



United States Department of the Interior

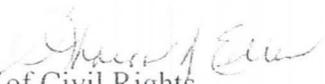
OFFICE OF THE SECRETARY

Washington, DC 20240

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CIVIL RIGHTS DIRECTIVE 2014-01

To: Bureau Equal Employment Opportunity Officers

From: Sharon D. Eller 
Director, Office of Civil Rights

Subject: Annual Equal Employment Opportunity Program Status Report, Management Directive 715

Each year, the Department of the Interior (DOI) and its bureaus are required to prepare and submit to the U.S. Equal Employment Opportunity Commission (EEOC) the annual Equal Employment Opportunity Program Status Report, commonly known as the EEOC Management Directive 715 (MD 715) Report. Bureau reports are due to the Departmental Office of Civil Rights on December 15 of each year. The Departmental report and individual bureaus reports are due to the EEOC on January 31 of each year. Your cooperation in meeting the due dates is greatly appreciated.

Beginning with the MD 715 Report for Fiscal Year (FY) 2013, EEOC is requiring agencies to use the "EEO Tabulation" for preparation of MD 715 reports. The EEO Tabulation contains table sets of demographic data based on information gleaned from the 2010 Census. EEOC directs the use of the "residence" tables when benchmarking against the nation-wide labor force and "worksite" tables when benchmarking specific geographic locations. On that basis, DOI will utilize EEO Tabulation Table EEO-CIT02R when benchmarking for occupations nation-wide and Table EEO-CIT02W when benchmarking within a specific geographic location. For more information on the EEO Tabulation, refer to EEOC's guidance for using the 2010 EEO Tabulation, updated July 2013, go to EEOC's website at http://www.eeoc.gov/federal/directives/tech_assistance_06-10_EEO_tabulation.cfm or the Census Bureau website at <http://www.census.gov/people/eeotabulation>. A list of additional questions and answers can be found at <http://www.census.gov/people/eeotabulation/about/faq5year.html>.

The EEO Tabulation tables display race and ethnicity. To ensure compliance with EEOC guidance on reporting race and ethnicity, DOI will aggregate and report its workforce data as follows:

1. Employees self-identified as Hispanic or Latino should be reported as Hispanic, regardless of any race or combination of races identified.
2. Employees self-identified as Black or African American and White, not Hispanic, should be reported as Black or African American.
3. Employees self-identified as American Indian/Alaska Native and White, not Hispanic,

- should be reported as American Indian/Alaska Native.
4. Employees self-identified as Asian and White, not Hispanic, should be reported as Asian.
 5. Employees self-identified as Black and American Indian/Alaska Native, not Hispanic, should be reported as Two or More Races.
 6. Employees self-identified with any other combination of two or more races, not Hispanic, should be reported as Two or More Races.

For more information on the reporting of race and ethnicity, see the Office of Management and Budget Bulletin No. 00-02 – Guidance on Aggregation and Allocation of Data on Race for Use in Civil Rights Monitoring and Enforcement at http://www.whitehouse.gov/omb/bulletins_b00-02.

The Office of Civil Rights continues to collaborate with the Departmental Office of Human Resources and the Interior Business Center to implement changes needed in the current workforce data collection system. Bureau EEO Officers will be apprised of data system changes or upgrades as they occur.

This Directive rescinds all previous Equal Opportunity and Civil Rights Directives regarding the Annual MD 715 Report and workforce demographics reporting.

cc: Bureau & Office Heads
Director, Office of Human Resources
Director, Interior Business Center

Inquiries: Chief, Compliance and Programs Division
Office of Civil Rights
(202) 208-5693

Expiration: When superseded.