

**Department of
Veterans Affairs**

Memorandum

Date: **AUG 16 2011**

From: Assistant Secretary for Human Resources and Administration (006)

Subj: Guidance for Completing EEOC MD-715 Fiscal Year 2011 Equal Employment Opportunity Report and 2012 Plan (VAIQ# 7141101)

To: See Addressees Below

1. This memorandum provides guidance for completion of the required annual report to the Equal Employment Opportunity Commission (EEOC), under authority of 29 CFR 1614. Reports are due to EEOC by January 31st following the end of the fiscal year that is being reported.

2. According to EEOC Management Directive 715 (MD-715), the Veterans Health Administration (VHA), the Veterans Benefits Administration (VBA), and the National Cemetery Administration (NCA) are second-level reporting components and must submit separate reports. Each administration is responsible for submitting their reports directly to EEOC utilizing the Office of Management and Budget MAX Information System (OMB/MAX) Portal. Separate instructions on accessing the Portal will be distributed to each administration representative.

3. The Office of Diversity and Inclusion (ODI) is responsible for preparing a consolidated report for all VA.

4. Instructions for completing the Fiscal Year (FY) 2011 report are attached. The format for completing this year's report is identical to the format for the FY 2010 EEO Report that is available on the ODI Web site at:

<http://www.diversity.va.gov/products/files/reports/md715-r10.pdf>. The required data tables and EEO Plans are automated on the VHA Support Service Center (VSSC) site at: <http://vssc.med.va.gov/products.asp?PgmArea=3>. All facilities preparing an EEO Report should use this automated system. The requirements and process for producing the report are described in a training video "How to Write an EEO Report" which is available for on-demand viewing at VAKN's Content Distribution Network at site: http://vaww.sites.lrn.va.gov/vacatalog/cu_detail.asp?id=20879. You can request DVD copies of this training video.

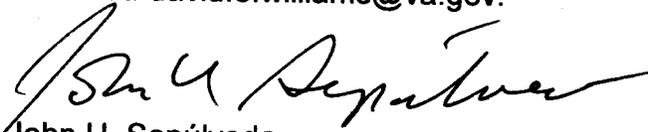
5. ODI has developed an analysis tool available on the VSSC Website (Quarterly Trends Report) for each VISN, MSN, and area to assist EEO Managers in preparing their MD-715 submission. At the end of each Quarterly Trends Report, are directions on how to reproduce these reports at the station level.

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6. Parts H and I for the respective administrations must be entered in the VSSC system and a draft Executive Summary, including parts (G, H, I,) must be provided to ODI **no later than Wednesday, November 23, 2011**. Each administration is responsible for submitting their signed reports directly to EEOC utilizing the OMB/MAX Portal **no later than close of business, Friday, January 27, 2012**. In addition, a copy of each administration's signed report is due to ODI (06) by the same date.

7. If you have any questions about this submission, please have a member of your staff call Mr. David Williams, Director Workforce Analysis, at (202) 461-4033 or via e-mail at: david.e.williams@va.gov.



John U. Sepúlveda

Attachment

Addresses: Under Secretary for Health (10)
Under Secretary for Benefits (20)
Under Secretary for Memorial Affairs (40)
Deputy Assistant Secretary for Human Resources Management (05)

cc: EEO/Affirmative Employment Team (10A2E)
VBA EEO Manager (20M2)
Management Support Services (402D2)
Central Office Human Resources Services (05HRS)

Instructions for Completing the Fiscal Year 2011 EEO Report

1. EEOC Management Directive 715 (MD-715) provides detailed instructions for completing the annual EEO Report (see the ODI Web site <http://www.diversity.va.gov/programs/md715.aspx> for writeable PDF versions of Parts A-F. Parts G-J and the required data tables are automated on the VSSC intranet site at <http://vssc.med.va.gov> under Human Resources, MD-715.
2. Outline for the EEO Report:
 - Part A, Department or Agency Identifying Information
 - Part B, Total Employment
 - Part C, Agency Official/s Responsible for Oversight of EEO Program/s
 - Part D, List of Subordinate Components Covered in This Report
 - Part E, Executive Summary
 - Part F, Certification of Establishment of Continuing EEO Program
 - Part I, Plan for Attaining the Essential Elements of a Model EEO Program
 - Part J, Special Program Plan for Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities
 - Appendix
 - Other Required Documents (see Part D; note that the organizational chart must clearly show the EEO office and its reporting line)
 - Required Workforce Data Tables (except Tables 10 and 12)
 - 462 Report
3. The first option listed under MD-715 on the VSSC intranet site is “MD-715 Enter/Edit Data,” where data for Parts G, H, and I is entered via this VSSC application. Only one user per facility identified to VSSC by the Administrations and VACO will be able to enter or edit text for Parts G, H, and I. Any user can print out Parts G, H, and I using the options listed immediately below “MD-715 Enter/Edit Data”. Note that there are two versions of these Parts – Summary and Aggregate. The Summary is the report from a facility, region (VISN, Area, and MSN), Administration, or VA. The Aggregate pulls together the data from all of the immediate subordinate Summary reports.
4. Also note, Parts H and I on VSSC only provide a framework for plans; the task of the respondents is to develop plans to implement these goals and objectives. The plans should show progressive benchmarks for each quarter of the fiscal year to completion of the plan.
5. Each administration is responsible for submitting their reports directly to EEOC utilizing the OMB/MAX Portal. Separate instructions on accessing the OMB/MAX Portal and the preferred formats for each component of the report will be distributed to each administration.