

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS**

The DBMS Training Application will produce reports for an authorized EEO user which provide statistical data on the distribution of completed training. Reports are available by selection criteria which includes: AGE 40 AND UP; HANDICAP STATUS; WORKFORCE PROFILE; OCCUPATIONAL SERIES; AND PAY PLAN/GRADE.

The EEO reports utilize a three character abbreviation for the Type of Training as follows:

EAM - Executive and Management (Code 1)

SUP - Supervisory (Code 2)

LMS - Legal/Medical/Scientific/Engineering (Code 3)

AAA - Administration and Analysis (Code 4)

SAT - Special and Technical (Code 5)

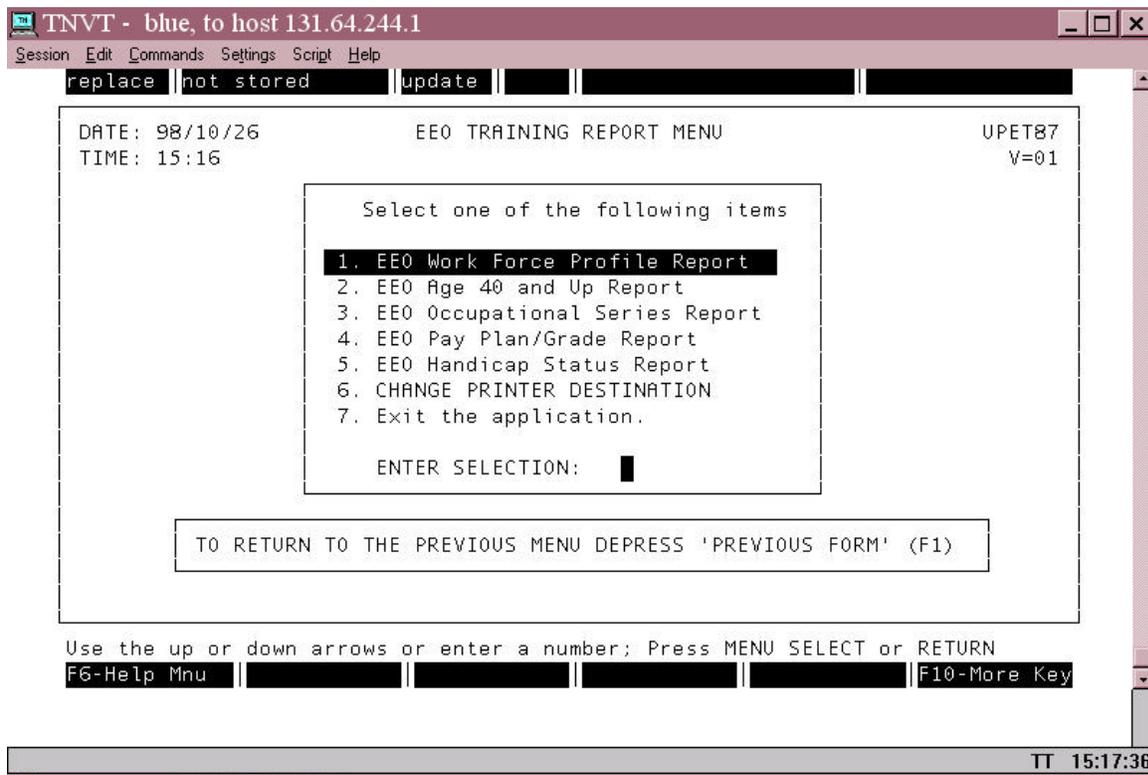
CLE - Clerical (Code 6)

TOC - Trade or Craft (Code 7)

ORI - Orientation (Code 8)

ABE - Adult Basic Education (Code 9)

**EQUAL EMPLOYMENT OPPORTUNITY (UPET87)**



- a. An option can be selected from this menu by one of the following methods:
  - (1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.
  - (2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN key.
- b. Each report will display a report request screen. Some report request screens will display selection criteria and some will not. All report request screens will require a response by depressing the NXT FORM function key to actually produce and print the report, or by depressing the PRV FORM function key to return to the EEO Training Report Menu without producing the report.

