

INITIAL WORKFORCE ANALYSIS (FORM CC399)

(Permanent Full Time/Benefit Earning Employees)
AS OF _____

INSTRUCTIONS - See also Page 5.

Column 1: Enter Job Titles for each EEO Job Category in your Workforce.*

Column 2: Enter Total number of Employees in each Job Title.

Columns 3-7: Enter Total number of Male & Female Employees in each Racial/Ethnic Category.

Columns 8-9: Enter the Minority & Female Totals & Percentages for each Job Title, EEO Category, & Workforce Total.

Column 10: Enter Total number of Hiring Opportunities for each Job Title, EEO Category, & Workforce Total during Reporting Period.

(1) EEO JOB CATEGORIES	(2) TOTAL EMPLOYEES	(3) BLACK, NOT OF HISPANIC ORIGIN		(4) HISPANIC		(5) ASIAN/ PACIFIC ISLANDERS		(6) AMERICAN INDIAN OR ALASKAN NATIVE		(7) WHITE		(8) MINORITIES		(9) FEMALES		(10) CURRENT VACANCIES
		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	
TECHNICIANS (03)																
(03) CATEGORY TOTAL																
SALES WORKERS (04)																
(04) CATEGORY TOTAL																
OFFICE/CLERICAL (05)																
(05) CATEGORY TOTAL																

*EEO Job Titles & Job Categories described on Page 6 of Form CC399.

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		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	
CRAFTS (Skilled) (06)		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
(06) CATEGORY TOTAL																
OPERATIVES (Semi-Skilled) (07)		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%	TOTAL
(07) CATEGORY TOTAL																

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		M	F	M	F	M	F	M	F	M	F	TOTAL	%	TOTAL	%		
LABORERS (Unskilled) (08)																	
(08) CATEGORY TOTAL																	
SERVICE WORKERS (09)																	
(07) CATEGORY TOTAL																	
<u>WORKFORCE TOTALS</u>																	

*EEO Job Titles & Job Categories described on Page 6 of Form CC399.

SIGNATURE OF COMPANY EEO OFFICIAL: _____ TITLE: _____ EMAIL ADDRESS: _____

TYPE / PRINT NAME: _____ DATE: _____

NOTE: FORM WILL BE RETURNED IF NOT FULLY COMPLETED.

INSTRUCTIONS FOR PREPARING THE INITIAL WORKFORCE ANALYSIS (FORM CC399)

Form CC399 must be completed, detached from the AA Plan, and submitted to your Contract Representative/Manager or Buyer prior to contract execution. (Please make a copy for your files prior to submission.) Please note that an incorrect or incomplete INITIAL WORKFORCE ANALYSIS submitted to P/CS will be returned to the contractor for revision or completion, and the deficiencies will be noted in the contractor's file.

The following instructions will assist you in completing the INITIAL WORKFORCE ANALYSIS, FORM CC399.

1. **COLUMN 1** - Lists the nine EEO Job Categories. **Report employees by Job Titles** under the appropriate EEO Job Category. To find the appropriate EEO Job Category for each Job Title in your company, please review Page 6 of Form CC399. If you have more than one employee for a single Job Title, **list the Job Title ONLY ONCE** (for e.g., Sales Representative or Secretary), then indicate the number of employees for that Job Title. You may include several employees under one Job Title when they hold the same Job Level and pay scale (for e.g., Human Resources Manager, Sales Manager, Marketing Manager and Service Manager can all be listed under the job title "Managers" if they have equal or comparable levels of responsibilities and pay).
2. **COLUMN 2** - Enter the **Total Number of Benefit Earning Employees being reported** for each Job Title, and the total number of employees for each EEO Job Category. See (4) below for definition of Full Time / Benefit Earning employees.
3. **COLUMNS 3 through 7** - Enter your workforce for each Job Title and EEO Category Total. Also enter the workforce Totals on Page 4 of Form CC399.
4. **COLUMNS 8 & 9** - For each Job Title being reported in Columns 8 & 9, enter your total number of minorities and females, and the percentages that these totals constitute of the total for that Job Title.
NOTE: You should also indicate the total number of minorities and females and percentages for these groups in Columns 8 and 9 of the **Category Total** lines for each EEO Job Category and the Workforce Total.
5. **COLUMN 10** - For each Job Title, EEO Category & Workforce Total enter the Total Number of **Current Vacancies** (all open allocations, including newly-created positions).

