruitment Program to the extent that the information is relevant and necessary to the agency’s efforts in identifying possible sources for minority recruitment;

5. to Congressional office in response to an inquiry made by the individual whose record is requested;

6. to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, when the Government is party to a judicial or administrative proceeding;

7. to the U.S. Department of Justice, or in a proceeding before a court, adjudicative body or other administrative body before which OPM is authorized to appear;

8. to disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding;

9. to contractors, grantees, or volunteers performing or working on a contract, service, grant cooperative agreement, or job for the Federal Government.

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.

...to the Equal Employment Opportunity Commission for use in the examination of an agency’s compliance with EEOC requirements

...in the production of summary descriptive statistics and analytical studies

...to a Federal agency for use in its Federal Equal Opportunity Recruitment Program
AFD Guidelines

Applicant Flow Data may be used for:

A. Aggregate human capital reporting
B. Determining rates of demographic representation in recruitment efforts
C. Determining rates of demographic representation in hiring or merit promotion selections
D. Determining rates of qualifications among demographic groups
E. Evaluating the effectiveness of recruitment in reaching targeted demographic groups

Applicant Flow Data may not be used for:

A. Influencing the decision to close or extend job announcements
B. Influencing the decision to cancel recruitment actions
C. Influencing the decision to use or not use a referral list of applicants
D. Influencing selection decisions
E. Identifying the race, ethnicity, sex, or disability-serious health condition of specific named employees

Current Safeguards in Place

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.

**Access**
Users with an active USA Staffing account cannot have access to AFD

**Availability**
Data are only released after hiring actions are complete (certificates audited)

**No PII**
Personally-identifiable information is not included in the data provided
AFD Available in USA Staffing
USA Staffing utilizes IBM Cognos Analytics to provide agencies with direct access to Applicant Flow Data

- Standard reports developed by USA Staffing
- Interactive dashboarding and visual reports
- Direct access to data for custom reporting
- Analytical support and training
- Iterative development to respond quickly to agency needs
Standard Reports

USA Staffing develops **standard reports that cover the most common data needs**

Using standard reports, users are able to easily filter results, run reports, and export data in Excel, HTML, PowerPoint, and XML formats.
AFD Standard Reports Available

Legacy USA Staffing

MD-715 A7
Summary report that provides data formatted for the A7 table

MD-715 Detail Reports
Detailed reports at the application level with sex, disability, RNO, and hiring process data for MD-715 reporting

AFD Summary Report
Graphical report that provides AFD response rate and hiring process data by demographic group

Upgrade USA Staffing

Interim AFD MD-715 A7
Summary report that provides data related to the A7 table

USA Staffing is currently in the process of restructuring Applicant Flow Data in the USA Staffing Upgrade to improve usability and performance

Additional reports and data for the USA Staffing Upgrade are expected in Summer 2018
Custom Reporting

Report Authors can modify **existing reports and develop custom reports** based on USA Staffing Applicant Flow Data model
Dashboard Development

All users have the ability to **build and utilize interactive dashboards based on USA Staffing Applicant Flow Data**
AFD and Schedule A
Schedule A Practices

Non-competitive

• Candidates are identified through a recruitment process and hired non-competitively

• During the onboarding process, Schedule A is indicated as the hiring authority

• **Applicant Flow Data is not collected** for these individuals; disability data can be collected through the SF-256

USAJOBS announcement

• A vacancy announcement is posted on USAJOBS with information on how to apply through the Schedule A hiring authority

• Candidates submit documentation and HR professional adjudicate eligibility

• Eligible candidates are referred to hiring managers for selection

• **Applicant Flow Data is collected** for these individuals as long as the certificates are audited

Resource: The ABCs of Schedule A: Tips for Human Resource Professionals on Using the Schedule A Appointing Authority
https://www.eeoc.gov/eeoc/publications/abc_hr_professional.cfm
Career Ladder/Senior Level Positions
Career Ladder/Senior-Level Positions

- Senior-Level positions (GS 13, 14, or 15 and SES) are identified through a combination of Pay Plan and Grade.

- Some agencies have unique Pay Plans devoted to Senior-Level positions.

- Some non-GS pay plans have different Grade equivalents (e.g., FP Grade 2 is equivalent to GS Grade 14).

- Some agencies process SES positions in unique Offices.

- Some SES positions may not be advertised on USAJOBS and processed through USA Staffing (AFD would not be generated).
Contacts

Please contact us if you have questions or need assistance

Caleb Judy
Reporting and Analytics Product Owner
USA Staffing Program Office
caleb.judy@opm.gov
Asking for Data

Kareen Currey
Data Analysis Group
Office of Strategy and Innovation
Where is the data...