#### TRAINING WORK FORCE PROFILE (UPETE1)

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/26      TRAINING WORK FORCE PROFILE REPORT      UPETE1
TIME: 15:17        DATA MAY BE SUBJECT TO THE PRIVACY OF 1974      V=01

PERIOD START DATE: ██████████
PERIOD END DATE:

EMPLOYING ACTIVITY:
ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter desired START DATE (YY/MM/DD format) for report data.  HELP = (F5).
F6-Help Mnu  F7-Clr-Add  F8-Rep/Ins  F9-Add/Upd  F11-Rcll Fld  F10-More Key
TT 15:18:25

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- a. To request the report, select option 1 from the EEO Reports Menu (UPET87).
- b. A report coverage period must be entered, which includes a start date and an end date. The end date must be less than or equal to the current date. The Employing Activity and Organization fields are optional input criteria.

#### **TRAINING WORK FORCE PROFILE REPORT (UPETE2 AND UPETH4)**

These reports provided an authorized EEO user with statistical data on the distribution of completed training by RNO/SEX category.

- a. The in each RNO/SEX category within the work force. Work force is defined as employees within the Employing Activity/Organization shown at top of the report page.
- b. For each Type of Training (e.g. Supervisory, Clerical,. etc.) the reports will indicate:
  - (1) # - The number of training completions for members of the RNO/SEX category.
  - (2) the RNO/SEX category.

- c. Frequency. An authorized EEO user will produce these reports as requested.
- d. Sequence. These reports are sorted by Employing Activity, Organization and Type of Training.
- e. Use. An authorized EEO user may use these reports to provide the EEO Office with a breakdown of training completions by number and percentage within each RNO category.
- f. Disposition. These reports will be produced and distributed as needed by the EEO Office. They will be destroyed when no longer needed for reference purposes, or when a later version is produced.
- g. UPETE2 is broken down by Servicing Activity, Employing Activity, and Employing Organization. UPETH4 is broken down by Servicing Activity and Employing Activity.

### TRAINING - AGE 40 AND UP REPORT (UPETE3)

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/26      TRAINING - AGE 40 AND UP REPORT      UPETE3
TIME: 15:18        DATA MAY BE SUBJECT TO THE PRIVACY OF 1974      V=01

PERIOD START DATE: 
PERIOD END DATE:

EMPLOYING ACTIVITY:
ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter desired START DATE (YY/MM/DD format) for report data.      HELP = (F5).
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
TT 15:19:30

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- a. To request the report, select option 2 from the EEO Reports Menu (UPET87)
- b. The report coverage period must be entered, which includes a start date and an end date. The end date must be less than or equal to the current date. The Employing Activity and Organization fields are optional input criteria.

### **TRAINING - AGE 40 AND UP REPORT (UPETE4 AND UPETH5)**

These reports provide an authorized EEO user with statistical data on the distribution of each type of completed training by RNO/SEX category for employees age 40 and older.

- a. The in each RNO/SEX category within the work force.
- b. For each Type of Training (e.g. Supervisory, Clerical, etc.) the reports will indicate:
  - (1) # - The number of training completions for members of the RNO/SEX category that are age 40 and up.
  - (2) The RNO/SEX category that are age 40 and up.
- c. Frequency. An authorized EEO user will produce these reports as requested.
- d. Sequence. These reports are sorted by Employing Activity, Organization and Type of Training.
- e. Use. An authorized EEO user may use these reports to provide the EEO Office with a breakdown of training provided to employees age 40 and up.
- f. Disposition. These reports will be produced and distributed as needed by the EEO Office. They will be destroyed when no longer needed for reference purposes, or when a later version is produced.
- g. UPETE4 is broken down by Servicing Activity, Employing Activity, and Employing Organization. UPETH5 is broken down by Servicing Activity and Employing Activity.

### **TRAINING REPORT BY OCCUPATIONAL SERIES (UPETE5)**

replace | not stored | update

DATE: 98/10/26      TRAINING REPORT BY OCCUPATIONAL SERIES      UPETES  
 TIME: 15:19      DATA MAY BE SUBJECT TO THE PRIVACY OF 1974      V=01

PERIOD START DATE: [REDACTED]  
 PERIOD END DATE:

EMPLOYING ACTIVITY:  
 ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter desired START DATE (YY/MM/DD format) for report data.    HELP = (F5).

F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key

TT 15:20:45

- a. To request a report, select option 3 from the EEO Reports Menu (UPET87).
- b. Enter a report coverage period which includes a start date and an end date. The end date must be less than or equal to the current date. The Employing Activity and Organization fields are optional input criteria.