PERCENTAGES: To calculate the minority or female percentages, divide the total number of minorities or females by the total number for the given Job Title and multiply the resulting number by 100. Use the same formula for calculating the percentages of your minority and female employees in the Category Total and the Workforce Total lines.

Percentage = Total number of minority or female divided by Total number for the Job Title, Category Total or Workforce Total. Next, multiply the result by 100 to arrive at the percentile. Add a percent (%) sign.

6. **CATEGORY TOTALS** - Enter the column totals for columns 2 - 9 in the **CATEGORY TOTAL lines** under each EEO Job Category.
7. **WORKFORCE TOTAL** - Enter the **WORKFORCE TOTALS** (grand totals) for each CATEGORY TOTAL on page 4 of Form CC399. In other words, add all of the Category Totals together to arrive at the Workforce Totals.
8. **UTILIZATION** - The utilization of minorities and women is entered on the WORKFORCE TOTAL line on page 4 of Form CC399. The **UTILIZATION of minorities and women** figure is your overall percentages of minorities and females entered in COLUMNS 8 & 9 of the Workforce Total line.
9. **COMPANY SIGNATURE** – The Company Official responsible for implementing the EEO Plan requirements must sign Form CC399. This Official's name and job title should be typed or printed as indicated on Page 4 of Form CC399. The DATE the Official signed the INITIAL WORKFORCE ANALYSIS Form should also be indicated.

EEO JOB CATEGORIES

OFFICIALS & MANAGERS: OCCUPATIONS REQUIRING ADMINISTRATIVE AND MANAGERIAL PERSONNEL WHO SET BROAD POLICIES, EXERCISE OVERALL RESPONSIBILITY FOR EXECUTION OF THESE POLICIES, AND DIRECT INDIVIDUAL DEPARTMENTS OR SPECIAL PHASES OF A FIRM'S OPERATIONS. INCLUDES: OFFICIALS, MIDDLE MANAGEMENT, PLANT MANAGERS, DEPARTMENT MANAGERS & SUPERINTENDENTS, SALARIED SUPERVISORS WHO ARE MEMBERS OF MANAGEMENT, PURCHASING AGENTS & BUYERS, RAILROAD CONDUCTORS & YARD MASTERS, SHIP CAPTAINS, MATES & OTHER OFFICERS, FARM OPERATORS & MANAGERS, AND KINDRED WORKERS.

PROFESSIONALS: OCCUPATIONS REQUIRING EITHER COLLEGE GRADUATION OR EXPERIENCE OF SUCH KIND AND AMOUNT AS TO PROVIDE A COMPARABLE BACKGROUND. INCLUDES: ACCOUNTANTS & AUDITORS, AIRPLANE PILOTS, NAVIGATORS, ARCHITECTS, ARTISTS, CHEMISTS, DESIGNERS, DIETITIANS, EDITORS, ENGINEERS, LAWYERS, LIBRARIANS, MATHEMATICIANS, NATURAL SCIENTISTS, REGISTERED PROFESSIONAL NURSES, PERSONNEL AND LABOR RELATIONS SPECIALISTS, PHYSICAL SCIENTISTS, PHYSICIANS, SOCIAL SCIENTISTS, TEACHERS, AND KINDRED WORKERS.