- Identify the system of records
- System of Records Notice
- Business Owner
How OPM does it...

Federal HR Data Providers → EHRI -Status -Dynamic → Quality Check → SDM

SORN: OPM Gov-1

Business Owner: Data Analysis Group
FedScope
Federal Human Resources Data

Main | Data Definitions | Help | Employment Statistics | Join our ListServ

Attention News Media
Getting Started
About our Data (EHRI-SDM)
Ethnicity & Race Indicator
FAQs
Data Source/Definitions
Help
Glossary of Key Terms
Questions/Comments
Raw Datasets

Data Cubes
- Employment
- Accessions
- Separations
- Employment Trend
- Diversity

Welcome!
Please read our Data Definitions before using FedScope data.
Thank you!

"The Fast, Easy Way to Access Federal HR Data"
<table>
<thead>
<tr>
<th>Targeted Disabilities or Serious Health Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02- Developmental Disability, for example, autism</td>
</tr>
<tr>
<td>03- Traumatic Brain Injury</td>
</tr>
<tr>
<td>19- Deaf or serious difficulty hearing, benefiting from,</td>
</tr>
<tr>
<td>for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports</td>
</tr>
<tr>
<td>20- Blind or serious difficulty seeing even when wearing glasses</td>
</tr>
<tr>
<td>31- Missing extremities (arm, leg, hand and/or foot)</td>
</tr>
<tr>
<td>40- Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s) and/or other supports</td>
</tr>
<tr>
<td>60- Partial or complete paralysis (any cause)</td>
</tr>
<tr>
<td>82- Epilepsy or other seizure disorders</td>
</tr>
<tr>
<td>90- Intellectual disability</td>
</tr>
<tr>
<td>91- Significant Psychiatric Disorder, for example, bipolar disorder, schizophrenia, PTSD, or major depression</td>
</tr>
<tr>
<td>92- Dwarfism</td>
</tr>
<tr>
<td>93- Significant disfigurement, for example, disfigurements caused by burns, wounds, accidents, or congenital disorders</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Other Options:</th>
</tr>
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<tbody>
<tr>
<td>01- I do not wish to identify my disability or serious health condition.</td>
</tr>
<tr>
<td>05- I do not have a disability or serious health condition.</td>
</tr>
<tr>
<td>06- I have a disability or serious health condition, but it is not listed on this form.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Other Disabilities or Serious Health Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>13- Speech impairment</td>
</tr>
<tr>
<td>41- Spinal abnormalities, for example, spina bifida or scoliosis</td>
</tr>
<tr>
<td>44- Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body</td>
</tr>
<tr>
<td>51- HIV Positive/AIDS</td>
</tr>
<tr>
<td>52- Morbid obesity</td>
</tr>
<tr>
<td>59- Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis</td>
</tr>
<tr>
<td>80- Cardiovascular or heart disease</td>
</tr>
<tr>
<td>81- Depression, anxiety disorder, or other psychiatric disorder</td>
</tr>
<tr>
<td>83- Blood diseases, for example, sickle cell anemia, homophilia</td>
</tr>
<tr>
<td>84- Diabetes</td>
</tr>
<tr>
<td>85- Orthopedic impairments or osteo-arthritis</td>
</tr>
<tr>
<td>86- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema</td>
</tr>
<tr>
<td>87- Kidney dysfunction</td>
</tr>
<tr>
<td>88- Cancer (present or past history)</td>
</tr>
<tr>
<td>94- Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD)</td>
</tr>
<tr>
<td>95- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphagia</td>
</tr>
<tr>
<td>96- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis</td>
</tr>
<tr>
<td>97- Liver disease, for example, hepatitis or cirrhosis</td>
</tr>
<tr>
<td>98- History of alcoholism or history of drug addiction (but not currently using illegal drugs)</td>
</tr>
<tr>
<td>99- Endocrine disorder, for example, thyroid dysfunction</td>
</tr>
</tbody>
</table>
How to ask...

• Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives?

Example: What to ask for to response to this question?
• Amount of Awards for FY 2017 (October 1, 2017 to September 30, 2017)
• Amount (or Rate of) of Awards given to PWD and/or PWTD
• Awards include NOAC: 8xx
• PWD includes these disability codes: 06-99
• PWTD includes these codes: 2, 3, 19, 20, 40, 60, 82, and 90-93
FEED Updates

Brett Sheats
National Project Director,
EARN
Closing Remarks

Anupa Iyer
Policy Advisor,
Office of Federal Operations, EEOC

Akinyemi Banjo
Policy Advisor,
Office of Disability Employment Policy, DOL