### **TRAINING REPORT BY OCCUPATIONAL SERIES (UPETE6 AND UPETF1)**

These reports provide an authorized EEO user with statistical data on the distribution of each type of completed training by RNO/SEX category within each Occupational Series.

- a. The in each RNO/SEX category within the total population of the Occupational Series.
- b. For each Type of Training (e.g. Supervisory, Clerical, etc.) the reports will indicate:
  - (1) # - The number of training completions for members of the RNO/SEX category within the Occupational Series.
  - (2) The RNO/SEX category within the Occupational Series.

- c. Frequency. An authorized EEO user will produce these reports as requested.
- d. Sequence. These reports are sorted by Employing Activity, Organization and Type of Training, and Occupational Series.
- e. Use. An authorized EEO user may use these reports to provide the EEO Office with a breakdown of training by Occupational Series within a specified timeframe.
- f. Disposition. These reports will be produced and distributed as needed by the EEO Office. They will be destroyed when no longer needed for reference purposes, or when a later version is produced.
- g. UPETE6 is broken down by Servicing Activity, Employing Activity, and Employing Organization. UPETF1 is broken down by Servicing Activity and Employing Activity.

### TRAINING REPORT BY PAY PLAN/GRADE (UPETE7)

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/26      TRAINING REPORT BY PAY PLAN/GRADE      UPETE7
TIME: 15:22        DATA MAY BE SUBJECT TO THE PRIVACY OF 1974  V=01

PERIOD START DATE: [REDACTED]
PERIOD END DATE:

EMPLOYING ACTIVITY:
ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter desired START DATE (YY/MM/DD format) for report data.  HELP = (F5).
F6-Help Mnu  F7-Clr-Add  F8-Rep/Ins  F9-Add/Upd  F11-Rcll Fld  F10-More Key

TT 15:23:51

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- a. To request the report, select option 4 from the EEO Reports Menu (UPET87).

- b. Enter the report coverage period which includes a start date and an end date. The end date must be less than or equal to the current date. The Employing Activity and Organization fields are optional input criteria.

### **TRAINING REPORT BY PAY PLAN/GRADE (UPETE8 AND UPETF3)**

These reports provide an authorized EEO user with statistical data on the distribution of each type of completed training by RNO/SEX category within the certain Pay Plan/Grade groups.

- a. The in each RNO/SEX category within the total population of the Pay Plan/Grade group.
- b. For each Type of Training (e.g. Supervisory, Clerical, etc.) the reports will indicate:
  - (1) # - The number of training completions for members of each RNO/SEX category within the Pay Plan/Grade group.
  - (2) The RNO/SEX category within the Pay Plan/Grade group.
- c. Frequency. An authorized EEO user will produce these reports as requested.
- d. Sequence. These reports are sorted by Employing Activity, Organization, Type of Training, Pay Plan and Grade.
- e. Use. An authorized EEO user may use these reports to provide the EEO Office with a breakdown of training by Pay Plan and Grade among various minority groups for a specified timeframe.
- f. Disposition. These reports will be produced and distributed as needed by the EEO Office. They will be destroyed when no longer needed for reference purposes, or when a later version is produced.
- g. UPETE8 is broken down by Servicing Activity, Employing Activity, and Employing Organization. UPETF3 is broken down by Servicing Activity and Employing Activity.

### **TRAINING REPORT BY HANDICAP STATUS (UPETE9)**

replace | not stored | update |

DATE: 98/10/26      TRAINING REPORT BY HANDICAP STATUS      UPETE9  
 TIME: 15:25      DATA MAY BE SUBJECT TO THE PRIVACY OF 1974      V=01

PERIOD START DATE:

PERIOD END DATE:

EMPLOYING ACTIVITY:  
 ORGANIZATION:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO ESCAPE

Enter desired START DATE (YY/MM/DD format) for report data.    HELP = (F5)

F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key

TT 15:26:24

- a. To request the report, select option 5 from the EEO Reports Menu (UPET87).
- b. Enter a report coverage period which includes a start date and an end date. The end date must be less than or equal to the current date. The Employing Activity and Organization fields are optional input criteria.