TECHNICIANS: OCCUPATIONS REQUIRING A COMBINATION OF BASIC SCIENTIFIC KNOWLEDGE AND MANUAL SKILL WHICH CAN BE OBTAINED THROUGH 2 YEARS OF POST-HIGH SCHOOL EDUCATION, SUCH AS IS OFFERED IN MANY TECHNICAL INSTITUTES OR JUNIOR COLLEGES, OR THROUGH EQUIVALENT ON-THE-JOB TRAINING. INCLUDES: COMPUTER PROGRAMMERS, DRAFTERS, ENGINEERING AIDES, JUNIOR ENGINEERS, MATHEMATICAL AIDES, LICENSED, PRACTICAL OR VOCATIONAL NURSES, PHOTOGRAPHERS, RADIO OPERATORS, SCIENTIFIC ASSISTANTS, SURVEYORS, TECHNICAL ILLUSTRATORS, TECHNICIANS (MEDICAL, DENTAL, ELECTRONIC, PHYSICAL SCIENCE), AND KINDRED WORKERS.

SALES: OCCUPATIONS ENGAGING WHOLLY OR PRIMARILY IN DIRECT SELLING. INCLUDES: ADVERTISING AGENTS & SALES WORKERS, INSURANCE AGENTS & BROKERS, REAL ESTATE AGENTS & BROKERS, STOCK AND BOND SALES WORKERS, DEMONSTRATORS, SALES WORKERS & SALES CLERKS, GROCERY CLERKS, CASHIERS/CHECKERS, AND KINDRED WORKERS.

OFFICE / CLERICAL: INCLUDES ALL CLERICAL-TYPE WORK REGARDLESS OF LEVEL OF DIFFICULTY, WHERE THE ACTIVITIES ARE PREDOMINANTLY NON-MANUAL THOUGH SOME MANUAL WORK NOT DIRECTLY INVOLVED WITH ALTERING OR TRANSPORTING THE PRODUCTS IS INCLUDED. INCLUDES: BOOKKEEPERS, COLLECTORS (BILLS & ACCOUNTS), MESSENGERS, & OFFICE HELPERS, OFFICE MACHINE OPERATORS (INCLUDING COMPUTER), SHIPPING & RECEIVING CLERKS, STENOGRAPHERS, TYPISTS & SECRETARIES, TELEGRAPH & TELEPHONE OPERATORS, LEGAL ASSISTANTS, AND KINDRED WORKERS.

CRAFT WORKERS (SKILLED): MANUAL WORKERS OF RELATIVELY HIGH SKILL LEVEL HAVING A THOROUGH AND COMPREHENSIVE KNOWLEDGE OF THE PROCESSES INVOLVED IN THEIR WORK. EXERCISE CONSIDERABLE INDEPENDENT JUDGMENT AND USUALLY RECEIVE AN EXTENSIVE PERIOD OF TRAINING. INCLUDES: APPRENTICES, THE BUILDING TRADES, HOURLY PAID SUPERVISORS AND LEAD OPERATORS WHO ARE NOT MEMBERS OF MANAGEMENT, MECHANICS & REPAIRERS, SKILLED MACHINING OCCUPATIONS, COMPOSITORS & TYPESETTERS, ELECTRICIANS, ENGRAVERS, PAINTERS (CONSTRUCTION & MAINTENANCE), MOTION PICTURE PROJECTIONISTS, PATTERN & MODEL MAKERS, STATIONARY ENGINEERS, TAILORS, ARTS OCCUPATIONS, HAND PAINTERS, COATERS, BAKERS, DECORATING OCCUPATIONS, AND KINDRED WORKERS.