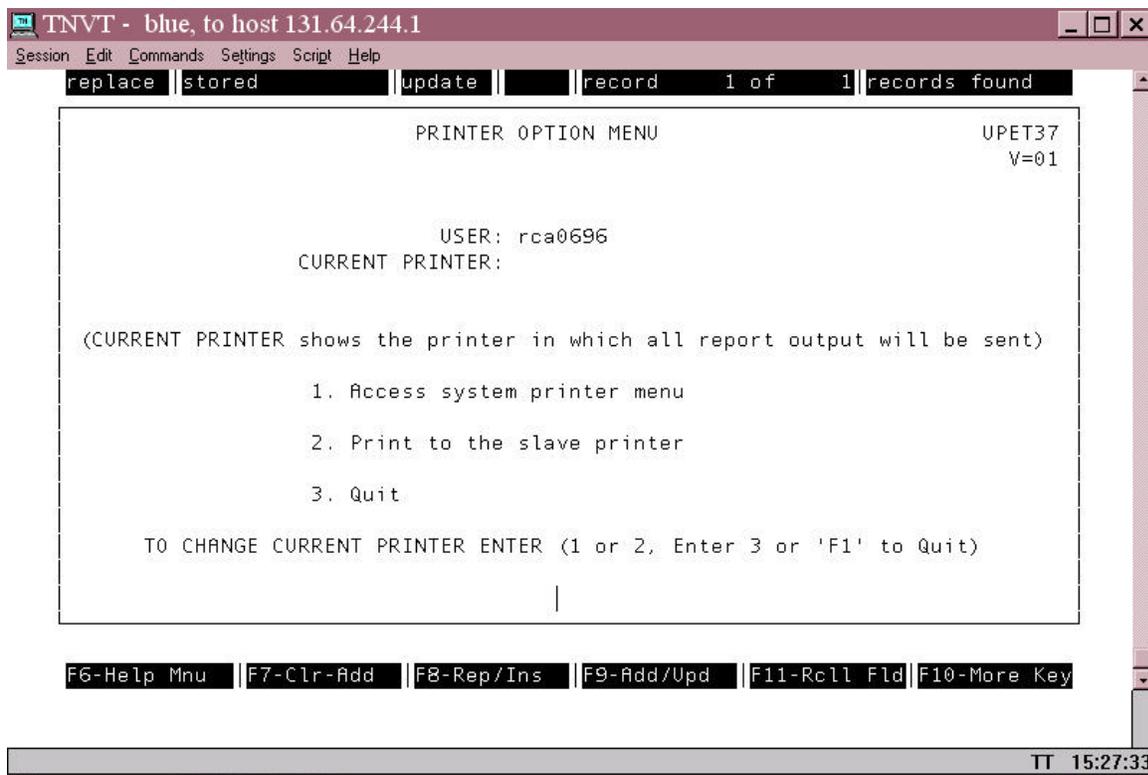
#### TRAINING REPORT BY HANDICAP STATUS (UPETF0 AND UPETH6)

These reports provide an authorized EEO user with statistical data on the distribution of completed training by handicap category. For each type of training the reports will indicate the

- c. Use. An authorized EEO user will use these reports to provide the EEO Office with a breakdown of training by handicap category for a specified time period.
- d. Disposition. These reports will be produced and distributed as needed by the EEO Office. They will be destroyed when no longer needed for reference purposes, or when a later version is produced.

- e. UPETFO is broken down by Servicing Activity, Employing Activity, and Employing Organization. UPETH6 is broken down by Servicing Activity and Employing Activity.
- f. The Other/Unknown category will contain the handicap codes that are not listed or are not identified (01, 06) as well as those that are included in the Handicap Reported (13-93) category, but are not broken down further into a reportable category (e.g. 84 or 88).

### CHANGE PRINTER DESTINATION (UPET37)



- a. This screen can be accessed by selecting CHANGE PRINTER DESTINATION, from the EEO REPORTS MENU.
- b. This screen consists of the current user's USER ID and the current printer to which all report output is being sent.
- c. The following options exist to select a printer:

- (1) Access system printer menu. The following is an example of a system menu. Each site will vary depending on the options that are necessary.

THE FOLLOWING TRAINING PRINTER CLASSES ARE AVAILABLE:

- |   |                     |
|---|---------------------|
| 1 | train               |
| 2 | train2              |
| 3 | SYSTEM LINE PRINTER |

ENTER [1-3, (Q)UIT, (H)ELP ] :

After choosing a printer, all printouts will print to this printer until the user goes back into the available options and chooses a different output source.

For Further explanation of the System Printer options see your System Administrator.

- (2) Print to the slave printer. This will direct all print to a printer that is the default or selected printer for the terminal from which you are directing print.
- (3) Quit the printer option menu. This option will return you to the EEO Reports Menu.