OPERATIVES: WORKERS WHO OPERATE MACHINES OR PROCESSING EQUIPMENT OR PERFORM OTHER FACTORY-TYPE DUTIES OF INTERMEDIATE SKILL LEVEL WHICH CAN BE MASTERED IN A FEW WEEKS AND REQUIRE ONLY LIMITED TRAINING. INCLUDES: APPRENTICES (AUTO MECHANICS, PLUMBERS, BRICKLAYERS, CARPENTERS, ELECTRICIANS, MACHINISTS, MECHANICS, BUILDING TRADES, METALWORKING TRADES, PRINTING OPERATIVES, MILLINERS, MINE OPERATIVES & LABORERS, MOTOR OPERATORS, OILERS & GREASERS (EXCEPT AUTO), PAINTERS (MANUFACTURED ARTICLES), PHOTOGRAPHIC PROCESS WORKERS, STATIONARY FIRE FIGHTERS, TRUCK & TRACTOR DRIVERS, KNITTING, LOOPING, TAPING AND WEAVING MACHINE OPERATORS, WELDERS & FLAME-CUTTERS, ELECTRICAL & ELECTRONIC EQUIPMENT ASSEMBLERS, BUTCHERS & MEAT CUTTERS, INSPECTORS, TESTERS & GRADERS, HAND PACKERS & PACKAGERS, AND KINDRED WORKERS.

LABORERS: WORKERS IN MANUAL OCCUPATIONS WHICH GENERALLY REQUIRE NO SPECIAL TRAINING TO PERFORM ELEMENTARY DUTIES THAT MAY BE LEARNED IN A FEW DAYS AND REQUIRE THE APPLICATION OF LITTLE OR NO INDEPENDENT JUDGMENT. INCLUDES: GARAGE LABORERS, CAR WASHERS & GREASERS, GROUNDS-KEEPERS & GARDENERS, FARM-WORKERS, STEVEDORES, WOOD CHOPPERS, LABORERS PERFORMING LIFTING, DIGGING, MIXING, LOADING & PULLING OPERATIONS, AND KINDRED WORKERS.

SERVICE WORKERS: WORKERS IN BOTH PROTECTIVE & NON-PROTECTIVE SERVICE OCCUPATIONS. INCLUDES: ATTENDANTS (HOSPITAL & OTHER INSTITUTIONS, PROFESSIONAL & PERSONAL SERVICE (INCLUDING NURSES AIDES & ORDERLIES), BARBERS, CHARWORKERS & CLEANERS, COOKS, COUNTER & FOUNTAIN WORKERS, ELEVATOR OPERATORS, FIRE FIGHTERS & FIRE PROTECTION, GUARDS, DOOR-KEEPERS, STEWARDS, JANITORS, POLICE OFFICERS & DETECTIVES, PORTERS, WAITERS & WAITRESSES, AMUSEMENT & RECREATION FACILITIES ATTENDANTS, GUIDES, USHERS, PUBLIC TRANSPORTATION ATTENDANTS, & KINDRED WORKERS.

WOMEN / MINORITY / NON-MINORITY GROUP DEFINITIONS

BLACK (NOT OF HISPANIC ORIGIN) - ALL PERSONS HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.

HISPANIC - ALL PERSONS OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.

ASIAN OR PACIFIC ISLANDERS - ALL PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, THE INDIAN SUB-CONTINENT, OR THE PACIFIC ISLANDS. THIS AREA INCLUDES, FOR EXAMPLE, CHINA, JAPAN, KOREA, THE PHILIPPINE ISLANDS, AND SAMOA.

AMERICAN INDIAN OR ALASKAN NATIVE - ALL PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA, AND WHO MAINTAIN TRIBAL IDENTIFICATION THROUGH TRIBAL AFFILIATION OR RECOGNITION.

WHITE (NOT OF HISPANIC ORIGIN) - ALL PERSONS WITH ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA, OR THE MIDDLE EAST WHO ARE NOT OF HISPANIC ORIGIN.

WOMEN - ALL FEMALES, REGARDLESS OF MINORITY OR NON-MINORITY GROUP STATUS.

Note: New definition of racial categories based on the 2000 census shall be released by the Equal Employment Opportunity the Federal Government late 2003.